

**ATTACHMENT J-4
DATA REQUIREMENTS
LIST/DATA REQUIREMENTS
DESCRIPTION
(DRL/DRD)**

FOR

**MEDICAL AND ENVIRONMENTAL
SUPPORT CONTRACT (MESC)**

**DATA REQUIREMENTS LIST/DATA REQUIREMENTS DESCRIPTION
(DRL/DRD)**

The Contractor shall comply with the data requirements descriptions (DRDs) as listed in Table J-4.1.

Additional Information:

- A. The Government reserves the right to reasonably defer the date of delivery of any or all line items of data specified in the DRL. Such right may be exercised at no increase in the contract amount. The Government also reserves the right to terminate the requirement for any or all line items of data specified in the DRL. In the event the Government exercises this latter right, the contract amount shall be subject to equitable adjustment in accordance with the clause hereof entitled "Changes – Cost Reimbursement." (FAR 52.243-2 Alt II)
- B. In the event of conflict between the identity and description of data called for by specific provisions of this contract and the DRL or DRDs, the DRL and DRDs shall control the data to be furnished.
- C. Nothing contained in this DRL provision shall relieve the Contractor from furnishing data called for by, or under the authority of, other provisions of this contract which are not identified and described in the DRL attached to this contract. Whenever such data are identified, either by the Contractor or the Government, they will be listed on a DRL and described on DRDs.
- D. Except as otherwise provided in this contract, the cost of data to be furnished in response to the DRL attached to this contract is included in the price of this contract if it is a fixed-price contract; or, if this is a cost-type contract, the cost is included in the estimated cost and shall be reimbursed in accordance with FAR 52.216-7, "Allowable Cost and Payment" clause.

Table J-4.1 List of DRDs	
DRD#	Description
1.1-001	Report, Performance Assessment
1.2-001	Plan, Risk Management
1.3.1-001	Report, Workload Indicators, Work Backlogs and Deferred Work
1.3.2-001	Report, Advance Notifications of Workforce Reductions
1.3.2-002	Report, Monthly KSC Headcount
1.3.2-003	Report, Quarterly Summary of 3 rd Step Labor Grievances and Arbitrations
1.3.3-001	Report, Replacement of Government Furnished Property

Table J-4.1 List of DRDs	
1.3.3-002	Report, Asset Capitalization
1.3.6-001	Report, Purchase Order
1.3.7-001	Plan, Records Management Program
1.3.7-002	File Plan and Summary of Record Holdings and Transfers
1.3.11-001	Program and Performance Metrics
1.3.12-001	Report, Certifications and Licensure
1.4.1-001	Plan, Safety and Health
1.4.2-001	Report, Safety Statistics
1.4.2-002	Report, Safety Anomaly
1.4.3-001	Report, VPP Self-Assessment
1.5-001	Report, Shared Cost Pool Analysis
1.5-002	Report, Reconciliation of Incurred Costs to Report Costs
1.5-003	Report, Contractor Financial Management Analysis, NASA Form 533M and NASA Form 533Q
1.5-004	NF533M Flat File
1.5-005	Plan, Annual Phased Contract Operating
1.5-006	Report, Rate-Volume Variance Analysis Report
1.5-007	Report, Direct and Indirect Rates
1.5-008	Report, Prime and Subcontractor Contract Value (CV) Status
1.5-009	Report, Phased Negotiated Estimated Cost (NEC) Baseline
1.5-010	Report, Annual IT NASA Headquarters and Special IT Budget
1.7-001	Plan, IT Security
2.1-001	Plan, Medical Quality Assurance Program
2.6-001	Plan, Aerospace Medicine Medical Operations Support
4.5.1-001	Report, KSC On-site Hazardous Waste Disposal
4.5.1-002	Report, KSC Waste Management
4.5.1-003	Report, NETS Hazardous Waste Data Call
4.5.1-004	Report, Off-site Hazardous Waste Transporters and Facilities
4.7.1-001	Report, Post Launch Ecological Impact
4.7.2-001	Plan, Ecological Monitoring
4.7.2-002	Reports, Annual Summary on Animal Use
4.7.2-003	Plan, Long-term Air Quality Monitoring
5.1-001	Reports, Occupational Health Program (OHP) Management
5.2-001	Reports, Center Occupational Health Program (OHP) Assessment
6.2-001	Report, Medical Services Provided to the USAF
6.4-001	Report, USAF On-site Hazardous Waste Disposal
6.4-002	Report, USAF Waste Pick Up Services
6.4-003	Report, USAF Waste Cost Report
6.4-004	Report, USAF Waste Recycled

INSTRUCTIONS FOR COMPLETING CONTRACT APPLICATION INFORMATION

- A. LINE ITEM NO. Sequentially number line items beginning with number 001.
- B. LINE ITEM TITLE - Enter the title of the data item, as shown in the Statement of Work (SOW), the RFP and/or as directed by the CTM.
- C. OPR (OFFICE OF PRIMARY RESPONSIBILITY) - Enter the organization designated to exercise technical and or administrative control over the data requirement. Use approved organizational code.
- D. TYPE - Enter "Type of Data" code as follows:

CODE

DESCRIPTION

- 1 Data requiring written approval by the procuring activity prior to implementation into the procurement or development program.
- 2 Data submitted to the procuring activity for review not later than three weeks prior to project implementation. Data shall be considered approved unless the contractor has been notified of disapproval prior to project implementation.
- 3 Data submitted to the procuring activity for coordination, surveillance, or information.
- 4 Data retained by the contractor to be made available to the procuring activity upon request. The contractor shall furnish a list to the procuring activity.
- 5 Data to be retained by the contractor and reviewed by NASA on request.

E. INSPECT/ACCEPT - Enter Inspection Acceptance code as follows:

CODE	INSPECTION	ACCEPTANCE	CODE	INSPECTION	ACCEPTANCE
1	Source	Source	4	Certificate of Conformance	(Mandatory)
2	Destination (OPR)	Destination (OPR)	5	Certificate of Conformance	(Optional)
3	Source	Destination (OPR)	6	No Inspection Required	No Acceptance

Required

F. FREQ. OF SUBM. - Enter the frequency of submission code as follows:

CODE	DESCRIPTION	CODE	DESCRIPTION	CODE	DESCRIPTION
AD	AS DIRECTED	PC	PER CONTRACT	PV	PER VEHICLE
AN	ANNUAL	PD	PER FAILURE	QU	QUARTERLY
AR	AS REQUIRED	PE	PER EVENT	RD	AS RELEASED
BE	BIENNIAL	PF	PER FACILITY	RT	ONE TIME & REVISIONS
BM	BIMONTHLY (every two months)	PG	PER PROGRAM	SA	SEMI ANNUALLY
BW	BIWEEKLY (every two weeks)	PI	PER EQUIPMENT END ITEM	SM	SEMI MONTHLY
DA	DAILY	PJ	PER PROJECT	TY	THREE YEAR PERIOD
DD	DEFERRED DELIVERY	PL	PER LAUNCH FLIGHT MISSION	UR	UPON REQUEST
MO	MONTHLY	PS	PER SYSTEM	WK	WEEKLY
OT	ONE TIME	PT	PER TEST		

G. INITIAL SUBMITTAL - Enter date of initial submittal as follows: Month, Day, Year.
 If calendar date is not scheduled, enter number of days preceding, or following, event to which the data requirement is related (e.g., 90 days prior to launch). Amplify in REMARKS, Item J, if necessary.

H. AS OF DATE - For "Onetime Only" submittals, enter date by month/day/year. For recurring submittals, enter number coding (e.g., 30/10, 90/10, 15/5, etc.). The first digit(s) indicate the number of calendar days from the reporting period's (Block F) start to the data preparation cut off. The second digit(s), after the slash, indicate the number of calendar days from the cut off to the submittal date. Example: If Block F

were "MO" and Block H were "30/10", the data would include the entire month and would be submitted within 10 days thereafter.

J. REMARKS: Enter in this space:

- a. Minor exceptions to the DRD.
- b. Stipulation of specific forms when multiple forms are authorized on the DRD.
- c. The paragraph, page, etc., in an existing contract where the data requirement is specified. (This data may be removed at final approval.)
- d. Additional submittal information, if necessary.

K. DISTRIBUTION - Enter organizational symbol, number of copies, and type of copy code(s) (in parenthesis) required for each office. Type of copy codes are as follows:

CODE	DEFINITION	CODE	DEFINITION
A	Regular	C	Microfilm, Aperture Cards
B	Reproducible	D	Other, (Explain in remarks, Item J).

EXAMPLE ENTRIES: IS-PRO-2 (1A) = One regular copy. IS-PRO-3 (5 A, 1B) = Five Regular copies, One Reproducible copy.

Enter the total number of copies by type in the space provided

INSTRUCTIONS FOR COMPLETING DATA REQUIREMENT DESCRIPTION

GENERAL - The Data Requirement Description (DRD) will be prepared to describe the content and provide preparation information for data required in support of NASA programs.

1. **TITLE** - Enter the title or type of document required. The first word of the title should be a principal noun which best established the basic concept of the data. Subsequent words should be appropriate modifiers.
Examples: Plan, Project Development (SIVB)
Specification, Test (GSE)
Report, Quarterly Progress
Proposal, Engineering change (ECP)
2. **NUMBER** - Enter the appropriate number assigned to the DRD. This number will identify the appropriate data category.
3. **USE** - Enter a synopsis of the use of the document, stating reason for the requirement.
4. **DATE** - Enter date of preparation.
5. **ORGANIZATION** - Identify the installation preparing the DRD.
6. **REFERENCES** - List applicable documents by number, (NASA Management Manual, Mil Specifications, Federal Standards, NASA Procurement Regulation, etc.) to which the preparing office (e.g., NASA installations, contractors, etc.) may refer for additional information concerning the data requirement.
7. **INTERRELATIONSHIP** - Enter all affected approved DRDs within the scope of the program when the DRD under preparation creates a significant impact or interface

relationship with existing DRDs. Include a brief narrative of the impact or relationship created and a statement that the new DRD does not cause a conflict with other DRDs.

8. PREPARATION INFORMATION - Provide ample information for preparation of the data required by the data requirements description; include all necessary details of preparation to satisfy the originator's formal requirements.

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____						A. Item No. 1.1-001	
B. Line Item Title:							
WBS 1.1, Report, Performance Assessment							
C. Opr.	D. Type	E. Inspect/Accept	F. Freq.	G. Initial Sub.	H. As Of Date		
TA-C	3	2	See J		See J		
J. Remarks:							
F/H Prepare as per column 8 below on these frequencies and due dates based on contract year.							
1. Annual (365/30)							
2. Quarterly (90/15)							
K. D = Electronic submission							
K. Distribution						Totals	
	Annual	Semi-Annual					
AA-D	(1A) (1D)	(1A)	(1D)		No.	Type	
TA-A	(1D)		(1D)	2	A		
TA-C/TA-C2/TA-C3	(3D)		(3D)	14	D		
OP-OS	(1D)		(1D)				
USAF	(1D)		(1D)				
DATA REQUIREMENT DESCRIPTION							
1. Title				2. Number			
Report, Performance Assessment				1.1-001			
3. Use				4. Date			
To be used in assessing MESC Contractor performance.				5. Organization			
				NASA/KSC TA-C			
7. Interrelationship				6. References			
8. Preparation Information							
1. An annual report of MESC activities summarizing all elements in the SOW to support the Government's Performance Evaluation Plan will be provided.							
2. A semi annual report of all elements in the SOW to support the Government's Performance Evaluation Plan will be provided. The purpose of this report is to provide a Contractor/NASA senior management basis for discussion on the status of contract activity. The report will be in the form of briefing charts that addresses the summary level highlights of the past 6-month activity. The briefing should also provide a discussion of planned versus actual costs and any actions required or proposed to assure performance to the cost plan. Management issues of concern to the MESC Contractor should be presented. If the Contracting Officer's Technical Representative has specific management issues for the Contractor to discuss, they will be provided 2-weeks prior to the scheduled briefing.							
3. When the Contracting Officer's Technical Representative has specific management issues for the Contractor to discuss, they will be provided 2-weeks prior to the scheduled briefing.							

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____						A. Item No. 1.2-001	
B. Line Item Title:							
WBS 1.2, Plan, Risk Management							
C. Opr.	D. Type	E. Inspect/Accept	F. Freq.	G. Initial Sub.	H. As Of Date		
OP/TA-C	3	2	See J	See J	See J		
J. Remarks:							
The Contractor shall submit its Risk Management Plan in summary form with its proposal. The plan shall be completed within 60 days after contract award and maintained throughout the life of the contract.							
K. D = Electronic Submission							
K. Distribution						Totals	
TA-C (1A)						No.	Type
OP-OS (1D)						1	A
						1	D
DATA REQUIREMENT DESCRIPTION							
1. Title				2. Number			
Plan, Risk Management				1.2-001			
3. Use				4. Date			
To provide status of ongoing issues and to identify and mitigate the impending risk.				5. Organization			
				NASA/KSC TA-C			
7. Interrelationship				6. References			
				NPR 8715.3			
8. Preparation Information							
Prepare and maintain a current Risk Management Plan for the identification and elimination of performance issues.							
The plan shall provide:							
a. Risk identification processes and procedures.							
b. Method to be used to train the Contractor and support personnel in risk identification and mitigation.							
c. Procedures to progress from risk identification through risk mitigation.							
d. Methods to measure the success of a risk mitigation.							
e. How Contractor will provide status to NASA of on-going risk mitigation efforts.							

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. Item No. 1.3.1-001
B. Line Item Title: WBS 1.3.1 , Report and Review, Workload Indicators, Work Backlogs, and Deferred Work					
C. Opr.	D. Type	E. Inspect/Accept	F. Freq.	G. Initial Sub.	H. As Of Date
TA-C	3	6	SA		
J. Remarks: K. D = Electronic Submission					
K. Distribution					Totals
OP-OS	(1D)				No. Type
TA-C	(1D)				5 D
TA-C2	(1D)				
TA-C3	(1D)				
USAF	(1D)				
DATA REQUIREMENT DESCRIPTION					
1. Title				2. Number	
Report and Review, Workload Indicators, Work Backlogs, and Deferred Work				1.3.1-001	
3. Use				4. Date	
To be used to provide surveillance on contractor performance relative to SOW requirements.				5. Organization	
				NASA/KSC TA-C	
7. Interrelationship				6. References	
8. Preparation Information					
Contractor data and briefing formats shall be negotiated with the Government to ensure products and reviews meet the needs of both parties.					
The MESC Contractor shall update, maintain, and report workload indicators.					
The MESC Contractor shall provide a written statement certifying the accuracy of the workload data on an annual basis as of September 30 each fiscal year.					
The MESC Contractor shall identify the types, kinds, and/or level of work requirements in the statement of work, technical exhibits, and/or milestones to track backlogs and progress in eliminating or reducing backlogs and work deferrals.					

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____						A. Item No. 1.3.2-001	
B. Line Item Title: <b style="text-align: center;">WBS 1.3.2, Report, Advance Notification of Workforce Reductions							
C. Opr.	D. Type	E. Inspect/Accept	F. Freq.	G. Initial Sub.	H. As Of Date		
OP/BA	3	6	AR	See Block J	AR		
J. Remarks: The MESC Contractor shall notify in writing the Industrial Relations Officer (IRO) with a copy to the Contracting Officer, at least 15 calendar days in advance of notification to employees of any planned reduction of permanent, full-time, and part-time employees that exceeds 10% of the total contract workforce or 25 employees, whichever is less. In addition, if Workforce Adjustment and Retraining Notification (WARN) Act is required, the MESC Contractor shall provide to the IRO and the Contracting Officer the information required by the WARN Act, section 639.7(c) and a listing of all organizations to be notified including those required by section 639.6(a), (c), and (d), at least five (5) days prior to issuance of the notification.							
K. Distribution						Totals	
OP-OS (1D)						No.	Type
TA-C (1D)						1	A
BA (1A) (1D)						3	D
DATA REQUIREMENT DESCRIPTION							
1. Title				2. Number			
Report, Advance Notification of Workforce Reductions				1.3.2-001			
3. Use				4. Date			
To be used to provide surveillance on contractor performance relative to SOW requirements.				5. Organization			
				NASA/KSC TA-C			
7. Interrelationship				6. References			
8. Preparation Information							
The notification shall include the reason for the reduction in workforce, the number of employees impacted, their labor classifications, their physical location, and their location within contract organization structure.							
The notification shall also identify the expected date of the first separation and the anticipated schedule for making separations, as well as the name and telephone number of a company official to contact for further information.							
Contractor form is acceptable.							

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. Item No. 1.3.2-002
B. Line Item Title: <b style="text-align: center;">WBS 1.3.2, Report, Monthly KSC Headcount					
C. Opr.	D. Type	E. Inspect/Accept	F. Freq.	G. Initial Sub.	H. As Of Date
OP	3	6	QU	See Section J	See Section J
J. Remarks: The MES C Contractor shall provide this report no later than 10 calendar days after the close of each reporting period which ends March 31st, June 30th, September 30th, and December 31st.					
K. D = Electronic Submission					
K. Distribution					Totals
BA-A (1D)					No.
OP-OS (1D)					Type
TA-C (1D)					3
					D
DATA REQUIREMENT DESCRIPTION					
1. Title				2. Number	
Report, Monthly KSC Headcount				1.3.2-002	
3. Use				4. Date	
Information for workforce reporting requirements				5. Organization	
				NASA/KSC TA-C	
7. Interrelationship				6. References	
8. Preparation Information					
A. Labor Reports shall be submitted quarterly, not later than the 10th calendar day after close of reporting period (see Section J)					
B. The report shall include: the contract number, the contractor's total on-site workforce, total on-site non-union represented employees, and total off-site workforce performing on the contract.					
C. A complete organizational chart including all employees by skill or job classification shall be provided.					
D. The report shall also separately identify the same information for all subcontractors with on-site personnel.					

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____						A. Item No. 1.3.2-003	
B. Line Item Title: <b style="text-align: center;">WBS 1.3.2, Report, Quarterly Count of 3rd Step Labor Grievances and Arbitrations							
C. Opr. TA-C	D. Type	E. Inspect/Accept	F. Freq.	G. Initial Sub.	H. As Of Date		
J. Remarks: The contractor shall report the number of 3rd Step Labor Grievances in their system on a quarterly basis in writing to the Industry Relations Officer, Code OP. The contractor shall also report the number of Arbitrations taking place during each quarter with a summary of the outcome of the Arbitrator's ruling on each case. The report will be due within 15 days of the end of each quarter.							
K. Distribution OP/Industry Relations Officer (1A, 1D) TA-C (1D)						Totals	
						No.	Type
						1	A
						1	D
DATA REQUIREMENT DESCRIPTION							
1. Title Report, Quarterly Count of 3rd Step Labor Grievances and Arbitrations				2. Number 1.3.2-003			
3. Use				4. Date			
				5. Organization NASA/KSC TA-C			
7. Interrelationship				6. References			
8. Preparation Information The report shall include the number of open 3rd Step Labor Grievances at the beginning of the current quarter, the number of 3rd Step Labor Grievances resolved during the quarter (without arbitration) and the number of open 3rd Step Labor Grievances at the end of the quarter. The report shall also include a summary paragraph of the most common grievances experienced during the quarter. The report will also contain a separate section reporting how many arbitrations they were involved in during the quarter, a brief description of each arbitration, and a summary of the arbitrator's decision.							

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____						A. Item No. 1.3.3-001
B. Line Item Title: <b style="text-align: center;">WBS 1.3.3, Report and Review, Replacement of Government Furnished Property						
C. Opr.	D. Type	E. Inspect/Accept	F. Freq.	G. Initial Sub.	H. As Of Date	
TA-E	3	6	SA	See J	180/30	
J. Remarks: Reports and reviews shall be submitted/conducted semi-annually. Data shall be submitted no later than October 31 and April 30 each fiscal year.						
K. D = Electronic Submission						
K. Distribution						Totals
						No. Type
OP-OS (1D)						3 D
TA-C (1D)						
TA-E (1D)						
DATA REQUIREMENT DESCRIPTION						
1. Title				2. Number		
Report and Review, Replacement of Government Furnished Property				1.3.3-001		
3. Use				4. Date		
To assess contractor's progress in systematically phasing out Government-furnished property during the contract base and option periods. To identify and assess any risks in utilization of property beyond its reasonable life. To gain insight into the condition of Government-furnished property.				5. Organization		
				NASA/KSC TA-E		
7. Interrelationship				6. References		
8. Preparation Information						
Provide a summary report based on item 4 data and develop a replacement schedule for future years. This information shall be sufficient to support approvals required by Article H.8, paragraph D.						
Data shall include, but not be not be limited to, the following data:						
<ol style="list-style-type: none"> 1. Total cumulative GFE tagged equipment value and number of line items by fiscal year (NEMS data) as of September 30 (for the October 31 submission) or March 31 (for the April 30 submission). 2. Total contractor acquired capitalized equipment value and number of line items by fiscal year. 3. Total contractor acquired non-capitalized equipment value and number of line items by fiscal year. 4. Listings of MESOC most significant equipment requirements by major functional area. Listings for each equipment item to include: priority, WBS, Customer, nomenclature, condition of item to be replaced, cost of replacement, risk of not replacing, status of replacement action, CFE or GFE, needed replacement date, work around until replaced. 5. Line item inventory of capital equipment purchased since contract start to include: item descriptor, in service date, purchase price, depreciation method, useful life, WBS fund source, age, current year, depreciation, accumulation depreciation, net book value. 6. Line item inventory of GSA vehicles utilized to include: vehicle type, year model, MESOC organization utilizing. 7. Line item inventory of non-capital equipment purchased during the current fiscal year to include: acquisition date, cost item nomenclature, manufacturer, federal stock class. 8. Listing of equipment items leased or rented during the current fiscal year to include: equipment type, period of lease or rent, annual cost. 						

B. Values.

1. Capitalized values shall include all costs incurred to bring PP&E to a form and location suitable for its intended use, i.e., the total cost to NASA. For example, the cost may include the following, as appropriate for the type of PP&E capitalized:

- a. Amounts paid to vendors or contractors, including fees
- b. Transportation charges to the point of initial
- c. Handling and storage charges
- d. Labor and other direct or indirect production costs (for assets produced or constructed)
- e. Engineering, architectural, and other outside services for designs, plans, specifications, and surveys
- f. Acquisition and preparation costs of buildings and other facilities
- g. An appropriate share of the cost of the equipment and facilities used in construction work,
- h. Fixed equipment and related installation costs required for activities in a building or facility.
- i. Direct costs of inspection, supervision, and administration of construction contracts and construction work,
- j. Legal and recording fees and damage claims
- k. Fair values of facilities and equipment donated to the Government
- l. Material amounts of interest costs paid.

2. Costs of extended warranties should be expensed at the time of payment and not be included in the capitalized value. Where capitalized equipment is traded in for another piece of capitalized equipment, the capitalized value of the new asset will be acquisition cost, including the amount received for the trade-in. Capitalized value will be net of discounts taken.

DATA REQUIREMENTS DESCRIPTION WORKSHEET

(1 item per worksheet)

EQUIPMENT CONTROL NUMBER (PERSONAL PROPERTY): _____

OR FACILITY NUMBER (REAL PROPERTY): _____

MONTH: _____

FISCAL YEAR: _____

533 WBS	ITEM DESCRIPTION	CURRENT MONTH COSTS	CUMULATIVE COSTS	INVOICE NUMBER

NAME: _____

SIGNATURE: _____

TITLE: _____

DATE: _____

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. Item No. 1.3.6-001
B. Line Item Title: <b style="text-align: center;">WBS 1.3.6, Report, Monthly Purchase Order					
C. Opr.	D. Type	E. Inspect/Accept	F. Freq.	G. Initial Sub.	H. As Of Date
OP	1	2	MO	See Section J	See Section J
J. Remarks: Initial submittal of this report is no later than 10 calendar days after the first month of contract performance with monthly updates thereafter.					
K. D = Electronic Submission					
K. Distribution					Totals
OP-OS (1D)					No.
TA-C (1D)					Type
					2
					D
DATA REQUIREMENT DESCRIPTION					
1. Title				2. Number	
Report, Monthly Purchase Order				1.3.6-001	
3. Use				4. Date	
To report the MESC Contractor's procurement activity.				5. Organization	
				NASA/KSC TA-C	
7. Interrelationship				6. References	
8. Preparation Information					
The Monthly Purchase Order Reports shall address the following information:					
1. A list of procurement activity at the WBS level during the month vendor name, purchase order number, purchase order amount, order date, and a total monthly amount.					
2. The report shall include a summary depicting the total dollar amount and percentage of total dollar amount and percentage of total procurements placed with large, small disadvantaged, woman-owned, and HUB zone businesses. The summary shall be shown for the current month and contract year cumulative amount with totals.					

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____						A. Item No. 1.3.7-001	
B. Line Item Title: <b style="text-align: center;">WBS 1.3.7, Plan, Records Management Program							
C. Opr.	D. Type <b style="text-align: center;">2	E. Inspect/Accept	F. Freq. <b style="text-align: center;">Revise as Required	G. Initial Sub. <b style="text-align: center;">60 days after contract award	H. As Of Date		
J. Remarks: The contractor shall provide a Records Management Plan meeting the format outlined in section 8 below.							
K. D = Electronic Submission							
K. Distribution						Totals	
OP (2A)						No.	Type
TA-C (1D)						2	A
						1	D
DATA REQUIREMENT DESCRIPTION							
1. Title				2. Number			
Plan, Records Management Program				1.3.7-001			
3. Use				4. Date			
To describe the overall approach to the Records Management Program.				5. Organization			
				NASA/KSC TA-C			
7. Interrelationship				6. References			
				See 8 below			
8. Preparation Information							
The Records Management Plan (RMP) shall describe the implementation of a records management program in accordance with compliance requirement above. The RMP shall provide sufficient detail to demonstrate an understanding of the compliance requirements including the following areas:							
I. Program Management							
a. Program authorization and organization							
b. Guidance and training							
c. Internal Evaluations							
d. Procedures and Processes							
II. Records Creation/Recordkeeping Requirements							
a. Creation of records/adequacy of documentation							
b. Contractor Records							
III. Records Maintenance (General)							
a. General							
b. Paper-based Records							
IV. Maintenance of Special Records							
a. Electronic Records							
b. Audiovisual Records							
c. Cartographic and Architectural Records							
d. Micrographic Records							
V. Records Disposition							
a. Records Disposition Schedule Implementation							
VI. Vital Records							

The following definitions are provided for clarification purposes.

(a) Contractor-owned records. The following records are considered the property of the contractor and are not within the scope of paragraph (a) of this clause.

- (1) Employment-related records (such as workers compensation files; employee relations records, records on salary and employee benefits; drug testing records, labor negotiation records, records on ethics, employee concerns, and other employee related investigations conducted under an expectation of confidentiality; employee assistance program records; and personnel and medical/health –related records and similar files), except for those records described by the contract as being maintained in Privacy Act systems of records.
- (2) Confidential contractor financial information, and correspondence between the contractor and other segments of the contractor located away from the NASA Center (i.e., the contractor’s corporate headquarters);
- (3) Records relating to any procurement action by the contractor, (confidential financial information and correspondence obtained by the Contractor for use in its subcontracts; source selection and other confidential, pre-decisional, or similar documents relating to the Contractor’s deliberative process in selecting subcontractors) except for records that fall under 48 CFR Chapter 18 that may apply to NASA;
- (4) Legal records, including legal opinions, litigation files, and documents covered by the attorney-client and attorney work product privileges;
- (5) The following categories of records maintained pursuant to the technology transfer clause of this contract.
 - (i) Executed license agreements, including exhibits or appendices containing information on royalties, royalty rates, other financial information, or commercialization plans, and all related documents, notes and correspondence.
 - (ii) The contractor’s protected Cooperative Research and Development Agreement (CRADA) information and appendices to a CRADA that contain licensing terms and conditions, or royalty or royalty rate information.
 - (iii) Patent, copyright, mask work, and trademark application files and related contractor invention disclosures, documents and correspondence, where the contractor has elected rights or has permission to assert rights and has not relinquished such rights or turned such rights over to the Government.

(b) Metadata. Metadata as defined by ISO 15489 3.12 “Metadata: data describing context, content, and structure of records and their management through time.”

(c) Government-owned records. Except as provided in paragraph (b) of this clause, all records acquired or generated by the contractor in its performance of this contract shall be the property of the Government and shall be delivered to the Government or otherwise disposed of by the contractor either as the contracting officer may from time to time direct during the process of the work or, in any event, as the contracting officer shall direct upon completion or termination of the contract.

References:

- a. 44 U.S.C. Chapters 29, 31, 33.
- b. 44 U.S.C. 3501 et seq., Paperwork Reduction Act.
- c. 36 CFR Parts 1220-1238.
- d. 5 U.S.C. 552, The Freedom of Information Act as amended.
- e. 5 U.S.C. 552a, The Privacy Act of 1974 as amended.
- f. OMB Circular A-130, Management of Federal Information Resources.
- g. OMB Circular A-123, Internal Control Systems.
- h. Executive Order 12656, Assignment of Emergency Preparedness Responsibilities, Sections 201, 202, 1901, and 2001 (November 18, 1988), as amended
- i. NASA Records Management NPD 1440.6 (As revised)
- j. NASA Retention Schedule NPR 1441.1 (As revised)
- k. NASA Export Control Program, NPD 2190.1 (As revised)

Center Specific

- l. KSC Records Management and Vital Records Program KNPD 1440.1 (As revised)
- m. Records Management KDP-KSC-P-1881 (As revised)

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____						A. Item No. 1.3.7-002	
B. Line Item Title: <b style="text-align: center;">WBS 1.3.7, File Plan and Summary of Records Holdings and Transfers							
C. Opr.	D. Type	E. Inspect/Accept	F. Freq.	G. Initial Sub.	H. As Of Date		
TA-C	2	2	AN	120 days after contract award			
J. Remarks: The contractor shall submit an annual summary of Records Holdings and Transfers and maintain a file plan per the NASA references listed in section 8 below.							
K. Distribution						Totals	
						No.	Type
OP (1D)						2	D
TA-C (1D)							
DATA REQUIREMENT DESCRIPTION							
1. Title				2. Number			
File Plan and Summary of Records Holdings and Transfers				1.3.7-002			
3. Use				4. Date			
To submit summary of records holdings as specified in stated requirements.				5. Organization			
				NASA/KSC TA-C			
7. Interrelationship				6. References			
				See 8 below			
8. Preparation Information							
References							
a. NASA Records Management NPD 1440.6 (As revised)							
b. NASA Retention Schedule NPR 1441 (As revised)							
c. KSC Records Management and Vital Records Program KNPD 1440.1 (As revised)							
d. Records Management KDP-KSC-P-1881 (As revised)							
e. NASA Export Control Program, NPD 2190.1 (As revised)							
The file plan shall include at a minimum, the following data:							
a. AFS#: NPR 1441.1							
b. Item#: NPR 1441.1							
c. Record Title: Record Series description, a description of the record and its function							
d. Office of Record: Office responsible for retiring the record at end of lifecycle							
e. Location: Physical location of records							
f. Retention/Disposition: The period of time the record shall be kept, and how it is treated at the end of its active lifecycle							
g. Permanent vs. Temporary: Designation of permanent status or temporary status of records							
h. Vital Status: Records identified as necessary for continuing operations immediately following an emergency							
i. Volume: Amount of records							

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____						A. Item No. 1.3.11-001
B. Line Item Title:						
WBS 1.3.11, Program and Performance Metrics						
C. Opr.	D. Type	E. Inspect/Accept	F. Freq.	G. Initial Sub.	H. As Of Date	
TA-C	2	2	SA			
J. Remarks:						
Program and Performance metrics will be developed in coordination with the Government upon contract startup.						
K. D = Electronic Submission						
K. Distribution						Totals
TA-C	(2A)	(2D)			No.	Type
TA-C2	(2D)				2	A
TA-C3	(2D)				7	D
USAF	(1D)					
DATA REQUIREMENT DESCRIPTION						
1. Title				2. Number		
Program and Performance Metrics				1.3.11-001		
3. Use				4. Date		
				5. Organization		
				NASA/KSC TA-C		
7. Interrelationship				6. References		
8. Preparation Information						
The MES C Contractor will coordinate with the Government in the development of Program and Performance Metrics.						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____						A. Item No. 1.3.12-001	
B. Line Item Title:							
WBS 1.3.12, Report, Professional Certifications and Licensures							
C. Opr.	D. Type	E. Inspect/Accept	F. Freq.	G. Initial Sub.	H. As Of Date		
TA-C	3	6	AN	See J	See J		
J. Remarks:							
The contractor shall submit a summary list of credentials for all personnel covered by certification and licensure requirements of the contract. Initial submit shall be 6 months following contract award. Updates as requested by the Government.							
K. D = Electronic Submission							
K. Distribution						Totals	
TA-C (1D)						No.	Type
OP-OS (1D)						2	D
DATA REQUIREMENT DESCRIPTION							
1. Title				2. Number			
Report, Professional Certifications and Licensures				1.3.12-001			
3. Use				4. Date			
To validate essential credentials for key personnel on the contract for whom certification and licensures are expected.				5. Organization			
				NASA/KSC TA-C			
7. Interrelationship				6. References			
8. Preparation Information							
Certification and licensure requirements are called out in the following WBS elements:							
<ul style="list-style-type: none"> 2.2 Medical Services 3.8 Environmental Health 4.2 Environmental Services 5.7 Agency Occupational Health program 							
For each individual covered by those specific requirements the contractor shall report on the following:							
<ul style="list-style-type: none"> Last date of licensing or certification Certifying or licensing entity Copy of certification or license 							

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. Item No. 1.4.1-001
B. Line Item Title:					
WBS 1.4.1, Plan, Safety and Health					
C. Opr.	D. Type	E. Inspect/Accept	F. Freq.	G. Initial Sub.	H. As Of Date
TA-C	3	2	See J	See J	
J. Remarks:					
The contractor shall submit their final Safety & Health Plan and obtain Government approval signature within 90 days after start of the contract. Changes to the baseline document shall require the contractor to obtain Government approval signature.					
K. D = Electronic Submission					
K. Distribution					Totals
OP-OS (1D)					No.
SA-E (1D)					Type
TA-C (1D)					3
					D
DATA REQUIREMENT DESCRIPTION					
1. Title				2. Number	
Plan, Safety and Health				1.4.1-001	
3. Use				4. Date	
To ensure the contract is conducted in a safe manner and complies with all safety and health directives, instructions, policies, and regulations as listed in this contract. To verify the contractor intends to be proactive and innovative in safety and health practices. To verify a process where employees have a safe work environment/conditions throughout the performance of this contract.				5. Organization	
				NASA/KSC TA-C	
7. Interrelationship				6. References	
8. Preparation Information					
The Safety & Health Plan shall describe task and activities of the Safety and Health management at each site where the contractor is operational to assure identification, evaluation and elimination/control of safety and health concerns. At a minimum, the plan shall include the following:					
a. All requirements specified in NFS 1852.223-73, NPR 8715.3 Appendix E and OSHA's Voluntary Protection Program (VPP), OSHA TED-8.4.					
b. Organization charts(s) which illustrates the functional relationships and lines of communication between Safety, the Safety and Health organization and other organizational elements.					
c. Descriptions of the Safety and Health management functions within the organization including the process through which management decisions will be made, including notification to the local NASA Safety and Health organization of critical and catastrophic hazards, corrective actions, mishaps and deviations or waivers to NASA Safety and Health requirements.					
d. Description of the responsibility, authority, and accountability of Safety and Health personnel, other contractor organizational elements involved in the safety and health effort and subcontractor safety and health personnel. Include the organizational unit responsible for the execution of safety and health tasks and the position with the authority to resolve all identified safety and health issues.					
e. Description of the management controls that will be used to ensure compliance with safety and health regulations.					
f. Cross-reference of safety program requirements (e.g., OSHA, NASA, local NASA Center, State) and contractor procedures to avoid duplication of effort.					
g. Description of the safety program measurement system, including measurements, metrics, and trend analysis methods. The performance measurement system should describe responsibility for identifying and implementing remedial action, recurrence control, and corrective actions that are necessary to improve performance as indicated by the performance measurement system.					
Format: Microsoft Word or PDF. Contractor format is acceptable.					
Maintenance: Changes shall be incorporated as required by change page or complete revision. NASA approval required.					

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____						A. Item No. 1.4.2-001
B. Line Item Title: <b style="text-align: center;">WBS 1.4.2, Report, Safety Statistics						
C. Opr. TA-C	D. Type 3	E. Inspect/Accept 2	F. Freq. MO	G. Initial Sub. 45 days after contract start	H. As Of Date See J	
J. Remarks: The MES C Contractor shall submit the initial Safety Statistic Record (KSC Form 6-22 V2) by the 15th of the second month after contract award. Thereafter, on or before the 15th of each month, for the previous month. K. D = Electronic Submission						
K. Distribution						Totals
SA-E (1D)						No.
TA-C (1D)						Type
OP-OS (1D)						3
						D
DATA REQUIREMENT DESCRIPTION						
1. Title				2. Number		
Report, Safety Statistics				1.4.2-001		
3. Use				4. Date		
The Safety Statistics Report provides information on mishaps and close calls affecting the contractor's performance.				5. Organization		
				NASA/KSC TA-C		
7. Interrelationship				6. References		
				KNPR 8715.3		
				OSHA VPP TED 8.4		
8. Preparation Information						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____						A. Item No. 1.4.2-002
B. Line Item Title:						
WBS 1.4.2, Safety Anomaly Report						
C. Opr.	D. Type	E. Inspect/Accept	F. Freq.	G. Initial Sub.	H. As Of Date	
TA-C	3	2	AR	See J		
J. Remarks:						
Blocks F, G, H: An anomaly report is required for each major anomaly as it occurs. The format for the Anomaly Report is at the discretion of the MES C Contractor.						
K. D = Electronic Submission						
K. Distribution						Totals
OP-OS (1D)						No.
TA-C (1D)						Type
SA-E (1D)						3
						D
DATA REQUIREMENT DESCRIPTION						
1. Title				2. Number		
Report, Safety Anomaly				1.4.2-002		
3. Use				4. Date		
Anomaly Report to provide an immediate description of equipment/system failure or anomaly, an accident, close call, or personal injury.				5. Organization		
				NASA/KSC TA-C		
7. Interrelationship				6. References		
				8715.3KNPR		
8. Preparation Information						
1. An Anomaly Report shall be prepared and distributed per Block K not later than four (4) hours after the anomaly occurs and shall include but not be limited to:						
<ul style="list-style-type: none"> a. Date, time, location and nature of the anomaly b. System or Systems involved c. Number, and if possible, the names of employees involved and nature of injuries, if any d. Probable cause of occurrence and events leading up to anomaly e. Actions taken to eliminate or minimize any hazards or further damage f. Planned corrective actions to prevent reoccurrence if known g. Persons notified h. Photograph, if available. 						
2. Anomalies meeting NASA Mishap criteria for Type A through Type D as defined in KNPR 8715.3, shall be upgraded to Mishaps and electronically enter NASA Mishap-Reporting database within 24 hours or by the end of the next regular duty day if the incident occurs after 1500 hours on the last work day before a Holiday or weekend or anytime on Weekends or Holidays. In addition, all anomalies with the potential to have been a Type A through Type D Mishap shall also be entered. The data will be captured in a resident database. Data entered shall contain as much detail as available and when appropriate shall include details such as root cause analysis, lists of corrective actions taken, as stated means to prevent recurrence, photographs, etc.						
3. When the initial report does not contain final root causes and/or corrective actions, follow-up reporting shall be submitted within 45 working days of the mishap occurrence. Information required is the same as for the initial report with a final root cause analysis and/or list of completed corrective actions. If any action remains open after submittal of the first 45 day report, additional follow-up reporting shall be made on a periodic basis (not to exceed monthly) until closure of all action items.						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____						A. Item No. 1.4.3-001
B. Line Item Title: <b style="text-align: center;">WBS 1.4.3, Report, VPP Self-Assessment						
C. Opr.	D. Type	E. Inspect/Accept	F. Freq.	G. Initial Sub.	H. As Of Date	
TA-C	3	2	AN	01/03/09		
J. Remarks: By the 30th of January of the first calendar year following contract issue. Annually, on or before the 30th of January for each calendar year.						
K. D = Electronic Submission						
K. Distribution						Totals
OP-OS (1D)						No.
SA-E (1D)						Type
TA-C (1D)						3
						D
DATA REQUIREMENT DESCRIPTION						
1. Title				2. Number		
Report, VPP Self-Assessment				1.4.3-001		
3. Use				4. Date		
The Safety Program Evaluation provides annual synopsis information on the effectiveness of the MESC Contractor's safety and health management system.				5. Organization		
				NASA/KSC TA-C		
7. Interrelationship				6. References		
				OSHA TED 8.1		
8. Preparation Information						
The evaluation shall include assessments of the effectiveness of all elements and sub-elements of the participant's safety and health management system. The evaluation includes reviewing written programs, walking through inspections the workplace, and interviewing employees. During this process should be answering the following questions relating to each element and sub-element of their safety and health management system.						
a) Is it comprehensive?						
b) Is it operating effectively and meeting established goals and objectives?						
c) What improvements can be made to make it even more effective?						
d) What goal modifications should be made for the upcoming year?						
The written Annual Evaluation shall contain the following information:						
a) Injury and illness rate information.						
b) Significant changes or events in the Safety and Health Program. Note: Describe the impact of any significant changes (management, corporate buy-outs, etc.) and events (fatality, catastrophe, accident, complaints, etc) and steps take to ensure or restore worker safety and health confidence.						
c) Narrative Evaluation of Safety and Health Management System. Note: In narrative form, assess the effectiveness of each of the four elements and their sub-elements in your safety and health management system.						
1. Management Leadership and Employee Involvement						
i. Management Commitment to Safety and Health Protection and to VPP Participation						
ii. Policy						
iii. Goals, Objectives, and Planning						
iv. Visible Top Management Leadership						
vi. Line Accountability						
vii. Resources						
viii. Employee Involvement						
ix. Contract Worker Coverage						
x. Written Safety and Health Management System						

2. Worksite Analysis
 - i. Hazard Analysis of Routine Jobs, Tasks, and Processes
 - ii. Hazard Analysis of Significant Changes, New Processes, and Non-Routine Tasks Including pre-use analysis and new baselines
 - iii. Routine Self-Inspections
 - iv. Hazard Reporting System for Employees
 - v. Industrial Hygiene Program
 - vi. Investigation of Accidents and Near-Misses
 - vii. Trend/ Pattern Analysis

3. Hazard Prevention and Control
 - i. Certified Professional Resources
 - ii. Hazard Elimination and Control Methods
 1. Engineering Controls
 2. Administrative Controls
 3. Work Practice Controls and Hazard Control Programs
 4. Personal Protective Equipment
 - iii. Process Safety Management (if applicable)
 - iv. Occupational Health Care Program
 - v. Preventive/Predictive Maintenance
 - vi. Tracking of Hazard Correction
 - vii. Emergency Preparedness

4. Safety and Health Training
 - i. Managers
 - ii. Supervisors
 - iii. Employees
 - iv. Emergencies
 - v. PPE

Note: For each sub-element include a description of:

1. Improvements made since the previous year and completion of the previous year's recommendations
2. Any deficiencies identified, recommendations for improvement, the person(s) responsible for fulfilling each new recommendation, target dates for their completion, and the data/information reviewed to assess the effectiveness of the sub-element.

FORMAT: As specified.

MAINTENANCE: None required.

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____						A. Item No. 1.5-001	
B. Line Item Title:							
WBS 1.5.1, Report, Shared Cost Pool Analysis							
C. Opr.	D. Type	E. Inspect/Accept	F. Freq.	G. Initial Sub.	H. As Of Date		
TA-A	3	6	QU	25 Working Days After Fiscal QU Close	90/25		
J. Remarks: Routine submission via 1 hard-copy and 1 electronic submission in Microsoft Excel format.							
K. D = Electronic Submission							
K. Distribution						Totals	
TA-A (1A) (1D)						No.	Type
						1	A
						1	D
DATA REQUIREMENT DESCRIPTION							
1. Title				2. Number			
Report, Shared Cost Pool Analysis				1.5-001			
3. Use				4. Date			
This document will be used by the Government to assess and evaluate the maintenance of cost pools and the resulting distribution of costs.				5. Organization			
7. Interrelationship				6. References			
8. Preparation Information							
<ol style="list-style-type: none"> 1) Reports shall be delivered within twenty-five (25) working days following the close of the Contractor's accounting period for each fiscal quarter. 2) Cost pools shall capture those on-going costs associated with providing a capability or service that cannot be associated with a specific customer. 3) These reports shall include as an attachment: updates showing any changes required to maintain a detailed Cost Pool Dictionary containing a complete description of each cost pool, and a comprehensive listing of the content. 4) Analysis shall be provided on each of the Contractor maintained shared cost pools. Reports shall contain but are not limited to analysis of each expense pool to include planned and actual cost pool content. 5) Sample data formats are attached. 							

Common Cost Pool Analysis Report - Example

Cost Pool	Cost Pool Description	FY XX Op Plan	Act thru Mth	Plan thru Mth	Variance Explanation	Customer	Current Month Allocation	Actual YTD Allocation
XXXXXX	Example - WYE's, equipment, training, supplies for Activity A					Customer A		
						Customer B		
						Customer C		
						Total		
XXXXXX	Example - WYE's, equipment, training, supplies for Activity B					Customer A		
						Customer B		
						Customer C		
						Total		
XXXXXX	Example - WYE's, equipment, training, supplies for Activity C					Customer A		
						Customer B		
						Customer C		
						Total		

Allocation percentages will be provided by the Government.

POOL:							
ACCOUNT:							
WBS							
<u>Allocation:</u>	<u>Customer</u>	<u>Unique Id</u>	<u>Description</u>				
Scope:	Example - Cost pool used to capture the costs of subcontractor labor, supplies and materials, vehicles needed to provide management of (this function); maintenance of shared equipment, travel, training, housekeeping.						
Manager:							
Analyst:							
Basis of Estimate:							
		Customer Percentages	A	B	C	D	Total %
<u>Acct</u>							
<u>Prime Labor</u>							
	Headcount						
	Hours						
xxx	Prime O/T Labor						
xxx	Prime Prem Labor						
xxx	Prime S/T Labor						
<u>Total Prime Labor</u>							
<u>Sub Contractor Labor</u>							
	Headcount						
	Hours						
xxx	Sub O/T Labor						
xxx	Sub Prem Labor						
xxx	Sub S/T Labor						
<u>Total Sub Labor</u>							
<u>Non-Labor</u>							
	Travel						
	Motor Vehicles						
	Operating Leases						
	Depreciation Exp						
	Sub-Contracts						
	Training						
	Misc ODC						
	Supply/Materials						
	Equipment						
<u>Total Non-Labor</u>							
<u>O/H, G&A, Fee</u>							
	Overhead						
	G&A						
	Fee						
<u>Total O/H, G&A, Fee</u>							
<u>Total Cost Pool</u>							

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____	A. Item No. 1.5-002
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B. Line Item Title:

WBS 1.5.1, Report, Reconciliation of Incurred Costs to Reported Costs

C. Opr.	D. Type	E. Inspect/Accept	F. Freq.	G. Initial Sub.	H. As Of Date
TA-A	3	6	AR	See Paragraph 8	See Paragraph 8

J. Remarks:

Product shall be compatible with Microsoft Excel software.

K. D = Electronic Submission

K. Distribution	Totals	
TA-A (1D)	No.	Type
	1	D

DATA REQUIREMENT DESCRIPTION

1. Title	2. Number
Report, Reconciliation of Incurred Costs to Reported Costs	1.5-002
3. Use This document will be used by the Government to analyze contract cost performance and ensure reconciliation of the contract cost data.	4. Date
	5. Organization NASA/KSC TA-C
7. Interrelationship	6. References

8. Preparation Information

The Contractor shall notify the government within 5 working days upon detection of significant errors in their accounting system that impact work orders or costs reported in any one period. Report is required when variances exceed \$50,000 in a single month.

Reconciliation of Incurred Costs to Reported Costs. The Contractor shall submit a Reconciliation of the Incurred Costs to Reported Cost by CLIN in its general ledger system, to the costs reported to the government in the NF 533M. Content of the report shall be to identify the value, nature, and source of direct incurred costs that have not been reported to the Government. Report format attached.

DRD 1.5-002 Report, Reconciliation of Incurred Costs
To Reported Costs

RECONCILIATION OF INCURRED COSTS TO REPORTED COSTS

	+	General Ledger Time Entry System	
(a)		<u>Total Direct Incurred</u>	
(b)		533 Monthly Report - to the Government	
(c)		Total Loads	
		Other Reconciling Items Suspense less Loads Corrections not in Current Cost Period Other Projects	
(d)		<u>Subtotal Reconciling Items (D)</u>	
(b-c-d) = (e)		Total Direct Incurred Reported	
(e-a)		Un-Reconciled Cost Percent of Un-Reconciled to Direct Incurred	
		(Report required when variances exceed \$50,000)	

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. Item No. 1.5-003								
B. Line Item Title: <b style="text-align: center;">WBS 1.5.1, Reports, Contractor Financial Management Analysis, NASA Forms 533M & 533Q													
C. Opr. TA-A, GG	D. Type 3	E. Inspect/Accept 6	F. Freq. MO	G. Initial Sub. Contract Effective Date + 30 days	H. As Of Date See Block J								
J. Remarks: The NASA Form 533M report is due monthly within 10 working days of the close of the Contractor's accounting period. The NASA Form 533Q is a baseline report, due within 30 days after authorization to proceed has been granted and when any authorized baseline changes occur. These products shall be compatible with Microsoft Excel software.													
K. D = Electronic Submission													
K. Distribution GG-B (1D) TA-A (1D) (1A) TA-C (1D) OP-OS (1D)					Totals <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th>No.</th><th>Type</th></tr></thead><tbody><tr><td style="text-align: center;">1</td><td style="text-align: center;">A</td></tr><tr><td style="text-align: center;">4</td><td style="text-align: center;">D</td></tr><tr><td> </td><td> </td></tr></tbody></table>	No.	Type	1	A	4	D		
No.	Type												
1	A												
4	D												
DATA REQUIREMENT DESCRIPTION													
1. Title Reports, Contractor Financial Management Analysis, NASA Form 533M & 533Q				2. Number 1.5-003									
3. Use Provides NASA with monthly and accumulated expenditures and projections of program costs.				4. Date									
				5. Organization NASA/KSC TA-C									
7. Interrelationship				6. References NPR 9501.2D									
8. Preparation Information 1. <u>Scope</u> This DRD establishes the requirements for the content and format of financial and cost-related management reports. NF 533's shall report cost data for all customers of the Medical and Environmental Support Contract.													
2. <u>Contents</u> a. Reporting requirements are for the NASA Form 533M and 533Q. These reports shall be prepared in accordance with instructions in NPR 9501.2D, NASA Contractor Financial Management Reporting.													
b. The Contractor shall submit an initial report in the NF 533Q format 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. An updated NF533Q shall be submitted when authorized changes to the baseline plan occur. This plan , plus authorized changes, is subsequently used in columns 7b and 7 d of the NF 533M for comparison of actual costs to plan. The NASA Contracting Officer may require additional detail, such as quarterly or semiannual phasing over the life of the contract, inclusion of unexercised options, or an initial report whenever options are exercised.													

8. PREPARATION INFORMATION (cont)

- c. The Contractor's cost accounting system shall be capable of accumulating, segregating, and reporting costs by each of the categories listed below:

Category

WBS – down to the lowest level of the WBS structure
Prime Contractor
Major Sub-Contractors
Element of Cost
Fiscal Period (Month, Government Fiscal Year)
NASA Customers
Air Force Customers

- d. Labor Hours and Elements of Cost Data to be reported on the 533Q and 533M reports are to be consistent with the Elements of Cost listed in Attachment 1. The Table of Contents for required NF533M views and supplemental reports is shown in Attachment 2.
- e. Due dates reflect the date that the 533M and 533Q reports are to be received by personnel on the distribution list, not the date the reports are generated or mailed by the contractor.
- f. Uncompensated overtime hours worked should be reported on NF533M reports as a separate line item per attached Format C.
- g. Monthly NF533M reporting shall begin no later than 30 days after the incurrence of costs.
- h. Amounts shall be stated to the nearest whole dollar, and productive hours to the nearest whole number.
- i. At contract award and annually thereafter, the Contractor shall furnish an accounting calendar based on a quarterly reporting cycle of 4/4/5 week months and included in the initial submission of the annual operating plan. This cycle shall start on October 1, and end on September 30 of each fiscal year. The Contractor's accounting calendar shall also identify the number of work hours and non-productive hours in each month of the fiscal year.
- j. For any indirect rates (such as fringe benefits, overheads, G&A, etc.), charged to the contract, the Contractor shall identify in the narrative of the 533M, the provisional billing rates, ceiling rates, and cumulative actual applied rates for the contract period, and any changes to these rates from current operating plan rates (Format M).
- k. With the initial submission of the 533M, and annually thereafter, the contractor will attach as an addendum a Work Breakdown Structure (WBS) Dictionary. This dictionary will adequately describe the work content being performed within each WBS at the lowest reportable level to the government. This document/addendum should be updated when approved changes to the WBS have been made. Contractor format is acceptable.
- l. The Contractor shall provide, on an annual basis, an Element of Cost Dictionary describing the content of each element of cost. Contractor format is acceptable.
- m. Electronic files for distribution shall be in Microsoft Excel format.

DRD 1.5-003 Attachments

<u>Cost Elements</u>	<u>Definitions</u>
<i>Regular Labor</i>	Reported to NASA as hours are incurred for both prime and major subcontractors. Includes full time, part time and temporary employees' time, not to exceed 40 hours per week.
<i>Overtime Labor</i>	Reported to NASA as hours are incurred both prime and major subcontractors. Includes full time, part time and temporary employees' time, exceeding 40 hours per week.
<i>Premium Labor</i>	Amount paid for cost associated with labor shift premiums. Includes both prime and major subcontractors.
<i>Equipment</i>	Generally reported to NASA when received and accepted by the contractor. Cost is greater than \$5,000 per item.
<i>Depreciation</i>	Includes all depreciation cost associated with the capitalization of contractor property.
<i>Leases</i>	Reported to NASA using a proration over the life of the lease and includes capital and non-capital equipment. Examples are heavy equipment, machinery, cranes, and laboratory.
<i>Training</i>	Related costs are registration fees, airfare, lodging, transportation, meals, auto rental, mileage, certifications, and licenses.
<i>Misc Other Direct Costs</i>	Includes other charges such as contract labor obtained through an outside agency, freight, postage, dues, memberships, subscriptions, courier services.
<i>Travel</i>	Examples are airfare, lodging, transportation, auto rental, meals, moving expenses and other incidentals associated with specific travel or permanent relocation requirements. Reported to NASA as costs are incurred.
<i>Subcontracts</i>	Actual and estimated costs reported by prime contractors shall include subcontractors' incurred costs for the same accounting period. 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 NF533M 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 subcontractor costs reported, the WYE's associated with the sub-contracts, and provide this information to the Government.
<i>Materials & Supplies</i>	Examples are supplies such as office supplies, toner cartridges, binders, lumber, electrical, plumbing, paint supplies. Cost is less than \$5000 per item.
<i>Leased Vehicle Cost</i>	Cost associated with GSA, commercial vehicles, autos, trucks, vans, tankers, other and includes lease costs, mileage, fuel and maintenance.
<i>Fee</i>	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 NF533M 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 NF533M.

Recovery Plan	For those cases where cost incurred exceeds the planned amount, the contractor shall propose operating plan content trade offs or identify other proposed actions to stay within the approved operating plan.
Contract Value	The original contract value baseline amount plus definitized changes. Includes fee.
Negotiated Estimated Costs	Includes the estimated cost baseline amount plus definitized changes, and authorized adjustments to the baseline that have not been definitized. Does not include fee.
Direct Costs	Elements of cost associated with providing a service which can be identified to a benefiting customer.

DRD 1.5-003 Attachments
Attachment 1

ELEMENTS OF COST

XXXXX	OVERHEAD
XXXXX	GENERAL & ADMINISTRATIVE (G&A)
XXXXX	AWARD FEE
XXXXX	CONTRACT LABOR – REGULAR PAY
XXXXX	CONTRACT LABOR – OVERTIME
XXXXX	CONTRACT LABOR – PREMIUM PAY
XXXXX	TEMPORARY DUTY PER DIEM/TRAVEL/ RELOCATION
XXXXX	LEASED VEHICLE COSTS
XXXXX	OPERATING LEASE COSTS/EQUIPMENT RENTAL
XXXXX	DEPRECIATION EXPENSE
XXXXX	SUB-CONTRACTS COSTS
XXXXX	TRAINING COSTS
XXXXX	MISCELLANEOUS CHARGES NOT IN OTHER EEICS
XXXXX	MATERIALS & SUPPLIES EXPENSES
XXXXX	EQUIPMENT PURCHASE EXPENSES
XXXXX	SHARED COST POOLS

Attachment 2

533 Reporting Table of Contents

533Q Report (due within 30 working days after authorization to proceed) (see 533Q Format)

533M Report (due 10 working days after the close of the accounting month) (see 533M Formats)

- A. Cover Letter (Signed)
- B. Cover
- C. Inception of Date Summary
- D. Prior Year Summary by Year
- E. Current Year Summary
- F. Current Year WBS Summary
- G. Current Year Lowest Level WBS
- H. Current Year by Customer Summary WBS
- I. Current Year by Customer By Lowest Level WBS
- J. Current Year by CLIN

Supplement to 533M Report

- K. Narrative
- L. Reconciliation of Changes
- M. Analysis of Indirect Rates
- N. Accounting Calendar
- O. Cumulative Actual Costs to Budget Variance By Major Customers
- P. Estimate at Completion

DRD 1.5-003 Attachments

NF533Q Format

QUARTERLY FINANCIAL MANAGEMENT REPORT SUMMARY: CONTRACT PERIOD x/xx-x/xx		2. REPORT FOR QUARTER BEGINNING
TO: NASA KSC ATTN: CONTRACTING OFFICER		FROM: CONTRACTOR X
		3. CONTRACT VALUE
		a. COST xxxxxxxxxxxx b. FEE xxxxxxxxxxxx
1. DESCRIPTION OF CONTRACT		b. CONTRACT NO. AND LATEST DEFINITIZED AMENDMENT NO. NAS x-xxxxx Mod xxx xx/xx/200X
a. TYPE c. SCOPE OF WORK NAME OF CONTRACT		4. FUND LIMITATION xxxxxxxxxxxx d. AUTH. CONTR. REP (Signature) _____ DATE _____ PROGRAM MANAGER
		5. BILLING
		a. INVOICE AMOUNTS BILLED (CRNI) CR Only xxxxxxxxxxxx Invoice #xx (thru xx/xx/xx)
		b. TTL PYTS REC'D xxxxxxxxxxxx Invoice #xx

6. REPORTING CATEGORY	7. COST INCURRED/HOURS WORKED			8. ESTIMATED COST/HOURS TO COMPLETE										9. ESTIMATED FINAL COST/HOURS		
	CUM ACTUAL THRU PRIOR MONTH (a)	CURRENT MONTH ESTIMATE (b)	CUM ESTIMATE TO DATE (c)	MONTH (CONTRACT) (a)	MONTH ESTIMATE (b)	MONTH (c)	QUARTER (d)	QUARTER (e)	QUARTER (f)	BALANCE OF FY (g)	NEXT FY (h)	BALANCE OF CONTRACT (i)	TOTAL TO COMPLETE (j)	CONTRACT EAC (a)	CONTRACT VALUE (b)	EST'D COMPLETION DATE
TOTAL STRAIGHT TIME HOURS																
TOTAL OVERTIME HOURS																
<i>Voluntary OT hours</i>																
TOTAL HOURS																
WORK YEAR EQUIV (WYEs)																
DIRECT STRAIGHT TIME HOURS																
DIRECT OVERTIME HOURS																
DIRECT TOTAL																
LABOR COST																
Straight Time																
Overtime																
SUBC ST HOURS																
SUBC OT HOURS																
PAID LEAVE HOURS																
TOTAL OTHER HOURS																
SUBCONTRACTS COST																
OTHER DIRECT COST																
Material																
Subcontracts (Minor)																
Other Direct																
xxxxxx																
xxxxxx																
xxxxxx																
xxxxxx																
OVERHEAD																
Overhead																
Fringe																
TOTAL DIRECT COST																
G&A xx%																
SUBTOTAL COST																
FEE xx%																
SUBTOTAL COST																
Phase In																
CONTRACT TOTAL																

DRD 1.5-003 Attachments

Use for Formats C through J

533M - TOTAL PROGRAM SUMMARY					MONTHLY FINANCIAL MANAGEMENT REPORT SUMMARY: CONTRACT PERIOD x/xx-x/xx				2. REPORT FOR MONTH ENDING AND NUMBER OF OPERATING DAYS Close Date: xx/xx/xx xx-xx xx OPD			
TO: NASA KSC ATTN: CONTRACTING OFFICER		FROM: CONTRACTOR X			3. CONTRACT VALUE			a. COST xxxxxxxxxx		b. FEE xxxxxxxxxx		
1. DESCRIPTION OF CONTRACT	a. TYPE	b. CONTRACT NO. AND LATEST DEFINITIZED AMENDMENT NO. NAS x-xxxx Mod xxx xx/xx/200X			4. FUND LIMITATION xxxxxxxxxx			5. BILLING				
	c. SCOPE OF WORK NAME OF CONTRACT	d. AUTH. CONTR. REP (Signature) PROGRAM MANAGER			DATE		a. INVOICE AMOUNTS BILLED (CRNI) CR Only Invoice #xx (thru xx/xx/xx)		b. TTL PYTS REC'D xxxxxxxxxx Invoice #xx			
6. HOURS/COST ELEMENT		7. BASELINE ACTUAL / PLAN COST/HOURS				8. ESTIMATED COST/HOURS				9. ESTIMATED FINAL COST/HOURS		
		MONTHLY ACTUAL	MONTHLY PLANNED	CUMULATIVE ACTUAL (FY)	CUMULATIVE PLANNED (CONTRACT)	Next Mo. ESTIMATE	2 Mo. Out ESTIMATE	BALANCE OF CONTRACT	FY EAC (SEP xx)	CONTRACT EAC	CONTRACT VALUE	EAC Delta
# Oper Days >		(a) xx	(b) xx	(c)	(d)	(a) xx	(b) xx	(c)	(d)	(a)	(b)	(c)
TOTAL STRAIGHT TIME HOURS												
TOTAL OVERTIME HOURS												
Voluntary OT hours												
TOTAL HOURS												
WORK YEAR EQUIV (WYEs)												
DIRECT STRAIGHT TIME HOURS												
DIRECT OVERTIME HOURS												
DIRECT TOTAL												
LABOR COST												
Straight Time												
Overtime												
SUBC ST HOURS												
SUBC OT HOURS												
PAID LEAVE HOURS												
TOTAL OTHER HOURS												
SUBCONTRACTS COST												
OTHER DIRECT COST												
Material												
Subcontracts (Minor)												
Other Direct												
xxxxxx												
xxxxxx												
xxxxxx												
xxxxxx												
OVERHEAD												
Overhead												
Fringe												
TOTAL DIRECT COST												
G&A xx%												
SUBTOTAL COST												
FEE xx%												
SUBTOTAL COST												
Phase In												
CONTRACT TOTAL												

Format K: NARRATIVE

This is an opportunity to provide a narrative discussion to the government on contract status and performance.

Disclosures;
 Accomplishments;
 Any ground rules/clarifications;
 Accounting period schedule for the next 12 months;
 Definitions/generic calculations for each element of cost used in 533 (ex. hours, ODCs, O/H, G&A, etc.);
 Methodology for estimates;
 Prior period adjustments made during current period;
 Noteworthy management decisions that occurred during the reporting period to make the government aware of actions that will affect technical or financial performance.

Examples – Analytical remarks on items materially affecting historical or projected costs; identify present causes of problems and their effects on cost and schedule, along with corrective actions; effects of technical problems, changes, or deficiencies regarding current performance and projected resource requirements.

Format L. RECONCILIATION OF CHANGES

(a)	Original Contract Value		\$xxxxxxxx
(b)	Options Exercised		\$xxxxxxxx
(c)	Other Supplemental Agreements		\$xxxxxxxx
(a+b+c) = (d)	Present Contract Value thru MOD xxx		\$xxxxxxxx
(e)	Authorized Undefined Changes	+/-	\$xxxxxxxx
(f)	Anticipated future overrun/underrun	+/-	\$xxxxxxxx
(d+e+f)	Contractor Estimate		\$xxxxxxxx

Format M. ANALYSIS OF INDIRECT RATES

Element of Cost	Provisional Billing Rate	Ceiling Rate	Cum Actual Rate for FYXX	Op Plan Rate FYXX
Fringe Benefits	%	N/A	%	%
Overhead	%	N/A	%	%
G&A	%	%	%	%
Fee	% of Available	% of Available	%	%

Format N: Accounting Calendar

	WEEKS				DAYS	TOTAL HOURS	NON-PROD HOURS	PRODUCT HOURS
OCT	4	XX-Oct	XX		XX	XXX	XX.X	XXX.X
NOV	4	XX	XX		XX	XXX	XX.X	XXX.X
DEC	5	XX	XX		XX	XXX	XX.X	XXX.X
JAN	4	XX	XX		XX	XXX	XX.X	XXX.X
FEB	4	XX	XX		XX	XXX	XX.X	XXX.X
MAR	5	XX	XX		XX	XXX	XX.X	XXX.X
APR	4	XX	XX		XX	XXX	XX.X	XXX.X
MAY	4	XX	XX		XX	XXX	XX.X	XXX.X
JUN	5	XX	XX		XX	XXX	XX.X	XXX.X
JUL	4	XX	XX		XX	XXX	XX.X	XXX.X
AUG	4	XX	XX		XX	XXX	XX.X	XXX.X
SEP	5	XX	XX		XX	XXX	XX.X	XXX.X
					XXX	XXX	-	XXXX.X

Format O: (Month) FY XX CUM ACTUALS vs. BUDGET
FUND SOURCE EXPLANATION - MAJOR CUSTOMERS
 (sheet for each customer)

Customer XX	FY XX Budget \$xxxxxxx	(month) FY XX Cum Actuals \$xxxxxxx	(month) FY XX Cum Budget \$xxxxxxx	Delta \$xxxxxxx
WBS	WBS Desc	Variance	Narrative Explanation	
x.x.x		\$xxxx		

(Explanations required if total variance is + or - 5% or \$50K within the Elements of Costs, WBS, or Customer)

Format P: Estimate at Completion

This report shall be provided on the following schedule and as/of dates:

15 July as of 30 June
 15 Aug as of 31 July
 15 Sep as of 31 Aug

Format of the report will be as partnered with the government. Minimum content shall be as follows:

View 1 **WBS** **CUSTOMER** **OPERATING PLAN** **ACTUAL COSTS YTD** **EST COST TO 30 SEP**

View 2 **CUSTOMER** **WBS** **OPERATING PLAN** **ACTUAL COSTS YTD** **EST COST TO 30 SEP**

Shall include descriptions of how EAC's were developed, and a list of key assumptions made in developing the EAC.

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. Item No. 1.5-004	
B. Line Item Title:						
WBS 1.5.1, NF533M Flat File						
C. Opr.	D. Type	E. Inspect/Accept	F. Freq.	G. Initial Sub. Contract Effective Date + 30 Days	H. As Of Date	
GG	3	6	MO		See Section J	
J. Remarks:						
Due 10 working days after the close of the Contractor's accounting period.						
K. D = Electronic Submission						
K. Distribution					Totals	
GG-B (1D)					No.	Type
					1	D
DATA REQUIREMENT DESCRIPTION						
1. Title				2. Number		
Flat File, NF533M				1.5-004		
3. Use				4. Date		
Provides NASA with monthly and cumulative accumulated expenditures and projections of contract costs.				5. Organization		
				NASA/KSC TA-C		
7. Interrelationship				6. References		
				NPR 9501.2D		
8. Preparation Information						
<p>1. A flat file shall be provided that contains detail information for each Reporting Category (RC). A RC correlates to a task order, delivery order, or Work Breakdown Structure (WBS), and is the level at which cost is reported. Each RC can have Sub-Reporting Category line items (detailed cost elements) that add up to a RC. The Contractor is required to coordinate with the NASA Resource Analyst assigned to the Contract in order to establish and maintain the RC that the Contractor shall use to comply with this data requirement. The chart below describes the data elements to be included in this section of the flat file (see attached Exhibit A, Agency Defined File Format for specific layout details).</p>						

DRD 1.5-004 NF533M Flat File Attachments

<u>Data Element Name</u>	<u>Description</u>
Reporting Category (RC)	Task, Delivery Order, Work Breakdown Structure
Cost Incurred for Month (7a)	Prior month actual cost incurred for each RC (column 7a on NF533M)
HR/WYE Incurred for Month (7a)	Prior month actual HR/WYE incurred for each RC (column 7a on NF533M)
Contract prior month planned cost (7b)	Planned cost for prior month for each RC (column 7b on NF533M)
Contract ITD cost (7c)	Contract ITD cost for each RC (column 7c on NF533M)
Contract planned ITD cost (7d)	Contract planned ITD cost for each RC (column 7d on NF533M)
Current month estimated cost (8a)	Cost estimate for the current month for each RC (column 8a on NF533M)
Current month estimated HR/WYE (8a)	HR/WYE estimate for the current month for each RC (column 8a on NF533M)
Next month estimated cost (8b)	Estimated cost for next month for each RC (column 8b on NF533M)
Balance of Contract	Balance of contract for the remaining estimate to complete for each RC (column 8c on NF533M)
Contractor Estimate	Contractor estimate for the total estimate to complete entire scope of contract for each RC (column 9a on NF533M)
Contract Value	Contract value based upon contract modifications for each RC (column 9c on NF533M)
Unfilled orders outstanding	Unfilled orders outstanding at the end of the reporting period for each RC (column 10 on NF533M)
Reporting Category level	Used by NASA's accounting system to determine the RC level
Reporting Category Identifier	Identifies if the RC is a actual Reporting Category or a Sub-Reporting

The flat file (see Exhibit A below) shall be saved as a text file with no extension (do not include .txt after the file name) and named in strict accordance with the specific format described in the attached Agency Defined File Format document.

A) EXAMPLE FLAT FILE FOR DISTRIBUTION

File names must be provided in a specific format. Each file name will begin with the SAP 2 Character center abbreviation listed below. The contract number and date will be included in the file name as well. Below is a sample:

MACFPS001_NAS00-0001_yyyy_mm_dd

SAP 2 Charter Center Abbreviations

Headquarters	HQ	Dryden	DR
Marshall	MA	Goddard	GO
Ames	AM	Stennis	ST
Glenn	GL	Johnson	JO
Langley	LA	Kennedy	KE

Header (Non-Repeating Segment)

CCR Extension Data Element	Description	Contractor Initial Data Mapping	NF 533M Required/Optional	OTHER CCR Required/Optional	Field Name	St Pos	EndPos	Len	Formt
HEADER:									
Record Type	Used by eGate to determine record type	'HD' for Header	Required	Required	RECORD_TYPE	1	2	2	CHAR
Contract Number	Contract Number (1b)	Header field—submitted with CONTRACTOR data or defaulted by interface or extension	Required	Required	CONTRACT_NUMBER	3	12	10	CHAR
	Latest definitive Modification Number(CR8197)				MOD_NUMBER	13	18	6	CHAR
Accrual Date	Date the data was generated for. Used by SAP as part of Oracle table key	Accrual Date. MM01YYYY, where MM is the Accrual Month and YYYY is the fiscal year	Required	Required	ACCRUAL_DATE	19	26	8	DATE MM01YYYY
Report Period End Date	Report Period End Date is a date(2)	Header field—submitted with CONTRACTOR	Required	Required	REP_END_DATE	27	34	8	DATE

DRD 1.5-004 NF533M Flat File Attachments

CCR Extension Data Element	Description	Contractor Initial Data Mapping	NF 533M Required/Optional	OTHER CCR Required/Optional	Field Name	St Pos	EndPos	Len	Formt
		data or defaulted by interface or extension							
Operating Days	Operating days (2).	Header field— submitted with CONTRACTOR data	Required	Optional unless Required by contract	OPER_DAYS	35	40	6	NUMERIC
Date Received	Date Received (1d)	System Date upon which the cost data is loaded into the CCR Extension	Required	Required	DATE_REC	41	48	8	DATE
CCR Format	'M' for Monthly and 'Q' for Quarterly (SIR2047)	Submitted with CONTRACTOR data	Required	Required	CCR_FORMAT	49	49	1	CHAR
Cost Unit of Measure	Cost Unit of Measure (SIR2047)	Submitted with CONTRACTOR data	Required	Required	COST_UOM	50	51	2	CHAR
HR/WYE Unit of Measure	Hour/Work-Year-Equivalent Unit of Measure (SIR2047)	Submitted with CONTRACTOR data	Required	Required	HR_WYE_UOM	52	53	2	CHAR
	Authorized Contractor Representative – Name of Contractor Approving Officer (CR 8197)				AUTH_SIGNATURE	54	78	25	CHAR
	Authorized Contractor Representative Date Signed – Date CCR is approved/signed by authorized contractor representative (CR 8197)				AUTH_SIGNATURE_DATE	79	86	8	DATE MMDDYYYY
Grand Total Cost Incurred Month (7a)	The Grand Total Contract Prior Month Actual Dollars Column 7a reports actual costs	Submitted with CONTRACTOR data	Required.	Optional. Only required if lower detailed line item data is submitted	GT_COST_INCURRED_MONTH	87	99	13	CURRENCY (2)

DRD 1.5-004 NF533M Flat File Attachments

CCR Extension Data Element	Description	Contractor Initial Data Mapping	NF 533M Required/Optional	OTHER CCR Required/Optional	Field Name	St Pos	EndPos	Len	Formt
	for the prior month.			in monthly batch file.					
Grand Total HR/WYE (7a)	The Grand Total Contract Prior Month Actual Hours Column 7a reports actual HR or WYE for the prior month.	Submitted with CONTRACTOR data	Required if detailed line item data is submitted in monthly batch file.	Required if detailed line item data is submitted in monthly batch file.	GT_HRWYE_PRIOR_MONTH	100	109	10	NUMERIC(1)
	The Grand Total Contract Prior Month Planned Dollars Column (7b) reports planned costs for the prior month. (CR8197)				GT_COST_PLAN_NED_MONTH	110	122	13	CURRENCY (2)
Grand Total Cost Incurred ITD (7c)	The Grand Total Contract Cost Dollars Column 7c which represents Contract Cost Inception to Date	Submitted with CONTRACTOR data	Required. Does not require detailed line item data if provided from Cost Incurred Month (7a)	Required if detailed line item data is provided for this column	GT_ITD_COST	123	135	13	CURRENCY (2)
	Grand Total Cotract Planned Cost Dollars Column (7d) which represents Planned Contract Cost Inception to Date(CR 8197)				GT_COST_PLAN_NED_ITD	136	148	13	CURRENCY (2)
Grand Total Estimated Cost (8a)	The Grand Total Contract Estimated Cost for first upcoming month, or Current Month Estimate for cost.	Submitted with CONTRACTOR data	Required	Required if detailed line item data is provided for this column	GT_EST_COST	149	161	13	CURRENCY (2)
Grand Total HR/WYE (8a)	The Grand Total Contract Estimated	Submitted with CONTRACTOR	Required if detailed line	Required if detailed line item	GT_HRWYE_FIRST_MONTH	162	171	10	NUMERIC (1)

DRD 1.5-004 NF533M Flat File Attachments

CCR Extension Data Element	Description	Contractor Initial Data Mapping	NF 533M Required/Optional	OTHER CCR Required/Optional	Field Name	St Pos	EndPos	Len	Formt
	Hours for first upcoming month, or Current Month Estimate for HR/WYE.	data	item data is provided for this column	data is provided for this column					
Grand Total Next Month Estimated Cost (8b)	The Grand Total Contract Estimated Cost for second upcoming month or Next Month Estimate for cost.	Submitted with CONTRACTOR data	Required if detailed line item data is provided for this column	Required if detailed line item data is provided for this column	GT_NEXT_MONTH_EST	172	184	13	CURRENCY (2)
	Grand Total Balance of Contract for the remaining estimate to complete (CR 8197)				GT_BALANCE_CONTRACT	185	197	13	CURRENCY (2)
	Grand Total Contractor Estimate for the total estimate to complete entire scope of contract (CR 8197)				GT_BALANCE_CONTRACTOR_ESTIMATE	198	210	13	CURRENCY (2)
	Grand Total Contract Value based upon Contract Modifications (CR 8197)				GT_CONTRACT_VALUE	211	223	13	CURRENCY (2)
	Grand Total Unfilled Orders Outstanding at end of reporting period (CR 8197)				ST_UNFILLED_ORDERS	224	236	13	CURRENCY (2)

Example File Format

Detail (Repeating Segment)

CCR Extension Data Element	Description	Contractor Initial Data Mapping	NF 533M Required/Optional	OTHER CCR Required/Optional	Field Name	St Pos	End Pos	Len	Format
CCR DETAIL LINE ITEMS:									
Record Type	'DM' for Monthly column 7a Detail; 'DQ' for ITD Column 7c Detail	"RD" for Detail	Required	Required	RECORD_TYPE	1	2	2	CHAR
Reporting Category	Reporting Category (6)	Line item field—submitted with CONTRACTOR data	Required	Required	SERV_ORD_CATEGORY	3	26	24	CHAR
Cost Incurred Month (7a)	Prior Month incurred costs (ACTUALS) for given category.	Line item field—submitted with CONTRACTOR data	Required if detailed line item data is not provided from Cost Incurred Month (7c)	Determined by contract requirement- data from Column 7a, 7c or 8a	COST_INCURRED_MONTH	27	39	13	CURRENCY (2)
HR/WYE Incurred Month (7a)	Prior month incurred hours worked [Actuals] for given category..	Line item field—submitted with CONTRACTOR data	Optional unless Required by contract for WYE calculation	Optional unless Required by contract for WYE calculation	HRWYE_INCURRED_MONTH	40	49	10	NUMERIC (1)
	Contract Prior Month Planned Dollars Column (7b) reports planned costs for the prior month (CR 8197)				COST_PLANNED_MONTH	50	62	13	CURRENCY (2)
	Contract Cost Dollars Column (7c) which represents Contract Cost				CUR_COST_INCURRED_ITD	63	75	13	CURRENCY (2)

DRD 1.5-004 NF533M Flat File Attachments

CCR Extension Data Element	Description	Contractor Initial Data Mapping	NF 533M Required/Optional	OTHER CCR Required/Optional	Field Name	St Pos	End Pos	Len	Format
	Inception to Date (CR 8197)								
	Contract Planned Cost Dollars Column (7d) which represents Planned Contract Cost Inception to Date (CR 8197)				COST_PLANNED_ITD	76	88	13	CURRENCY (2)
Current Month Estimated Cost (8a)	Estimated costs for first upcoming month for given category.	Line item field—submitted with CONTRACTOR data	Required.	Determined by contract requirement- data from Column 7a, 7c or 8a	CUR_MONTH_EC	89	101	13	CURRENCY (2)
HR/WYE Current Month Estimate (8a)	Estimated hours for first upcoming month for given category. Will only be needed if labor hours are required to be submitted electronically per contract.	Line item field—submitted with CONTRACTOR data	Optional unless Required by contract for WYE calculation	Optional unless Required by contract for WYE calculation	HRWYE_CUR_MONTH_EST	102	111	10	NUMERIC (1)
Next Month Estimated Cost (8b)	Estimated costs for second upcoming month for given category.	Line item field—submitted with CONTRACTOR data	Required unless not part of Contract scope	Required unless not part of Contract scope	NEXT_MONTH_EC	112	124	13	CURRENCY (2)

DRD 1.5-004 NF533M Flat File Attachments

	Balance of Contract for the remaining estimate to complete (8c) (CR 8197)				BALANCE_CONTRACT	125	137	13	CURRENCY (2)
	Contractor Estimate for the total estimate to complete entire scope of contract (9a) (CR 8197)				CONTRACTOR_ESTIMATE	138	150	13	CURRENCY (2)
	Contract Value based upon Contract Modifications (CR 8197)				CONTRACT_VALUE	151	163	13	CURRENCY (2)
	Unfilled Orders Outstanding at end of reporting period (CR 8197)				UNFILLED_ORDERS	164	176	13	CURRENCY (2)
	Used by SAP to determine Reporting Category Level (1.1.2.2.1) (CR 8197)				REPORTING_LEVEL	177	206	30	CHAR
	Fill in an "X" if record is a Reporting Category. Otherwise, leave blank for Sub-Reporting Category Line Items and Element of Cost detail records. This field is used by SAP to determine if the record is a Reporting Category. (CR 8197)				REPORTING_CATEGORY_INDICATOR	207	207	1	CHAR

DRD 1.5-004 NF533M Flat File Attachments

**Example File Format
Sub-Reporting Category Line Items – Repeating Segment**

Field Name	Start Pos	End Pos	Length	Format	Variable Repetition (?,*+,n-n)	Description
SUB_RECORD_TYPE	1	2	2	CHAR		'SM' for Monthly column 7a Detail; 'SQ' for ITD column Detail
SUB_REP_CAT	3	26	24	CHAR		Reporting Category
SUB_COST_INCUR_MONTH	27	39	13	CURRENCY (2)		Prior month incurred costs (Actuals) for given category.
SUB_HRWYE_INCUR_MONTH	40	49	10	NUMERIC (1)		Prior month incurred hours worked (Actuals) for given category.
SUB_COST_PLANNED_MONTH	50	62	13	CURRENCY (2)		Contract Prior Month Planned Dollars Column (7b) reports planned costs for the prior month.
SUB_CUR_COST_INCUR_ITD	63	75	13	CURRENCY (2)		Contract Cost Dollars Column (7c) which represents Contract Cost Inception to Date.
SUB_COST_PLANNED_ITD	76	88	13	CURRENCY (2)		Contract Planned Cost Dollars Column (7d) which represents Planned Contract Cost Inception to Date.
SUB_CUR_MONTH_EC	89	101	13	CURRENCY (2)		Estimated costs for first upcoming month for given category (8a) .
SUB_HRWYE_CUR_MONTH_EST	102	111	10	NUMERIC (1)		Estimated hours for first upcoming month for given category. Will only be needed if labor hours are required to be submitted electronically per contract (8a) .
SUB_NEXT_MONTH_EC	112	124	13	CURRENCY (2)		Estimated costs for second upcoming month for given category (8b) .
SUB_BALANCE_CONTRACT	125	137	13	CURRENCY (2)		Balance of Contract for the remaining estimate to complete (8c) .
SUB_CONTRACTOR_ESTIMATE	138	150	13	CURRENCY (2)		Contractor Estimate for the total estimate to complete entire scope of contract (9a) .
SUB_CONTRACT_VALUE	151	163	13	CURRENCY (2)		Contract Value based upon Contract Modifications (9b) .
SUB_UNFILLED_ORDERS	164	176	13	CURRENCY (2)		Unfilled Orders Outstanding at end of reporting period.
REPORTING_LEVEL	177	206	30	CHAR		Used by SAP to determine Reporting Category Level (1.1.2.2.1) (CR 8197) .
REPORTING_CAT_INDICATOR	207	207	1	CHAR		Fill in an "X" if record is a Reporting Category. Otherwise, leave Blank for Sub-Reporting Category Line Items and Element of Cost detail records. This field is used by SAP to determine if the record is a Reporting Category. (CR 8197)

Example File Format

533M Agency FILE RECORD LAYOUT (Element of Cost Detail – Repeating Segment (CR8197))

Field Name	Start Pos	End Pos	Length	Format	Variable Repetition (?,*+,n-n)	Description
RECORD_TYPE	1	2	2	CHAR		'EM' for Monthly column 7a Detail; 'EQ' for ITD column Detail
EOC_REP_CAT	3	26	24	CHAR		Reporting Category
EOC_COST_INCUR_MONTH	27	39	13	CURRENCY (2)		Prior month incurred costs (Actuals) for given category.
EOC_HRWYE_INCUR_MONTH	40	49	10	NUMERIC (1)		Prior month incurred hours worked (Actuals) for given category.
EOC_COST_PLANNED_MONTH	50	62	13	CURRENCY (2)		Contract Prior Month Planned Dollars Column (7b) reports planned costs for the prior month.
EOC_CUR_COST_INCUR_ITD	63	75	13	CURRENCY (2)		Contract Cost Dollars Column (7c) which represents Contract Cost Inception to Date.
EOC_COST_PLANNED_ITD	76	88	13	CURRENCY (2)		Contract Planned Cost Dollars Column (7d) which represents Planned Contract Cost Inception to Date.
EOC_CUR_MONTH_EC	89	101	13	CURRENCY (2)		Estimated costs for first upcoming month for given category (8a) .
EOC_HRWYE_CUR_MONTH_EST	102	111	10	NUMERIC (1)		Estimated hours for first upcoming month for given category. Will only be needed if labor hours are required to be submitted electronically per contract (8a) .
EOC_NEXT_MONTH_EC	112	124	13	CURRENCY (2)		Estimated costs for second upcoming month for given category (8b) .
EOC_BALANCE_CONTRACT	125	137	13	CURRENCY (2)		Balance of Contract for the remaining estimate to complete (8c) .
EOC_CONTRACTOR_ESTIMATE	138	150	13	CURRENCY (2)		Contractor Estimate for the total estimate to complete entire scope of contract (9a) .
EOC_CONTRACT_VALUE	151	163	13	CURRENCY (2)		Contract Value based upon Contract Modifications (9b) .
EOC_UNFILLED_ORDERS	164	176	13	CURRENCY (2)		Unfilled Orders Outstanding at end of reporting period.
REPORTING_LEVEL	177	206	30	CHAR		Used by SAP to determine Reporting Category Level (1.1.2.2.1) (CR 8197) .
REPORTING_CAT_INDICATOR	207	207	1	CHAR		Fill in an "X" if record is a Reporting Category. Otherwise, leave Blank for Sub-Reporting Category Line Items and Element of Cost detail records. This field is used by SAP to determine if the record is a Reporting Category. (CR 8197)

Example File Format

Trailer (provides the number of header & detail records sent from the contractor/vendor/center in order to verify the receipt of complete data after transmission)

CCR Extension Data Element	Description	Contractor Initial Data Mapping	NF 533M Required/Optional	OTHER CCR Required/Optional	Field Name	Start Pos	End Pos	Length	Format
TRAILER:									
Record Type	Used by eGate to determine record type	"TL" for Trailer	Required	Required	RECORD_TYPE	1	2	2	CHAR
Record Count	Count of the number of Detail records sent to process (Detail Only)	Trailer field submitted with CONTRACTOR data	Required	Required	RECORD_COUNT	3	9	7	NUMERIC
	Value of spaces				FILLER	10	207	198	CHAR

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. Item No. 1.5-005	
B. Line Item Title:						
WBS 1.5.1, Plan, Annual Phased Contract Operating						
C. Opr.	D. Type	E. Inspect/Accept	F. Freq.	G. Initial Sub.	H. As Of Date	
TA-A	3	6	AN, with updates	Contract Effective Date + 60 Days	See Block J	
J. Remarks:						
Annual report is due on/about seventh month of calendar year.						
K. D = Electronic Submission						
K. Distribution					Totals	
TA-A (2A) (1D)					No.	Type
					2	A
					1	D
DATA REQUIREMENT DESCRIPTION						
1. Title				2. Number		
Plan, Annual Phased Contract Operating				1.5-005		
3. Use				4. Date		
This report will be used by the Government to ensure that planned contract effort is consistent with requirements and planned level of funding.				5. Organization		
				NASA/KSC TA-C		
7. Interrelationship				6. References		
8. Preparation Information						
<p>The Contractor shall develop and manage an annual Contract Operating Plan by government fiscal year on the basis of customer, WBS, and element of cost, with monthly execution and variance analysis to ensure total contract costs have been reconciled. The Government will require several views of this data, <u>and may require updates to the plan during the operating year.</u> The operating plan shall be transmitted by a letter, detailing operating plan assumptions, manifest used to develop the plan, and other information considered in developing the plan.</p> <p>Plan shall include an attachment showing a reconciliation of contract value to the operating plan value, including the detailed reconciling items such as negotiated adjustments and undefinitized adjustments.</p>						

DRD 1.5-005 Plan, Annual Phased Contract Operating

ANNUAL, PHASED CONTRACT OPERATING PLAN

By Customer, WBS, and Element of Cost (\$K)

Customer: XX	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
PRIME LABOR DOLLARS												
xxxx												
xxxx												
Subtotal Prime Labor												
PRIME LABOR HOURS												
xxxx												
xxxx												
Subtotal Prime Hours												
PRIME LABOR WYE's												
xxxx												
xxxx												
Subtotal Prime WYE's												
SUB LABOR DOLLARS												
xxxx												
xxxx												
Subtotal Sub Labor												
SUB LABOR HOURS												
xxxx												
xxxx												
Subtotal Sub Hours												
SUB LABOR WYE's												
xxxx												
xxxx												
Subtotal Sub WYE's												
TOTAL CONTRACT WYE's												
xxxx												
xxxx												
Subtotal Contract WYE's												
LABOR SUBTOTAL												
NON LABOR DOLLARS												
xxxx												
xxxx												
xxxx												
xxxx												
xxxx												
xxxx												
xxxx												
xxxx												
xxxx												
xxxx												
Non-Labor Subtotal												
Total Direct Cost												
xxxx												
Total Cost												
xxxx												
Subtotal Before Fee												
xxxx												
Total xxxx												

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____	A. Item No. 1.5-006
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B. Line Item Title:

WBS 1.5.1, Report, Rate-Volume Variance Analysis

C. Opr.	D. Type	E. Inspect/Accept	F. Freq.	G. Initial Sub.	H. As Of Date
TA-A	3	6	MO	See J	Prior Acctg Period/15

J. Remarks:
Product shall be compatible with Microsoft Excel software.

G. Close of Contractor's Accounting Period + 15 days

K. D = Electronic Submission

K. Distribution	Totals	
TA-A (1A) (1D)	No.	Type
	1	A
	1	D

DATA REQUIREMENT DESCRIPTION

1. Title	2. Number
Report, Rate-Volume Variance Analysis	1.5-006
3. Use This report will be used by the Government to analyze variances between <u>the</u> Operating Plan and actual performance.	4. Date
	5. Organization NASA/KSC TA-C
7. Interrelationship	6. References

8. Preparation Information

The Contractor shall provide an Analysis of Actual to Planned Costs at the WBS level to include volume and rate analysis. The contractor shall partner with the government on the development of variance explanations to ensure common understanding and reporting. Various explanations will be at the element of cost level. Sample format attached.

DRD 1.5-006 Report, Rate-Volume Variance Analysis

**RATE-VOLUME VARIANCE ANALYSIS REPORT
BY WBS BY CUSTOMER BY ELEMENT OF COST**

RATE/VOLUME VARIANCE REPORT

Month, Year - Cum Prod Hrs: x,xxx.x

WBS & TITLE	PLAN HOURS	PLAN AMOUNT	ACTUAL HOURS	ACTUAL AMOUNT	VARIANCE HOURS	VARIANCE AMOUNT	PLAN RATE	ACT RATE	RATE VAR	VOL VAR \$	RATE IMPACT
1.0 MANAGEMENT											
TOTAL											
xxxx S/T Labor - Prime	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX
xxxx S/T Labor - Subs	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX
Total S/T Labor	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX
xxxx O/T Labor - Prime	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX
xxxx O/T Labor - Subs	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX
Total O/T Labor	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX
xxxx Premium Labor - Prime				XX	XX	XX	XX	XX	XX	XX	XX
xxxx Premium Labor - Subs				XX	XX	XX	XX	XX	XX	XX	XX
Total Premium Labor				XX	XX	XX	XX	XX	XX	XX	XX
Total Labor	XX	XX	XX	XX							
Total FTE's											
Overtime %											
xxxx Travel		XXX		XXX		XXX					
xxxx Subcontracts		XXX		XXX		XXX					
xxxx Training		XXX		XXX		XXX					
xxxx Misc ODC		XXX		XXX		XXX					
xxxx Equipment		XXX		XXX		XXX					
Total Non-Labor		XXX		XXX		XXX					
Total Direct Cost		XXX		XXX		XXX					
xxxx Overhead		XXX		XXX		XXX					
xxxx G&A		XXX		XXX		XXX					
Total OH & G&A		XXX		XXX		XXX					
Total Cost		XXX		XXX		XXX					
xxxx Fee		XXX		XXX		XXX					
Total xxx		XXX		XXX		XXX					
Overhead %								xx.xx%	xx.xx%	x.xx%	
G&A %								x.xx%	x.xx%	x.xx%	
Fee %								x.xx%	x.xx%	x.xx%	

VARIANCE EXPLANATION:

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____						A. Item No. 1.5-007	
B. Line Item Title:							
WBS 1.5.1, Report, Direct and Indirect Rates							
C. Opr.	D. Type	E. Inspect/Accept	F. Freq.	G. Initial Sub.	H. As Of Date		
TA-A	3	6	SA	April 15, 2009	See J		
J. Remarks:							
Reviews shall be conducted no less than semi-annually. Out-of-cycle reviews may be requested by the Government when an event or other circumstances warrant. Data shall be submitted no later than Oct 15 and Apr 15 each year. Briefings shall be conducted within 2 weeks of report submittal. Contractor planning estimates that deviate from contract value shall be explained in detail. Submittals and reviews shall cover a combination of current and previous FY data to ensure data for each FY is captured in its entirety. End of year actual costs (Oct 15 data) shall be provided as a baseline comparison for estimates in the next fiscal year. Type "D" electronic versions shall be compatible with Microsoft Excel.							
K. D = Electronic Submission							
K. Distribution						Totals	
TA-A (1A) (1D)						No.	Type
						1	A
						1	D
DATA REQUIREMENT DESCRIPTION							
1. Title				2. Number			
Report, Direct and Indirect Rates				1.5-007			
3. Use				4. Date			
To monitor trends for direct and indirect rate actual costs against contract value to understand variances. To assess any cost/budget impacts for current and future contract years. To determine the basis for changes and to determine whether rate changes are within or outside the contractor's control.				5. Organization			
7. Interrelationship				6. References			
8. Preparation Information							
For each sub-element listed below, the contractor shall identify the basis for any change, assess the estimated cost impact (up or down) by contract year, and provide rationale and a risk/cost analysis to justify cost increases that cannot be offset without impact to the Government for changes within their control. Sample formats with content & submission milestones are attached. Any Contractor format changes and/or briefing formats shall be partnered with the Government to ensure products and reviews meet the needs of both parties. Sub-elements and data to be reviewed shall include, but not be limited to, the following:							
INDIRECT RATES: Fringe Benefits/Non-Productive Pool Expenses: holiday, other paid absence, personal/sick leave, vacation Fringe Benefits/Payroll Pool Expenses: FICA SS, FICA medical, state unemployment, federal unemployment, workers compensation. Fringe benefits/Other Expenses: group insurance, insurance disability, life insurance, pension, company match 401K, tuition reimbursement, VEBA Trust. Total fringe benefit expense, total labor base, total fringe application rate.							
DIRECT RATES: Productive/non-productive hours, regular/overtime/premium hours, and average unloaded wage rate for SGS and, if available, for each subcontractor. Level of staffing by WBS. Other data to be provided includes the basis for labor rates (e.g. CBA, DOL, management action) and escalation factor(s) by labor category or skills code. Each reporting period, the report shall contain an itemized list of any wage rate changes since the previous report by labor category or skills code to reflect old and new unloaded labor rate with explanation of the basis of change and any impact or offsets to contract value. The Government reserves the right to drill down to WBS or labor category level for analysis.							
G&A RATE: Labor & non-labor elements, total G&A, G&A base, G&A rate.							
OVERHEAD RATE (excluding Direct Reallocation): Labor and non-labor elements (e.g. equipment, subcontracts, miscellaneous other direct costs, supply/material). Total overhead value, overhead base, and overhead rate.							

Index of Direct and Indirect Rates Reports

- GFY-XX Fringe - Contract Value to Actuals Comparison**
- GFY-XX Fringe - EAC to Contract Value Comparison**
- GFY-XX Overhead - Contract Value to Actuals Comparison**
- GFY-XX Overhead - EAC to Contract Value Comparison**
- GFY-XX G&A - Contract Value to Actuals Comparison**
- GFY-XX G&A - EAC to Contract Value Comparison**
- Prime and Subcontractor Wage Rate**

**Format a: GFY-XX Fringe
Contract Value to Actuals Comparison**

	Final FYXX Contract Value	Actuals Oct - Sept	Delta Actuals - Contract FYXX	Explanation	
Pool XX - Non Productive					
Holiday	XXX	XXX	XXX		
Vacation	XXX	XXX	XXX		
Personal/Sick Leave	XXX	XXX	XXX		
Sick Leave Accrued	XXX	XXX	XXX		
Other Paid Leave	XXX	XXX	XXX		
Severance	XXX	XXX	XXX		
Reserved	XXX	XXX	XXX		
Total Non-Productive Expense	XXX	XXX	XXX		
Pool XX - Other					
Group Insurance	XXX	XXX	XXX		
Insurance Disability	XXX	XXX	XXX		
Insurance Life	XXX	XXX	XXX		
Pension	XXX	XXX	XXX		
Tuition Reimbursement	XXX	XXX	XXX		
Fringes - Other	XXX	XXX	XXX		
Uniform Allowance	XXX	XXX	XXX		
Total Other Fringe Expense	XXX	XXX	XXX		
Pool XX - Payroll					
FICA SS	XXX	XXX	XXX		
FICA Medical	XXX	XXX	XXX		
State Unempl	XXX	XXX	XXX		
Fed Unemp	XXX	XXX	XXX		
Workers Comp	XXX	XXX	XXX		
General Liability	XXX	XXX	XXX		
Total Payroll Expense	XXX	XXX	XXX		
Total Labor Base	XXX	XXX	XXX		
Total Expense Pool	XXX	XXX	XXX		
Total Fringe Rate	XXX	XXX	XXX		

**Format b: GFY-XX Fringe
EAC to Contract Value Comparison**

	Contract Value	Actuals Oct - Mar	ETC Apr - Sep	EAC	EAC - Contract Value	Explanation
Pool XX - Non Productive						
Holiday	xxx	xxx	xxx	xxx	xxx	
Vacation	xxx	xxx	xxx	xxx	xxx	
Personal/Sick Leave	xxx	xxx	xxx	xxx	xxx	
Sick Leave Accrued	xxx	xxx	xxx	xxx	xxx	
Other Paid Leave	xxx	xxx	xxx	xxx	xxx	
Severance	xxx	xxx	xxx	xxx	xxx	
Reserved	xxx	xxx	xxx	xxx	xxx	
Total Non-Productive Expense	xxx	xxx	xxx	xxx	xxx	
Pool XX - Other						
Group Insurance	xxx	xxx	xxx	xxx	xxx	
Insurance Disability	xxx	xxx	xxx	xxx	xxx	
Insurance Life	xxx	xxx	xxx	xxx	xxx	
Pension	xxx	xxx	xxx	xxx	xxx	
Tuition Reimbursement	xxx	xxx	xxx	xxx	xxx	
Fringes - Other	xxx	xxx	xxx	xxx	xxx	
Uniform Allowance	xxx	xxx	xxx	xxx	xxx	
Total Other Fringe Expense	xxx	xxx	xxx	xxx	xxx	
Pool XX - Payroll						
FICA SS	xxx	xxx	xxx	xxx	xxx	
FICA Medical	xxx	xxx	xxx	xxx	xxx	
State Unempl	xxx	xxx	xxx	xxx	xxx	
Fed Unemp	xxx	xxx	xxx	xxx	xxx	
Workers Comp	xxx	xxx	xxx	xxx	xxx	
General Liability	xxx	xxx	xxx	xxx	xxx	
Total Payroll Expense	xxx	xxx	xxx	xxx	xxx	
Total Labor Base	xxx	xxx	xxx	xxx	xxx	
Total Expense Pool	xxx	xxx	xxx	xxx	xxx	
Total Fringe Rate	xxx	xxx	xxx	xxx	xxx	

**Format d: GFY-XX Overhead
Indirect Rate Review
EAC to Contract Value Comparison**

Element	Updated Contract Value	Actuals Oct - Mar	ETC Apr - Sep	EAC	Delta EAC-Contract Value	Explanation
Labor Total	xxx	xxx	xxx	xxx	xxx	
Non Labor						
Equipment	xxx	xxx	xxx	xxx	xxx	
Misc ODC	xxx	xxx	xxx	xxx	xxx	
Supply / Material	xxx	xxx	xxx	xxx	xxx	
Other Non Labor	xxx	xxx	xxx	xxx	xxx	
Non Labor Subtotal	xxx	xxx	xxx	xxx	xxx	
Total Overhead	xxx	xxx	xxx	xxx	xxx	
Overhead Base	xxx	xxx	xxx	xxx	xxx	
Rate	xxx	xxx	xxx	xxx	xxx	

**Format e: GFY-XX G&A
Indirect Rate Review
Contract Value to Actuals Comparison**

	Contract Value	Actuals Oct - Sept	Delta Actuals-Contract Value	Explanation
Total G&A Expense	XX	XX	XX	
Base	XX	XX	XX	
G&A %	%	%	%	

**Format f: GFY-XX GFY-XX G&A
Indirect Rate Review
EAC to Contract Value Comparison**

	Contract Value	EAC	Delta EAC - Contract Value	Explanation
Total G&A Expense	XX	XX	XX	
Base	XX	XX	XX	
G&A %	%	%	%	

**Format g: Prime and Subcontractor Wage Rate Analysis
As of (date)**

Company	Hdct	(date)		(date)			Hdct	Delta		Comments
		Prior Period	Burdened	Current Period	Unburdened	Burdened		Unburdened	Burdened	
XX	XX	\$ XX.XX	\$ XX.XX	XX	\$ XX.XX	\$ XX.XX	XX	\$ XX.XX	\$ XX.XX	
XX	XX	\$ XX.XX	\$ XX.XX	XX	\$ XX.XX	\$ XX.XX	XX	\$ XX.XX	\$ XX.XX	
XX	XX	\$ XX.XX	\$ XX.XX	XX	\$ XX.XX	\$ XX.XX	XX	\$ XX.XX	\$ XX.XX	
XX	XX	\$ XX.XX	\$ XX.XX	XX	\$ XX.XX	\$ XX.XX	XX	\$ XX.XX	\$ XX.XX	
XX	XX	\$ XX.XX	\$ XX.XX	XX	\$ XX.XX	\$ XX.XX	XX	\$ XX.XX	\$ XX.XX	
XX	XX	\$ XX.XX	\$ XX.XX	XX	\$ XX.XX	\$ XX.XX	XX	\$ XX.XX	\$ XX.XX	
XX	XX	\$ XX.XX	\$ XX.XX	XX	\$ XX.XX	\$ XX.XX	XX	\$ XX.XX	\$ XX.XX	
XX	XX	\$ XX.XX	\$ XX.XX	XX	\$ XX.XX	\$ XX.XX	XX	\$ XX.XX	\$ XX.XX	
Total	0			0			0			

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____						A. Item No. 1.5-008	
B. Line Item Title:							
WBS 1.5.1, Report, Prime and Subcontractor Contract Value (CV) Status							
C. Opr.	D. Type	E. Inspect/Accept	F. Freq.	G. Initial Sub.	H. As Of Date		
TA-A	3	6	QU	April 15, 2009	180/15		
J. Remarks:							
Reviews shall be conducted no less than semi-annually. Out-of-cycle reviews may be requested by the Government when circumstances warrant. Data shall be submitted no later than Oct 15, Jan 15, Apr 15, and Jul 15 each year. Briefings shall be conducted within 2 weeks of data submittal for the Oct 15 and Apr 15 reports. The Oct 15 review shall contain a comparison of actual costs to negotiated contract values. End of year actual costs (Oct 15 data) shall be provided as a baseline comparison for estimates in the next fiscal year.							
K. D = Electronic Submission							
K. Distribution						Totals	
TA-A (1A) (1D)						No.	Type
						1	A
						1	D
DATA REQUIREMENT DESCRIPTION							
1. Title				2. Number			
Report, Prime and Subcontractor Contract Value (CV) Status				1.5-008			
3. Use				4. Date			
Create and sustain an auditable trail for negotiated contract changes and internal Contractor work alignments between the Government and the prime and from the prime to subs. Ensure negotiated changes are processed in a timely manner between all parties. Monitor actual costs against CV and AOP/EAC.				5. Organization			
				NASA/KSC TA-C			
7. Interrelationship				6. References			
8. Preparation Information							
Sample formats are attached. Any Contractor format changes and /or briefing formats shall be partnered with the Government to ensure products and reviews meet the needs of both parties. Formats shall be compatible with microsoft excel.							
Information shall include, but not be limited to, data in attached sample formats. The Contractor may provide additional supporting documentation for clarity or substantiation.							
The Contractor shall identify and explain internal alignments of work requirements and/or contract value between prime and subcontractor or subcontractor to subcontractor to include rationale, any impact, contract dollar value from and to, and any benefit to the Government as a result of the transfer.							

Format a: PRIME AND SUBCONTRACTOR CONTRACT VALUE (CV) REPORT AND REVIEW

COMPARISON OF CONTRACT VALUE TO AOP

As of Date:

Through Modification #:

	Col B Initial Period	Col C	COL D	COL E	COL F	COL G	COL I
CONTRACT TYPE TITLE	FY XX ADJUSTED CONTRACT VALUE (as reported on X/XX/XX)	NOTES	FYXX CONTRACT CHANGE NET VALUE	FY XX CONTRACT ADJUSTED VALUE	FY XX AOP Rev I	VARIANCE (E-F)	VARIANCE EXPLANATION
PRIME:							
XXXX Overhead G & A				\$0			
TOTAL				\$0	\$0	\$0	
TEAM MEMBERS:							
XXX (FFP & IDIQ)				\$0		\$0	
				\$0		\$0	
				\$0		\$0	
				\$0		\$0	
				\$0		\$0	
				\$0		\$0	
				\$0		\$0	
				\$0		\$0	
TOTAL PRIME SUB	\$0		\$0	\$0	\$0	\$0	
TOTAL PRIME SUB VARIANCE						\$0	
OTHER SUBCONTRACTOR MEMBERS:							
CONTRACT TYPE OTHER TITLE	FY XX ADJUSTED CONTRACT VALUE (as negotiated with the government)			FY XX CONTRACT VALUE	FY XX AOP	VARIANCE (E-F)	VARIANCE EXPLANATION
XXX (FFP/IDIQ)	\$0		\$0	\$0	\$0	\$0	
			\$0	\$0	\$0	\$0	
			\$0	\$0	\$0	\$0	
	\$0		\$0	\$0	\$0	\$0	
TOTAL CV/AOP/VARIANCE W/O FEE	\$0		\$0	\$0	\$0	\$0	

Format b: Contract Value Adjustments

Prime	CV (as reported on x/xx/xx)	\$xxx,xxx,xxx	Mod xxx FYxx CV - \$xx - Prime & Subs
		xx,xxx	CIP xx (desc)
		-xx,xxx	CIP xx (desc)
		xx,xxx	CCR xx (desc)
		xx,xxx	CCR xx (desc)
		xx,xxx	CCR xx (desc)
	NEW ADJUSTED CV	\$xxx,xxx,xxx	
(Each Sub)	CV (as reported on 4/15/06)	xx,xxxx,xxx	Adjusted Contract Value (as reported on xx/xx/xx)
		xx,xxx	CIP xx (desc)
		-xx,xxx	CIP xx (desc)
	Adjusted Value (based on Prime Mods)	\$xxx,xxx,xxx	
		xx,xxx	(Desc)
		xx,xxx	(Desc)
		xx,xxx	(Desc)
	NEW ADJUSTED CV	\$xxx,xxx,xxx	

Format c: Annual Operating Plan Adjustments

Prime	Adjusted CV	\$xxx,xxx,xxx	
	AOP	\$xxx,xxx,xxx	
	VARIANCE	\$xxx,xxx,xxx	
(Each Subcontractor)	Adjusted CV	\$xxx,xxx,xxx	
	AOP	\$xxx,xxx,xxx	
	VARIANCE	\$xxx,xxx,xxx	
	Reason 1	\$xxx,xxx,xxx	(Description)
	Reason 2	\$xxx,xxx,xxx	(Description)
	Reason 3	\$xxx,xxx,xxx	(Description)
	Reason 4	\$xxx,xxx,xxx	(Description)
	Reason 5	\$xxx,xxx,xxx	(Description)
	Reason 6	\$xxx,xxx,xxx	(Description)
	Reason 7	\$xxx,xxx,xxx	(Description)
	Reason 8	\$xxx,xxx,xxx	(Description)
			(Each Subcontractor) Variance Explained
			\$xxx,xxx,xxx

Format d: CONTRACT VALUE STATUS FOR PRIME AND SUBCONTRACTORS

Comparison of CV to SCV

As of Date:

Through Modification #:

	Col B Initial Period FY XX ADJUSTED CONTRACT VALUE (as reported on X/XX/XX)	Col C CONTRACT CHANGE NET VALUE	COL D FYXX CONTRACT ADJUSTED VALUE	COL E FY XX CONTRACT VALUE (as negotiated between the prime & sub)	COL F VARIANCE (D - F)	COL I VARIANCE EXPLANATION
PRIME:						
XXXX Overhead G & A				\$XX		
TOTAL				\$XX	\$XX	
TEAM MEMBERS:						
XXX (FFP & IDIQ)				\$XX	\$XX	
				\$XX	\$XX	
				\$XX	\$XX	
				\$XX	\$XX	
				\$XX	\$XX	
				\$XX	\$XX	
				\$XX	\$XX	
				\$XX	\$XX	
TOTAL PRIME SUB	\$XX		\$XX	\$XX	\$XX	
TOTAL PRIME SUB VARIANCE					\$XX	
OTHER SUBCONTRACTOR MEMBERS:						
CONTRACT TYPE OTHER TITLE XXX (FFP/IDIQ)	FY XX ADJUSTED CONTRACT VALUE (as reported on xx/xx/xx) \$XX		\$XX \$XX \$XX	\$XX \$XX \$XX	\$XX \$XX \$XX	
TOTAL CV/AOP/VARIANCE W/O FEE	\$XX		\$XX	\$XX	\$XX	

EXPLANATIONS

Format e: CV - SCV Variance Explanations

(Each Subcontractor) Adjusted CV xx,xxx,xxx
 SCV xx,xxx,xxx
 Variance xx,xxx,xxx

\$ - Sub-total

(Subcontractor) VARIANCE EXPLAINED \$ -

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. Item No. 1.5-009
B. Line Item Title: <b style="text-align: center;">WBS 1.5.1, Report, Phased Negotiated Estimated Cost (NEC) Baseline					
C. Opr.	D. Type	E. Inspect/Accept	F. Freq.	G. Initial Sub.	H. As Of Date
OP	3	6	RT	Contract Effective Date + 30 Days	See Block J
J. Remarks: The Phased NEC Baseline Report is due within 30 days of Contract Effective Date, and a revised version is due within 30 days of any subsequent authorized NEC baseline changes. This report shall be compatible with Microsoft Excel software.					
K. D = Electronic Submission					
K. Distribution					Totals
OP	(1D)	(1A)			No. Type
TA-A	(1D)				2 D
					1 A
DATA REQUIREMENT DESCRIPTION					
1. Title				2. Number	
Report, Phased Negotiated Estimated Cost (NEC) Baseline				1.5-009	
3. Use				4. Date	
This report will be used by NASA, Kennedy Space Center to compare Negotiated Estimated Cost (NEC) to actual contract performance for the purpose of Award Fee evaluation.				5. Organization	
				NASA/KSC TA-C	
7. Interrelationship				6. References	
8. Preparation Information					
<p>Within 30 days of contract effect date, the Contractor shall submit a time-phased NEC baseline report detailing, in six-month intervals, how costs are projected to be incurred. The total estimated cost and direct labor hours reflected in the baseline report must equal the contract value for the total contract period. The report shall be at the lowest level of the WBS structure and shall reflect data for all elements of cost identified in DRD 1.5-003, <i>Contractor Financial Management Analysis, NASA Form 533M & NASA Form 533Q Reports</i>. The report shall be revised each time a contract modification is executed that increases or decreases the contract estimated cost. The report shall be updated, as necessary, during the contract performance by submission of revised pages for approval by the Contracting Officer. The report(s) shall be in the attached format.</p>					

DRD 1.5-009 Report, Phased Negotiated Estimated Cost (NEC) Baseline

NEC Baseline Report

PHASED NEGOTIATED ESTIMATED COST (NEC) CONTRACT BASELINE REPORT SUMMARY: CONTRACT PERIOD x/xx-x/xx		2. REPORT FOR PERIOD BEGINNING
TO: NASA KSC ATTN: CONTRACTING OFFICER	FROM: CONTRACTOR X	3. CONTRACT VALUE
		a. COST xxxxxxxxxxxx
		b. FEE xxxxxx
1. DESCRIPTION OF CONTRACT	a. TYPE	b. CONTRACT NO. AND LATEST DEFINITIZED AMENDMENT NO. NAS x-xxxxx Mod xxxxx/xx/200X
	c. SCOPE OF WORK NAME OF CONTRACT	d. AUTH. CONTR. REP (Signature) _____ DATE _____ PROGRAM MANAGER

4. REPORTING CATEGORY	4. ESTIMATED COST/HOURS TO COMPLETE															
	YEAR 1			YEAR 2			YEAR 3			YEAR 4			YEAR 5			CONTRACT TOTAL
	Oct - Mar	Apr - Sep	TOTAL	Oct - Mar	Apr - Sep	TOTAL	Oct - Mar	Apr - Sep	TOTAL	Oct - Mar	Apr - Sep	TOTAL	Oct - Mar	Apr - Sep	TOTAL	
TOTAL STRAIGHT TIME HOURS																
TOTAL OVERTIME HOURS																
<i>Voluntary OT hours</i>																
TOTAL HOURS																
WORK YEAR EQUIV (WYEs)																
DIRECT STRAIGHT TIME HOURS																
DIRECT OVERTIME HOURS																
DIRECT TOTAL																
LABOR COST																
Straight Time																
Overtime																
SUBC ST HOURS																
SUBC OT HOURS																
PAID LEAVE HOURS																
TOTAL OTHER HOURS																
SUBCONTRACTS COST																
OTHER DIRECT COST																
Material																
Subcontracts (Minor)																
Other Direct																
xxxxxx																
xxxxxx																
xxxxxx																
xxxxxx																
OVERHEAD																
Overhead																
Fringe																
TOTAL DIRECT COST																
G&A xx%																
SUBTOTAL COST																
FEE xx%																
SUBTOTAL COST																
Phase In																
CONTRACT TOTAL																

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. Item No. 1.5-010
B. Line Item Title: <b style="text-align: center;">WBS 1.5.1, Report, Annual IT NASA Headquarters and Special IT Budget					
C. Opr.	D. Type	E. Inspect/Accept	F. Freq.	G. Initial Sub.	H. As Of Date
IT-A	3	6	AN	Contract Effective Date + 5 Months	See Block J
J. Remarks: Product shall be submitted electronically in Microsoft Excel format.					
K. D = Electronic Submission					
K. Distribution					Totals
GG-C-B4 (1D)					No.
IT-A (1D)					Type
IT-D (1D)					3
					D
DATA REQUIREMENT DESCRIPTION					
1. Title				2. Number	
Report, Annual IT NASA Headquarters and Special IT Budget				1.5-010	
3. Use				4. Date	
This report will be used by the Government to provide NASA Headquarters with IT cost by programs, and to obtain data for OMB Exhibit 53 and OMB Exhibit 300.				5. Organization	
				NASA/KSC TA-C	
7. Interrelationship				6. References	
8. Preparation Information					
The Contractor shall electronically submit a detailed annual report categorizing cost by the following elements: Voice services, Wide Area Network Services, Local Area Network Services, Video Infrastructure, Desktop Services, Computer Engineering, Data Center, Applications Services, Messaging and Collaboration, IT Security, IT Management, and other IT services. In addition, the cost should be segregated by customer, WYEs, and development effort vs. steady state. The Government will provide a format on an annual basis. A sample format is attached.					

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____						A. Item No. 1.7-001	
B. Line Item Title:							
WBS 1.7 , Plan, Information Technology (IT) Security							
C. Opr.	D. Type	E. Inspect/Accept	F. Freq.	G. Initial Sub.	H. As Of Date		
OP	1	2	AR	See Section J			
J. Remarks:							
<p>Within 30 calendar days after contract award, the MESC Contractor shall submit a draft IT Security Plan. The NASA IT Security Manager prior to acceptance will review the initial submittal, and the MESC Contractor is required to incorporate review comments as applicable. The plan shall be updated every 12 months or as necessary.</p> <p>K. D = Electronic Submission</p>							
K. Distribution						Totals	
						No.	Type
IT-B (1D)						3	D
TA-C (1D)							
OP-OS (1D)							
DATA REQUIREMENT DESCRIPTION							
1. Title				2. Number			
Plan, Information Technology (IT) Security				1.7-001			
3. Use				4. Date			
To ensure KSC and NASA IT Security Policies are implemented and to monitor compliance with NPR 2810.A.				5. Organization			
				NASA/KSC TA-C			
7. Interrelationship				6. References			
				see below			
8. Preparation Information							
<p>For each system and service provided by the contractor in performance of this contract, the contractor shall establish, maintain, and implement IT Security plans in accordance with NASA Procedural Requirements (NPR) 2810.1A, as supplemented by Section J, Attachment J-2, IT Security Implementation Guide.</p> <p>See Chapter 5 of the NPR 2810.1A (Security of Information Technology) and ITS SOP-0018 for information required in this plan.</p> <p>Note: To review this manual in its entirety, see the NASA Online Directives Information System (NODIS) Library at the following URL: http://nodis3.gsfc.nasa.gov/Library/main_lib.html.</p> <p>The contractor shall provide:</p> <p>a. An initial risk assessment, documentation of results, and resultant IT Security Plan(s) in accordance with the IT security requirements in effect at KSC.</p> <p>b. Description of how the integrity, availability, and/or confidentiality of information and IT resources will be protected, including protection (disclosure) from the subject contractor. IT resources include, but are not limited to:</p> <p>i. Server Infrastructure</p> <p>ii. Command Monitor and Data System (CMDS)</p> <p>iii. Earth Systems Modeling and Data Management (ESMDM)</p> <p>iv. Triage Link System</p> <p>v. KSC Clinical Laboratory Information System (LIS/Orchard)</p>							

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. Item No. 2.1-001
B. Line Item Title:					
WBS 2.1, Plan, Medical Quality Assurance Program					
C. Opr.	D. Type	E. Inspect/Accept	F. Freq.	G. Initial Sub.	H. As Of Date
TA-C2	3	2	AR	See J	
J. Remarks:					
<p>The contractor shall submit a Medical Quality Assurance Plan and obtain Government approval signature within 90 days after start of the contract. Changes to the baseline document shall require the contractor to obtain Government approval signature.</p>					
K. D = Electronic Submission					
K. Distribution					Totals
					No. Type
TA-C2 (5A, 1D)					6 A
USAF (1A, 1D)					2 D
DATA REQUIREMENT DESCRIPTION					
1. Title				2. Number	
Plan, Medical Quality Assurance Program				2.1-001	
3. Use				4. Date	
Prepared to provide a description of the Medical Quality Assurance Program				5. Organization	
				NASA/KSC TA-C	
7. Interrelationship				6. References	
				NPR 1800.1	
8. Preparation Information					
<p>Prepare a plan which evaluates all aspects of medical quality assurance program to address at a minimum:</p> <ul style="list-style-type: none"> - maintaining confidentiality and privacy of clinic operations - assuring safe clinic operations - validation of staff knowledge - assurance of crednetials and licensures of medical staff - maintaining current internal operating procedures are in place and followed - conducting internal audits and medical chart reviews - validation of readiness of medications, supplies, and equipment - assuring appropriate medical records systems are in place 					

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____						A. Item No. 2.6-001	
B. Line Item Title: <b style="text-align: center;">WBS 2.6, Plan, Aerospace Medicine Medical Operations Support							
C. Opr.	D. Type	E. Inspect/Accept	F. Freq.	G. Initial Sub.	H. As Of Date		
TA-C2	3	2	AR (1&2) AR (3&4)	See J			
J. Remarks: Medical plans and appropriate revisions, dictated by the launch schedule, are required by NASA-Medical prior to each human spacecraft launch (see components 1, 2, and 3 in item 8 below).							
K. D = Electronic Submission							
K. Distribution TA-C2 1&2: (10A) (1D) 3&4: (30A) (1D)						Totals	
						No.	Type
						2	D
						40	A
DATA REQUIREMENT DESCRIPTION							
1. Title				2. Number			
Plan, Aerospace Medicine Medical Operations Support				2.6-001			
3. Use				4. Date			
To provide a description of medical operations support to human spacecraft activities.				5. Organization			
				NASA/KSC TA-C			
7. Interrelationship				6. References			
				KSC-PLN-1914, KBM-PLN-1915 KDP-F-1334			
8. Preparation Information							
Prepare plans which provide descriptions of the activities to meet medical operations requirements for human spacecraft launch and landing support. These plans shall emphasize both routine and emergency medical support as well as any ancillary support, e.g., laboratory services. They shall consist of the following documentation:							
1. KSC Medical Operations Support Implementation Plan (MOSIP) - Frequency: Initial Plan and Government approval signature within one year after contract start, then as needed thereafter.							
2. KSC Emergency Medical Services (EMS) Plan - Frequency: Initial Plan and Government approval signature within one year after contract start, then as needed thereafter.							
3. Medical Package for Launch and Landing							
1. Frequency: Prior to each launch in support of Medical Readiness Meeting and prior to landing and Terminal Count Down Test							
2. Provide plans for confirming all necessary medical preparations for launch and landing, including:							
3. Launch and landing timelines							
4. General mission information							
5. Launch and landing deployment staging maps							
6. General communications listing							
7. Personnel duty, notification tree, and on-call schedules							
8. Triage site maps							
9. Hospital emergency contacts and resources							
10. Flight crew identification, seating and configuration							
11. Special preparations and unique requirements							
4. Mission Report							
- Frequency: Within 30 days of conclusion of human spacecraft mission							

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____						A. Item No. 4.5.1-001
B. Line Item Title: <b style="text-align: center;">WBS 4.5.1(m), Report, KSC On-Site Hazardous Waste Disposal Summary						
C. Opr.	D. Type	E. Inspect/Accept	F. Freq.	G. Initial Sub.	H. As Of Date	
TA-C3	3	2	AN			
J. Remarks: The data for this report will be provided to the MESC by the KSC Base Operational Contractor. The MESC will be responsible for obtaining and managing the data.						
K. D = Electronic Submission						
K. Distribution						Totals
TA-C (1D)						No.
TA-C3 (1D)						Type
						2
						D
DATA REQUIREMENT DESCRIPTION						
1. Title				2. Number		
Report, KSC On-Site Hazardous Waste Disposal Summary				4.5.1-001		
3. Use				4. Date		
To provide insight and accountability of hazardous waste disposed of on-site under the KSC EPA ID number.				5. Organization		
				NASA/KSC TA-C		
7. Interrelationship				6. References		
8. Preparation Information						
The MESC Contractor shall submit an annual report on the amount of hazardous waste treated on-site. Report to include waste description, date of treatment, type of treatment, quantities treated and disposed of.						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____						A. Item No. 4.5.1-002
B. Line Item Title: <b style="text-align: center;">WBS 4.5.1(p), Report, KSC Waste Management						
C. Opr.	D. Type	E. Inspect/Accept	F. Freq.	G. Initial Sub.	H. As Of Date	
TA-C3	3	Accept	QU			
J. Remarks:						
K. D = Electronic Submission						
K. Distribution						Totals
TA-C (1D)						No.
TA-C3 (1A) (1D)						Type
						1
						A
						2
						D
DATA REQUIREMENT DESCRIPTION						
1. Title				2. Number		
Report, KSC Waste Management				4.5.1-002		
3. Use				4. Date		
To provide insight and accountability of hazardous and controlled waste disposed of under the KSC EPA ID number.				5. Organization		
				NASA/KSC TA-C		
7. Interrelationship				6. References		
8. Preparation Information						
<p>The MESC Contractor shall submit a quarterly report on the amount of hazardous and controlled waste disposed. Report to include total quality of waste disposed, disposal site, total quantity by waste generating organization, total quantity of waste disposed by waste streams, and total (burdened) treatment/disposal cost per waste stream shipped.</p>						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____	A. Item No. 4.5.1-003
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B. Line Item Title:

WBS 4.5.1(q), Report, NETS Hazardous Waste Data Call

C. Opr.	D. Type	E. Inspect/Accept	F. Freq.	G. Initial Sub.	H. As Of Date
TA-C3	3	2	AN	June 30, 2009	

J. Remarks:
This report will consist of three excel spreadsheets. See Data Requirements Description, Section 8 for details.

K. D = Electronic Submission

K. Distribution TA-C (1D) TA-C3 (1D)	Totals	
	No.	Type
	2	D

DATA REQUIREMENT DESCRIPTION

1. Title	2. Number
Report, NETS Hazardous Waste (HW) Data Call	4.5.1-003
3. Use To provide an annual report to NASA HQ on the hazardous waste disposed of at KSC.	4. Date
	5. Organization NASA/KSC TA-C
7. Interrelationship	6. References

8. Preparation Information

The Contractor shall submit an annual report on the types of hazardous and controlled waste disposed as follows:

File Type: Excel Spreadsheet generated from running queries on the hazardous waste database.

File 1 - HW Quantity and Cost by Profile
Columns: Year, Profile, Net Weight, Disposal Cost

File 2 - Profile Data
Columns: Profile, Waste Name, Generating Process, D_Source, D_Form, Handling Code, Disposal Facility, Disposal Facility EPA Number, Disposal Facility Address, Disposal Facility City, Disposal Facility State, Disposal Facility Zip, Disposal Facility Phone, Disposal Facility County

File 3 - EPA Waste Codes for Profiles
Columns: Profile, EPA Waste Code

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____						A. Item No. 4.7.1-001
B. Line Item Title:						
WBS 4.7.1, Reports, Post-Launch Ecological Impact						
C. Opr.	D. Type	E. Inspect/Accept	F. Freq.	G. Initial Sub.	H. As Of Date	
TA-C	3	2	See J	See J	See J	
J. Remarks:						
1. Provide a "quick-look" report within 48 hours after launch according to block 8 below.						
2. Provide a Post-Launch Summary Report as requested.						
K. D = Electronic Submission						
K. Distribution						Totals
TA-C	(2A)	(2D)				No. Type
National Park Service	(1A)					4 A
U. S. Fish & Wildlife Service	(1A)					2 D
DATA REQUIREMENT DESCRIPTION						
1. Title				2. Number		
Report, Post-Launch Ecological Impact				4.7.1-001		
3. Use				4. Date		
Assess ecological effects of launch and recommend control measure if needed.				5. Organization		
				NASA/KSC TA-C		
7. Interrelationship				6. References		
8. Preparation Information						
Provide reports following Space Shuttle launch:						
<u>Quick look report to include:</u>						
Final REEDM plot with input weather conditions noted						
Initial assessment of model; prediction vs. actual deposition based on ground truth monitoring						
Identification of initial significant findings						
<u>Post launch summary report to include:</u>						
Narrative of console operations, noting any announcements made						
Final assessment of REEDM prediction vs. ground truth (mapped)						
Summarization and analysis of data collected						
Identification of significant findings						
Identification of problems encountered						
Discussion of results and significance to KSC operations						
Suggested corrective actions for ecological problems noted						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____						A. Item No. 4.7.2-001
B. Line Item Title:						
WBS 4.7.2, Plan, Ecological Monitoring						
C. Opr.	D. Type	E. Inspect/Accept	F. Freq.	G. Initial Sub.	H. As Of Date	
TA-C	3	2	AN	See J		
J. Remarks: Update of this plan annually to reflect changes to monitoring plans, new initiatives, and completed studies. Initial submittal required 90 days after contract start.						
K. D= Electronic Submission						
K. Distribution						Totals
TA-C	(3A)	(1D)				
TA-C3	(1D)					
National Park Service	(1A)				5	A
U.S. Fish & Wildlife Service	(1A)				2	D
DATA REQUIREMENT DESCRIPTION						
1. Title				2. Number		
Plan, Ecological Monitoring				4.7.2-001		
3. Use				4. Date		
Prepared to provide overall strategic and program guidance for ecological program support.				5. Organization		
				NASA/KSC TA-C		
7. Interrelationship				6. References		
8. Preparation Information						
The plan will provide:						
1. Overall scope and basis for the ecological program						
2. Program summary						
3. Program strategy						
4. Management approach						
5. Schedule of all activities including significant monitoring plans						
6. Resources						
7. References						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____						A. Item No. 4.7.2-002	
B. Line Item Title: <b style="text-align: center;">WBS 4.7.2, Reports, Annual Summary of Animal Use							
C. Opr.	D. Type	E. Inspect/Accept	F. Freq.	G. Initial Sub.	H. As Of Date		
TA-C	1	2	See Block 8	See Block 8			
J. Remarks: These reports are to be submitted as required to summarize the use of animals in all KSC research activities.							
K. D = Electronic Submission							
K. Distribution						Totals	
TA-C (1A) (1D)						No.	
						Type	
						1	A
						1	D
DATA REQUIREMENT DESCRIPTION							
1. Title				2. Number			
Reports, Annual Summary of Animal Use				4.7.2-002			
3. Use				4. Date			
Prepared to present animal use data for all KSC animal research activity.				5. Organization			
				NASA/KSC TA-C			
7. Interrelationship				6. References			
8. Preparation Information							
Reports are required for the following purposes and organizations:							
<ol style="list-style-type: none"> 1. An annual report to the U.S. Department of Agriculture summarizing KSC animal research use by species of animal, number and final disposition. Contractor report is due by November 1st of each year through TA-C. 2. An annual report to AAALAC International that summarizes facility changes, personnel qualifications and animal use by type and number. Contractor report due by October 15th each year through TA-C. 3. An annual report is due to the Office of Laboratory Animal Welfare (OLAW / NIH/ PHS) each year summarizing in detail the MESC animal research program, facility and personnel in detail through TA-C. 4. A report is due to AAALAC International every third year summarizing in detail the Animal Research Program at KSC including all aspects of the program, research activities and husbandry. It is submitted in advance of the tri-annual accreditation visit through TA-C. 							

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. Item No. 4.7.2-003		
B. Line Item Title: <b style="text-align: center;">WBS 4.7.2, Plan, Long Term Air Quality Monitoring							
C. Opr.	D. Type	E. Inspect/Accept	F. Freq.	G. Initial Sub.	H. As Of Date		
TA-C	3	2	QU	See J			
J. Remarks: G. On calendar quarters (J-M, A-J, J-S, O-D) K. D = Electronic Submission							
K. Distribution						Totals	
TA-C (1D)						No.	Type
TA-C3 (1D)						2	D
DATA REQUIREMENT DESCRIPTION							
1. Title				2. Number			
Plan, Long Term Air Quality Monitoring				4.7.2-003			
3. Use				4. Date			
Document air quality and identify results that exceed EPA standards.				5. Organization			
				NASA/KSC TA-C			
7. Interrelationship				6. References			
8. Preparation Information							
<ol style="list-style-type: none"> 1. Quarterly averages for O₃, SO_x, NO_x, CO, temperature, humidity, and precipitation amounts by sample sites. 2. Maximum and minimum for each day and the hourly concentrations for O₃, SO_x, NO_x, & CO. 3. Tabulation of wind speed and direction data by sites. 4. Identification of all that exceeded Federal or State standards. 5. Averages of analysis results or precipitation samples - standard physical and chemical measures. 6. Discussion of significant results. 							

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____						A. Item No. 5.1-001
B. Line Item Title: <b style="text-align: center;">WBS 5.1, Report, Occupational Health Program (OHP) Management						
C. Opr.	D. Type	E. Inspect/Accept	F. Freq.	G. Initial Sub.	H. As Of Date	
AF	4	2	See 8	AD	AD	
J. Remarks: Agency OHP management requires several reports and notifications for internal and external use.						
K. D = Electronic Submission						
K. Distribution AF (1A) (1D)						Totals
						No. Type
						1 A
						1 D
DATA REQUIREMENT DESCRIPTION						
1. Title				2. Number		
Report, Occupational Health Program (OHP) Management				5.1-001		
3. Use				4. Date		
To provide Agency and external organizations mandated and managerially required information.				5. Organization		
				NASA/KSC TA-C		
7. Interrelationship				6. References		
				NPD 1800.2B, NPD 1810.2B, NPR 1800.1B		
8. Preparation Information						
<ul style="list-style-type: none"> a. Report (periodic) of Center programmatic assessments. Programmatic assessments will be entered into the OHP database and available for use within 10 working days of completion of assessment. (AD) b. Report on Center dissemination of important OHP news. News items as requested by the government will be placed upon the OHP website within 4-hours of request made during normal working hours. (AR) c. Reports (periodic) of OHP web site utilization. (QU) d. Report of OHP conference proceedings. (AN) e. Reports (periodic) assessment of training requested and provided by the OHP. (AD) f. Report on Agency electronic health records system (EHRS) program development. (AD) 						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____						A. Item No. 5.2-001	
B. Line Item Title: <b style="text-align: center;">WBS 5.2, Report, Center Occupational Health Program (OHP)Assessment							
C. Opr.	D. Type	E. Inspect/Accept	F. Freq.	G. Initial Sub.	H. As Of Date		
AF	4	2	AD	AD	AD		
J. Remarks: Agency OHP assessments of NASA centers are required to determine regulatory and programmatic compliance. Database output may be requested in either written reports (A) or electronic media (D) form.							
K. D = Electronic Submission							
K. Distribution AF (1A) (1D)						Totals	
						No.	Type
						1	A
						1	D
DATA REQUIREMENT DESCRIPTION							
1. Title				2. Number			
Report, Center Occupational Health Program (OHP) Assessment				5.2-001			
3. Use				4. Date			
To provide a current evaluation of occupational health programs at NASA facilities.				5. Organization			
				NASA/KSC TA-C			
7. Interrelationship				6. References			
				NPD 1800.2B, NPD 1810.2B, NPR 1800.1B			
8. Preparation Information							
a. Develop assessment evaluation based upon NASA requirements for each programmatic element of the OHP. (AD)							
b. Provide discipline specific experts in occupational health medicine, nursing and wellness, industrial hygiene and health physics and other health disciplines as requested. (AD)							
c. Compile report and enter data into OHP database for on-site program assessment within 10 working days of survey. Make data available from the OHP database as required. (AD)							

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____						A. Item No. 6.2-001	
B. Line Item Title:							
WBS 6.2, Report, Medical Services Provided to the USAF							
C. Opr.	D. Type	E. Inspect/Accept	F. Freq.	G. Initial Sub.	H. As Of Date		
TA-C2	3	2	QU				
J. Remarks:							
K. D = Electronic Submission							
K. Distribution						Totals	
TA-C2 (1D)						No.	Type
USAF (2A) (1D)						2	A
						2	D
DATA REQUIREMENT DESCRIPTION							
1. Title				2. Number			
Report, Medical Services Provided to the USAF				6.2-001			
3. Use				4. Date			
Report provides data to the USAF on the contractor provided medical services the USAF has purchased for USAF insight and planning.				5. Organization			
				NASA/KSC TA-C			
7. Interrelationship				6. References			
				KBM-ST-2.1			
8. Preparation Information							
On a quarterly basis, provide a matrix (e.g., employers vs. services) report which describes the contractor provided Medical Services to the USAF which includes at a minimum the following:							
<ul style="list-style-type: none"> - The number of USAF or USAF contractor employees provided health examinations, their employers, the types of health examinations provided, and the job medical certifications provided; - Review occupational exam results and track and trend findings and report to USAF; - The number and type of clinical laboratory samples provided to USAF employees and the patient's employer. 							

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____						A. Item No. 6.4-001	
B. Line Item Title: <b style="text-align: center;">WBS 6.4(g), USAF On-Site Hazardous Waste Disposal Summary							
C. Opr.	D. Type	E. Inspect/Accept	F. Freq.	G. Initial Sub.	H. As Of Date		
USAF	3	2	AN		See J		
J. Remarks: Report required NLT 15 calendar days after the end of the calendar year. K. D = Electronic Submission							
K. Distribution TA-C (1D) USAF/45 Environmental Office, MS 9125 (1D)						Totals	
						No.	Type
						2	D
DATA REQUIREMENT DESCRIPTION							
1. Title				2. Number			
USAF On-Site Hazardous Waste Disposal Summary				6.4-001			
3. Use				4. Date			
To provide insight and accountability of hazardous waste disposed of on-site under the USAF EPA ID number.				5. Organization			
				NASA/KSC TA-C			
7. Interrelationship				6. References			
8. Preparation Information The MES C Contractor shall submit an annual report on the amount of hazardous waste treated on-site. Report to include waste description, date of treatment, type of treatment, quantities treated and disposed of.							

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____						A. Item No. 6.4-002
B. Line Item Title: WBS 6.4(i), Report, USAF Waste Pickup Services						
C. Opr. USAF	D. Type 3	E. Inspect/Accept	F. Freq. QU	G. Initial Sub.	H. As Of Date See J	
J. Remarks: Report required NLT the fifth (5) calendar day of the month following the reporting quarter.						
K. D = Electronic Submission						
K. Distribution TA-C (1D) USAF/45 SW Environmental Office, MS 9125 (1D)						Totals
						No. Type
						2 D
DATA REQUIREMENT DESCRIPTION						
1. Title Report, USAF Waste Pickup Services				2. Number 6.4-002		
3. Use To provide insight and accountability of hazardous and controlled waste managed of under the USAF EPA ID number.				4. Date		
				5. Organization NASA/KSC TA-C		
7. Interrelationship				6. References		
8. Preparation Information The MESC Contractor shall submit a quarterly report on the amount of hazardous and controlled waste picked up. Report to include:						
<ul style="list-style-type: none"> - the number of waste removals requested/processed; - requesting organizations; - waste stream number(s) assigned to waste removed (e.g. HA0015); - the number of containers removed from each location; - the response time from receipt of request to the date the waste was removed from the generating site; - the number of drums moved each day. 						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____						A. Item No. 6.4-003
B. Line Item Title:						
WBS 6.4(i), Waste Cost Report						
C. Opr.	D. Type	E. Inspect/Accept	F. Freq.	G. Initial Sub.	H. As Of Date	
USAF	3		QU		See J	
J. Remarks:						
Report required NLT the fifth (5) calendar day of the month following the reporting quarter.						
K. D = Electronic Submission						
K. Distribution						Totals
TA-C (1D)						No.
USAF/45 SW Environmental Office, MS 9125 (1D)						Type
						2
						D
DATA REQUIREMENT DESCRIPTION						
1. Title				2. Number		
Report, Waste Costs				6.4-003		
3. Use				4. Date		
To provide insight and accountability of hazardous and controlled waste disposed of under the USAF EPA ID number.				5. Organization		
				NASA/KSC TA-C		
7. Interrelationship				6. References		
8. Preparation Information						
The MES C Contractor shall submit a quarterly report on the cost of hazardous and controlled waste shipped off-site for treatment/disposal.						
Report to include:						
<ul style="list-style-type: none"> - Description of waste stream (including any hazardous waste codes associated with the waste stream); - Number and size of containers by waste stream; - Total weight shipped; - Total (burdened) treatment/disposal cost per waste stream shipped. 						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____						A. Item No. 6.4-004
B. Line Item Title:						
WBS 6.4(i), Report, Waste Recycling						
C. Opr.	D. Type	E. Inspect/Accept	F. Freq.	G. Initial Sub.	H. As Of Date	
USAF	3	2	QU		See J	
J. Remarks:						
Reporte required NLT the fifth (5) calendar day of the month following reporting quarter.						
K. D = Electronic Submission						
K. Distribution						Totals
TA-C (1D)						No.
USAF/45 SW Environmental Office, MS 9125 (1D)						Type
						2
						D
DATA REQUIREMENT DESCRIPTION						
1. Title				2. Number		
Report, Waste Recycling				6.4-004		
3. Use				4. Date		
To provide insight and accountability of hazardous and controlled waste recycled.				5. Organization		
				NASA/KSC TA-C		
7. Interrelationship				6. References		
8. Preparation Information						
The MESC Contractor shall submit a quarterly report for the following:						
1. Antifreeze						
<ul style="list-style-type: none"> - Gallons of antifreeze recycled by month and location (facility number, POC, phone number and installation). - When picked-up/delivered (date). 						
2. Industrial Wipes (rags)						
<ul style="list-style-type: none"> - Number of rags delivered monthly by location (facility number, POC, phone number and installation). - When rags picked-up/delivered (date). 						
3. Used Oil						
<ul style="list-style-type: none"> - Gallons of used oil recycled by month and location (facility number, POC, phone number and installation). - When picked-up/delivered (date). 						