



## INSTRUCTIONS FOR COMPLETING NASA FORM 533M

**General** - Paragraph references below are to the current edition of NPG 9501.2, which includes additional instructions for completing NASA Form 533 reports. Copies of the NPG are available from the NASA Contracting Officer or the Superintendent of Documents, Government Printing Office, Washington, DC 20401. All data entered shall be as of the report date, unless stated otherwise below.

**Forms** - Forms will be obtained from the NASA Contracting Officer. When directed or approved by the NASA Contracting Officer, electronic data interchange may be used for transmitting the data.

**Security Classification** - If the information in the report is classified, appropriate security classification shall be given the report (par. 107).

**Submission** - The NASA Form 533M is due not later than 10 working days following the close of the contractor's monthly accounting period, unless otherwise specified in the contract. For initial reports and other related items of significance, see par. 301 and the contract. The addresses and number of copies to be submitted will be specified by the contract or administrative instruction.

**Amounts** - Report whole dollars and hours (may be rounded to the nearest hundred or thousand dollars or tenths of thousands of hours, as directed by the NASA Contracting Officer, e.g., \$32,600 as \$33 or 462 hours as .5).

**Form Headings** - Complete as follows:

1. To - Enter the full name and address of the NASA Center and NASA Contracting Officer or other designated recipient.
2. From - Enter the full name and address of the contractor and division, if applicable, the division performing the contract.

**Preparation:**

1. Description of Contract:
  - a. Type - Cost-Plus-Fixed-Fee, Cost-Plus-Incentive-Fee, etc.
  - b. Contract No. and Latest Definitized Modification No. - Enter complete letter or contract symbol, number, and number of latest definitized modification.
  - c. Scope of Work - Enter a brief description of the contract effort. Identify the service, project, system or subsystem and, where hardware is concerned, the quantity being procured or proposed.
  - d. Authorized Contractor Representative (Signature) and Date - The authorized contractor representative shall sign and date the summary page to reflect approval.
2. Report for Month Ending and Number of Working Days - Enter the ending date of the contractor's accounting month and the number of working days for that accounting month.
3. Contract Value - Enter the total definitized cost (a) and fee (b) of all currently authorized work to be performed under the contract. Include dollar amounts through the latest definitized modification as noted in 1b above. For incentive contracts, enter the negotiated target cost and fee.
4. Fund Limitation - Enter the total funds obligated and latest corresponding contract modification number.
5. Billing:
  - a. Invoice Amounts Billed - Enter the total amount of invoices billed against the contract and latest invoice number.
  - b. Total Payments Received - Enter the total amount of payments received for the contract.
6. Reporting Category - Enter the captions of the reporting categories specified in the contract (par. 204).
7. Cost Incurred/Hours Worked - Cost and hour data will be reported in the categories specified in the contract.
  - a. Actual During Month - Enter the total actual cost incurred/hours worked for the accounting month being reported (block 2).
  - b. & d. Planned - Enter the planned cost for the month being reported in column 7b and cumulative to date in column 7d. The planned cost is obtained from the time-phased baseline plan which includes the original contract value plus authorized changes. Identify the baseline plan used by date and revision number at the bottom of the report.
  - c. Actual Cum to Date - Enter the cumulative actual cost incurred/hours worked. Where the cumulative data reported in this column is only for the current "schedule" or option, the report summary shall show the total cumulative cost for each of all

previous "schedules" or options and the total cumulative contract cost from inception.

8. Estimated Cost/Hours to Complete - Enter the current estimates for performing authorized work included in the most recently executed contract modification, plus additional authorized work (directions to proceed) for which execution of modifications is pending. The estimates will be for planning purposes only and will not be binding on either the contractor or NASA.

a. Show the most current estimate for the next month.

b. As directed by the NASA Contracting Officer, show the most current estimate for the appropriate period.

c. Enter the cost/hour data for the balance of the contract not including columns 8a and 8b. Where amounts reported in this column exceed one fiscal year, a breakdown by fiscal year may be required.

9. Estimated Final Cost/Hours:

a. Contractor Estimate - Enter the total estimated cost/hours for completion of the contracted effort (this should equal the sum of columns 7c, 8a, 8b and 8c).

b. Contract Value - Enter the distribution of the Contract Value to the reporting categories. The total of this column shall agree with item 3, above. Significant differences between columns 9a and 9b shall be explained in the "Contractor Narrative Remarks."

10. Unfilled Orders Outstanding - As directed by the NASA Contracting Officer, enter the total of unfilled orders outstanding (par. 302).

11. Contractor Narrative Remarks:

a. Narrative remarks on significant items materially affecting historical or projected cost or performance shall accompany each monthly report (e.g., see item 9b above and par. 305).

b. Include a reconciliation from the original to the present contract value as reported in item 3. A sample format is set forth in the instructions on the back of NASA Form 533Q and par. 305.

c. The NASA Contracting Officer may require that changes authorized but not finalized be further subdivided as follows:

- (1) Changes negotiated but not definitized
- (2) Changes pending negotiation
- (3) Changes pending estimation.

d. Identify effects of new change orders as set forth below.

New Change Orders Identified to Subdivision of Work				
Change Order No.				
Subdivision of Work	Amount			
<b>Total</b>				