

**CONTRACT DATA REQUIREMENTS LIST
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TITLE OF CONTRACT, PRODUCT, SOW, ETC. Aerospace Testing and Facilities Operations and Maintenance (ATOM)	CONTRACT/RFP NO. NNA08220778R-AMA	DRL DATE/MOD DATE November 2008
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1. LINE ITEM NO. 1	2. DRL TITLE Initial Financial Management Report	3. FREQUENCY See Remarks	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION Electronic submission to: Contracting Officer's Technical Representative (COTR) Code AO, M/S 227-4 (1 cy) CO Code JAC, M/S: 227-4 (1 cy) Financial Management Division, Code CF, M/S 203-18 (1 cy) Resources Management Office (RMO), Code CR, M/S 237-9 (1 cy)			8. REMARKS Submission 10 working days after effective date of contract. An initial financial management report shall be submitted by the Contractor and each major subcontractor on NASA Form 533Q (or computer-generated version) in accordance with the instructions on the reverse side of the forms and the NASA Policy Guidance (NPG) 9501.2, <i>NASA Contractor Financial Management Reporting</i> , at URL http://nodis3.gsfc.nasa.gov/library/displayDir.cfm?Internal_ID=N_PG_9501_002D_&page_name=main and as set forth below. Reporting categories shall be elements of cost including direct labor hours (excluding subcontract); direct labor hours (major subcontractors); direct labor costs (separated by prime and major subcontractor); overhead; other direct costs (ODCs), G&A; total costs; incentive fee and award fee; total cost plus fee. Overtime is to be reported separately for each of the above categories. ODCs include travel, material purchases, and subcontracts (other than major subcontractors). All of the above data is to be submitted for the base period.	

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1. LINE ITEM NO. 2	2. DRL TITLE Monthly Financial Management Report	3. FREQUENCY Monthly	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION Electronic submission to: Contracting Officer's Technical Representative (COTR) Code AO, M/S 227-4 (1 cy) CO Code JAC, M/S: 227-4 (1 cy) Financial Management Division, Code CF, M/S 203-18 (1 cy) Resources Management Office (RMO), Code CR, M/S 237-9 (1 cy)			8. REMARKS The Contractor shall deliver the NF 533M report no later than the 10th working day after end of accounting month being reported. And in accordance with the instructions on the reverse side of the forms and the NASA Policy Guidance (NPG) 9501.2, <i>NASA Contractor Financial Management Reporting</i> , at URL http://nodis3.gsfc.nasa.gov/library/displayDir.cfm?Internal_ID=N_PG_9501_002D_&page_name=main and as set forth below. Reporting categories shall be elements of cost including direct labor hours (excluding subcontract); direct labor hours (major subcontractors); direct labor costs (separated by prime and major subcontractor); overhead; other direct costs (ODCs), G&A; total costs; incentive fee and award fee; total cost plus fee. Overtime is to be reported separately for each of the above categories. ODCs include travel, material purchases, and subcontracts (other than major subcontractors). All of the above data is to be submitted for the reporting period, the cumulative periods, the Government Fiscal Year cumulative, and the estimated costs to completion and at the contract level and division, branch, project, or category (e.g. maintenance, operations, facility) level. Formats will be agreed upon between the Contractor, COTR, and Contracting Officer. Variances under and exceeding 5 percent between planned dollars and actual dollars for each reporting category (at the total contract level only) shall be explained .	

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1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
3	Quarterly Financial Management Report	Quarterly	See Remarks	See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION			8. REMARKS	
<p>Electronic submission to:</p> <p>COTR; Code AO, M/S 227-4 (1 cy) CO; Code JAC, M/S: 227-4 (1 cy) Financial Management Division, Code CF, M/S 203-18 (1 cy) Resources Management Office (RMO), Code CR, M/S 237-9 (1 cy)</p>			<p>The Contractor shall submit the NF 533Q not later than the 15th day of the month preceding the quarter (based on the Government Fiscal Year) being projected in accordance with the instructions on the reverse side of the forms and the NASA Policy Guidance (NPG) 9501.2, <i>NASA Contractor Financial Management Reporting</i>, at URL http://nodis3.gsfc.nasa.gov/library/displayDir.cfm?Internal_ID=N_PG_9501_002D_&page_name=main and as set forth below.</p> <p>Reporting categories shall be elements of cost including direct labor hours (excluding subcontract); direct labor hours (major subcontractors); direct labor costs (separated by prime and major subcontractor); overhead; other direct costs (ODCs), G&A; total costs; incentive fee and award fee; total cost plus fee. Overtime is to be reported separately for each of the above categories. ODCs include travel, material purchases, and subcontracts (other than major subcontractors). All of the above data is to be submitted for the reporting period, the cumulative periods, the Government Fiscal Year cumulative, and the estimated costs to completion and at the contract level and division, branch, project, or category (e.g. maintenance, operations, facility) level. Formats will be agreed upon between the Contractor, COTR, and Contracting Officer.</p> <p>Variances under and exceeding 5 percent between planned dollars and actual dollars for each reporting category (at the total contract level only) shall be explained.</p>	

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1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
4	Monthly Technical Progress Report	Monthly	See Remarks	See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION Electronic submittal to: COTR; Code AO, M/S 227-4 CO; Code JAC, M/S: 227-4 New Technology Representative, Code DK, M/S 202A-3 (1 cy) Code AO Division Chief, M/S 227-4 Code TSF Branch Chief, M/S 227-4			8. REMARKS The Contractor shall submit separate monthly status reports of all work accomplished during each month of contract performance. Reports shall be in narrative form and brief and informal in content. Monthly reports shall include: safety issues and reviews (including results of required walk-thru of Contractor employee areas), a brief status of progress; a discussion of issues or problems that may impede performance with potential resolutions, and recommended action items for both the Government and the Contractor; staffing data and progress towards the metrics listed in Attachment J.1(a)12.	
5	Contractor Monthly Accident Report	Monthly	See Remarks	See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION Submittal shall be made in accordance with the requirements found at: http://cmar.arc.nasa.gov/			8. REMARKS The Contractor electronically shall submit the Monthly Accident Report data to the Contractor Monthly Accident Report web-based system within 10 working days after each full month of completed service. A negative report is required.	
6	Mishap Report	See Remarks	See Remarks	See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION COTR; Code TSA, M/S 230-2 (1 cy electronic) CO; Code JAC, M/S 241-1 (1 cy) Office of Occupational Safety, Health, and Environmental Services, Code QH, M/S 218-1 (original filed through IRIS at http://nasa.ex3host.com/IRIS)			8. REMARKS The Contractor shall file a mishap report using the Incident Reporting Information System (IRIS) http://nasa.ex3host.com/IRIS within 24 hours after the incident for initial notification of any accidental injury or illness to a NASA civil servant, contractor or visitor and NASA related accidental human injury, illness, property damage or close call;	

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1. LINE ITEM NO. 7	2. DRL TITLE New Technology Reports	3. FREQUENCY See Remarks	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input checked="" type="checkbox"/> Gov't Approval Required		7. DISTRIBUTION New Technology Representative, Code DK, M/S 202A-3 (original) CO, Code JAC, M/S: 227-4 (1 cy) Patent Representative, Code DL, M/S 202A-4 (1cy)		
8. REMARKS The Contractor shall a New Technology Report for reportable items annually from contract award date and 3 months after contract completion, in accordance with NFS 1852.227-70, <i>New Technology</i> . A negative report is required even if there is no New Technology to report.				
1. LINE ITEM NO. 8	2. DRL TITLE Centrally Reportable Equipment (DOD Industrial Plant Equipment Requisition System (DD 1419))	3. FREQUENCY As Needed	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input checked="" type="checkbox"/> Gov't Approval Required		7. DISTRIBUTION Through COTR, code AO, M/S 227-4 Through CO, Code JAC, M/S 227-4; to Equipment Management Specialist, Code JFS, M/S 255-2 (1 cy)		
8. REMARKS The Contractor shall submit a DD Form 1419, <i>DOD Industrial Plan Equipment Requisition</i> , for property screening 30 days prior to purchase of property. The DD Form 1419 will be prepared, for each item of centrally reportable equipment to be acquired over \$1,000, in accordance with NFS 1845.502-70 and the preparation instructions in NFS 1845.7102.				
1. LINE ITEM NO. 9.	2. DRL TITLE Non-Disclosure Agreements	3. FREQUENCY Once	4. SUBMISSION DATE Prior to Starting Work	5. COPIES See Distribution
6. DATA TYPE: <input type="checkbox"/> Scheduled submittal <input checked="" type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required		7. DISTRIBUTION CO, Code JAC, M/S 227-4 (1 cy electronic) Code AO; M/S: 227-4 (1 cy electronic) Task Requestor listed on Task Order		
8. REMARKS All contractor personnel shall be required to sign non-disclosure agreements prior to starting work and may be required to sign Center, contract, and/or contractor specific non-disclosure agreements as part of the closing of certain specific contractual agreements.				

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1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
10	Property Management Report	Quarterly	See Remarks	See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION COTR; Code AO; M/S: 227-4 (1 cy) CO, Code JAC, M/S: 227-4 (1 cy) Equipment Management Specialist, Code JFS, M/S 255-2 (original)			8. REMARKS The Contractor shall submit a Property Management Report itemizing all purchases for the quarter. All orders, items received, and prices must be included. The Contractor shall use DD Form 1149, DOD Requisition and Invoice/Shipping Document, to report Government property that is centrally reportable equipment to the NASA Equipment Management System (NEMS): 1) at the time of receipt and acceptance of accountability; 2) when major changes occur in the data initially submitted to NASA; and, 3) when the equipment is no longer required for or actively being used in pursuit of this contract. The Contractor shall indicate the current condition code of equipment reported pursuant to (3) above. Reportable data shall be forwarded through the Contracting Officer within 15 working days after the event that created the need for their preparation and shall be marked "FOR NEMS".	
11.	IT Security Training Progress Report	Monthly updates	See Remarks	See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
Reports may be sent electronically to: COTR; Code AO; M/S: 227-4 (1 cy) CO, Code JAC, M/S: 227-4 (1 cy)			Information Technology (IT) security training is mandatory for all federal employees, contractors, students and associates who use NASA Federal IT assets and information. This applies to both supervisory and non-supervisory personnel and is available through the System for Administration, Training, and Educational Resources for NASA (SATERN) at https://satern.nasa.gov/ Center-wide progress toward 100 percent completion of this requirement will be tracked by organization and reported to center management. To ensure that Ames Research Center meets the required agency metrics, the center must be 100 percent complete in IT security training each year by the deadline of May 30. An individual's failure to meet the training deadline will result in his or her computer system being disconnected from the network.	

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1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
12.	Subcontract Consent Package	See Remarks	See Remarks	See Distribution
6. DATA TYPE: <input type="checkbox"/> Scheduled submittal <input checked="" type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION CO, Code JAC, M/S 227-4 (1 cy)			8. REMARKS The Contractor shall submit subcontract consent package(s) in accordance with FAR 52.244-2 or as specifically requested by the Contracting Officer.	
13.	Phase-Out Plan	Once	See Remarks	See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION CO, Code JAC, M/S 227-4 (1 cy electronic) COTR; Code AO, M/S 227-4 (1 cy)			8. REMARKS The Contractor shall provide a Phase-Out Plan for the complete and orderly transfer of duties and records to the incoming Contractor. The Plan shall address issues pertinent to the continuation of safe operations for all areas of responsibility under the contract. The Phase-Out Plan is required 60 days before the end of the contract's period of performance.	
14.	Safety and Health Plan	See Remarks	See Remarks	See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input checked="" type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION CO, Code JAC, M/S 227-4 (1 cy electronic) COTR; Code AO, M/S 227-4 (1 cy electronic)			8. REMARKS The Contractor shall provide a Safety and Health Plan addressing issues pertinent to safe operation in all areas of responsibility under the contract for review by the Ames Occupational Safety, Health and Medical Services Offices. The plan shall include health and environmental compliance regulations applicable to this contract. The plan is required before contract award and shall be updated in accordance with NFS clause 1852.223-70, Safety and Health and distributed as shown..	

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1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
15.	IT Security Plan	Once	See Remarks	Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input checked="" type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION CO, Code JAC, M/S 227-4 (1 cy electronic) COTR; Code AO, M/S 227-4 (1 cy electronic)			8. REMARKS The Contractor shall prepare and submit an IT Security Plan for Government approval in accordance with NFS clause 1852.204-76 within 30 days after contract award. The Contractor shall submit to the CO and COTR any updates to this plan necessary during performance of this contract.	
16.	NASA Position Designation Record, NASA Form (NF) 1722	See Remarks	See Remarks	See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION Reports may be sent electronically to: COTR; Code AO, M/S 227-4 (1 cy) CO, Code JAC, M/S: 227-4 (1 cy) Protective Services Office, Code JP (1 cy)			8. REMARKS In accordance with NPR 1600.1, NASA Security Program Procedural Requirement, the Contractor shall complete a NF 1722 for each employee and new hire. The NF 1722 shall completed within 10 working days from date of hiring.	
17.	Organizational Conflicts of Interest Avoidance Plan	See Remarks	See Remarks	See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input checked="" type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION CO, Code JAC, M/S 227-4 (1 cy electronic) COTR; Code AO, M/S 227-4 (1 cy electronic)			8. REMARKS The Organizational Conflicts of Interest Avoidance Plan shall be provided by the contractor with submission of the proposal. This plan shall incorporate any previous studies performed, shall thoroughly analyze all organizational conflicts of interest that might arise because the service provider has access to companies' sensitive information and shall establish specific methods to control, mitigate, or eliminate all problems identified. The plan shall address all the requirements identified in Section H, paragraph H.12, Organizational Conflicts of Interest and Section I, paragraph I.1, NFS 1852.237-72, Access to Sensitive. The plan is required upon submission of proposal. The Contractor shall submit to the CO and COTR any updates to this plan necessary during performance of this contract and shall deliver a task order specific plan when required.	

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1. LINE ITEM NO. 18.	2. DRL TITLE Quarterly Report of Purchases	3. FREQUENCY See Remarks	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input checked="" type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION CO, Code JAC, M/S 227-4 (1 cy electronic) COTR; Code AO, M/S 227-4 (1 cy electronic) Supply and Equipment Management Officer (SEMO), M/S 255-2 (1 cy electronic)			8. REMARKS The Contractor shall comply with the requirements of NFS 1852.245-71, INSTALLATION-ACCOUNTABLE GOVERNMENT PROPERTY (SEP 2007)(ALT 1)(DEVIATION)(SEP 2007). The Contractor shall submit the Quarterly Report of Purchases no later than 5 working days after the end of each quarter.	
1. LINE ITEM NO. 19	2. DRL TITLE 2 nd /3 rd Shift Roster	3. FREQUENCY See Remarks	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION CO Code JAC, M/S: 227-4 (1 cy) COTR; Code AO, M/S 227-4 (1 cy electronic) Protective Services Office, Code JP, M/S 15-1 (1 cy)			8. REMARKS The Contractor shall provide the schedule/roster for its on-site 2nd and 3rd shifts, including employee names, locations, and scheduled work periods weekly on the first work day for that week.	
1. LINE ITEM NO. 20	2. DRL TITLE Individual Subcontracting Report (ISR) (formerly SF 294)	3. FREQUENCY Semi-annually	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION Electronic submittal into the Electronic Subcontracting Reporting System (ESRS) at http://www.esrs.gov			8. REMARKS The Contractor shall electronically submit their Individual Subcontracting Report (ISR) (formerly SF 294) in accordance with the instructions provided at http://www.esrs.gov and in accordance with Section I, clause 52.219-9 <i>Small Business and Small Disadvantaged Business Subcontracting Plan</i> . The ISR is to be submitted semi-annually by 30 days after the reporting period (no later than April 30 and October 30 of each year).	

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1. LINE ITEM NO. 21	2. DRL TITLE Summary Subcontracting Report (SSR) (formerly SF 295)	3. FREQUENCY Annually	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION Electronic submittal into the Electronic Subcontracting Reporting System (ESRS) at http://www.esrs.gov			8. REMARKS The Contractor shall electronically submit their Summary Subcontracting Report (formerly SF 295) in accordance with the instructions provided at http://www.esrs.gov and in accordance with Section I, clause 52.219-9 <i>Small Business and Small Disadvantaged Business Subcontracting Plan</i> . The SSR is to be submitted annually no later than 30 days following the reporting period (no later than October 30 of each year).	
1. LINE ITEM NO. 22	2. DRL TITLE NASA Property in the Custody of Contractors (NF 1018)	3. FREQUENCY Annually	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION Electronic submittal use the NF 1018 Electronic Submission System (NESS) for report preparation and submission at: https://ness.gsfc.nasa.gov/ .			8. REMARKS The Contractor shall submit annually a NASA Form (NF) 1018, NASA Property in the Custody of Contractors, in accordance with the provisions of NFS 1845.505-14, the instructions on the form, NFS subpart 1845.71, and any supplemental instructions for the current reporting period issued by NASA for property in the off-site possession of the contractor and/or any subcontractor. The annual reporting period shall be from October 1 of each year through September 30 of the following year. The report shall be submitted in time to be received by October 15.	