

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT	1. CONTRACT ID CODE	PAGE OF PAGES
		1

2. AMENDMENT/MOD NO. 01	3. EFFECTIVE DATE 2/12/03	4. REQUISITION/PURCHASE REQ. NO. NA	5. PROJECT NO.
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ISSUED BY NASA/Johnson Space Center Attn: K. Hutto 2101 NASA Rd 1 Houston, TX 77058	7. ADMINISTERED BY Same
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8. NAME AND ADDRESS OF CONTRACTOR (No. Street, County, State and ZIP Code) Raytheon Technical Services Company Attn: Cheryl Jones, Contracts Manager 2224 Bay Area Blvd. Houston, TX	(9)	9A. AMENDMENT OF SOLICITATION NO
	<input type="checkbox"/>	9B. DATED (SEE ITEM 11)
	(10)	10A. MOD. OF CONTRACT/ORDER No NAS9-02102
CODE	FACILITY CODE	<input checked="" type="checkbox"/> 10B. DATED (SEE ITEM 13) 2/3/03

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers (IS OR IS NOT) extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning one (1) copy of the amendment;
 (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or
 (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. **FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER.** If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

ACCOUNTING AND APPROPRIATION DATA (if required)

Financial Management

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

- A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
- B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
- C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
- D. OTHER (Specify type of modification and authority)

IMPORTANT: Contractor IS required to sign this document and return 3 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this modification is to: 1. Clause F.3, change completion date to 3/31/05; 2. Clause F.6 Option to Extend Completion Date, change to correspond to 3/31/05 end date; 3. Clause H.7, Changed Key Personnel and Facilities to delete the facilities description; 4. Clause 52.222-2, deleted the word proposed from the blank; 5. Clause I.9, Ombudsman update to reflect Sue Garman; 6. Incorporated section J list of attachments.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

NAME AND TITLE OF SIGNER (Type or print) Cheryl D. Jones, Sr. Contract Negotiator	16A. NAME AND TITLE OF CONTRACTING OFFICER KEITH D. HUTTO CONTRACTING OFFICER
15B. CONTRACTOR/OFFEROR <i>Cheryl D. Jones</i>	16B. UNITED STATES OF AMERICA
15C. DATE SIGNED 21 Feb 2003	16C. DATE SIGNED 2/24/03

PART I - THE SCHEDULE

SECTION B - SUPPLIES OR SERVICES AND PRICE/COSTS

B.1 SUPPLIES AND/OR SERVICES TO BE FURNISHED

The contractor shall provide all resources and services (except as may be expressly stated in this contract as furnished by the Government) necessary to operate, maintain, and provide sustaining engineering for the Neutral Buoyancy Laboratory, the Space Vehicle Mockup Facility, and 920L, the Logistics and Mockup Facility, in accordance with the Work Statement in Section C.

This is a performance based, cost reimbursable type of contract. The contract performance will be measured in accordance with the award fee evaluation plan discussed elsewhere in the schedule.

(a.) This contract contains a cost plus award fee (CPAF) core requirement and a cost plus fixed fee (CPFF) indefinite delivery/indefinite quantity (IDIQ) portion.

(b.) All efforts set forth in the Work Statement are Cost Plus Award Fee core portion of this contract, with the exception of Work Statement paragraph C.5.10. Work Statement paragraph C.5.10 is the IDIQ portion of the contract.

(c.) Work Statement paragraph C. 5.10 will be covered by terms and condition of an IDIQ type contract.

(End of clause)

B.2 ESTIMATED COST AND AWARD FEE. (1852.216-85) (SEP 1993)*

The estimated cost of this contract is \$ 66,006,721. The maximum available award fee, excluding base fee, if any, is \$ 6,219,751. The base fee is \$ 0. Total estimated cost, base fee, and maximum award fee are \$ 72,226,472.

(End-of-Clause)

*This clause applies to the core work statement, excluding SOW Paragraph 5.10.

B.3. ESTIMATED COST AND FEE FOR THE INDEFINITE DELIVERY/INDEFINITE QUANTITY REQUIREMENTS OF THE CONTRACT.

(a.) Total estimated cost of the IDIQ section of the contract is not to exceed (NTE) \$ 8,800,000. See task order procedures.

(b.) Breakout of estimated cost, fixed fee earned by Task/Delivery Order is as follows:

B.3. ESTIMATED COST AND FEE FOR THE INDEFINITE DELIVERY/INDEFINITE QUANTITY REQUIREMENTS OF THE CONTRACT (CONTINUED)

PERIOD COVERED	IDIQ Order Number	Rev. No.	Estimated Cost	Fixed Fee	Total Order Value
04/01/03 - 06/01/03	901	-	\$ 100,000	\$ -	\$ -
05/12/03 - 06/01/03	901	1	\$ 150,000	\$ -	\$ -
06/17/03 - 09/30/03	901	2	\$ 285,898	\$ 22,872	\$ 308,769
05/28/03 - 07/30/03	902	-	\$ 108,263	\$ 8,661	\$ 116,924
05/28/03 - 07/30/03	902	1	\$ 12,526	\$ -	\$ 12,526
06/20/03 - 09/19/03	903	-	\$ 120,263	\$ 9,621	\$ 129,884
06/20/03 - 12/19/03	904	-	\$ 164,059	\$ 13,125	\$ 177,183
06/20/03 - 05/21/04	904	1	\$ 66,077	\$ 5,286	\$ 71,363
12/22/03 - 05/15/04	905	-	\$ 140,698	\$ 11,256	\$ 151,954
12/22/03 - 05/21/04	905	1	\$ 23,665	\$ 1,893	\$ 25,558
12/22/03-7/02/04	905	2	\$ 12,888	\$ 1,031	\$ 13,919
01/16/04 - 09/31/04	906	-	\$ 122,234	\$ 9,779	\$ 132,012
03/01/03 - 07/30/04	907	-	\$ 333,023	\$ 26,642	\$ 359,665
05/15/04 - 02/02/05	908	-	\$ 367,996	\$ 29,440	\$ 397,436
5/15/04-2/18/05	908	1	\$ 107,834	\$ 8,627	\$ 116,461
05/14/04 - 09/28/04	909	-	\$ 215,416	\$ 17,233	\$ 232,649
4/13/05-9/30/05	909	1	\$ 55,063	\$ 4,405	\$ 59,468
5/20/04-03/01/05	910	-	\$ 95,988	\$ 7,679	\$ 103,667
7/23/04-9/23/04	911	-	\$ 156,961	\$ 12,557	\$ 169,518
7/30/04-4/18/05	912	-	\$ 174,450	\$ 13,956	\$ 188,406
5/27/05-9/06/05	913	-	\$ 502,026	\$ 40,162	\$ 542,188
6/29/05-9/23/05	913	1	\$ 16,818	\$ 1,345	\$ 18,163
7/20/2005-9/9/05	914	-	\$ 146,959	\$ 11,757	\$ 158,716
				TOTAL	\$ 3,486,429

TO BE COMPLETED AS ORDERS/MODIFICATIONS ARE ISSUED

B.4 CONTRACT FUNDING. (NFS 1852.232-81)(JUNE 1990)

(a.) For purposes of payment of cost, exclusive of fee, in accordance with the Limitation of Funds clause, the total amount allotted by the Government to this contract is \$ **53,272,960.71**. This allotment is for [Insert applicable item number(s), task(s), or work description] and covers the following estimated period of performance: **December 2, 2005**.

(b.) An additional amount of \$ **4,089,481.62** is obligated under this contract for payment of fee.

(End-of-Clause)

B.5 MINIMUM AND MAXIMUM INDEFINITE DELIVERY, INDEFINITE QUANTITY (IDIQ) CONTRACT VALUE

The guaranteed minimum quantity of work which will be required under this contract, and which will be initiated through the issuance of task orders, shall be \$10,000. There will be no further obligation on the part of the Government to issue Additional task orders thereafter. The total maximum value is **\$8.8 million** for the **4-year** period of performance. If additional performance terms are awarded, the maximum value for IDIQ work will increase by \$1,200,000 per year.

B.6 INDEFINITE QUANTITY WORK – UNIT PRICED RATE

Work that is of a nonrecurring nature and cannot be sufficiently identified, predetermined, or quantified in advance is identified as IDIQ work. The IDIQ work the Government currently anticipates is identified in Section C.5.10 of the Statement of Work. IDIQ work will be issued as Task Orders/Delivery Orders. The Contracting Officer will request a proposal from the contractor when the requirement can be defined well enough to price the effort. The contractor's proposal shall be based on the unit priced rates identified below, reasonable labor hours and material dollars and other direct costs (ODC). The price of the Task Order (including profit for Task Orders) shall be negotiated between the Contractor and the Contracting Officer. IDIQ work may be issued by facsimile, or by electronic commerce methods. IDIQ work shall be ordered in accordance with clauses entitled "Ordering," "Order Limitations," and "Indefinite Quantity," and Section 5.10 of the Statement of Work. IDIQ price schedules for the contract core years and each potential award-term period follow.

B.7 ID/IQ RATE PROVISION

The provisions of this clause apply only to sections 5.10 of the work statement. The purpose of this clause is to set forth the direct, indirect, and fee rates to be utilized in the subsequent negotiation and cost establishment of ID/IQ Task Orders in accordance with Task Ordering Procedure. The contractor will utilize the direct, indirect and fee rates established herein to determine the estimated costs for each ID/IQ Task Order. The following form is to be filled out for each of the 5 years of the duration of the contract with options.

SECTION C - DESCRIPTION/SPECIFICATION/WORK STATEMENT

See section SOW attached.
Attachment J-1

[END OF SECTION]

SECTION D - PACKAGING AND MARKING

1 LISTING OF CLAUSES INCORPORATED BY REFERENCE

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

(a.) FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

CLAUSE NUMBER	DATE	TITLE
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None included by reference.

D.2 1852.211-70 PACKAGING, HANDLING, AND TRANSPORTATION (JUNE 2000)

(a.) The Contractor shall comply with NPG 6000.1E, "Requirements for Packaging, Handling, and Transportation for Aeronautical and Space Systems, Equipment, and Associated Components", dated April 26, 1999, as may be supplemented by the statement of work or specifications of this contract, for all items designated as Class I, II, or III.

(b.) The Contractor's packaging, handling, and transportation procedures may be used, in whole or in part, subject to the written approval of the Contracting Officer, provided (1) the Contractor's procedures are not in conflict with any requirements of this contract, and (2) the requirements of this contract shall take precedence in the event of any conflict with the Contractor's procedures.

(c.) The Contractor must place the requirements of this clause in all subcontracts for items that will become components of deliverable Class I, II, or III items.

(End of clause)

[END OF SECTION]

SECTION E - INSPECTION AND ACCEPTANCE

1 LISTING OF CLAUSES INCORPORATED BY REFERENCE

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

(a.) **FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)**

CLAUSE NUMBER	DATE	TITLE
52.246-3	MAY 2001	INSPECTION OF SUPPLIES-- COST- REIMBURSEMENT
52.246-5	APR 1984	INSPECTION OF SERVICES-- COST- REIMBURSEMENT

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

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

(End of clause)

E.3 52.246-93 Quality Assurance Surveillance Plan. (JUL 1996) (JSC Procurement Instruction)

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

(End of clause)

[END OF SECTION]

SECTION F – DELIVERIES OR PERFORMANCE

F.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE

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

(a.) FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

CLAUSE NUMBER	DATE	TITLE
52.242-15	AUG 1989	STOP-WORK ORDER (Alternate I)(APR 1984)
52.247-29	JUN 1988	F.O.B. ORIGIN
52.247-63	JAN 1997	PREFERENCE FOR U.S.-FLAG AIR CARRIERS
52.247-64	JUN 2000	PREFERENCE FOR PRIVATELY OWNED U.S.-FLAG COMMERCIAL VESSELS
52.247-67	JUN 1997	SUBMISSION OF COMMERCIAL TRANSPORTATION BILL OF LADING TO THE GENERAL SERVICES ADMINISTRATION FOR AUDIT

F.2 PLACE OF PERFORMANCE

The place of performance for the work called for hereunder will be the Johnson Space Center, Sonny Carter Training Facility, Houston Texas and other locations where the requirements are covered by the obligations specified in section C of this contract.

F.3 COMPLETION OF WORK (JSC 52.211-95)(OCT 2001)

All work required under this contract, including submission of all reports, shall be completed on or before March 31, 2007.

(End of clause)

F.4 SHIPPING INSTRUCTIONS (JSC 52.247-94)(APRIL 1997)

All documentation shall be shipped to the addresses cited in section F.4.
Shipment of all other items shall be as follows:

Parcel Post Shipments and Freight Shipments

Ship to: Transportation Officer,
Building 421
NASA Johnson Space Center
2101 NASA Road 1
Houston, TX 77058-3696

Mark for: Accountable Property Officer

Contract Number: NAS 9-02102

For reissue to: _Thomas Smith /DX14_
(Name)(Mail Code)(Bldg.)(Rm.)

(End of clause)

**5 METHOD OF PLACING DELIVERY ORDERS (JSC 52.216-95)
(SEP 1998) ***

Delivery Orders may be placed only by the contracting officer. Delivery Orders will be in writing on JSC Form 1429 or orally, followed by written confirmation. Delivery Orders will be numbered "1," second will be Number "2", and each succeeding Delivery Order will be numbered consecutively.

Each Delivery Order placed against this contract shall consist of the following information: (A) delivery order number and contract number; (B) place of delivery or performance (including consignee); (C) item/items ordered, including quantity, unit price, and amount of each; (D) date of order, and required delivery date; (E) name of person placing order; (F) funding and appropriation data; (G) Procurement placement code; (H) total amount; (I) signature of the contracting officer.

Amendments to orders may be issued in the same manner as original orders. Each order or amended order shall contain a citation of funds from which payment for the supplies or services ordered shall be made.

(End of clause)

*This applies to the IDIQ requirements of this contract.

F.6 OPTION TO EXTEND COMPLETION DATE (JSC 52.217-90)(OCT 1996)

The Government may require the contractor to continue to perform services under this contract. The contracting officer may exercise this option by issuance of a unilateral contract modification 30 days or more before the completion date set forth in Section F.3. Should the option be exercised, the resultant contract will include all terms and conditions of the basic contract as it exists immediately prior to the exercise of the option, except for the following changes:

OPTION F.6-1 (12 MONTHS)

(a) B.2 entitled, "ESTIMATED COST, AWARD FEE" shall be modified to read:

"The estimated cost of this contract is **\$ 48,402,699**. The maximum available award fee, excluding base fee, if any, is \$ 4,547,368. The base fee is \$ 0. Total estimated cost, base fee, and maximum award fee are \$ 52,950,067. "

(b.) B.3 entitled, "Estimated Cost and Fee for the indefinite delivery/indefinite quantity requirements of the contract." Modified to read:

"(a) Total estimated cost of the IDIQ section of the contract is
NTE \$ 3,600,000. See task order procedures."

(c.) F.3 entitled, "Completion of Work" shall be modified to change the end date of the period of performance for SOW from March 31, 2005, to March 31, 2006.

(d.) Section I, page I-2, 52.222-2 "PAYMENT FOR OVERTIME PREMIUMS" shall be modified to change the overtime premium cost not to exceed amount to \$0.

OPTION F.6-2 (12 MONTHS)

(a.) B.2 entitled, "ESTIMATED COST, AWARD FEE" shall be modified to read:

"The estimated cost of this contract is **\$ 66,006,721**. The maximum available award fee, excluding base fee, if any, is **\$ 6,219,751**. The base fee is \$ 0. Total estimated cost, base fee, and maximum award fee are **\$ 72,226,472.**"

(b.) B.3 entitled, "Estimated Cost and Fee for the indefinite delivery/indefinite quantity requirements of the contract." Modified to read:

"(a) Total estimated cost of the IDIQ section of the contract is
NTE \$ 4,800,000. See task order procedures."

(c.) F.3 entitled, "Completion of Work" shall be modified to change the end date of the period of performance for SOW from March 31, 2006 to **March 31, 2007**.

(d.) Section I, page I-2, 52.222-2 "PAYMENT FOR OVERTIME PREMIUMS" shall be modified to change the overtime premium cost not to exceed amount to \$ 0.

OPTION F.6-3 (12 MONTHS)

(a.) B.2 entitled, "ESTIMATED COST, AWARD FEE" shall be modified to read:

"The estimated cost of this contract is **\$ 82,301,568**. The maximum available award fee, excluding base fee, if any, is **\$ 7,767,759**. The base fee is **\$ 0**. Total estimated cost, base fee, and maximum award fee are **\$ 90,069,327**."

(b.) B.3 entitled, "Estimated Cost and Fee for the indefinite delivery/indefinite quantity requirements of the contract." Modified to read:

"(a) Total estimated cost of the IDIQ section of the contract is **NTE \$ 10,000,000**. See task order procedures."

(c.) F.3 entitled, "Completion of Work" shall be modified to change the end date of the period of performance for SOW from March 31, 2007 to **March 31, 2008**.

(d.) Section I, page I-2, 52.222-2 "PAYMENT FOR OVERTIME PREMIUMS" shall be modified to change the overtime premium cost not to exceed amount to \$ 0.

F.7 BILLS OF LADING. (1852.247-73) (JUNE 2002)

The purpose of this clause is to define when a commercial bill of lading or a government bill of lading is to be used when shipments of deliverable items under this contract are f.o.b. origin.

(a) Commercial Bills of Lading. All domestic shipments shall be made via commercial bills of lading (CBLs). The Contractor shall prepay domestic transportation charges. The Government shall reimburse the Contractor for these charges if they are added to the invoice as a separate line item supported by the paid freight receipts. If paid receipts in support of the invoice are not obtainable, a statement as described below must be completed, signed by an authorized company representative, and attached to the invoice.

"I certify that the shipments identified below have been made, transportation charges have been paid by (company name), and paid freight or comparable receipts are not obtainable.

Contract or Order Number: NAS 9-02102
Destination: Johnson Space Center"

(b) Government Bills of Lading. (1) International (export) and domestic overseas shipments of items deliverable under this contract shall be made by Government bills of lading (GBLs). As used in this clause, "domestic overseas" means non-continental United States, i.e. Hawaii, Commonwealth of Puerto Rico, and possessions of the United States.

(2) At least 15 days before shipment, the Contractor shall request in writing GBLs from: Cynthia Ratliff, Traffic Management Specialist, Johnson Space Center, 2101 NASA Road 1, Mail Code JB7, Houston, Texas, 77058-3696. If time is limited, requests may be by telephone: 281-483-3208. Requests for GBLs shall include the following information.

- (i) Item identification/ description.
- (ii) Origin and destination.
- (iii) Individual and total weights.
- (iv) Dimensional Weight.
- (v) Dimensions and total cubic footage.
- (vi) Total number of pieces.
- (vii) Total dollar value.
- (viii) Other pertinent data.

(End of clause)

F.8 PHASE-IN AND PHASE-OUT

(a.) Contractor Phase-In

(1) The services provided by this contract are vital to the Government's overall effort. Therefore, continuity of these services must be maintained at a consistently high level without disruption. To this end, the Contractor shall conduct an orderly phase-in of contract activities prior to assumption of responsibility for the effort described in the Statement of Work (SOW).

(2) Beginning with the effective date of the contract, the Contractor shall have 45 calendar days in which to conduct phase-in. During this time, the Contractor shall not be responsible for performance of the effort described in the SOW. It is understood that during phase-in the predecessor contractor(s) will be performing work which will be covered by the SOW of this contract after phase-in.

(3) After 45 days from the effective date of the contract (i.e., on the 46th day), the Contractor shall assume full responsibility for the effort covered by the SOW.

(4) During phase-in, the Contractor shall:

- (i) participate in meetings with the predecessor contractor(s) to identify and discuss problems or areas requiring attention during the phase-in period; and

(ii) perform all activities described in the Contractor's phase-in plan submitted with its proposal, and all activities necessary, to ensure effective transfer of all effort from the predecessor contractor(s) and readiness to assume full contract performance. As a minimum, phase-in must include the following: all personnel must be trained and must meet contract requirements (certifications, permits, etc.); all Government Furnished Property must be inventoried; qualified staff must be available and ready to assume performance (and must have obtained security clearances (if required) and been badged by JSC, etc.).

(5) The parties agree that the total cost for phase-in shall not exceed \$_0_. Any costs incurred in excess of this amount shall be unallowable under this or any other Government contract.

(b.) Contractor Phase-Out

(1) Prior to contract completion, a successor contractor(s) may be selected to perform the work requirements covered by the SOW. The Contractor will conduct an orderly phase-out of contract activities prior to completion of this contract and assumption of responsibility for the effort described in the SOW by a successor contractor(s). The Contractor shall remain responsible for the effort covered by the SOW during phase-out activities.

(2) Upon written notice by the Contracting Officer, the Contractor shall conduct phase-out activities for up to 60 calendar days prior to the contract completion date, including:

(i) support periodic meetings with the successor contractor(s) to identify and discuss problems or areas requiring attention during the phase-out period; and

(ii) negotiate in good faith a plan with the successor contractor(s) to determine the nature and extent of phase-in and phase-out activities required. The plan shall include effective transfer of all effort to the successor contractor(s); training of personnel; and any other agreements or steps necessary to ensure a smooth transition between the contracts. The plan shall be subject to the Contracting Officer's approval.

(End of clause)

[END OF SECTION]

SECTION G - CONTRACT ADMINISTRATION DATA

G.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE

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

(a.) FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

CLAUSE NUMBER	DATE	TITLE
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None included by reference.

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

CLAUSE NUMBER	DATE	TITLE
1852.227-70	MAY 2002	NEW TECHNOLOGY
1852.242-73	JUL 2000	NASA CONTRACTOR FINANCIAL MANAGEMENT REPORTING
1852.245-70	JULY 1997	CONTRACTOR REQUESTS FOR GOVERNMENT-OWNED PROPERTY
1852.245-73	AUG 2001	FINANCIAL REPORTING OF NASA PROPERTY IN THE CUSTODY OF THE CONTRACTORS Insert: Johnson Space Center LF631/Propoerty Accounting JB3/Property Administrator

(End Of Clause)

G.2 Security/Badging Requirements for Foreign National Visitors and Employees/Representataives of Foreign Contractors. JSC 52.204-91 (MAR 2002)

(a) An employee of a domestic Johnson Space Center (JSC) contractor or its subcontractor who is not a U.S. citizen (foreign national) may not be admitted to the

JSC site for purposes of performing work without special arrangements. In addition, all employees or representatives of a foreign JSC contractor/subcontractor may not be admitted to the JSC site without special arrangements. For employees as described above, advance notice must be given to the Security Office of the host installation [JSC or White Sands Test Facility (WSTF)] at least three weeks prior to the scheduled need for access to the site so that instructions on obtaining access may be provided.

(b) All visit/badge requests for persons described in (a) above must be entered in the NASA Request for Request (RFR) and Foreign National Management System (NFMMS) for acceptance, review, concurrence, and approval purposes. When an authorized company official requests a JSC or WSTF badge for site access, he/she is certifying that steps have been taken to ensure that its contractor or subcontractor employees, visitors, or representatives will not be given access to export-controlled or classified information for which they are not authorized. These individuals shall serve as the contractor's representative(s) in certifying that all visit/badge request forms are processed in accordance with JSC and WSTF security and export control procedures. No foreign national, representative, or resident alien contractor/subcontractor employee shall be granted access into JSC or WSTF until a completed RFR has been approved and processed through the NFMMS. Unescorted access will not be granted unless a favorable National Agency Check (NAC) has been completed by the JSC Security Office.

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

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

(End of clause)

G.3 USE OF JSC CALIBRATION LABORATORY. (JSC 52.204-92) (OCT 1997)

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

(End of clause)

G.4 1852.216-76 AWARD FEE FOR SERVICE CONTRACTS. (JUNE 2000)

(a.) The contractor can earn award fee from a minimum of zero dollars to the maximum stated in NASA FAR Supplement clause 1852.216-85, "Estimated Cost and Award Fee" in this contract.

(b.) Beginning 6 months after the effective date of this contract, the Government shall evaluate the Contractor's performance every 6 months to determine the amount of award fee earned by the contractor during the period. The Contractor may submit a self-evaluation of performance for each evaluation period under consideration. These self-evaluations will be considered by the Government in its evaluation. The Government's Fee Determination Official (FDO) will determine the award fee amounts based on the Contractor's performance in accordance with the Award Fee Evaluation Plan in Section J. The plan may be revised unilaterally by the Government prior to the beginning of any rating period to redirect emphasis.

(c.) The Government will advise the Contractor in writing of the evaluation results. The Financial Management Division will make payment based on an approved invoice from the contractor.

(d.) After 85 percent of the potential award fee has been paid, the Contracting Officer may direct the withholding of further payment of award fee until a reserve is set aside in an amount that the Contracting Officer considers necessary to protect the Government's interest. This reserve shall not exceed 15 percent of the total potential award fee.

(e.) The amount of award fee which can be awarded in each evaluation period is limited to the amounts set forth at section J of this contract (Award Fee Evaluation plan). Award fee which is not earned in an evaluation period cannot be reallocated to future evaluation periods.

(f.) Provisional Award Fee

(1) Provisional award fee payments will be made under this contract pending the determination of the amount of fee earned for an evaluation period. If applicable, provisional award fee payments will be made to the Contractor on a monthly basis. The total amount of award fee available in an evaluation period that will be provisionally paid is the lesser of 60 percent of the available award fee pool or the prior period's evaluation score.

(2) Provisional award fee payments will be superseded by the final award fee evaluation for that period. If provisional payments exceed the final evaluation score, the Contractor will either credit the next payment voucher for the amount of such overpayment or refund the difference to the Government, as directed by the Contracting Officer.

(3) If the Contracting Officer determines that the Contractor will not achieve a level of performance commensurate with the provisional rate, payment of provisional award fee will be discontinued or reduced in such amounts as the Contracting Officer deems appropriate. The Contracting Officer will notify the Contractor in writing if it is determined that such discontinuance or reduction is appropriate.

(4) Provisional award fee payments will not be made prior to the first award fee determination by the Government.

(g.) Award fee determinations are unilateral decisions made solely at the discretion of the Government.

(End of clause)

G.5 1852.216-87 SUBMISSION OF VOUCHERS FOR PAYMENT (MARCH 1998)

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

(b.) Interim cost vouchers

(1) If the contractor is authorized to submit interim cost vouchers directly to the NASA paying office, the original voucher should be submitted to:

NASA Johnson Space Center
LF321/Funding & Commercial Accounting Section
2101 NASA Road 1
Houston, TX 77058-3696

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

(3) Copies of vouchers should be submitted as directed by the Contracting Officer.

(c.) If the contractor is not authorized to submit interim cost vouchers directly to the paying office as described in paragraph (b), the contractor shall prepare and submit vouchers as follows:

(1) One original Standard Form (SF) 1034, SF 1035, or equivalent Contractor's attachment to:

1. DCAA
Herndon Branch Office
12160 Sunrise Valley Drive
Reston, VA 20191-3461
Phone: (703) 295-2298
Fax: (703) 295-2279

2. NASA/Johnson Space Center
BH13/Contracting Officer
2101 NASA Road 1
Houston, TX 77058-3696

(2) Five copies of SF 1034, SF 1035A, or equivalent Contractor's attachment to the following offices by insertion in the memorandum block of their names and addresses:

(i) Copy 1 NASA Contracting Officer

(ii) Copy 2 Auditor

(iii) Copy 3 Contractor

(3) The Contracting Officer may designate other recipients as required.

(d.) Public vouchers for payment of fee shall be prepared similarly to the procedures in paragraphs (b) or (c) of this clause, whichever is applicable, and be forwarded to:

NASA/Johnson Space Center

BH13/Contracting Officer
2101 NASA Road 1
Houston, TX 77058-3696

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

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

(End of clause)

G.6 JSC HAZARDOUS MATERIALS USE (JSC 52.223-92) (DEC 1999)

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

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

- (1) Those materials defined as "highly hazardous chemicals" in Occupational Safety and Health Administration Process Safety Management Regulation, 29 Code of Federal Regulation 1010.119, without regard for quantity.
- (2) Those "extremely hazardous substances" subject to the emergency planning requirements in the Environmental Protection Agency Emergency Planning and Community Right-to-Know Regulation, 40 Code of Federal Regulation 355, Part 355, without regard for quantity.
- (3) Those "hazardous substances" subject to the release notification requirements under Environmental Protection Agency's Emergency Planning and Community Right-to-Know Regulation, 40 Code of Federal Regulation 302.4, without regard for quantity.
- (4) Any radioisotope material or device that produces ionizing radiation.
- (5) Any Class II, III, or IV laser as defined by the American National Standards Institute No. Z136.1 (1986)
- (6) Any explosive or any pyrotechnics.
- (7) Any pesticide.

(c.) The contractor shall develop and maintain an inventory listing the identity and quantity of hazardous materials stored or used onsite at JSC for the performance of the contract.

(d.) The contractor shall ensure that the proper training of its employees in the use and inherent hazards of these materials is accomplished prior to use.

(e.) The contractor shall notify the JSC Occupational Health and Test Support Office (SD13) prior to any initial use or different application of these materials.

(f.) The contractor shall use all hazardous materials properly and take all necessary precautions to ensure no harm is done to humans or the environment.

(g.) The contractor shall insert the substance of this clause, 52.223-92, with appropriate changes of designations of the parties, in subcontracts under which hazardous materials will be utilized, or may reasonably be expected to be utilized, onsite at JSC.

(h.) In the event the contractor fails or refuses to comply with any aspect of this clause, such failure or refusal may be considered a material breach of this contract.

(End of clause)

G.7 DESIGNATION OF NEW TECHNOLOGY REPRESENTATIVE AND PATENT REPRESENTATIVE (NASA 1852.227-72) (JUL 1997)

(a.) For purposes of administration of the clause of this contract entitled "New Technology" or "Patent Rights -- Retention by the Contractor (Short Form)", whichever is included, the following named representatives are hereby designated by the Contracting Officer to administer such clause:

NEW TECHNOLOGY REPRESENTATIVE

New Tech Rep and Patent Rep HA/Technology Transfer & Commercialization Office
NASA Johnson Space Center Houston, TX 77058

PATENT REPRESENTATIVE

New Tech Rep and Patent Rep HA/Technology Transfer & Commercialization Office
NASA Johnson Space Center Houston, TX 77058

(b.) Reports of reportable items, and disclosure of subject inventions, interim reports, final reports, utilization reports, and other reports required by the clause, as well as any correspondence with respect to such matters, should be directed to the New Technology Representative unless transmitted in response to correspondence or request from the Patent Representative. Inquiries or requests regarding disposition

of rights, election of rights, or related matters should be directed to the Patent Representative. This clause shall be included in any subcontract hereunder requiring a "New Technology" clause or "Patent Rights--Retention by the Contractor (Short Form)" clause, unless otherwise authorized or directed by the Contracting Officer. The respective responsibilities and authorities of the above-named representatives are set forth in 1827.305-370 of the NASA FAR Supplement.

(End of clause)

G.8 TECHNICAL DIRECTION (1852.242-70) (SEPTEMBER 1993)

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

(b.) The COTR does not have the authority to, and shall not, issue any instruction purporting to be technical direction that--

- (1) Constitutes an assignment of additional work outside the statement of work;
- (2) Constitutes a change as defined in the changes clause;
- (3) Constitutes a basis for any increase or decrease in the total estimated contract cost, the fixed fee (if any), or the time required for contract performance;
- (4) Changes any of the expressed terms, conditions, or specifications of the contract; or
- (5) Interferes with the contractor's rights to perform the terms and conditions of the contract.

(c.) All technical direction shall be issued in writing by the COTR.

(d.) The Contractor shall proceed promptly with the performance of technical direction duly issued by the COTR in the manner prescribed by this clause and within the COTR's authority. If, in the Contractor's opinion, any instruction or direction by the COTR falls within any of the categories defined in paragraph (b) of this clause, the Contractor shall not proceed but shall notify the Contracting Officer

in writing within 5 working days after receiving it and shall request the Contracting Officer to take action as described in this clause. Upon receiving this notification, the Contracting Officer shall either issue an appropriate contract modification within a reasonable time or advise the Contractor in writing within 30 days that the instruction or direction is--

(1) Rescinded in its entirety; or

(2) Within the requirements of the contract and does not constitute a change under the changes clause of the contract, and that the Contractor should proceed promptly with its performance.

(e.) A failure of the contractor and contracting officer to agree that the instruction or direction is both within the requirements of the contract and does not constitute a change under the changes clause, or a failure to agree upon the contract action to be taken with respect to the instruction or direction, shall be subject to the Disputes clause of this contract.

(f.) Any action(s) taken by the contractor in response to any direction given by any person other than the Contracting Officer or the COTR shall be at the Contractor's risk.

(End of clause)

G.9 IDENTIFICATION OF EMPLOYEES (JSC 52.242-92) (MAR 2002)

At all times while on Government property, the contractor, subcontractors, their employees and agents shall wear badges which will be issued by the NASA Badging & Visitor Control Office, located in Building 110 at the Johnson Space Center (JSC), or at the Main Gate at the White Sands Test Facility (WSTF). JSC employee badges will be issued only between the hours of 7:30 a.m. to 4 p.m., Monday through Thursday, and 7:30 am to 12:00 pm on Friday. JSC visitor badges will be issued between the hours of 6 a.m. to 10 p.m., 7 days a week. WSTF employee badges will be issued only between the hours of 8 a.m. to 2 p.m., Monday through Friday. WSTF visitor badges will be issued on a 7-day a week, 24-hour a day basis. Resident aliens and foreign nationals/representatives shall be issued green foreign national badges.

Each individual who wears a badge shall be required to declare citizenship and sign personally for the badge. The contractor shall be held accountable for issued badges and all other related items and must assure that they are returned to the NASA Badging & Visitor Control Offices upon completion of work under the contract in accordance with Security Management Directive (SMD) 500-15, "Security Termination Procedures." Failure to comply with the NASA contractor termination procedures upon completion of the work (e.g., return of badges, decals, keys, CAA

cards, clearance terminations, JSC Public Key Infrastructure (PKI)/special program deletions, etc.) may result in final payment being delayed.

(End of clause)

G.10 INSTALLATION-ACCOUNTABLE GOVERNMENT PROPERTY (NFS 1852.245-71) (JUNE 1998) Alt. I (March 1989)

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

Custodian and user responsibilities per NPG 4100, 4200, 4300

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

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

(i) The contractor's purchase order shall require the vendor to deliver the property to the installation central receiving area.

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

(iii) The contractor shall establish a record of the property as required by FAR 45.5 and 1845.5 and furnish to the Industrial Property Officer a DD Form 1149 Requisition and Invoice/Shipping Document (or installation equivalent)

to transfer accountability to the Government within 5 working days after receipt of the property by the contractor. The contractor is accountable for all contractor-acquired property until the property is transferred to the Government's accountability.

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

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

**ALTERNATE I
(MARCH 1989)**

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

(End of clause)

G.11 RESERVED

**G.12 LIST OF INSTALLATION ACCOUNTABLE PROPERTY AND SERVICES
1852.245-77)(JULY 1997)**

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

(a) Office space, work area space, and utilities. Government telephones are available for official purposes only; pay telephones are available for contractor employees for unofficial calls.

(b) General- and special-purpose equipment, including office furniture.

(1) Equipment to be made available is listed in Attachment J-4(1), (2), (3), (4), and (5). The Government retains accountability for this property under the clause at 1852.245-71, Installation-Accountable Government Property, regardless of its authorized location.

(2) If the Contractor acquires property, title to which vests in the Government pursuant to other provisions of this contract, this property also shall become accountable to the Government upon its entry into Government records as required by the clause at 1852.245-71, Installation-Accountable Government Property.

(3) The Contractor shall not bring to the installation for use under this contract any property owned or leased by the Contractor, or other property that the Contractor is accountable for under any other Government contract, without the Contracting Officer's prior written approval.

(c) Supplies from stores stock. (Not available)

(d) Publications and blank forms stocked by the installation.

(e) Safety and fire protection for Contractor personnel and facilities.

(f) Installation service facilities:

NASA will provide the following support services:

Medical support staff, NBL safety console support, facility security staff, and grounds maintenance.

Hyperbaric chamber support will be provided during normal duty hours. Use of specified machine shop equipment per the Memorandum of Understanding between MOD and EA for buildings 9S and 10 facility usage.

(g) Medical treatment of a first-aid nature for Contractor personnel injuries or illnesses sustained during on-site duty.

(h) Cafeteria privileges for Contractor employees during normal operating hours.

(i) Building maintenance for facilities occupied by Contractor personnel.

(j) Moving and hauling for office moves, movement of large equipment, and delivery of supplies. Moving services shall be provided on-site, as approved by the Contracting Officer.

(k) The user responsibilities of the Contractor are defined in paragraph (a) of the clause at 1852.245-71, Installation-Accountable Government Property.

(End of clause)

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

When removal of Government-owned property from its place of use for repair is necessary, the Contractor must prepare a JSC Form 1318 prior to removing the equipment. The form and instructions regarding its use are available from the Property and Equipment Branch, Building 419, Room 162, phone number 281-483-6524. The repaired Government property is to be returned to the location from which it was removed unless otherwise directed by the Government.

(End of clause)

G.14 PROVIDING FACILITY ITEMS (JSC 52.245-97) (APR 1994)

The purpose of this clause is to set forth the parties' intent regarding their respective responsibilities for providing facility items under this contract. The parties accordingly agree as follows:

(a.) "Provide," as used in this clause, has the same meaning as set forth in NASA FAR Supplement 1845.301. "Facilities," as used in this clause, has the same meaning as set forth in FAR 45.301.

(b.) The Government shall provide to the contractor the facilities identified in Section J-4(6) & (7) for use in performance of this contract.

(c.) The contractor shall replace any of the existing facilities identified in (b.) above that reach the end of their useful life during the contract period or which are beyond economical maintenance or repair, if the facilities are still needed for contract performance. Such replacements shall be made with contractor-owned facilities and shall not be a direct charge to the contract.

(d.) The contractor shall not acquire facility items for the Government, unless specifically authorized by the contract or consent has been obtained in writing from the contracting officer pursuant to FAR 45.302-1(a). The contractor agrees to provide all facilities necessary for performance of this contract except as provided in (b.) above.

(End of Clause)

G.15 Reserved

SECTION H - SPECIAL CONTRACT REQUIREMENTS

H.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE

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

(a.) FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

CLAUSE NUMBER	DATE	TITLE
52.223-5	APR 1998	POLLUTION PREVENTION AND RIGHT- TO- KNOW INFORMATION

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

CLAUSE NUMBER	DATE	TITLE
1852.208-81	OCT 2001	RESTRICTIONS ON PRINTING AND DUPLICATION
1852.216-80	OCT 1996	TASK ORDERING PROCEDURE Insert 5 days in paragraph (c) Insert 5 days in paragraph (e)
1852.223-70	APR 2002	SAFETY AND HEALTH
1852.223-75	FEB 2002	MAJOR BREACH OF SAFETY OR SECURITY
1852.242-72	AUG 1992	OBSERVANCE OF LEGAL HOLIDAYS (ALT 1) (SEP 1989)(ALT II)(OCT 2000)

(End Of Clause)

H.2 REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF OFFERORS (JSC 52.209-90) (SEP 1988)

This contract incorporates Section K, Representations, Certifications, and Other Statements of Offerors, as set forth in the contractor's revised proposal NBL-CDJ-005, dated October 29, 2002, by reference, with the same force and effect as if it were given in full text.

(End of clause)

H.3 SMALL BUSINESS SUBCONTRACTING GOALS. (52.219-90)(JUN 2001)

For purposes of this clause, the terms, "HUBZone Small Business Concern," "Small Disadvantaged Business Concern," "Veteran-Owned Small Business Concern," "Women-Owned Small Business Concern," and "Historically Black College or University (HBCU)" are defined in paragraph 2.101 of the Federal Acquisition Regulation.

The total small business goal, expressed as a percent of total contract value, is 40 percent, including options. The small business percentage goal, 40 percent, includes the following goals expressed as a percent of total contract value:

Small Disadvantaged Business Concerns	20 percent
Woman-Owned Small Business Concerns	4 percent
HUBZone Small Business Concerns	3 percent
Service Disabled Veteran-Owned Concern	3 percent
Veteran-Owned Small Business Concern	3 percent
HBCU's (includes other minority institutions)	1 percent

(End of clause)

H.4 (Limited) Release of Contractor Confidential Business Information (CBI). (MAY 2002)

(a) NASA may find it necessary to release information submitted by the contractor pursuant to the provisions of this contract, to individuals not employed by NASA. Business information that would ordinarily be entitled to confidential treatment may be included in the information released to these individuals. Accordingly, by signature on this contract, the contractor hereby consents to a limited release of its confidential business information (CBI).

(b) Possible circumstances where the Agency may release the contractor's CBI include the following:

(1) To other Agency contractors and subcontractors, and their employees tasked with assisting the Agency in handling and processing information and documents in the administration of Agency contracts, such as providing post-award audit support and specialized technical support to NASA.

(2) To NASA contractors and subcontractors, and their employees engaged in information systems analysis, development, operation, and maintenance, including performing data processing and management functions for the Agency.

(c) NASA recognizes its obligation to protect the contractor from competitive harm that could result from the release of such information to a competitor. Except where otherwise provided by law, NASA will permit the limited release of CBI under subparagraphs (1) or (2) only pursuant to non-disclosure agreements signed by the assisting contractor or subcontractor, and their individual employees who may require access to the CBI to perform the assisting contract.

(d) NASA's responsibilities under the Freedom of Information Act are not affected by this clause.

(e) The contractor agrees to include this clause, including this paragraph (e), in all subcontracts at all levels awarded pursuant to this contract that require the furnishing of CBI by the subcontractor.

(End of clause)

H.5 CONTRACT ADJUSTMENT

(a.) The purpose of this clause is to set forth the terms and conditions governing adjustment to the estimated cost and fee, if any, to account for growth or shrinkage in the work to be performed.

(b.) The Government's objective is to have the SOW performed in the most efficient manner possible, consistent with the furnishing of high quality services. One means of achieving this objective is to minimize changes, and thus reduce or eliminate the administrative costs to both parties that are caused by issuing, pricing, and negotiating changes. The contract adjustment provisions set forth herein are intended to achieve that objective, while at the same time compensating the contractor fairly for the furnishing of services that are within a reasonable range of the baseline work (including workload sizing data and metrics) projected to be performed under the contract.

(c.) Adjustment Provisions

1) The elements of work described in the SOW section 5.0 are in some instances accompanied by "workload sizing data or metrics", see Clause H.6. These data represent the Government's estimates of the level of services required, and are only intended to reflect the amount of activity anticipated for those elements of work. Workload sizing data do not constitute a limitation on the contractor's obligation to perform work in the areas to which they relate.

(2) Work performed under the contract that falls within a range identified by the workload sizing data will not be subject to contract adjustment (unless an adjustment is necessitated by some other provision of this contract). The fact that the contractor has performed work that exceeds the workload-sizing maximum shall not relieve the contractor of its obligation to continue to perform such work to the extent it is required by the Government.

(3) An equitable adjustment (either upward or downward) will be made in the cost and fee provided for in this contract if both of the following conditions are met at the end of each performance year of the contract:

- (i) one or more of the workload sizing data thresholds has either been exceeded or has not been met by the upper or lower ranges; and
- (ii) the net cost increase or decrease of all workload sizing data combined is greater than \$400,000.

The adjustment provisions of this clause shall not be construed as a limitation of the Government's rights under the termination clause of this contract.

(d.) The contractor is responsible for tracking the performance of work in each area which is subject to workload sizing data; keeping current, complete, and accurate records regarding the quantum of work performed in relation to the applicable workload sizing data; making such records available to the Contracting Officer as may be requested from time to time; and submitting an adjustment proposal if the contractor believes the conditions of paragraph (c) above are met, or if requested by the Contracting Officer. If initiated by the contractor, the contractor's proposal shall be submitted within 30 days of the last day of the contract performance period. If requested by the Contracting Officer, the proposal shall be submitted within 60 days of the request.

H.6 WORKLOAD SIZING DATA

The contractor's support of the NBL/SVMF shall include certain enumerated tasks as required within the matrices set forth below. The workload sizing data set forth below shall be used independently for each year and each option year of the contract. See H.5 contract adjustment for further information. For use in this table, an **NBL Event** is defined as a single in-water activity using from one to three space suits (EMU or Orlan or both) or a Bailout training session.

<u>ELEMENT</u>	<u>Lower</u>	<u>Nominal</u>	<u>Upper</u>
1. NBL Events			
a. Year 1	360	380	400
b. Year 2	285	300	315
c. Year 3	200	235	270
d. Year 4	200	210	220
e. Year 5	200	210	220
2. SVMF Facility Utilization Requests	1220	1525	1830
3. SVMF Test Readiness Reviews	40	50	60

(End of clause)

H.7 KEY PERSONNEL AND FACILITIES. (1852.235-71)(MARCH 1989)

(a.) The personnel and/or facilities listed below (or specified in the contract Schedule) are considered essential to the work being performed under this contract. Before removing, replacing, or diverting any of the listed or specified personnel or facilities, the Contractor shall (1) notify the Contracting Officer reasonably in advance and (2) submit justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on this contract.

(b.) The Contractor shall make no diversion without the Contracting Officer's written consent; provided, that the Contracting Officer may ratify in writing the proposed change, and that ratification shall constitute the Contracting Officer's consent required by this clause.

(c.) The list of personnel and/or facilities (shown below or as specified in the contract Schedule) may, with the consent of the contracting parties, be amended from time to time during the course of the contract to add or delete personnel and/or facilities.

(End of clause)

**H.8 CROSS-WAIVER OF LIABILITY FOR SPACE SHUTTLE SERVICES
(NFS 18-52.228-72)(SEP 1993)**

(a.) As prescribed by regulation (14 CFR Part 1266), NASA agreements involving Space Shuttle flights are required to contain broad cross-waivers of liability among the parties and the parties related entities to encourage participation in space exploration, use, and investment. The purpose of this clause is to extend this cross-waiver requirement to Contractors and related entities under their contracts. This cross-waiver of liability shall be broadly construed to achieve the objective of encouraging participation in space activities.

(b.) As used in this clause, the term:

- (1) "Contractors" and "Subcontractors" include suppliers of any kind.
- (2) "Damage" means:
 - (i) Bodily injury to, or other impairment of health of, or death of, any person;
 - (ii) Damage to, loss of, or loss of use of any property;
 - (iii) Loss of revenue or profits; or
 - (iv) Other direct, indirect, or consequential damage.
- (3) "Party" means a person or entity that signs an agreement involving a Space Shuttle service;
- (4) "Payload" means all property to be flown or used on or in the Space Shuttle;
and;

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

(i) Research, design, development, test, manufacture, assembly, integration, operation, or use of the Space Shuttle, transfer vehicles, payloads, related support equipment, and facilities and services;

(ii) All activities related to ground support, test, training, simulation, or guidance and control equipment, and related facilities and services;

(6) "Related entity" means:

(i) A party's Contractors or subcontractors at any tier;

(ii) A party's users or customers at any tier; or

(iii) A Contractor or subcontractor of a party's user or customer at any tier.

(c.)

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

(i) Any party other than the Government;

(ii) A related entity of any party other than the Government; and

(iii) The employees of any of the entities identified in paragraphs (c)(1)(i) and (c)(1)(ii) of this clause.

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

(3) For avoidance of doubt, this cross-waiver includes a cross-waiver of liability arising from the Convention on International Liability for Damage Caused by Space

Objects, (March 29, 1972, 24 United States Treaties and other International Acts Series (T.I.A.S.) No. 7762) in which the person, entity, or property causing the damage is involved in Protected Space Operations.

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

(i) Claims between the United States and its related entities or claims between any party's related entities (e.g., claims between the Government and the Contractor are included within this exception);

(ii) Claims made by a natural person, his/her estate, survivors, or subrogees for injury or death of such natural person;

(iii) Claims for damage caused by willful misconduct; and

(iv) Intellectual property claims.

(5) Nothing in this clause shall be construed to create the basis for a claim or suit where none would otherwise exist.

(End of clause)

H.9 CROSS-WAIVER OF LIABILITY FOR SPACE STATION ACTIVITIES (NFS 18-52.228-76)(DEC 1994)

(a.) The Intergovernmental Agreement for the Space Station contains a broad cross-waiver provision to encourage participation in the exploration and use of outer space through the Space Station. The purpose of this clause is to extend this cross-waiver requirement to Contractors and subcontractors as related entities of NASA. This cross-waiver of liability shall be broadly construed to achieve this objective of encouraging participation in space activities.

(b.) As used in this clause, the term:

(1) "Damage" means:

(i) Bodily injury to, or other impairment of health of, or death of, any person;

(ii) Damage to, loss of, or loss of use of any property;

(iii) Loss of revenue or profits; or

(iv) Other direct, indirect, or consequential damage.

(2) "Launch Vehicle" means an object (or any part thereof) intended for launch, launched from Earth, or returning to Earth which carries payloads or persons, or both.

(3) "Partner State" means each contracting party for which the "Agreement among the Government of the United States of America, Governments of Member States of the European Space Agency, Government of Japan and the Government of Canada on Cooperation in the Detailed Design, Development, Operation, and Utilization of the Permanently Manned Civil Space Station" (the "Intergovernmental Agreement") has entered into force, in accordance with Article 25 of the Intergovernmental Agreement, and also includes any future signatories of the Intergovernmental Agreement. It includes the Cooperating Agency of a Partner State. The National Aeronautics and Space Administration (NASA) for the United States, the Canadian Space Agency (CSA) for the Government of Canada, the European Space Agency (ESA) and the Science and Technology Agency of Japan (STA) are the Cooperating Agencies responsible for implementing Space Station Cooperation. A Partner State also includes any entity specified in the Memorandum of Understanding (MOU) between NASA and the Government of Japan to assist the Government of Japan Cooperating Agency in implementation of that MOU.

(4) "Payload" means all property to be flown or used on or in a launch vehicle or the Space Station.

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

(i) Research, design, development, test, manufacture, assembly, integration, operation, or use of launch or transfer vehicles, payloads, related support equipment, and facilities and services;

(ii) All activities related to ground support, test, training, simulation, or guidance and control equipment and related facilities or services.

(6) "Related entity" means:

(i) A Partner State's Contractors or subcontractors at any tier;

(ii) A Partner State's users or customers at any tier; or

(iii) A Contractor or subcontractor of a Partner States's user or customer at any tier.

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

(c.)

(1) The Contractor agrees to a cross-waiver of liability pursuant to which the Contractor waives all claims against any of the entities or persons listed in

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

(i) Any Partner State other than the United States;

(ii) A related entity of any Partner State other than the United States; and

(iii) The employees of any of the entities identified in paragraphs (c)(1)(i) and (ii) of this clause.

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

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

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

(i) Claims between the United States and its related entities or claims between the related entities of any Partner State (e.g., claims between the Government and the Contractor are included within this exception);

(ii) Claims made by a natural person, his/her estate, survivors, or subrogees for injury or death of such natural person;

(iii) Claims for damage caused by willful misconduct; and

(iv) Intellectual property claims.

(5) Nothing in this clause shall be construed to create the basis for a claim or suit where none would otherwise exist.

(End of clause)

H.10 SYSTEM ADMINISTRATOR SECURITY CERTIFICATION PROGRAM

“ In addition to any other requirements of this contract, all individuals who perform tasks as a system administrator or have authority to perform tasks normally performed by system administrator shall be required to demonstrate knowledge appropriate to those tasks. This demonstration, referred to as the NASA System Administrator Security Certification, is a NASA funded two-tier assessment to verify that system administrators are able to –

1. Demonstrate knowledge in system administration for the operating systems for which they have responsibility.
2. Demonstrate knowledge in the understanding and application of Network and Internet Security.

Certification is granted upon achieving a score above the certification level on both an Operating System test and the Network and Internet Security Test. The Certification earned under this process will be valid for three years. The criteria for this skills assessment has been established by the NASA Chief Information Officer. The objectives and procedures for this certification can be obtained by contacting the IT Security Awareness and Training Center at (216) 433-2063.

A system administrator is one who provides IT services, network services, files storage, web services, etc. to someone else other than themselves and takes or assumes the responsibility for the security and administrative controls of that service or machine. A lead system administrator has responsibility for information technology security (ITS) for multiple computers or network devices represented within a system; ensuring all devices assigned to them are kept in a secure configuration (patched/mitigated); and ensuring that all other system administrators under their lead understand and perform ITS duties. An individual that has full access or arbitrate rights on a system or machine that is only servicing themselves does not constitute a "system administrator" since they are only providing or accepting responsibility for their system. An individual that is only servicing themselves is not required to obtain a System Administrator Certification.”

[END OF SECTION]

H.11 FEDERAL AUTOMOTIVE STATISTICAL TOOL REPORTING (NFS 1852.223-76)(JUL 2003)

If authorized to operate Government-owned or –leased vehicles, including interagency fleet management system (IFMS) vehicles or related services in performance of this contract, the Contractor shall report the data describing vehicle usage required by the Federal Automotive Statistical Tool (FAST) by October 15 of each year. FAST is accessed through <http://fastweb.inel.gov/>.

(End of clause)

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PART II - CONTRACT CLAUSES

SECTION I - CONTRACT CLAUSES

I.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE

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

(a.) FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

CLAUSE NUMBER	DATE	TITLE
52.202-1	DEC 2001	DEFINITIONS (ALTERNATE I) (MAY 2001)
52.203-3*	APR 1984	GRATUITIES
52.203-5	APR 1984	COVENANT AGAINST CONTINGENT FEES
52.203-6	JUL 1995	RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT
52.203-7	JUL 1995	ANTI-KICKBACK PROCEDURES
52.203-8	JAN 1997	CANCELLATION, RESCISSION AND RECOVERY OF FUNDS FOR ILLEGAL OR IMPROPER ACTIVITY
52.203-10	JAN 1997	PRICE OR FEE ADJUSTMENT FOR ILLEGAL OR IMPROPER ACTIVITY
52.203-12	JUN 1997	LIMITATION ON PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS
52.204-4	AUG 2000	PRINTED OR COPIED DOUBLE-SIDED ON RECYCLED PAPER
52.207-5	FEB 1995	OPTION TO PURCHASE EQUIPMENT
52.209-6	JUL 1995	PROTECTING THE GOVERNMENT'S INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT
52.211-5	AUG 2000	MATERIAL REQUIREMENTS
52.211-15	SEP 1990	DEFENSE PRIORITY AND ALLOCATION REQUIREMENTS
52.215-2	JUN 1999	AUDIT AND RECORDS—NEGOTIATION
52.215-8	OCT 1997	ORDER OF PRECEDENCE - UNIFORM CONTRACT FORMAT
52.215-11	OCT 1997	PRICE REDUCTION FOR DEFECTIVE COST OR PRICING DATA—MODIFICATIONS
52.215-13	OCT 1997	SUBCONTRACTOR COST OR PRICING DATA - MODIFICATIONS
52.215-14	OCT 1997	INTEGRITY OF UNIT PRICES
52.215-15	DEC 1998	PENSION ADJUSTMENTS AND ASSET REVERSIONS
52.215-17	OCT 1997	WAIVER OF FACILITIES CAPITAL COST OF MONEY

52.215-18 OCT 1997 REVERSION OR ADJUSTMENT OF PLANS FOR
POSTRETIREMENT BENEFITS (PRB) OTHER THAN
PENSIONS

52.215-19 OCT 1997 NOTIFICATION OF OWNERSHIP CHANGES

52.215-21 OCT 1997 REQUIREMENTS FOR COST OR PRICING DATA OR
INFORMATION OTHER THAN COST OR PRICING
DATA - MODIFICATIONS

52.216-7 FEB 2002 ALLOWABLE COST AND PAYMENT

52.216-8 MAR 1997 FIXED FEE

52.216-18 OCT 1995 ORDERING
Insert contract award through F.3

52.217-8 NOV 1999 OPTION TO EXTEND SERVICES

52.217-9 MAR 2000 OPTION TO EXTEND THE TERM OF THE CONTRACT
Insert " 30 " and " 30 ", respectively, in paragraph (a).
Insert " 5 YRS " in paragraph (c).

52.219-4 OCT 2004 NOTICE OF PRICE EVALUATION PREFERENCE FOR
HUB ZONE SMALL BUSINESS CONCERNS

52.219-8 OCT 2000 UTILIZATION OF SMALL BUSINESS CONCERNS

52.219-9 JAN 2002 SMALL BUSINESS SUBCONTRACTING PLAN (ALT
II)(OCT 2001)

52.219-16 JAN 1999 LIQUIDATED DAMAGES—SUBCONTRACTING PLAN

52.222-1 FEB 1997 NOTICE TO THE GOVERNMENT OF LABOR
DISPUTES

52.222-2 JUL 1990 PAYMENT FOR OVERTIME PREMIUMS "Insert \$ _0
_Paragraph (a)"

52.222-3 AUG 1996 CONVICT LABOR

52.222-4 SEP 2000 CONTRACT WORK HOURS AND SAFETY
STANDARDS ACT—OVERTIME COMPENSATION

52.222-21 FEB 1999 PROHIBITION OF SEGREGATED FACILITIES

52.222-26 APR 2002 EQUAL OPPORTUNITY

52.222-35 DEC 2001 EQUAL OPPORTUNITY FOR SPECIAL DISABLED
VETERANS, VETERANS OF THE VIETNAM ERA, AND
OTHER ELIGIBLE VETERANS

52.222-36 JUN 1998 AFFIRMATIVE ACTION FOR WORKERS WITH
DISABILITIES

52.222-37 DEC 2001 EMPLOYMENT REPORTS ON SPECIAL DISABLED
VETERANS, VETERANS OF THE VIETNAM ERA, AND
OTHER ELIGIBLE VETERANS

52.222-41 May 1989 SERVICE CONTRACT ACT of 1965, as amended

52.223-3 JAN 1997 HAZARDOUS MATERIAL IDENTIFICATION AND
MATERIAL SAFETY DATA

52.223-5 APR 1998 POLLUTION PREVENTION AND RIGHT TO KNOW
INFORMATION

52.223-6 MAY 2001 DRUG-FREE WORK PLACE

52.223-10 AUG 2000 WASTE REDUCTION PROGRAM

52.223-14 OCT 2000 TOXIC CHEMICAL RELEASE REPORTING

52.225-13 JUL 2000 RESTRICTIONS ON CERTAIN FOREIGN PURCHASES

52.227-1 JUL 1995 AUTHORIZATION AND CONSENT (ALTERNATE I)

(APR 1984)

52.227-2 AUG 1996 NOTICE AND ASSISTANCE REGARDING PATENT AND COPYRIGHT INFRINGEMENT

52.227-14 JUN 1987 RIGHTS AND DATA -GENERAL As modified by 1852.227-14 NASA FAR Supplement (OCT 1995)

52.227-16 JUN 1987 ADDITIONAL DATA REQUIREMENTS

52.228-7 MAR 1996 INSURANCE -LIABILITY TO THIRD PERSONS

52.230-2 APR 1998 COST ACCOUNTING STANDARDS

52.230-6 NOV 1999 ADMINISTRATION OF COST ACCOUNTING STANDARDS

52.232-17 JUN 1996 INTEREST

52.232-20 APR 1984 LIMITATION OF COST

52.232-22 APR 1984 LIMITATION OF FUNDS

52.232-23 JAN 1986 ASSIGNMENT OF CLAIMS

52.232-25 FEB 2002 PROMPT PAYMENT
Insert "30th" in paragraph (b)(1).

52.232-34 MAY 1999 PAYMENT BY ELECTRONIC FUNDS TRANSFER— OTHER THAN CENTRAL CONTRACTOR REGISTRATION

52.233-1 JUL 2002 DISPUTES-- ALT I (DEC 1991)

52.233-3 AUG 1996 PROTEST AFTER AWARD -ALT I (JUN 1985)

52.237-2 APR 1984 PROTECTION OF GOVERNMENT BUILDINGS, EQUIPMENT, AND VEGETATION

52.242-1 APR 1984 NOTICE OF INTENT TO DISALLOW COSTS

52.242-3 MAY 2001 PENALTIES FOR UNALLOWABLE COSTS

52.242-4 JAN 1997 CERTIFICATION OF FINAL INDIRECT COSTS

52.242-13 JUL 1995 BANKRUPTCY

52.243-2 AUG 1987 CHANGES—COST REIMBURSEMENT—ALT. II (APR 1984)

52.244-2 AUG 1998 SUBCONTRACTS (ALT I)(AUG 1998)

52.244-5 DEC 1996 COMPETITION IN SUBCONTRACTS

52.244-6 MAY 2002 SUBCONTRACTS FOR COMMERCIAL ITEMS

52.245-1 APR 1984 PROPERTY RECORDS

52.245-5 JAN 1986 GOVERNMENT PROPERTY (COST-REIMBURSEMENT, TIME-AND-MATERIAL, OR LABOR-HOUR CONTRACTS)

52.246-25 FEB 1997 LIMITATION OF LIABILITY --SERVICES

52.247-1 APR 1984 COMMERCIAL BILL OF LADING NOTATIONS

52.248-1 FEB 2000 VALUE ENGINEERING

52.249-6 SEP 1996 TERMINATION (COST-REIMBURSEMENT)

52.249-14 APR 1984 EXCUSABLE DELAYS

52.251-2	JAN 1991	INTERAGENCY FLEET MANAGEMENT SYSTEM VEHICLES AND RELATED SERVICES
52.252-2	FEB 1998	CLAUSES INCORPORATED BY REFERENCE
52.253-1	JAN 1991	COMPUTER GENERATED FORMS

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

CLAUSE NUMBER	DATE	TITLE
1852.203-70	JUN 2001	DISPLAY OF INSPECTOR GENERAL HOTLINE POST
1852.204-74	MAY 2002	CENTRAL CONTRACTOR REGISTRATION
1852.219-74	SEP 1990	USE OF RURAL AREA SMALL BUSINESSES
1852.219-75	MAY 1999	SMALL BUSINESS SUBCONTRACTING REPORTING
1852.219-76	JUL 1997	NASA 8 PERCENT GOAL
1852.223-74	MAR 1996	DRUG AND ALCOHOL-FREE WORKPLACE
1852.228-75	OCT 1988	MINIMUM INSURANCE COVERAGE
1852.235-70	JUL 2000	CENTER FOR AEROSPACE INFORMATION--FINAL SCIENTIFIC AND TECHNICAL REPORTS
1852.237-70	DEC 1988	EMERGENCY EVACUATION PROCEDURES
1852.243-71	MAR 1997	SHARED SAVINGS

(End Of Clause)

I.2 APPROVAL OF CONTRACT. (52.204-1)(DEC 1989)

This contract is subject to the written approval of JSC Procurement Officer and shall not be binding until so approved.

(End of clause)

**I.3 SECURITY REQUIREMENTS FOR UNCLASSIFIED INFORMATION
TECHNOLOGY RESOURCES (1852.204-76) (JULY 2002)**

(a) The Contractor shall be responsible for Information Technology security for all systems connected to a NASA network or operated by the Contractor for NASA, regardless of location. This clause is applicable to all or any part of the contract that includes information technology resources or services in which the Contractor must have physical or electronic access to NASA's sensitive information contained in unclassified systems that directly support the mission of the Agency. This includes information technology, hardware, software, and the management, operation, maintenance, programming, and system administration of computer systems, networks, and telecommunications systems. Examples of tasks that require security provisions include:

- (1) Computer control of spacecraft, satellites, or aircraft or their payloads;

(2) Acquisition, transmission or analysis of data owned by NASA with significant replacement cost should the contractor's copy be corrupted; and public, e.g. bypassing a firewall.

(b) The Contractor shall provide, implement, and maintain an IT Security Plan. This plan shall describe the processes and procedures that will be followed to ensure appropriate security of IT resources that are developed, processed, or used under this contract. The plan shall describe those parts of the contract to which this clause applies. The Contractor's IT Security Plan shall be compliant with Federal laws that include, but are not limited to, the Computer Security Act of 1987 (40 U.S.C. 1441 et seq.) and the Government Information Security Reform Act of 2000. The plan shall meet IT security requirements in accordance with Federal and NASA policies and procedures that include, but are not limited to:

- (1) OMB Circular A-130, Management of Federal Information Resources, Appendix III, Security of Federal Automated Information Resources;
- (2) NASA Procedures and Guidelines (NPG) 2810.1, Security of Information Technology; and
- (3) Chapter 3 of NPG 1620.1, NASA Security Procedures and Guidelines.

(c) Within 30 days after contract award, the contractor shall submit for NASA approval an IT Security Plan. This plan must be consistent with and further detail the approach contained in the offeror's proposal or sealed bid that resulted in the award of this contract and in compliance with the requirements stated in this clause. The plan, as approved by the Contracting Officer, shall be incorporated into the contract as a compliance document.

(d)(1) Contractor personnel requiring privileged access or limited privileged access to systems operated by the Contractor for NASA or interconnected to a NASA network shall be screened at an appropriate level in accordance with NPG 2810.1, Section 4.5; NPG 1620.1, Chapter 3; and paragraph (d)(2) of this clause. Those Contractor personnel with non-privileged access do not require personnel screening. NASA shall provide screening using standard personnel screening National Agency Check (NAC) forms listed in paragraph (d)(3) of this clause, unless contractor screening in accordance with paragraph (d)(4) is approved. The Contractor shall submit the required forms to the NASA Center Chief of Security (CCS) within fourteen (14) days after contract award or assignment of an individual to a position requiring screening. The forms may be obtained from the CCS. At the option of the government, interim access may be granted pending completion of the NAC.

(2) Guidance for selecting the appropriate level of screening is based on the risk of adverse impact to NASA missions. NASA defines three levels of risk for which screening is required (IT-1 has the highest level of risk):

(i) IT-1 -- Individuals having privileged access or limited privileged access to systems whose misuse can cause very serious adverse impact to NASA missions. These systems include, for example, those that can transmit commands directly modifying the behavior of spacecraft, satellites or aircraft.

(ii) IT-2 -- Individuals having privileged access or limited privileged access to systems whose misuse can cause serious adverse impact to NASA missions. These systems include, for example, those that can transmit commands directly modifying the behavior of payloads on spacecraft, satellites or aircraft; and those that contain the primary copy of "level 1" data whose cost to replace exceeds one million dollars.

(iii) IT-3 -- Individuals having privileged access or limited privileged access to systems whose misuse can cause significant adverse impact to NASA missions. These

systems include, for example, those that interconnect with a NASA network in a way that exceeds access by the general public, such as bypassing firewalls; and systems operated by the contractor for NASA whose function or data has substantial cost to replace, even if these systems are not interconnected with a NASA network.

(3) Screening for individuals shall employ forms appropriate for the level of risk as follows:

- (i) IT-1: Fingerprint Card (FC) 258 and Standard Form (SF) 85P, Questionnaire for Public Trust Positions;
- (ii) IT-2: FC 258 and SF 85, Questionnaire for Non-Sensitive Positions; and
- (iii) IT-3: NASA Form 531, Name Check, and FC 258.

(4) The Contracting Officer may allow the Contractor to conduct its own screening of individuals requiring privileged access or limited privileged access provided the Contractor can demonstrate that the procedures used by the Contractor are equivalent to NASA's personnel screening procedures. As used here, equivalent includes a check for criminal history, as would be conducted by NASA, and completion of a questionnaire covering the same information as would be required by NASA.

(5) Screening of contractor personnel may be waived by the Contracting Officer for those individuals who have proof of --

- (i) Current or recent national security clearances (within last three years);
- (ii) Screening conducted by NASA within last three years; or
- (iii) Screening conducted by the Contractor, within last three years, that is equivalent to the NASA personnel screening procedures as approved by the Contracting Officer under paragraph (d)(4) of this clause.

(e) The Contractor shall ensure that its employees, in performance of the contract, receive annual IT security training in NASA IT Security policies, procedures, computer ethics, and best practices in accordance with NPG 2810.1, Section 4.3 requirements. The contractor may use web-based training available from NASA to meet this requirement.

(f) The Contractor shall afford NASA, including the Office of Inspector General, access to the Contractor's and subcontractors' facilities, installations, operations, documentation, databases and personnel used in performance of the contract. Access shall be provided to the extent required to carry out a program of IT inspection, investigation and audit to safeguard against threats and hazards to the integrity, availability and confidentiality of NASA data or to the function of computer systems operated on behalf of NASA, and to preserve evidence of computer crime.

(g) The Contractor shall incorporate the substance of this clause in all subcontracts that meet the conditions in paragraph (a) of this clause.

(End of clause)

I.4 52.216-19 ORDER LIMITATIONS (OCT 1995) *

(a.) Minimum order. When the Government requires supplies or services covered by this contract in an amount of less than _\$10,000, the Government is not obligated to

purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

(b.) Maximum order. The Contractor is not obligated to honor:

- (1) Any order for a single item in excess of \$500,000;
- (2) Any order for a combination of items in excess of \$500,000; or
- (3) A series of orders from the same ordering office within 3 days that together call for quantities exceeding the limitation in subparagraph (b)(1) or (2) of this section.

(c.) If this is a requirements contract (i.e., includes the Requirements clause at subsection 52.216-21 of the Federal Acquisition Regulation (FAR)), the Government is not required to order a part of any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) of this section.

(d.) Notwithstanding paragraphs (b) and (c) of this section, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within 5 days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

(End of clause)

*This applies to the IDIQ requirements of this contract.

I.5 52.216-22. INDEFINITE QUANTITY (OCT 1995)

(a) This is an indefinite-quantity contract for the supplies or services specified, and effective for the period stated, in the Schedule. The quantities of supplies and services specified in the Schedule are estimates only and are not purchased by this contract.

(b) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. The Contractor shall furnish to the Government, when and if ordered, the supplies or services specified in the Schedule up to and including the quantity designated in the Schedule as the "maximum." The Government shall order at least the quantity of supplies or services designated in the Schedule as the "minimum."

(c) Except for any limitations on quantities in the Order Limitations clause or in the Schedule, there is no limit on the number of orders that may be issued. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.

(d) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; *provided*, that the Contractor shall not be required to make any deliveries under this contract after 30 days of contract completion.

(End of clause)

I.6 Statement of Equivalent Rates for Federal Hires (52.222-42)(May 1989)

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29 CFR Part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

This Statement is for Information Only:

It is not a Wage Determination

Employee Class Monetary Wage--Fringe Benefits

(End of clause)

I.7 NOTIFICATION OF CHANGES (FAR 52.243-7) (APR 1984)

(a.) Definitions. "Contracting Officer," as used in this clause, does not include any representative of the Contracting Officer. "Specifically authorized representative (SAR)," as used in this clause, means any person the Contracting Officer has so designated by written notice (a copy of which shall be provided to the Contractor) which shall refer to this subparagraph and shall be issued to the designated representative before the SAR exercises such authority.

(b.) Notice. The primary purpose of this clause is to obtain prompt reporting of Government conduct that the Contractor considers to constitute a change to this contract. Except for changes identified as such in writing and signed by the Contracting Officer, the Contractor shall notify the Administrative Contracting Officer in writing promptly, within _15 calendar days from the date that the Contractor identifies any Government conduct (including actions, inactions, and written or oral communications) that the Contractor regards as a change to the contract terms and conditions. On the basis of the most accurate information available to the Contractor, the notice shall state:

- (1) The date, nature, and circumstances of the conduct regarded as a change;
- (2) The name, function, and activity of each Government individual and Contractor official or employee involved in or knowledgeable about such conduct;
- (3) The identification of any documents and the substance of any oral communication involved in such conduct;
- (4) In the instance of alleged acceleration of scheduled performance or delivery, the basis upon which it arose;
- (5) The particular elements of contract performance for which the Contractor may seek an equitable adjustment under this clause, including--

- (i) What contract line items have been or may be affected by the alleged change;
 - (ii) What labor or materials or both have been or may be added, deleted, or wasted by the alleged change;
 - (iii) To the extent practicable, what delay and disruption in the manner and sequence of performance and effect on continued performance have been or may be caused by the alleged change;
 - (iv) What adjustments to contract price, delivery schedule, and other provisions affected by the alleged change are estimated; and
- (6) The Contractor's estimate of the time by which the Government must respond to the Contractor's notice to minimize cost, delay or disruption of performance.

(c.) Continued performance. Following submission of the notice required by (b) above, the Contractor shall diligently continue performance of this contract to the maximum extent possible in accordance with its terms and conditions as construed by the Contractor, unless the notice reports a direction of the Contracting Officer or a communication from a SAR of the Contracting Officer, in either of which events the Contractor shall continue performance; provided, however, that if the Contractor regards the direction or communication as a change as described in (b) above, notice shall be given in the manner provided. All directions, communications, interpretations, orders and similar actions of the SAR shall be reduced to writing promptly and copies furnished to the Contractor and to the Contracting Officer. The Contracting Officer shall promptly countermand any action which exceeds the authority of the SAR.

(d.) Government response. The Contracting Officer shall promptly, within 60 calendar days after receipt of notice, respond to the notice in writing. In responding, the Contracting Officer shall either--

- (1) Confirm that the conduct of which the Contractor gave notice constitutes a change and when necessary direct the mode of further performance;
- (2) Countermand any communication regarded as a change;
- (3) Deny that the conduct of which the Contractor gave notice constitutes a change and when necessary direct the mode of further performance; or
- (4) In the event the Contractor's notice information is inadequate to make a decision under (1), (2), or (3) above, advise the Contractor what additional information is required, and establish the date by which it should be furnished and the date thereafter by which the Government will respond.

(e.) Equitable adjustments.

- (1) If the Contracting Officer confirms that Government conduct effected a change as alleged by the Contractor, and the conduct causes an increase or decrease in the Contractor's cost of, or the time required for, performance of any part of the work under this contract, whether changed or not changed by such conduct, an equitable adjustment shall be made--

- (i) In the contract price or delivery schedule or both; and
- (ii) In such other provisions of the contract as may be affected.

(2) The contract shall be modified in writing accordingly. In the case of drawings, designs or specifications which are defective and for which the Government is responsible, the equitable adjustment shall include the cost and time extension for delay reasonably incurred by the Contractor in attempting to comply with the defective drawings, designs or specifications before the Contractor identified, or reasonably should have identified, such defect. When the cost of property made obsolete or excess as a result of a change confirmed by the Contracting Officer under this clause is included in the equitable adjustment, the Contracting Officer shall have the right to prescribe the manner of disposition of the property. The equitable adjustment shall not include increased costs or time extensions for delay resulting from the Contractor's failure to provide notice or to continue performance as provided, respectively, in (b) and (c) above. NOTE: The phrases "contract price" and "cost" wherever they appear in the clause, may be appropriately modified to apply to cost-reimbursement or incentive contracts, or to combinations thereof.

(End Of Clause)

**I.8 CLAUSES INCORPORATED BY REFERENCE (FAR 52.252-2)
(FEB 1998)**

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

_____ FAR clauses at : <http://www.arnet.gov/far/>_____

NSF clauses at : <http://www.hq.nasa.gov/office/procurement/regs/nfstoc.htm>_____

(End of clause)

I.9 OMBUDSMAN (NFS 1852.215-84) (JUN 2000)

(a.) An ombudsman has been appointed to hear and facilitate the resolution of concerns from offerors, potential offerors, and contractors during the preaward and postaward phases of this acquisition. When requested, the ombudsman will maintain strict confidentiality as to the source of the concern. The existence of the ombudsman is not to diminish the authority of the contracting officer, the Source Evaluation Board, or the selection official. Further, the ombudsman does not participate in the evaluation of proposals, the source selection process, or the adjudication of formal contract disputes. Therefore, before consulting with an ombudsman, interested parties must first address

their concerns, issues, disagreements, and/or recommendations to the contracting officer for resolution.

(b.) If resolution cannot be made by the contracting officer, interested parties may contact the installation ombudsman,

Sue H. Garman, Associate Director (Management) / Mail Code: AC, Phone: 281-483-0490.

Deleted:
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Concerns, issues, disagreements, and recommendations which cannot be resolved at the installation may be referred to the NASA ombudsman, the Director of the Contract Management Division, at 202-358-0422, facsimile 202-358-3083, e-mail sthompson1@hq.nasa.gov. Please do not contact the ombudsman to request copies of the solicitation, verify offer due date, or clarify technical requirements. Such inquiries shall be directed to the contracting officer or as specified elsewhere in this document.

(End of clause)

PART III - LIST OF DOCUMENTS, EXHIBITS
AND OTHER ATTACHMENTS

SECTION J - LIST OF ATTACHMENTS

ATTACHMENT NO.	TITLE	DATE
*J-1	Work Statement	10/02
*J-2	JSC Data Requirement List (DRL) and Description (DRD)	10/02
J-3	Performance Evaluation Plan	10/02
*J-4	Installation Furnished Property	
*J-5	DOL Wage Determination	
J-6	Safety and Health Plan By Reference	
J-7	Small Business Plan By Reference	

*Raytheon acknowledges receipt of the updated Attachments J1, J2, J4 and J5 via Request for FRP dated 10/21/02 and RFP Amendment #5. No modifications were made nor exceptions taken to these documents in the preparation of this proposal revision.

[END OF SECTION]

NEUTRAL BUOYANCY LABORATORY/SPACE VEHICLE MOCKUP FACILITY (NBL/SVMF) STATEMENT OF WORK

1.0 INTRODUCTION

This Statement of Work (SOW) defines the functional description of work required to operate, maintain, and provide sustaining engineering for two human space flight training facilities located at NASA Johnson Space Center, in Houston, TX: the Neutral Buoyancy Laboratory (NBL), and the Space Vehicle Mockup Facility (SVMF). This SOW consists of seven sections. This, the introduction section, provides a road map to the remainder of the document. The background section (2.0) explains the purpose of the facilities and the critical elements for the success of this contract. Scope (3.0) describes what this document will encompass from a global prospective. Documents (4.0) list the documents that must be complied with in performing the requirements. Performance Requirements (5.0) defines requirements the contractor is to perform to fulfill the intent of the contract. The list of acronyms (6.0).

To fully comprehend the scope of this contract and interpret the requirements listed in Section 5, it is necessary to comply with the following requirements documents:

- DX12-0001 Neutral Buoyancy Lab (NBL) General Operating Procedures (GOP)
- DX12-0002 Neutral Buoyancy Lab (NBL) Standard Operating Procedures (SOP)
- JSC 26830 Space Vehicle Mockup Facility (SVMF) General Operating Procedures (GOP)

These documents explain the details of the operations of the two training facilities and compliance with them is essential. Other documents listed in section 4.0 provide other necessary reference.

2.0 BACKGROUND

Spacewalk training and hi-fidelity space flight training are provided to NASA and international astronauts and cosmonauts at the Johnson Space Center's NBL and SVMF. The condition of the facilities, and the hardware located within, directly affects the quality and efficiency of training. The success of human space flight is due in large part to the quality of training conducted in these facilities.

This section describes the activities in each of these facilities.

2.1 Facilities and Functions

2.1.1 Neutral Buoyancy Laboratory (NBL)

The NBL is a part of the Sonny Carter Training Facility (SCTF), located approximately 5 miles from Johnson Space Center (JSC). The NBL provides neutral buoyancy support to the Space Shuttle Program (SSP), International Space Station (ISS), and future space programs.

The facility contains a 202-foot long, 102-foot wide, and 40-foot deep-water tank that can simultaneously support two separate test operations. The tank has standard filtering, chlorinating, and pumping subsystems as a part of its water treatment system. Additional NBL systems include an environmental control system, a breathing gas system, a closed circuit television system, a communications system, multiple crane systems, two robotic manipulator systems, a surface-supplied diving system, and a diver voice communication system. The NBL Contractor is responsible for providing all consumables for operating, and maintaining these systems. The NBL also contains a hyperbaric treatment chamber. The facility has in its inventory over 1000 separate mockups, representing various SSP, ISS, and past program flight hardware. The NBL Contractor is responsible for maintaining the configuration of the mockups as well as conducting their preventive and repair maintenance.

The facility contains administrative space for the NBL Contractor's management, technical, and dive support functions. Space for NBL civil service personnel and other organizations' contractors such as Extravehicular Activity (EVA) suit support functions, EVA tool support functions, test control room support, utility support, test safety support, quality assurance support, and medical support are also provided for in the facility.

The facility also contains a Level 100,000 Clean Room. This clean room is available for use by the contractor.

The purpose of the NBL is to support the JSC functions for:

- a. Astronaut and Cosmonaut training – training of personnel for the conduct of EVA and Intravehicular activity (IVA), either as crew members or members of the ground team. The NBL provides a facility capable of supporting training for planned and contingency EVA's, remote manipulation of crewmembers and hardware, and communication between ground and on-orbit personnel. Astronauts and Cosmonauts conduct EVA training operations using underwater mockups while wearing pressurized Extravehicular Mobility Units (EMU's) and Russian Orlan space suits. Suited water events are generally 4 to 6 hours in length. Instructors from other organizations conduct this training

in the NBL. The NBL Contractor must prepare the facility and provide the staff to support these activities.

- b. Real-time mission support – supporting real-time contingencies that occur on-orbit to Shuttle and International Space Station crews and hardware. The NBL must be ready to support Shuttle flights and the ISS. The NBL can be called upon to quickly recreate various EVA contingency scenarios, utilizing mockups as well as suited and SCUBA personnel. The NBL Contractor must provide on-call personnel to prepare the facility and must support operations for real-time mission activities as they occur.
- c. Timeline evaluations – establishing EVA timelines for general Program planning. In-water tests are conducted to determine feasibility of operations within timeline constraints. Crew members are able to assess the time required to complete objectives and compare with forecasted timelines. Instructors from other organizations conduct the evaluations. The NBL Contractor must prepare the facility and provide the staff to support these activities.
- d. Extravehicular activity procedure development and verification – developing procedures used by the crew members to accomplish on-orbit extravehicular tasks and objectives. The NBL water tank and high bays are used to respectively provide a neutrally buoyant and 1-G environment for evaluating EVA capabilities. Mockups are configured in a 1-G environment to allow personnel out of the water to evaluate mockup fidelity, functionality, and operability. Developers of flight hardware, various training organizations and astronauts utilize a combination of mockups within the neutrally buoyant environment to develop and refine the procedures necessary to accomplish tasks on-orbit. Personnel from other organizations develop the procedures and perform the verification tasks. The NBL Contractor must prepare the facility and provide the staff to support the activities.
- e. Flight hardware design, development, and validation – developing and verifying the functionality and operability of hardware to be assembled, maintained, reconfigured or replaced by the crewmembers on-orbit via extravehicular activity. Flight hardware providers utilize neutrally buoyant mockups and personnel in the NBL to demonstrate that flight hardware designs meet Program requirements for EVA operations. Astronauts, flight hardware providers, and training personnel conduct suited and SCUBA evaluations of items such as flight interfaces, component positioning, reach and access, and mechanism functionality to determine design acceptability. Other organizations provide the personnel to validate flight hardware design. The NBL Contractor must prepare the facility and provide the staff to support these activities.

- f. SCUBA training and evaluations – providing the training and resources necessary to participate in underwater evaluations. SCUBA evaluations of EVA hardware and procedures are utilized in lieu of suited operations when a specific objective can be accomplished without the use of a pressurized suit. Additionally, SCUBA divers support all suited operations. Prerequisite training is required for all personnel entering the NBL tank on SCUBA. The NBL Contractor must provide the staff to train and certify personnel from other organizations for diving in the NBL. The NBL Contractor must also provide the staff necessary to support SCUBA and suited evaluations.
- g. Bailout training – training for Shuttle and other aircraft flight crews on the use of bailout equipment and water survival procedures. Bailout training uses the NBL's overhead bridge cranes to lift personnel over the water and allow them to disconnect themselves and drop into the water tank, simulating a water impact post parachute canopy deployment. Participants practice maneuvering from under the canopy and climbing into and bailing the water out of a personal life raft. Space Shuttle crews also practice sliding out of a side hatch mockup with a functional escape pole. The highly controlled facility environment allows for consistent training. Other organizations provide the instructors and water survival equipment for these activities. The NBL Contractor must prepare the facility, mockups, parachute canopy, and rigging equipment necessary to complete the activities. The NBL Contractor must also provide the staff to support the training.
- h. Public Affairs – facilitating the communication of the JSC mission to the public. The public affairs function of the NBL is an on-going activity, with tours visiting the building. It is important that the NBL be maintained in a presentable and professional manner 7 days a week. The NBL Contractor must keep the facility clean and presentable in support of the public affairs functions and must frequently provide a speaker to conduct tours. The NBL Contractor must support SCUBA, surface-supplied, and suited diving activities in support of public affairs activities as authorized by NASA.

2.1.2 Space Vehicle Mockup Facility (SVMF)

The SVMF, located in Building 9N and 9NW at JSC, contains a full scale Space Station mockup, three Space Shuttle trainers, Russian mockups, two air bearing facilities, a partial gravity simulator, and various part-task mockups and trainers. The SVMF provides capabilities used for space flight training, mission support, mission development, vehicle sustaining engineering, developmental engineering analysis and public affairs. The High Bay area of Building 9N is 57 feet high and covers 21,250 square feet. Two overhead bridge cranes each have one 20-ton capacity hook and one 5-ton capacity hook. There is pressurized breathing air, for use in space suits, available from bottles located in the building. Two large changing rooms are located in the central part of the building. Audio and video links exist between most facilities in the SVMF and other buildings on site. An

elevated enclosed walkway along the north wall provides visitors a view of the daily activities.

The purpose of the SVMF is to support the JSC functions for:

- a. Space flight training - training of personnel for the conduct of space flight, either as crew or ground team members. The SVMF provides mockups, trainers, environmental simulators, briefing rooms, loose equipment and other tools to facilitate the conduct of training for space flight. The contractor shall assure that the required equipment is ready for the training. Instructors from other organizations conduct this training in the SVMF.
- b. Real-time mission support – supporting real-time contingencies that occur on-orbit. The SVMF contractor must be ready to support Shuttle and ISS flights. The SVMF can be called upon to quickly recreate many contingency scenarios, utilizing mockups, trainers and environmental simulators.
- c. Mission development – creating products (procedures, tools, and techniques) for the development of future mission activities. Other organizations provide personnel to conduct sessions to determine the feasibility of flight processes and procedures for their use in flight. The SVMF contractor must maintain a configuration to support these activities.
- d. Vehicle sustaining engineering – supporting development of new or modified equipment for flight vehicles. Other organizations provide personnel to conduct this development. The SVMF contractor must prepare the SVMF resources to support these activities.
- e. Developmental engineering analysis – providing tools, facilities, and personnel for the conduct of engineering tests. This function utilizes the SVMF environmental simulators (particularly the Precision Air Bearing Facility, the Air Bearing Floor, the Partial Gravity Simulator, or other tools) to conduct an engineering simulation or test. In support of this effort, SVMF contractor must schedule and configure the facility and perform light machine and electrical shop tasks to integrate the customer's devices with the SVMF resources. The SVMF contractor also provides any equipment operators needed for the conduct of a test.
- f. Public affairs – facilitating the communication of the JSC mission to the public. The public affairs function of the SVMF is an on-going activity, with tours visiting the building, and public affairs events being conducted on the floor and occasionally inside the mockups in the facility. It is important that the SVMF be maintained in a presentable and professional manner 7 days a week. The SVMF contractor is required to conduct many tours and specifically modify configurations of the mockups be in support of some of the public affairs events.

- g. Sustaining Engineering – Providing project planning (developing project plans, statusing) and Estimation (costing), requirements definitization, discrepancy Report (DR) analysis and anomaly resolution, system safety and specialty engineering (stress analysis and FMEA).**

2.1.3 Logistics and Mockup Facility, 920L

The 920L Logistics and Mockup Facility, located in the SCTF, contains machine, wood shop tools and supporting equipment. The Contractor may use the LMF to maintain repair and upgrade mockups for the NBL & SVMF. The contractor shall maintain, schedule and operate the equipment in 920L and accommodate use by other users as approved by NASA.

2.1.4 Projects

It is expected that small projects will be performed as part of the routine operations. Larger projects will occasionally be identified, however, and will be authorized separately via the indefinite delivery indefinite quantity (IDIQ) portion of the contract.

2.2 Contract Emphasis

Above all else, the facilities must be operated in a manner safe to all personnel involved. Due to the potentially hazardous nature of this training, it is imperative that safety be incorporated into every aspect of facility operations and maintenance to assure that people and property are protected.

Critical elements to the success of this contract include:

- ◆ Safety practices, programs, and records
- ◆ Cost efficient and reliable facilities available for customer use
- ◆ A proactive customer service organization that is responsive to customer needs and resolves all problems in a timely and efficient manner

Safety is of paramount importance.

3.0 SCOPE

This document describes the specific requirements for the operation of the NBL and the SVMF.

4.0 DOCUMENTS

The following documents are applicable to this contract. The current versions most recent document versions at the time of use are applicable. The requirements of these documents, together with all superceding documents, shall govern the development of

all plans, schedules or reports. All plans, schedules, and reports required in Section 5.1.1 shall be read to require complete compliance with the applicable portions of documents listed below. If there is any inconsistency between a Data Requirements Document (DRD) and the applicable documents below, the current version of applicable document shall control.

ANSI ASQC Q9001, American National Standard, Quality Systems – Model for Quality Assurance in Design and Development, Production, Installation, and Servicing

ASME Y14.100-2000, Engineering Drawing Practices, American Society of Mechanical Engineers (ASME)

DX12-0001 Neutral Buoyancy Lab (NBL) General Operating Procedures (GOP)

DX12-0002 Neutral Buoyancy Lab (NBL) Standard Operating Procedures (SOP)

DX12-0003 Neutral Buoyancy Lab (NBL) Training Plan

DX12-0008 Neutral Buoyancy Lab (NBL) Computer Systems IT Security Plan

DX12-0111 Neutral Buoyancy Lab (NBL) Operations Integration Procedures

DX12-0113 Neutral Buoyancy Lab (NBL) Mockup Requirements

DX14-0027 Space Vehicle Mockup Facility (SVMF) Test Readiness Review Work Instruction

DX14-0028 Space Vehicle Mockup Facility (SVMF) Facility Change Request Flow

DX14-0029 Space Vehicle Mockup Facility (SVMF) Facility Scheduling Priority List

DX14-0030 Space Vehicle Mockup Facility (SVMF) Document Development Flow

JHB 2410.15 JSC Information Technology Handbook

JMI 8830.1D Facility Baseline Documentation Audit

JPD 5335.1B Lyndon B. Johnson Space Center Quality Manual

JPD 8800.7 JSC Environmental Policy

JPG 1700.1H JSC Safety and Health Handbook

JPG 2800.2 Johnson Space center Information Technology Policies (text)

JPG 2800.3 Johnson Space Center Information Technology Product (text)
Implementation Guidelines, Requirements, and Standards

JPG 2810.1 Johnson Space Center Information Technology Security Handbook

JSC 05900 JSC Emergency Preparedness Plan

JSC 17057 GFE Limited Cycle Time/Age Life Item Requirements

JSC 26830 Space Vehicle Mockup Facility (SVMF) General Operating Procedures
(GOP)

JSC 28035 Program Problem Reporting and Corrective Action Requirements for
Johnson Space Center

JSCI 8070.1E Metrology and Calibration Services

JSCM 4300 Johnson Space Center Personal Property Excess and Disposal User's
Manual (text)

JSCM 8070B JSC Metrology Requirements Manual

Memorandum of Understanding, *Building 9S and 10 Facility Usage*

JPG 5151.2 JSC Support Contractor Procedures Guidelines

NMI 5330.9 Metrology Calibration

NPG 7120.5 Program and Project Management Processes and Requirements

NPG 8735.1 NASA Procedures and Guidelines

NSS/GO-1740.9B NASA Safety Standard for Lifting Devices and Equipment CFR

NSS/WS-1740.10 NASA Safety Standard for Underwater Facility and Non-Open Water
Operations

NSTS 22206, Requirements for Preparation and Approval of Failure Modes and Effects
Analysis (FMEA) and Critical Items List (CIL)

OSHA Document to specify VPP requirements

SHI-NBL-L0010 Neutral Buoyancy Laboratory Maintenance Plan

SHI-NBL-M0002, Neutral Buoyancy Laboratory Breathing Gas System Entry Control
Manual

SHI-NBL-W0014 Neutral Buoyancy Laboratory Configuration Management Plan

SHI-NBL-W0021 Neutral Buoyancy Laboratory Lifting Handbook

SHI-SVMF-M0003 SVMF Operational Procedures Manual for Space Station Mockup and Trainer Facility (SSTMF) Chilled Water Distribution and Air Conditioning System

SHI-SVMF-W0041 Space Vehicle Mockup Facility (SVMF) International Space Station (ISS) Real-Time Mission Support

SHI-SVMF-W0042 Space Vehicle Mockup Facility (SVMF) Door Access

SO300-BT-PRO-010 GIDEP Operations Manual

SO300-BU-GYD-010 GIDEP Requirements Guide

Sonny Carter Training Facility Emergency Action Plan

Draft DX CCB Change Request work instruction

Draft DX Configuration Control Board (CCB) Charter

5.0 PERFORMANCE REQUIREMENTS

The contractor shall manage and operate the NBL, SVMF, 920L (Logistics and Mockup Facility), buildings 59 and 925, and the associated lay down yards in accordance with the requirements identified below.

5.1 General Requirements

5.1.1 The contractor shall prepare all contract documentation in accordance with the DRDs. In addition, with respect to DRDs 1, 4, 5, 9, 11, 13, 15 -19, 21, 23, 29, 32, 33, 35, 40, 42, and 50, the contractor shall develop plans, schedules, and reports consistent with the instructions therein, and all other applicable requirements on the contract. These DRDs, once approved, shall be incorporated into the contract becoming material contract requirements. The contractor's failure to provide a plan, schedule, or report compliant with all requirements of this contract, may be considered a material breach of the contract and may serve as an independent basis for default termination.

5.1.2 The contractor shall comply with applicable regulations, NASA policies, JSC Management Instructions, and JSC Management Directives.

5.1.3 The contractor shall provide and present cost reporting and budgetary

estimates. Reports and estimates shall correspond to the Government fiscal year. (See DRDs 3, 19, 21 and 35.)

- 5.1.4 The contractor shall designate a single point-of-contact for contract administration.
- 5.1.5 The contractor shall obtain NASA approval prior to implementing any procedures that require changes to a NASA or to another NASA contractor process.
- 5.1.6 The contractor shall participate in NASA audits and provide relevant information, as requested. Example audits include ISO audits, safety audits, and VPP audits. Additionally, the contractor shall perform internal audits, as requested by the COTR.
- 5.1.7 The contractor shall provide properly trained, qualified and certified personnel for every job. For the NBL, this is defined in DX12-0003 NBL Training Plan. (See DRDs 40 and 50.)
- 5.1.8 The contractor shall protect personnel, property, equipment, and the environment as it pertains to the NBL and the SVMF. The contractor shall provide personal protective equipment for its personnel and other personnel, as required. (See DRDs 4-8, 24 and 46.)
- 5.1.9 The contractor shall maintain a Quality Management System (QMS) which is in compliance with the ISO 9001 standard. (See DRD 11.)
- 5.1.10 The contractor shall perform activities to comply with VPP Star site certification for JSC and the SCTF. (See DRDs 4-6.)
- 5.1.11 The contractor shall utilize a discrepancy and anomaly reporting system and database, to track hardware, software and documentation concerns to closure. All discrepancies and anomalies shall be reported and tracked. (See DRDs 19, 20, 27, 35, and 46.)
- 5.1.12 The contractor shall utilize the JSC Hazard Abatement Tracking System (HATS) as defined in the JSC Safety and Health Handbook (JPG 1700.1) for all appropriately identified hazards. (See DRD 19.)
- 5.1.13 The contractor shall recommend revisions to the NASA processes as necessary for efficiency and accuracy and participate in evaluations of recommended changes to the quality processes.

5.2 Management and Administration

- 5.2.1 The contractor shall maintain the existing technical library at each facility.

The contractor shall update the libraries to include additional facility unique documentation and maintain the NASA facility documentation. The library shall contain the current version of all drawings and documents, which shall be available on request. (See DRD 25.)

- 5.2.2 The contractor shall perform configuration management of the NASA documentation in the master document list for the NBL and SVMF. (See DRD 13.)
- 5.2.3 The contractor shall administer and manage facility Information Technology systems, to include servers and web pages. (See DRDs 14, 15, 35, and 46.)
- 5.2.4 The contractor shall maintain the inventory of government property associated with the NBL and SVMF. (See DRDs 13, 16, and 25.)
- 5.2.5 The contractor shall train civil servant and other personnel and, for certain positions, certify them. (See DRD 40.)

5.3 Operations

- 5.3.1 The contractor shall operate the facilities in accordance with the NBL General Operating Procedures (GOP), DX12-0001, the SVMF GOP, JSC-26830, and sub-tier documentation. This includes activities for public affairs or other events and activities as directed by NASA. (See DRDs 9, 12, 19, 20, 30, 31, 34, 35, 41, 46 and 47.)
- 5.3.2 The contractor shall operate the facilities' Operations Control Centers to provide real-time status on operations, provide general information to users and visitors, provide emergency coordination, and implement defined access policies provided in the NBL GOP and the SVMF work instruction, Space Vehicle Mockup Facility (SVMF) Operation Control Center (OCC) Handbook (SHI-SVMF-M0010). (See DRD 20.)
- 5.3.3 The contractor shall prepare for all activities without impacting scheduled activities. Preparation includes performing analysis, scheduling, engineering, integration, and configuration, as necessary. (See DRDs 20, 24, 31, 34, 41, and 47.)
- 5.3.4 The contractor shall provide services on a real time basis for ongoing missions when required by the flight team according to the NBL GOP and the SVMF GOP. SVMF services for on-going missions are described in two documents: Space Vehicle Mockup Facility (SVMF) International Space Station (ISS) Real-Time Mission Support (SHI-SVMF-W0041) and Space Vehicle Mockup Facility (SVMF) User's Manual (SHI-SVMF-M0003). See DRDs 20 and 23.)
- 5.3.5 The contractor shall develop and conduct facility safety orientations.

These orientations are provided upon entry for safety reasons. (See DRD 12.)

- 5.3.6 The contractor shall review, prepare and deliver documentation for Test Readiness Reviews (TRR) and Acceptance Reviews. It will be necessary for the contractor to ensure all user documentation required to complete TRR's and Acceptance Reviews is available at the review. (See DRDs 21 and 24.)
- 5.3.7 The contractor shall provide timely and appropriate response to urgent issues, including voice notification to the respective Office Chief and Facility Manager, within 15 minutes of occurrence, for a close call, reportable incident for medical or safety reasons, or any incident that precludes completion of any scheduled activity. (See DRD 20.)
- 5.3.8 The contractor shall provide timely response to real-time changes in, or issues with, user-defined requirements or operations, when those changes are necessary to accomplish the task.
- 5.3.9 The contractor shall acquire feedback from users of the facilities after each activity, and be appropriately responsive to users of the facilities. (See DRDs 19, 20, 35, 44, and 46.)
- 5.3.10 The contractor shall ensure the cleanliness of work areas and maintain these work areas presentable as a public exhibit. (See DRD 46.)
- 5.3.11 The contractor shall provide escorts and tour guides for approved visitors to the NBL and SVMF. (See DRD 20.)
- 5.3.12 The contractor shall provide necessary decals, labels, photographs, graphics and signage. Decals can be obtained as GFE.

5.4 Maintenance

- 5.4.1 The contractor shall maintain and repair all elements in the NBL and SVMF. This requires that the contractor perform maintenance per the appropriate approved maintenance plan. (See DRDs 10, 20, 27, 30, 32, 42, and 47.)
- 5.4.2 The contractor shall request and coordinate all necessary building maintenance, repairs, and modifications, with JSC/Center Operations Directorate (COD). (See DRDs 20, 31, 34, 41, and 46.)
- 5.4.3 The contractor shall coordinate and facilitate maintenance activities for items maintained by all third parties (for example: KSC, Russia and GSFC). This shall include discrepancy reporting and tracking, and providing maintenance tools and expertise, as available. (See DRDs 20, 27, 30, 46, and 47.)

5.4.4 The contractor shall identify items whose failure would be life threatening during operations of the NBL or SVMF. The contractor shall maintain contact with the manufacturers of listed equipment to receive all information of potential and actual failures. The contractor shall track and determine the implications to use in the NBL and/or SVMF by the contractor. (See DRD 30.)

5.5 Projects

5.5.1 The contractor shall prepare project recommendations to enhance or sustain capabilities, or reduce cost. (See DRD 22.)

5.5.2 The contractor shall respond to NASA approved project recommendations by preparing and presenting timely and feasible project plans and estimates that meet all requirements to NASA. Plans shall contain appropriate risk management information. (See DRDs 21, 35, and 46.)

5.5.3 The contractor shall complete projects to satisfy all requirements, as authorized by NASA. Examples of projects include system development, system enhancement, major system upgrade, and integration of GFE. All projects shall be approved through the DX CCB process. Projects approved greater than \$100,000 shall be authorized by the ordering process referenced in section 5.10. (See DRDs 9, 19, 21, 35 and 46.)

5.6 NBL Facility-Unique Requirements

5.6.1 The contractor shall schedule, operate, integrate, reconfigure, and maintain the NBL elements to ensure capability to complete all scheduled activities. Activities are both suited and non-suited. A single in-water suited activity is one event that can have up to three suited subjects. Dual in-water suited activities are two events occurring simultaneously with a maximum of four suited subjects. Other, non-suited, in-water activities such as bailout and SCUBA runs may occur simultaneously to a single in-water suited activity. DRDs 7, 8, 19, 20, 24, and 30-37 are associated with this requirement. **Event** refers to a suited test or bailout training. **Suited test** refers to an in-water activity utilizing either or both US extravehicular activity mobility unit (EMU) space suits and Russian Orlan space suits. One to three suits could be required. (See DRDs 7, 8, 19, 20, 24, and 30-37.)

5.6.2 The contractor shall coordinate hyperbaric chamber operations and support with the JSC Space & Life Sciences Directorate for diving operations outside of normal facility hours.

5.6.3 The contractor shall support out-of-water training activities (1-G activities) by assuring existing NBL hardware availability.

5.6.4 The contractor shall maintain a diver database of the current certification

status of all divers and suited subjects. Data must be readily accessible by NBL personnel. (See DRD 30.)

5.7 SVMF Facility-Unique Requirements

5.7.1 The contractor shall provide operational assistance during each activity according to the Facility Utilization Request (FUR), or as required. (See DRDs 20 and 29.)

5.7.2 The contractor shall schedule the Mobile Remote Manipulator Development Facility (MRMDF), Manipulator Development Facility (MDF), Dexterous Manipulator Trainer (DMT) and other Building 9N equipment as directed by the SVMF Office Chief. (See DRD 46.)

5.8 920L Unique Requirements

5.8.1 The contractor shall maintain 920L equipment. Repairs over \$10,000 shall be approved by NASA.

5.8.2 The contractor shall control access, schedule equipment use and ensure users are properly trained. (See DRD 50.)

5.9 Reserved

5.10 Delivery Order Requirements (IDIQ)

Work will also be authorized using Delivery Orders, according to the ordering clause of the contract.

5.10.1 The contractor shall complete large (greater than \$100,000) projects to satisfy all requirements, as authorized by Delivery Order. Examples of projects include system update, system enhancement, and integration of GFE. (See DRDs 9, 19, 21, 35 and 46.)

6.0 LIST OF ACRONYMS

ANSI	American National Standards Institute
CCB	Configuration Control Board
COD	Center Operations Directorate
CR	Change Request
DMT	Dexterous Manipulator Trainer
DRD	Data Requirements Definition
EMU	Extravehicular Mobility Unit
EVA	Extravehicular Activity
FUR	Facility Utilization Request

GFE	Government Furnished Equipment
GOP	General Operating Procedures
IDIQ	Indefinite Delivery Indefinite Quantity
ISO	International Organization for Standards
ISS	International Space Station
IVA	Intravehicular Activity
JHB	Johnson Space Center Handbook
JMI	Johnson Space Center Management Instruction
JPD	Johnson Space Center Policy Description
JPG	Johnson Space Center Policy Guideline
JSC	Johnson Space Center
JSCI	Johnson Space Center Instruction
JSCM	Johnson Space Center Manual
MRMDF	Mobile Remote Manipulator Development Facility
NASA	National Aeronautics and Space Administration
NBL	Neutral Buoyancy Laboratory
NHB	NASA Handbook
NMI	NASA Management Instruction
NPG	NASA Policy Guideline
NSS	NASA Safety Standard
OSHA	Occupational Safety and Health Administration
QMS	Quality Management System
SCTF	Sonny Carter Training Facility
SCUBA	Self Contained Underwater Breathing Apparatus
SOP	Standard Operating Procedure
SOW	Statement of Work
SSP	Space Shuttle Program
SVMF	Space Vehicle Mockup Facility
TRR	Test Readiness Review
VPP	Voluntary Protection Program

Attachment J-3
Performance Evaluation Plan
NAS9-02102

ATTACHMENT J-3
PERFORMANCE EVALUATION PLAN

Attachment J-3
Performance Evaluation Plan
NAS9-02102

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GENERAL

In accordance with the provisions of FAR 16.405-2, an award fee evaluation procedure is hereby established for determination of award fee payable under this contract. The payment of any award fee is contingent upon compliance with contractual requirements and performance to the degree specified in paragraph B below. A final award fee determination will be made at the end of each evaluation period as shown in Appendix 3, in accordance with the procedures set forth below.

The Government's determination of the amount of award fee earned by the Contractor shall be unilateral.

A. PROCEDURE

1. The Contractor shall be apprised in writing of a general assessment of its overall performance at midterm (3-months). The performance factors in this report are composed of inputs from the PEB Integration Team. It shall be the purpose of these inputs to discuss the specific areas, if any, where the Contractor has excelled and where future Contractor emphasis is necessary.

2. A Performance Evaluation Board (PEB), composed of selected technical and administrative personnel of NASA, will evaluate the Contractor's performance on a six-month basis (described in Appendix 3) as related to the factors listed elsewhere herein. The PEB, at the end of each evaluation period will prepare a summary of the semiannual evaluations for review by the Fee Determination Official (FDO). This summary will include a recommendation as to the adjective rating and numerical score to be assigned for the Contractor's performance in the preceding evaluation period.

3. At the PEB meeting, the contractor may provide a self-evaluation presentation (a copy of which shall be provided to the PEB) not to exceed 30 minutes in length.

4. Within 15 calendar days prior to the end of an evaluation period contained in Appendix 3, the Contractor will submit a brief summary statement to the Contracting Officer which shall contain the Contractor's self-evaluation of its achievement as related to the evaluation factors set forth in B below, together with such supporting data as the Contractor may feel appropriate.

5. The Contractor shall be furnished a copy of the PEB's evaluation of its performance together with the award fee recommendation.

The Contractor shall be afforded the opportunity to submit, for consideration by the FDO, additional information, including proposed evaluations and conclusions or exceptions to the evaluations, conclusion, or fee recommendation of the PEB, together with supporting reasons therefore. The Contractor submissions must be in writing and must be submitted to the

Attachment J-3
Performance Evaluation Plan
NAS9-02102
APPENDIX 1

EVALUATION SCALE

<u>ADJECTIVE</u>	<u>GRADE RANGE</u>	<u>DEFINITION</u>
Excellent	91 - 100	Of exceptional merit; exemplary performance in a timely, efficient, and economical manner; very minor (if any) deficiencies with no adverse effect on overall performance.
Very Good	81 - 90	Very effective performance, fully responsive to contract requirements accomplished in a timely, efficient, and economical manner for the most part. Only minor deficiencies.
Good	71 - 80	Effective performance; fully responsive to contract requirement; reportable deficiencies, but with little identifiable effect on overall performance.
Satisfactory	61 - 70	Meets or slightly exceeds minimum acceptable standards; adequate results. Reportable deficiencies with identifiable, but not substantial, effects on overall performance.
Poor/Unsatisfactory	60 & Below	Does not meet minimum acceptable standards in one or more areas; remedial action required in one or more areas; deficiencies in one or more areas which adversely affect overall performance.

Attachment J-3
 Performance Evaluation Plan
 NAS9-02102
APPENDIX 2
AWARD FEE PERFORMANCE

POINTS	ADJECTIVE GRADE RANGE	% OF FEE
60 or below	POOR/UNSATISFACTORY	0
61		61
62		62
63		63
64		64
65	SATISFACTORY	65
66		66
67		67
68		68
69		69
70		70
71		71
72		72
73		73
74		74
75	GOOD	75
76		76
77		77
78		78
79		79
80		80
81		81
82		82
83		83
84		84
85	VERY GOOD	85
86		86
87		87
88		88
89		89
90		90
91		91
92		92
93		93
94		94
95	EXCELLENT	95
96		96
97		97
98		98
99		99
100		100

January 1996

U.S. DEPARTMENT OF LABOR

EMPLOYMENT STANDARDS
ADMINISTRATION

**NOTICE OF INTENTION TO MAKE
A SERVICE CONTRACT AND RESPONSE TO
NOTICE**

(See Instructions on Reverse)

1. NOTICE NO.

NAS 9-02102
Modification 14
Page 2 of 13 (Pg 1 is SF30)

15662

(Memorandum)

MAIL TO:

**Administrator
Wage and Hour Division
U.S. Department of Labor
Washington, DC 20210**

2. Estimated solicitation date *(use numerals)*

Month	Day	Year
-------	-----	------

3. Estimated date bids or proposals to be opened or negotiations begun *(use numerals)*

Month	Day	Year
-------	-----	------

4. Date contract performance to begin *(use numerals)*
Extension

Month 04	Day 01	Year 04
-------------	-----------	------------

5. PLACE(S) OF PERFORMANCE

Harris County, TX

6. SERVICES TO BE PERFORMED *(describe)*

IV: Neutral Buoyancy Lab/Space Vehicle Mockup Facility Operations
WD Period: 04/01/04 to 03/31/05
NAS 9-02102

7. INFORMATION ABOUT PERFORMANCE

- A. Services now performed by a contractor
 B. Services now performed by Federal employees
 C. Services not presently being performed

8. IF BOX A IN ITEM 7 IS MARKED, COMPLETE ITEM 8 AS APPLICABLE

a. Name and address of incumbent contractor

Raytheon Technical Services Co., LLC
2224 Bay Area Blvd.
Houston, TX 77058

b. Number(s) of any wage determination(s) in incumbent's contract

WD 94-2516

c. Name(s) of union(s) if services are being performed under collective bargaining agreement(s). **Important:** Attach copies of current applicable collective bargaining agreements

None

RESPONSE TO NOTICE

(by Department of Labor)

A. The attached wage determination(s) listed below apply to procurement.
94-2516 Rev 21

B. As of this date, no wage determination applicable to the specified locality and classes of employees is in effect.

C. From information supplied, the Service Contract Act does not apply *(see attached explanation)*.

D. Notice returned for additional information *(see attached explanation)*

Signed: Original signed by Connie R. Pritchard
(U.S. Department of Labor)

Under MOU 02-23-04
(Date)

9. OFFICIAL SUBMITTING NOTICE

SIGNED:
Original signed by Connie R. Pritchard

DATE
02-23-04

TYPE OR PRINT NAME
Connie R. Pritchard
Contract Labor Relations Officer

TELEPHONE NO.
281-483-4121

10. TYPE OR PRINT NAME AND TITLE OF PERSON TO WHOM RESPONSE IS TO BE SENT AND NAME AND ADDRESS OF DEPARTMENT OR AGENCY, BUREAU, DIVISION, ETC.

**NASA Johnson Space Center
Connie R. Pritchard, Mail Code BA2
2101 NASA Parkway
Houston, TX 77058**

NOTICE OF INTENTION TO MAKE
A SERVICE CONTRACT AND RESPONSE TO NOTICE
(Attachment A)

NASA 15662
(MOU)

12. CLASSES OF SERVICE EMPLOYEES TO BE EMPLOYED ON CONTRACT	13. NUMBER OF EMPLOYEES IN EACH CLASS	14. HOURLY WAGE RATE THAT WOULD BE PAID IF FEDERALLY EMPLOYED
Harris County, TX; 94-2516, Occupations included in "DOL Directory"		
Computer Systems Analyst, I	1	GS-9 \$20.51
Computer Programmer, I	1	GS-5 \$13.54
Computer Programmer, II	1	GS-7 \$16.77
Drafter, I	0	GS-4 \$12.10
Drafter, II	1	GS-5 \$13.54
Drafter, III	2	GS-7 \$16.77
Engineering Technician, I	0	GS-3 \$10.78
Engineering Technician, II	14	GS-4 \$12.10
Engineering Technician, III	34	GS-5 \$13.54
Engineering Technician, IV	2	GS-7 \$16.77
Secretary, I	2	GS-4 \$12.10
Secretary, II	3	GS-5 \$13.54
Secretary, III	1	GS-6 \$15.09
Shipping/Receiving Clerk	3	WG-4 \$13.06
General Clerk, III	2	GS-3 \$10.78
General Clerk, IV	3	GS-4 \$12.10
Production Control Clerk	2	GS-6 \$15.09
Material Coordinator	1	WG-7 \$16.90
Machinists, Maintenance	1	WG-10 \$20.21
Welder, Combination Maintenance	2	WG-10 \$20.21
Material Handling Laborer	3	WG-2 \$10.49
Conformed Positions:		
NBL Dive Operations Specialist, I (\$15.32)	5	GS-3 \$10.78
NBL Dive Operations Specialist, II (\$16.64)	14	GS-4 \$12.10
NBL Dive Operations Specialist, III (\$19.66)	20	GS-5 \$13.54
NBL Dive Operations Specialist, IV (\$24.22)	10	GS-7 \$16.77

01315 - Secretary V	25.57
01320 - Service Order Dispatcher	13.30
01341 - Stenographer I	12.06
01342 - Stenographer II	14.34
01400 - Supply Technician	20.69
01420 - Survey Worker (Interviewer)	14.26
01460 - Switchboard Operator-Receptionist	10.65
01510 - Test Examiner	16.12
01520 - Test Proctor	16.12
01531 - Travel Clerk I	11.09
01532 - Travel Clerk II	11.95
01533 - Travel Clerk III	12.79
01611 - Word Processor I	11.45
01612 - Word Processor II	13.79
01613 - Word Processor III	16.27
03000 - Automatic Data Processing Occupations	
03010 - Computer Data Librarian	11.98
03041 - Computer Operator I	12.05
03042 - Computer Operator II	14.61
03043 - Computer Operator III	16.59
03044 - Computer Operator IV	22.60
03045 - Computer Operator V	23.59
03071 - Computer Programmer I (1)	19.99
03072 - Computer Programmer II (1)	24.38
03073 - Computer Programmer III (1)	27.62
03074 - Computer Programmer IV (1)	27.62
03101 - Computer Systems Analyst I (1)	25.70
03102 - Computer Systems Analyst II (1)	27.62
03103 - Computer Systems Analyst III (1)	27.62
03160 - Peripheral Equipment Operator	12.36
05000 - Automotive Service Occupations	
05005 - Automotive Body Repairer, Fiberglass	21.26
05010 - Automotive Glass Installer	19.86
05040 - Automotive Worker	19.15
05070 - Electrician, Automotive	20.76
05100 - Mobile Equipment Servicer	17.65
05130 - Motor Equipment Metal Mechanic	22.47
05160 - Motor Equipment Metal Worker	19.15
05190 - Motor Vehicle Mechanic	22.47
05220 - Motor Vehicle Mechanic Helper	16.93
05250 - Motor Vehicle Upholstery Worker	18.17
05280 - Motor Vehicle Wrecker	19.15
05310 - Painter, Automotive	20.76
05340 - Radiator Repair Specialist	20.96
05370 - Tire Repairer	14.40
05400 - Transmission Repair Specialist	23.06

07000 - Food Preparation and Service Occupations

(not set) - Food Service Worker	7.39
07010 - Baker	8.93
07041 - Cook I	8.19
07042 - Cook II	8.83
07070 - Dishwasher	7.16
07130 - Meat Cutter	11.33
07250 - Waiter/Waitress	6.83

09000 - Furniture Maintenance and Repair Occupations

09010 - Electrostatic Spray Painter	16.65
09040 - Furniture Handler	11.74
09070 - Furniture Refinisher	12.78
09100 - Furniture Refinisher Helper	13.74
09110 - Furniture Repairer, Minor	15.29
09130 - Upholsterer	16.65

11030 - General Services and Support Occupations

11030 - Cleaner, Vehicles	7.54
11060 - Elevator Operator	6.90
11090 - Gardener	10.26
11121 - House Keeping Aid I	6.79
11122 - House Keeping Aid II	6.90
11150 - Janitor	7.54
11210 - Laborer, Grounds Maintenance	8.23
11240 - Maid or Houseman	6.79
11270 - Pest Controller	10.73
11300 - Refuse Collector	7.54
11330 - Tractor Operator	9.66
11360 - Window Cleaner	8.23

12000 - Health Occupations

12020 - Dental Assistant	12.93
12040 - Emergency Medical Technician (EMT) Paramedic/Ambulance Driver	11.75
12071 - Licensed Practical Nurse I	12.86
12072 - Licensed Practical Nurse II	14.63
12073 - Licensed Practical Nurse III	15.94
12100 - Medical Assistant	11.41
12130 - Medical Laboratory Technician	13.61
12160 - Medical Record Clerk	12.09
12190 - Medical Record Technician	14.56
12221 - Nursing Assistant I	7.08
12222 - Nursing Assistant II	9.82
12223 - Nursing Assistant III	10.62
12224 - Nursing Assistant IV	12.40
12250 - Pharmacy Technician	13.10
12280 - Phlebotomist	13.30
12311 - Registered Nurse I	20.25
12312 - Registered Nurse II	24.95
12313 - Registered Nurse II, Specialist	26.51

12314 - Registered Nurse III	31.37
12315 - Registered Nurse III, Anesthetist	31.37
12316 - Registered Nurse IV	35.94

13000 - Information and Arts Occupations

13002 - Audiovisual Librarian	18.40
13011 - Exhibits Specialist I	19.15
13012 - Exhibits Specialist II	24.55
13013 - Exhibits Specialist III	28.72
13041 - Illustrator I	17.60
13042 - Illustrator II	22.56
13043 - Illustrator III	26.40
13047 - Librarian	21.17
13050 - Library Technician	12.96
13071 - Photographer I	13.93
13072 - Photographer II	17.60
13073 - Photographer III	22.56
13074 - Photographer IV	26.40
13075 - Photographer V	30.06

15000 - Laundry, Dry Cleaning, Pressing and Related Occupations

15010 - Assembler	7.68
15030 - Counter Attendant	7.68
15040 - Dry Cleaner	9.65
15070 - Finisher, Flatwork, Machine	7.68
15090 - Presser, Hand	7.68
15100 - Presser, Machine, Drycleaning	7.68
15130 - Presser, Machine, Shirts	7.68
15160 - Presser, Machine, Wearing Apparel, Laundry	7.68
15190 - Sewing Machine Operator	10.22
15220 - Tailor	11.02
15250 - Washer, Machine	8.42

19000 - Machine Tool Operation and Repair Occupations

19010 - Machine-Tool Operator (Toolroom)	16.65
19040 - Tool and Die Maker	19.20

21000 - Material Handling and Packing Occupations

21010 - Fuel Distribution System Operator	16.33
21020 - Material Coordinator	17.64
21030 - Material Expediter	17.64
21040 - Material Handling Laborer	11.72
21050 - Order Filler	10.53
21071 - Forklift Operator	12.84
21080 - Production Line Worker (Food Processing)	12.84
21100 - Shipping/Receiving Clerk	11.79
21130 - Shipping Packer	12.22
21140 - Store Worker I	9.51
21150 - Stock Clerk (Shelf Stocker; Store Worker II)	12.79
21210 - Tools and Parts Attendant	13.58
21400 - Warehouse Specialist	12.84

23000 - Mechanics and Maintenance and Repair Occupations	
23010 - Aircraft Mechanic	21.09
23040 - Aircraft Mechanic Helper	16.43
23050 - Aircraft Quality Control Inspector	22.02
23060 - Aircraft Servicer	18.28
23070 - Aircraft Worker	19.26
23100 - Appliance Mechanic	16.65
23120 - Bicycle Repairer	13.91
23125 - Cable Splicer	19.33
23130 - Carpenter, Maintenance	17.01
23140 - Carpet Layer	15.92
23160 - Electrician, Maintenance	21.45
23181 - Electronics Technician, Maintenance I	13.36
23182 - Electronics Technician, Maintenance II	19.02
23183 - Electronics Technician, Maintenance III	22.33
23260 - Fabric Worker	15.00
23290 - Fire Alarm System Mechanic	17.43
23310 - Fire Extinguisher Repairer	14.40
23340 - Fuel Distribution System Mechanic	19.17
23370 - General Maintenance Worker	15.46
23400 - Heating, Refrigeration and Air Conditioning Mechanic	17.43
23430 - Heavy Equipment Mechanic	17.43
23440 - Heavy Equipment Operator	17.43
23460 - Instrument Mechanic	17.43
23470 - Laborer	8.82
23500 - Locksmith	16.65
23530 - Machinery Maintenance Mechanic	19.81
23550 - Machinist, Maintenance	20.16
23580 - Maintenance Trades Helper	13.58
23640 - Millwright	19.02
23700 - Office Appliance Repairer	16.65
23740 - Painter, Aircraft	18.32
23760 - Painter, Maintenance	16.65
23790 - Pipefitter, Maintenance	19.33
23800 - Plumber, Maintenance	17.15
23820 - Pneudraulic Systems Mechanic	17.43
23850 - Rigger	17.43
23870 - Scale Mechanic	15.92
23890 - Sheet-Metal Worker, Maintenance	17.43
23910 - Small Engine Mechanic	15.92
23930 - Telecommunication Mechanic I	19.17
23931 - Telecommunication Mechanic II	20.02
23950 - Telephone Lineman	17.43
23960 - Welder, Combination, Maintenance	17.43
23965 - Well Driller	17.43
23970 - Woodcraft Worker	17.43
23980 - Woodworker	9.64
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	9.68

24580 - Child Care Center Clerk	12.06
24600 - Chore Aid	6.15
24630 - Homemaker	15.41
25000 - Plant and System Operation Occupations	
25010 - Boiler Tender	19.86
25040 - Sewage Plant Operator	17.00
25070 - Stationary Engineer	19.86
25190 - Ventilation Equipment Tender	14.33
25210 - Water Treatment Plant Operator	16.65
27000 - Protective Service Occupations	
(not set) - Police Officer	19.63
27004 - Alarm Monitor	12.98
27006 - Corrections Officer	18.04
27010 - Court Security Officer	18.04
27040 - Detention Officer	18.04
27070 - Firefighter	17.70
27101 - Guard I	10.02
27102 - Guard II	17.90
28000 - Stevedoring/Longshoremen Occupations	
28010 - Blocker and Bracer	15.18
28020 - Hatch Tender	15.18
28030 - Line Handler	15.18
28040 - Stevedore I	14.21
28050 - Stevedore II	16.17
29000 - Technical Occupations	
21150 - Graphic Artist	23.11
29010 - Air Traffic Control Specialist, Center (2)	31.76
29011 - Air Traffic Control Specialist, Station (2)	21.90
29012 - Air Traffic Control Specialist, Terminal (2)	24.12
29023 - Archeological Technician I	19.34
29024 - Archeological Technician II	21.66
29025 - Archeological Technician III	26.79
29030 - Cartographic Technician	26.79
29035 - Computer Based Training (CBT) Specialist/ Instructor	25.70
29040 - Civil Engineering Technician	24.82
29061 - Drafter I	15.37
29062 - Drafter II	15.85
29063 - Drafter III	20.90
29064 - Drafter IV	26.79
29081 - Engineering Technician I	14.00
29082 - Engineering Technician II	17.40
29083 - Engineering Technician III	20.25
29084 - Engineering Technician IV	25.71
29085 - Engineering Technician V	33.57
29086 - Engineering Technician VI	38.16
29090 - Environmental Technician	24.76
29100 - Flight Simulator/Instructor (Pilot)	32.45

29160 - Instructor	21.34
29210 - Laboratory Technician	16.34
29240 - Mathematical Technician	28.04
29361 - Paralegal/Legal Assistant I	17.19
29362 - Paralegal/Legal Assistant II	20.65
29363 - Paralegal/Legal Assistant III	25.71
29364 - Paralegal/Legal Assistant IV	28.58
29390 - Photooptics Technician	24.76
29480 - Technical Writer	21.85
29491 - Unexploded Ordnance (UXO) Technician I	20.19
29492 - Unexploded Ordnance (UXO) Technician II	24.42
29493 - Unexploded Ordnance (UXO) Technician III	30.65
29494 - Unexploded (UXO) Safety Escort	20.19
29495 - Unexploded (UXO) Sweep Personnel	20.19
29620 - Weather Observer, Senior (3)	21.81
29621 - Weather Observer, Combined Upper Air and Surface Programs (3)	17.99
29622 - Weather Observer, Upper Air	17.99
31000 - Transportation/ Mobile Equipment Operation Occupations	
31030 - Bus Driver	14.24
31260 - Parking and Lot Attendant	7.38
31290 - Shuttle Bus Driver	10.80
31300 - Taxi Driver	8.01
31361 - Truckdriver, Light Truck	10.96
31362 - Truckdriver, Medium Truck	14.24
31363 - Truckdriver, Heavy Truck	15.22
31364 - Truckdriver, Tractor-Trailer	15.22
99000 - Miscellaneous Occupations	
99020 - Animal Caretaker	8.13
99030 - Cashier	7.90
99041 - Carnival Equipment Operator	9.36
99042 - Carnival Equipment Repairer	9.84
99043 - Carnival Worker	7.22
99050 - Desk Clerk	9.68
99095 - Embalmer	19.59
99300 - Lifeguard	10.61
99310 - Mortician	21.55
99350 - Park Attendant (Aide)	13.32
99400 - Photofinishing Worker (Photo Lab Tech., Darkroom Tech)	8.62
99500 - Recreation Specialist	14.74
99510 - Recycling Worker	11.12
99610 - Sales Clerk	10.30
99620 - School Crossing Guard (Crosswalk Attendant)	7.54
99630 - Sport Official	9.48
99658 - Survey Party Chief (Chief of Party)	16.58
99659 - Surveying Technician (Instr. Person/Surveyor Asst./Instr.)	14.34
99660 - Surveying Aide	11.35
99690 - Swimming Pool Operator	12.60
99720 - Vending Machine Attendant	10.49

99730 - Vending Machine Repairer	12.60
99740 - Vending Machine Repairer Helper	10.76

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: Life, accident, and health insurance plans, sick leave, pension plans, civic and personal leave, severance pay, and savings and thrift plans. Minimum employer contributions costing an average of \$2.56 per hour computed on the basis of all hours worked by service employees employed on the contract.

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

- 1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)
- 2) **APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL:** An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.
- 3) **WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY:** If you work at night as part of regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordinance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

**** NOTES APPLYING TO THIS WAGE DETERMINATION ****

Source of Occupational Title and Descriptions:

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fourth Edition, January 1993, as amended by the Third Supplement, dated March 1997, unless otherwise indicated. This publication may be obtained from the Superintendent of Documents, at 202-783-3238, or by writing to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Copies of specific job descriptions may also be obtained from the appropriate contracting officer.

**REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE
{Standard Form 1444 (SF 1444)}**

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a

reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation) and computes a proposed rate).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title), a Federal grade equivalency (FGE) for each proposed classification), job description), and rationale for proposed wage rate), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

JSC DATA REQUIREMENTS LIST (DRL)

(See reverse for instructions)
Based on JSC-STD-123

a. Title of Contract, Project, SOW, etc. Neutral Buoyancy Lab (NBL)/Space Vehicle Mock Up Facility (SVMF) Operations Contract			b. Contract/RFP No. 9-BH13-46-01-26P		c. DRL Date/Mod Date October 1, 2002	
1. Line item no. 01	2. DRD Title Management Plan	3. Data type: <input checked="" type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency RT	5. As-of-date 31/15	6. 1 st subm. date With Proposal	7. Copies a. Type b. Print 3
8. Distribution (<i>Continue on a blank sheet if needed</i>) DX1, DX12, DX14, BH, COTR			9. Remarks Office of Primary Responsibility (OPR) DX1			
1. Line item no. 02	2. DRD Title Business Plan	3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency AR	5. As-of-date 31/15	6. 1 st subm. date CS+2 Months	7. Copies a. Type b. Print-3
8. Distribution (<i>Continue on a blank sheet if needed</i>) DX1, DX12, DX14, BH, LM, COTR			9. Remarks OPR DX1			
1. Line item no. 03	2. DRD Title Financial Management Report (533)	3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency MO/QU	5. As-of-date	6. 1 st subm. date CS+30 Days	7. Copies a. Type b. Print-7 Other-2
8. Distribution (<i>Continue on a blank sheet if needed</i>) LF6,LM4 gets electronic, BH13, DX11, COTR, DX12, DX14			9. Remarks Other is an electronic version. The Form 533M shall be submitted by close of business on the 15 th calendar day of the month following the close of the contractor's monthly accounting period and should continue on a monthly basis. Once the DRD is complete, please forward to Patti Caballero, Cost Accounting, Mail Code = LF6 or Bldg. 12, Room 121. Patti can be reached at x32127 if you have questions. OPR BA/DX1			
1. Line item no. 04	2. DRD Title Safety and Health Plan	3. Data type: <input checked="" type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency RT	5. As-of-date 31/10	6. 1 st subm. date With Proposal	7. Copies a. Type b. Print-7
8. Distribution (<i>Continue on a blank sheet if needed</i>) DX1, DX12, DX14, NS, SD26, JA131, COTR, BH			9. Remarks OPR NA1			

JSC DATA REQUIREMENTS LIST (DRL)

(See reverse for instructions)
Based on JSC-STD-123

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a. Title of Contract, Project, SOW, etc. Neutral Bouyancy Lab (NBL)/Space Vehicle Mock Up Facility (SVMF) Operations Contract			b. Contract/RFP No. 9-BH13-46-01-26P		c. DRL Date/Mod Date October 1, 2002	
1. Line item no. 05	2. DRD Title System Safety Program Plan	3. Data type: <input checked="" type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency AD	5. As-of-date	6. 1 st subm. date	7. Copies a. Type b. Print-3
8. Distribution (<i>Continue on a blank sheet if needed</i>) DX1, DX12, DX14 NA1, COTR			9. Remarks OPR NA1			
1. Line item no. 06	2. DRD Title Annual Safety and Health Program Self Evaluation	3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency AN	5. As-of-date	6. 1 st subm. date See DRD	7. Copies a. Type b. Print-4
8. Distribution (<i>Continue on a blank sheet if needed</i>) DX1, DX12, DX14, NS, COTR			9. Remarks Annual report using government fiscal year; due October 15 OPR NA1			
1. Line item no. 07	2. DRD Title Monthly Safety and Health Metrics	3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency MO	5. As-of-date 31/10	6. 1 st subm. date CS+2 Months	7. Copies a. Type b. Print-1 Other-2
8. Distribution (<i>Continue on a blank sheet if needed</i>) NT2, DS26, COTR			9. Remarks Other is an electronic version to NT2, SD26 OPR NA1			
1. Line item no. 08	2. DRD Title Government-Industry Data Exchange Program (GIDEP) and NASA Advisory Problem Data Sharing and Utilization Program Documentation and Reporting	3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency RT/AR	5. As-of-date 31/15	6. 1 st subm. date CS+2 Months	7. Copies a. Type b. Print-1 Other-1
8. Distribution (<i>Continue on a blank sheet if needed</i>) JSC GIDEP/NASA Advisory Coordinator			9. Remarks Other is an electronic version OPR NA1			

JSC DATA REQUIREMENTS LIST (DRL)

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(See reverse for instructions)
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a. Title of Contract, Project, SOW, etc. Neutral Bouyancy Lab (NBL)/Space Vehicle Mock Up Facility (SVMF) Operations Contract			b. Contract/RFP No. 9-BH13-46-01-26P		c. DRL Date/Mod Date October 1, 2002	
1. Line item no. 09	2. DRD Title Risk Management Plan	3. Data type: <input checked="" type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency RT	5. As-of-date 31/15	6. 1 st subm. date With Proposal	7. Copies a. Type b.
8. Distribution (Continue on a blank sheet if needed) NA, BH		9. Remarks OPR NA1				
1. Line item no. 10	2. DRD Title Limited-Life Items List	3. Data type: <input type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input checked="" type="checkbox"/> (3) Submitted upon request	4. Frequency AR	5. As-of-date	6. 1 st subm. date	7. Copies a. Type b. Print-1
8. Distribution (Continue on a blank sheet if needed) SRQA, DX1, DX12, DX14, COTR		9. Remarks OPR NA1				
1. Line item no. 11	2. DRD Title Quality Plan	3. Data type: (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency AR	5. As-of-date 31/15	6. 1 st subm. date CS+3 Months	7. Copies a. Type b. Other-1
8. Distribution (Continue on a blank sheet if needed) NT1, COTR		9. Remarks Other is an electronic version OPR NA1				
1. Line item no. 12	2. DRD Title Safety Briefing Materials	3. Data type: <input type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input checked="" type="checkbox"/> (3) Submitted upon request	4. Frequency AR	5. As-of-date	6. 1 st subm. date CS+2 Months	7. Copies a. Type b. Prints- Other-1
8. Distribution (Continue on a blank sheet if needed) DX12, DX14, COTR		9. Remarks Combined NBL and SVMF, Other is an electronic version. Print copies as needed OPR DX12, DX14				

JSC DATA REQUIREMENTS LIST (DRL)

(See reverse for instructions)
Based on JSC-STD-123

a. Title of Contract, Project, SOW, etc. Neutral Bouyancy Lab (NBL)/Space Vehicle Mock Up Facility (SVMF) Operations Contract			b. Contract/RFP No. 9-BH13-46-01-26P		c. DRL Date/Mod Date October 1, 2002		
1. Line item no. 13	2. DRD Title Configuration Management Plan	3. Data type: <input checked="" type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency RT	5. As-of-date	6. 1 st subm. date CS+2 Months	7. Copies a. Type b. Print-1 Other-1	
8. Distribution (<i>Continue on a blank sheet if needed</i>) DX, DX12, DX14, COTR			9. Remarks Other is an electronic version OPR DX1, DX12, DX14				
1. Line item no. 14	2. DRD Title Information Technology (I/T) Documents	3. Data type: <input checked="" type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency AN/UR	5. As-of-date	6. 1 st subm. date CS+2 Months	7. Copies a. Type b. Print-2 Other-1	
8. Distribution (<i>Continue on a blank sheet if needed</i>) DA9, DX1, DX12, DX14, COTR			9. Remarks Contains I/T Plan and related documents for MOD processes for I/T, Other is an electronic version. OPR DA9, DX1				
1. Line item no. 15	2. DRD Title Information Technology (I/T) Security Documentation	3. Data type: <input checked="" type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency AR	5. As-of-date	6. 1 st subm. date CS+3	7. Copies a. Type b. Other-1	
8. Distribution (<i>Continue on a blank sheet if needed</i>) DA9			9. Remarks Was the Automated Information Security Plan OPR DA9				
1. Line item no. 16	2. DRD Title Inventory Management Plan	3. Data type: <input checked="" type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency RT	5. As-of-date 31/15	6. 1 st subm. date CS+2 Months	7. Copies a. Type b. Print-3 Other-1	
8. Distribution (<i>Continue on a blank sheet if needed</i>) DX1, DX12, DX14, JF5, COTR			9. Remarks Combined NBL and SVMF, Other is an electronic version. OPR DX12, DX14				

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(See reverse for instructions)
Based on JSC-STD-123

a. Title of Contract, Project, SOW, etc. Neutral Bouyancy Lab (NBL)/Space Vehicle Mock Up Facility (SVMF) Operations Contract			b. Contract/RFP No. 9-BH13-46-01-26P		c. DRL Date/Mod Date October 1, 2002	
1. Line item no. 17	2. DRD Title Engineering Drawing Plan	3. Data type: <input checked="" type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency RT	5. As-of-date	6. 1 st subm. date CS+2 Months	7. Copies a. Type b. Other-1
8. Distribution (<i>Continue on a blank sheet if needed</i>) DX1, DX12, DX14, COTR			9. Remarks Other is an electronic version. OPR DX1			
1. Line item no. 18	2. DRD Title Facility Shutdown Plan	3. Data type: <input checked="" type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency RT	5. As-of-date	6. 1 st subm. date CS+1 Month	7. Copies a. Type b. Print-3 Other-1
8. Distribution (<i>Continue on a blank sheet if needed</i>) DX1, DX12, DX14, COTR			9. Remarks Other is an electronic version. OPR DX12, DX14			
1. Line item no. 19	2. DRD Title Monthly Management Review Report	3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency MO/UR	5. As-of-date 31/10	6. 1 st subm. date CS+1 Month	7. Copies a. Type b. Print-3 Other-3
8. Distribution (<i>Continue on a blank sheet if needed</i>) DX1, DX12, DX14, BH, COTR			9. Remarks Other is an electronic version. Combined SVMF and NBL. OPR DX1			
1. Line item no. 20	2. DRD Title Daily Report	3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency DA	5. As-of-date Daily, close of business	6. 1 st subm. date CS+1 Day	7. Copies a. Type b. Print-3 Other-3
8. Distribution (<i>Continue on a blank sheet if needed</i>) DX1, DX12, DX14, COTR			9. Remarks Other is an electronic version. Combined SVMF and NBL. Once per month additional reporting specified. OPR DX12, DX14			

JSC DATA REQUIREMENTS LIST (DRL)

(See reverse for instructions)
Based on JSC-STD-123

a. Title of Contract, Project, SOW, etc. Neutral Bouyancy Lab (NBL)/Space Vehicle Mock Up Facility (SVMF) Operations Contract			b. Contract/RFP No. 9-BH13-46-01-26P		c. DRL Date/Mod Date October 1, 2002	
1. Line item no. 21	2. DRD Title Project Plan	3. Data type: <input checked="" type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency AD	5. As-of-date	6. 1 st subm. date	7. Copies a. Type b. Print-1 Other-1
8. Distribution (<i>Continue on a blank sheet if needed</i>) DX1, DX12, DX14, COTR			9. Remarks Other is an electronic version. OPR DX12, DX14			
1. Line item no. 22	2. DRD Title Project Recommendation	3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency AR	5. As-of-date	6. 1 st subm. date	7. Copies a. Type b. Print-1 Other-1
8. Distribution (<i>Continue on a blank sheet if needed</i>) DX1, DX12, DX14, COTR			9. Remarks Other is an electronic version. OPR DX12, DX14			
1. Line item no. 23	2. DRD Title Mission Support Plan	3. Data type: <input checked="" type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency RT	5. As-of-date	6. 1 st subm. date CS+1 Month	7. Copies a. Type b. Print-3 Other-1
8. Distribution (<i>Continue on a blank sheet if needed</i>) DX1, DX14, DA8, BH			9. Remarks Other is an electronic version. OPR DX14			
1. Line item no. 24	2. DRD Title Test Readiness Review Data Pack	3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency AR	5. As-of-date	6. 1 st subm. date	7. Copies a. Type b. Print-8
8. Distribution (<i>Continue on a blank sheet if needed</i>) DX12, DX14			9. Remarks OPR DX12, DX14			

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(See reverse for instructions)
Based on JSC-STD-123

a. Title of Contract, Project, SOW, etc. Neutral Bouyancy Lab (NBL)/Space Vehicle Mock Up Facility (SVMF) Operations Contract			b. Contract/RFP No. 9-BH13-46-01-26P		c. DRL Date/Mod Date October 1, 2002		
1. Line item no. 25	2. DRD Title Technical Library Reports	3. Data type: <input type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input checked="" type="checkbox"/> (3) Submitted upon request	4. Frequency UR	5. As-of-date	6. 1 st subm. date	7. Copies a. Type b. Other-1	
8. Distribution (<i>Continue on a blank sheet if needed</i>) DX12, DX14			9. Remarks Other is an electronic version. OPR DX12, DX14				
1. Line item no. 26	2. DRD Title Reports Required for Logistics Operations	3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency AR	5. As-of-date See DRD	6. 1 st subm. date	7. Copies a. Type b. Other-1	
8. Distribution (<i>Continue on a blank sheet if needed</i>) JF5/JSC Property Administrator			9. Remarks Other is an electronic version. OPR JB3				
1. Line item no. 27	2. DRD Title Discrepancy Record	3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency AR	5. As-of-date	6. 1 st subm. date	7. Copies a. Type b. Other-1	
8. Distribution (<i>Continue on a blank sheet if needed</i>) DX12, DX14, NT			9. Remarks Other is an electronic version. OPR DX12, DX14				
1. Line item no. 28	2. DRD Title Wage/Salary and Fringe Benefit Data	3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency AN	5. As-of-date	6. 1 st subm. date AR	7. Copies a. Type b. Print 2	
8. Distribution (<i>Continue on a blank sheet if needed</i>) BH, BA2/Labor Relations Officer			9. Remarks				

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(See reverse for instructions)
Based on JSC-STD-123

a. Title of Contract, Project, SOW, etc. Neutral Bouyancy Lab (NBL)/Space Vehicle Mock Up Facility (SVMF) Operations Contract			b. Contract/RFP No. 9-BH13-46-01-26P		c. DRL Date/Mod Date October 1, 2002	
1. Line item no. 29	2. DRD Title Customer Service Plan	3. Data type: <input checked="" type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency RT	5. As-of-date	6. 1 st subm. date With Proposal	7. Copies a. Type b. Print-1 Other-1
8. Distribution (Continue on a blank sheet if needed) DX12, DX14, COTR		9. Remarks Other is an electronic version. OPR DX14				
1. Line item no. 30	2. DRD Title NBL Databases and Reports	3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency AR	5. As-of-date	6. 1 st subm. date CS+2 Months	7. Copies a. Type b. Print-1 Other-1
8. Distribution (Continue on a blank sheet if needed) DX12		9. Remarks Other is an electronic version. OPR DX12				
1. Line item no. 31	2. DRD Title NBL Forecast Utilization Summary	3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency BW/UR	5. As-of-date Friday/ Tuesday	6. 1 st subm. date CS+1 Month	7. Copies a. Type b. Print-2 Other-1
8. Distribution (Continue on a blank sheet if needed) DX1, DX12		9. Remarks Other is an electronic version. OPR DX12				
1. Line item no. 32	2. DRD Title NBL Mockup Maintenance Plan	3. Data type: <input checked="" type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency RT	5. As-of-date	6. 1 st subm. date With Proposal	7. Copies a. Type b. Print-1 Other-1
8. Distribution (Continue on a blank sheet if needed) DX12, COTR		9. Remarks Other is an electronic version. OPR DX12				

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Based on JSC-STD-123

a. Title of Contract, Project, SOW, etc. Neutral Bouyancy Lab (NBL)/Space Vehicle Mock Up Facility (SVMF) Operations Contract			b. Contract/RFP No. 9-BY13-46-01-26P		c. DRL Date/Mod Date October 1, 2002		
1. Line item no. 33	2. DRD Title NBL Critical System Entry Control Process	3. Data type: <input checked="" type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency RT	5. As-of-date	6. 1 st subm. date CS+2Months	7. Copies a. Type b. Print-1 Other-1	
8. Distribution (Continue on a blank sheet if needed) DX12			9. Remarks Other is an electronic version. OPR DX12				
1. Line item no. 34	2. DRD Title NBL Weekly Operations Schedule	3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency WK	5. As-of-date Sunday/We	6. 1 st subm. date CS	7. Copies a. Type b. Other-1	
8. Distribution (Continue on a blank sheet if needed) DX12			9. Remarks Other is an electronic version. OPR DX12				
1. Line item no. 35	2. DRD Title NBL Monthly Operations Report	3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency MO	5. As-of-date 30/1	6. 1 st subm. date CS+1 Month	7. Copies a. Type b. Print-2 Other-1	
8. Distribution (Continue on a blank sheet if needed) DX1, DX12			9. Remarks Other is an electronic version. Will serve as basis for XA report. OPR DX12				
1. Line item no. 36	2. DRD Title NBL Annual Report	3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency AN/UR	5. As-of-date Sept 30/ Oct 15	6. 1 st subm. date CS+1 Year	7. Copies a. Type b. Print-2 Other-1	
8. Distribution (Continue on a blank sheet if needed) DX1, DX12, COTR			9. Remarks Other is an electronic version. OPR DX12				

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(See reverse for instructions)
Based on JSC-STD-123

a. Title of Contract, Project, SOW, etc. Neutral Bouyancy Lab (NBL)/Space Vehicle Mock Up Facility (SVMF) Operations Contract			b. Contract/RFP No. 9-BH13-46-01-26P		c. DRL Date/Mod Date October 1, 2002		
1. Line item no.	2. DRD Title	3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency	5. As-of-date	6. 1 st subm. date	7. Copies a. Type b. Print-1 Other-1	
37	NBL In-Water Activity Data Pack		AR				
	8. Distribution (<i>Continue on a blank sheet if needed</i>) DX12		9. Remarks Other is an electronic version. OPR DX12				
38	Small Business Subcontracting Reports	X (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	SA	See DRD	See DRD	2	1
	8. Distribution (<i>Continue on a blank sheet if needed</i>) BH13 and BD/Small Business Office		9. Remarks 52.219-9				
39	Reserved	<input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request					
	8. Distribution (<i>Continue on a blank sheet if needed</i>)		9. Remarks				
40	SVMF Training and Certification Plan	<input checked="" type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	RT		CS+2 Months	Print-1	Other-1
	8. Distribution (<i>Continue on a blank sheet if needed</i>) DX14, COTR		9. Remarks Other is an electronic version. OPR DX14				

JSC DATA REQUIREMENTS LIST (DRL)

(See reverse for instructions)
Based on JSC-STD-123

a. Title of Contract, Project, SOW, etc. Neutral Bouyancy Lab (NBL)/Space Vehicle Mock Up Facility (SVMF) Operations Contract			b. Contract/RFP No. 9-BH13-46-01-26P		c. DRL Date/Mod Date October 1, 2002		
1. Line item no. 41	2. DRD Title SVMF Forecast Utilization Summary	3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency SA	5. As-of-date	6. 1 st subm. date CS+ 6 Months	7. Copies a. Type b. Print-1 Other-1	
8. Distribution (Continue on a blank sheet if needed) DX14			9. Remarks Other is an electronic version. OPR DX14				
1. Line item no. 42	2. DRD Title SVMF Maintenance Plan	3. Data type: (1) Written approval X (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency RT	5. As-of-date	6. 1 st subm. date CS+ 1 Month	7. Copies a. Type b. Print-1 Other-1	
8. Distribution (Continue on a blank sheet if needed) DX14			9. Remarks Other is an electronic version. OPR DX14				
1. Line item no. 43	2. DRD Title SVMF Floor Plan	3. Data type: <input type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input checked="" type="checkbox"/> (3) Submitted upon request	4. Frequency AR	5. As-of-date	6. 1 st subm. date CS+2 Months	7. Copies a. Type b. Print-2 Other-1	
8. Distribution (Continue on a blank sheet if needed) DX14			9. Remarks Other is an electronic version. OPR DX14				
1. Line item no. 44	2. DRD Title Re-Procurement Data Package	3. Data type: 2 (1) Written approval X (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency RT	5. As-of-date	6. 1 st subm. date KTR end-180	7. Copies a. Type b. Print-1 Other-1	
8. Distribution (Continue on a blank sheet if needed) BH/Contracting Officer BD/Pricing Office			9. Remarks Report shall be delivered 180 days before contract end date. Other is an electronic version.				

JSC DATA REQUIREMENTS LIST (DRL) (Cont'd)

(See reverse for instructions)
Based on JSC-STD-123

a. Title of Contract, Project, SOW, etc. Neutral Bouyancy Lab (NBL)/Space Vehicle Mock Up Facility (SVMF) Operations Contract			b. Contract/RFP No. 9-BH13-46-01-26P		c. DRL Date/Mod Date October 1, 2002	
1. Line item no. 45	2. DRD Title SVMF GFE Acceptance and Integration Requirements	3. Data type: <input checked="" type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency RT	5. As-of-date	6. 1 st subm. date CS+3months	7. Copies a. Type b. Print-1 Other-1
8. Distribution (<i>Continue on a blank sheet if needed</i>) DX14, COTR			9. Remarks Other is an electronic version. OPR DX14			
1. Line item no. 46	2. DRD Title SVMF Weekly Report	3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency WK	5. As-of-date Fri./Tues.	6. 1 st subm. date CS+1wk	7. Copies a. Type b. Print-2 Other-1
8. Distribution (<i>Continue on a blank sheet if needed</i>) DX14, COTR			9. Remarks Other is an electronic version. OPR DX14			
1. Line item no. 47	2. DRD Title SVMF Databases and Reports	3. Data type: <input type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input checked="" type="checkbox"/> (3) Submitted upon request	4. Frequency UR	5. As-of-date	6. 1 st subm. date	7. Copies a. Type b. Other-1
8. Distribution (<i>Continue on a blank sheet if needed</i>) DX14			9. Remarks Other is an electronic version. OPR DX14			
1. Line item no. 48	2. DRD Title Reserved	3. Data type: <input type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency	5. As-of-date	6. 1 st subm. date	7. Copies a. Type b.
8. Distribution (<i>Continue on a blank sheet if needed</i>)			9. Remarks			

JSC DATA REQUIREMENTS LIST (DRL)

(See reverse for instructions)
Based on JSC-STD-123

a. Title of Contract, Project, SOW, etc. Neutral Bouyancy Lab (NBL)/Space Vehicle Mock Up Facility (SVMF) Operations Contract			b. Contract/RFP No. 9-BH13-46-01-26P		c. DRL Date/Mod Date October 1, 2002	
1. Line item no. 49	2. DRD Title Reserved	3. Data type: <input type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency	5. As-of-date	6. 1 st subm. date	7. Copies a. Type b.
8. Distribution (<i>Continue on a blank sheet if needed</i>)			9. Remarks			
1. Line item no. 50	2. DRD Title 920L Training Process	3. Data type: <input checked="" type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency RT	5. As-of-date	6. 1 st subm. date CS+2 Months	7. Copies a. Type b. Other-1
8. Distribution (<i>Continue on a blank sheet if needed</i>) DX, DX12, DX14, COTR			9. Remarks Other is an electronic version. OPR DX12			
1. Line item no. 51	2. DRD Title Reserved	3. Data type: <input type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency	5. As-of-date	6. 1 st subm. date	7. Copies a. Type b.
8. Distribution (<i>Continue on a blank sheet if needed</i>)			9. Remarks			
1. Line item no. 52	2. DRD Title Reserved	3. Data type: <input type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency	5. As-of-date	6. 1 st subm. date	7. Copies a. Type b.
8. Distribution (<i>Continue on a blank sheet if needed</i>)			9. Remarks			

1. DRD Title Management Plan	2. Date of current version 5/24/02	3. DRL Line Item No. 1	RFP/Contract No. (Procurement completes) 9-BH13-46-101-26P
4. Use (Define need for, intended use of, and/or anticipated results of data) To document the Contractor management plan. Serves as the top level execution plan.		5. DRD Category: (check one) <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References (Optional)	7. Interrelationships (e.g., with other DRDs) (Optional)		
8. Preparation Information (Include complete instructions for document preparation)			

NOTE: UPON NASA APPROVAL, THE CONTRACTOR'S MANAGEMENT PLAN BECOMES A CONTRACTUAL REQUIREMENT.

The Management Plan shall:

- a. Describe the organizational structure, including a chart depicting the organization.
- b. Describe the communication channels, lines of authority (including the line of succession if Contract Manager is unavailable), reporting relationships, and responsibilities of all organizational elements. Include in this discussion any subcontractors, team members, or joint venture partners, to illustrate their relationships within the structure or between the organizational elements and any other subcontractors, team members, or joint venture partners. Describe the reporting responsibilities of the Contract Manager to corporate management and the relationship between the Contract Manager and the prime's corporate management as well as the management of any subcontractors, team members, or joint venture partners.
- c. Describe the organizational elements within the overall organization.
- d. Describe the management policies, procedures, and techniques the prime and any subcontractors, team members, or joint venture partners have to create a single face to the Government. Describe how the management policies, procedures, and techniques are monitored to ensure their effectiveness.
- e. Describe how you will ensure the Government will receive the services for which it is contracting by providing the method, level and frequency of internal surveillance. Describe the methods of identifying deficiencies and plans for correcting deficiencies.
- f. Describe any corporate monitoring, oversight, or assistance you will use to compliment performance by the NBL/SVMF contractor staff. Describe the corporate monitoring, oversight, or assistance (e.g., at the prime contractor level only or inclusive of any subcontractors, team members, or joint venture partners).
- g. Describe the Contractor's Incorporation of Risk Management (DRD# 9) per NPG 7120.5.
- h. Describe the Contractor's relationships of the various Contractor provided plans, and the functional element relationships.

1. DRD Title Business Plan	2. Date of current version 5/24/02	3. DRL Line Item No. 2	RFP/Contract No. (Procurement completes) 9-BH13-46-01-26P
4. Use (Define need for, intended use of, and/or anticipated results of data) For use by NASA in assessing schedule and content against budget		5. DRD Category: (check one) <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References (Optional)	7. Interrelationships (e.g., with other DRDs) (Optional)		
8. Preparation Information (Include complete instructions for document preparation)			

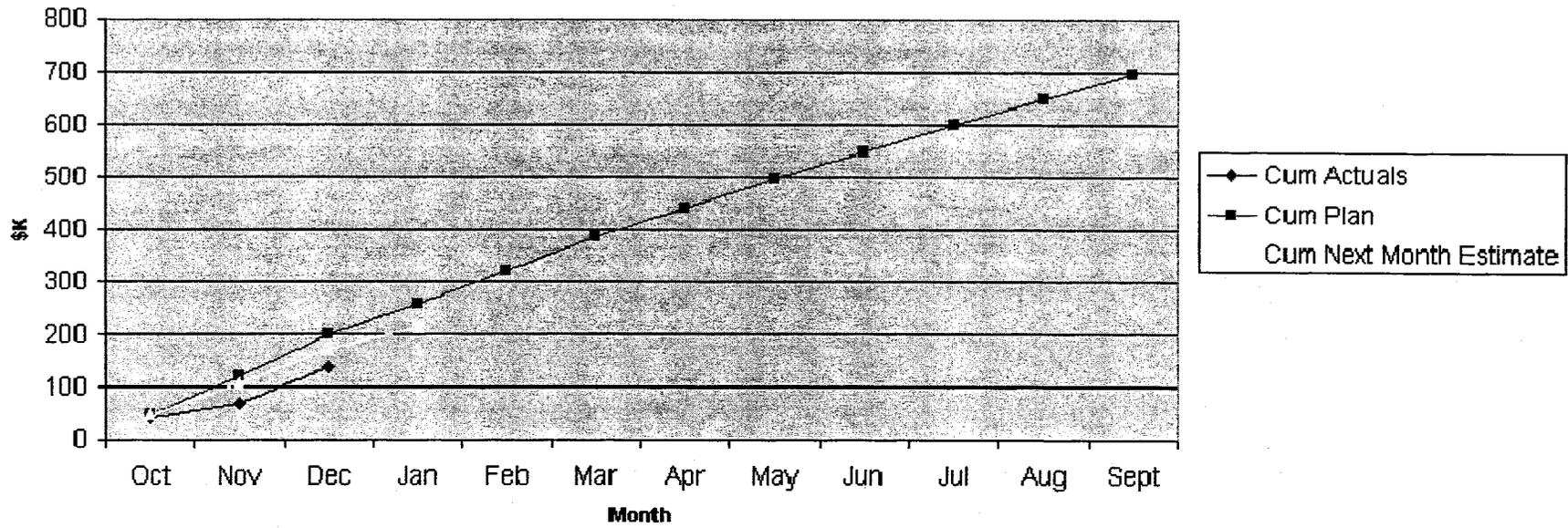
The Business Plan shall contain sufficient detail to project annual NBL and SVMF operating costs, which shall be presented to support NASA Program Operating Plan development.

The plan shall include all anticipated tasks and costs including assumptions on government provided services (e.g. cleaning, calibration, IT support, necessary facility modifications, etc.). The plan shall establish the basis-of-estimate for Contractor proposed costs and schedules. The plan shall break down all tasks and costs according to the Contract Work Breakdown Structure (CWBS). The Plan shall clearly delineate between NBL and SVMF tasks to simplify accounting of costs by facility. The Plan shall include a dictionary that contains narrative descriptions of the work elements in the CWBS and identifies tasks associate with them.

Plan shall be provided for the NASA fiscal year.

The plan shall be updated, at a minimum, each fiscal year and will be updated and provided to NASA as requested.

Sample Detailed Financial Chart for December
For WBS X.X.X



1. DRD Title Financial Management Reports	2. Current Version Date 5/24/02	3. DRL Line Item No. 3	RFP/Contract No. (Procurement completes) 9-BH13-46-01-26P
4. Use (Define need for, intended use of, and/or anticipated results of data) To get financial reporting			
5. DRD Category: (check one) <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA			
6. References (Optional)		7. Interrelationships (e.g., with other DRDs) (Optional)	
8. Preparation Information (Include complete instructions for document preparation)			

The financial management reports consist of 2 parts: the 533 reporting and more detailed reporting for use by the organization for understanding the 533 totals.

A 533 at the 2nd WBS level shall be submitted for the entire contract.

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

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

Cost is a financial measurement of resources used in accomplishing a specified purpose, such as performing a service, carrying out an activity, acquiring an asset, or completing a unit of work or project. NASA Contractor Financial Management Reporting, NASA Procedures and Guidelines (NPG) 9501.2D, or its most current revision, identifies the cost reporting requirements for a contract.

NASA is required by law to maintain accrual accounting, which requires cost to be reported in the period in which benefits are received, without regard to time of payment. Examples of accrual accounting for common cost elements reported on the NF533 follow.

Cost Element

Labor	Reported to NASA as hours are incurred.
Equipment & Materials	Generally reported to NASA when received and accepted by the (commercial off the shelf) contractor.
Manufactured Equipment	Defined as any equipment that is produced to specific requirements that make it useless to anyone else without rework. Cost should be reported to NASA as the equipment is being manufactured. The straight-line method for estimating accrued costs or the use of supplemental information obtained from the vendor are acceptable methods used to calculate the cost accrual amount.
Leases	Reported to NASA using a proration over the life of the lease.
Travel	Reported to NASA as costs are incurred.
Subcontracts	Actual and estimated costs reported by prime contractors shall include subcontractors' incurred costs for the same accounting period. Where subcontract costs are material, they should be separately identified on NF533 reports. The prime contractor shall include in the total cost of each subdivision of work the accrued cost (including fee, if any) of related subcontractor effort. Subcontractors should, therefore, be required to report cost to the prime contractor, using the accrual method of accounting. If the G&A and fee reported by a subcontractor are at the total subcontractor level, these costs must be allocated to specific sub-divisions of work. Data submitted by the subcontractor should be structured similar to the prime contractor's NF533 to enable the prime contractor to properly report to NASA. For

Firm Fixed Price subcontracts with a contract value greater than \$500,000, the prime contractor is required to document the methodology used to generate the sub-contractor costs reported and provide this information to the Contracting Officer and Center Deputy Chief Financial Officer (Finance).

Unfilled Orders

Reported as the difference between the cumulative cost incurred to date and amounts obligated to suppliers and subcontractors.

Fee

Should be accrued as earned using a consistent and auditable method to determine the amount. For example: an acceptable method would be to use historical data to determine the amount to accrue each month. Fee should be reported on the NF533 following the "Total Cost" line. Award fee must be reported by the following categories: Base Fee, Fee Earned, Interim Fee, Provisional Fee, Potential Additional Fee, and Total Fee. If any of the above fee categories do not pertain, they should not be included in the NF533.

Prompt Payment Discounts

Cumulative cost reported to NASA should be the full incurred cost. The prompt payment discount amount taken should be reported as a separate line item on the NF533 below the cumulative cost amounts for the contract.

The NF533 reports are the official cost documents used at NASA for cost type, price redetermination, and fixed price incentive contracts. The data contained in the reports must be auditable using Generally Accepted Accounting Principles. Supplemental cost reports submitted in addition to the NF533 must be reconcilable to the NF533.

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

NF533M is due not later than 10 working days following the close of the contractor's monthly accounting period.

NF533Q is due not later than the 15th day of the month preceding the quarter being reported.

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

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

For contracts which have multiple schedules, a summary NF533 is required to provide a cumulative from inception cost for the contract, regardless of schedule.

An initial NF533 report is required in the NF533Q format to be used as a baseline for the life of the contract. The initial (baseline) NF533Q report shall be submitted by the contractor within 30 days after authorization to proceed has been granted. The initial report shall reflect the original contract value detailed by negotiated reporting categories and shall be the original contract baseline plan. In addition to the initial (baseline) report, monthly NF533 reporting shall begin no later than 30 days after the incurrence of cost.

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

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

Prior period cost adjustments should be reported in column 7a and 7c of NF533M and column 7a of the NF533Q with a footnote discussing the reasons for and amounts of the adjustments.

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

Detailed Financial Reporting

This format shall report supporting details to the 533 submittals.

Detailed Financial Reporting Part A shall include fiscal year plan, cum actuals from inception of contract, definitized plan for the contract, and estimate at complete. This detailed financial reporting section shall break down the 533 submittal information per facility, and within each facility, by program. The data shall be provided for the WBS elements to the 4th level with the exception of Projects and Delivery Orders or as agreed to between NASA and the Contractor. The data shall be provided in tabular and graphic format.

Detailed Financial Reporting Part B shall include data for total projects and each project CR and total delivery orders and each delivery order issued. This data shall include monthly planned and actual expenditures, cumulative fiscal year costs, next month estimate of cost, and fiscal year estimate to complete. The NBL, SVMF and 920L data shall be provided in separate tables. The data shall be provided in tabular format.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

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

1. DRD Title Safety and Health Plan	2. Date of current version 5/24/02	3. DRL Line Item No. 4	RFP/Contract No. (Procurement completes) 9-BH13-46-01-26P
4. Use (Define need for, intended use of, and/or anticipated results of data) Establishes Safety, Health, and Environmental Compliance Plan for contractors providing support to JSC organizations		5. DRD Category: (check one) <input type="checkbox"/> Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> SR&QA	
6. References (Optional) NPG 8715.3 (as revised); JPG 1700.1 (as revised)	7. Interrelationships (e.g., with other DRDs) (Optional)		
8. Preparation Information (Include complete instructions for document preparation)			

NOTE: UPON NASA APPROVAL, THE CONTRACTOR'S SAFETY, HEALTH, and ENVIRONMENTAL COMPLIANCE PLAN BECOMES A CONTRACTUAL REQUIREMENT.

Distribution. The initial signed plan should be distributed to the following.

NS/Safety and Test Operations Division (2 copies)
SD26/Occupational Health Officer (1 copy)
JA131 / Environmental Services (1 copy)
Contracting Officer's technical Representative (1 copy)

Subsequent revisions to the plan. The contractor may revise the plan at any time or at the direction of the Government. Revisions are subject to Government review and approval. Distributions of approved revisions will be as described above.

Other deliverables. The requirements for this plan as detailed in the instructions on plan content below include instructions for specific reports and data to be submitted to the Government. These instructions are to be included in the plan and represent contractual commitments by the contractor to provide this information.

Format:

1. Cover page - to include as a minimum the signatures of Contractor's project manager and designated safety official (if different); NASA COTR; JSC Occupational Safety Branch; and the NASA Contracting Officer. Other signatures may be required at the discretion of the Government.
2. Table of Contents. See content below.
3. Body of plan - as required. Contractor's format is acceptable but should be traceable to the elements of the content below.
4. When preparing its plan, the offeror/contractor is expected to review all the items below and tailor its plan accordingly. The plan will clearly identify those resources to be provided by the contractor and provided by the Government. This review and supporting rationale is to be made available to the Government as part of this plan. It can be documented as a checklist or outline, inserted directly in the body of the plan, or in any format developed by the contractor that clearly conveys the results of this review including the basis for any underlying assumptions.
5. Authority: FAR 52.223-1 through -5, -10; NFS 18-23.70, 18-52.223-70, 18-52.223-73.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

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

Content:

1. MANAGEMENT LEADERSHIP AND EMPLOYEE PARTICIPATION.
 - 1.1. Policy. Provide the contractor's safety, health, and environmental compliance policy statement with the plan. Compare the contractor's policy statement with those of NASA and OSHA and discuss any differences.
 - 1.2. Goals and Objectives.
 - 1.2.1. Describe specific safety and health goals and objectives to be met. Discuss status of safety program using the "Performance Evaluation Profile" as safety performance criteria. Describe the contractor's approach to continuous improvement (including milestone schedule) using level 5 of the Performance Evaluation Profile as a guideline.
 - 1.2.2. Describe environmental goals and objectives to be met for the following:
 - a. Pollution prevention and source reduction of:
 - (1) Hazardous and industrial solid wastes
 - (2) Solid wastes (trash, refuse)
 - (3) Wastewater discharges (sanitary sewerage)
 - (4) Air emissions
 - (5) Medical and radiological discharges
 - b. Affirmative procurement (purchase of environmentally preferable materials IAW executive order)
 - c. Hazardous materials handling/purchasing/reduction/replacement
 - d. Elimination from specifications and standards requirements for the use of hazardous/toxic substances and materials
 - e. Use of an environmental planning checklist to review and document impacts of new and modified programs, projects, activities and operations.
 - f. Life cycle analysis and costing
 - g. Incorporating environmental requirements in subcontracts
 - h. Participation in JSC recycling
 - i. Outreach programs
- 1.3. Management Leadership. Describe management's procedures for implementing its commitment to safety, health, and environmental compliance through visible management activities and initiatives including a commitment to exercise management prerogatives to ensure workplace safety and health. Describe processes and procedures to making this visible in all contract and subcontract activities and products. Include a statement from the project manager or designated safety official indicating that the plan will be implemented as approved and that the project manager will take personal responsibility for its implementation.
- 1.4. Employee Involvement. Describe procedures to promote and implement employee (e.g., non-supervisory) involvement in safety, health, and environmental compliance program development, implementation and decision-making. Describe the scope and breadth of employee participation to be achieved so that approximate safety and health risk areas of the contract are equitably represented.
- 1.5. Assignment of Responsibility. Describe line and staff responsibilities for safety and health program implementation. Identify any other personnel or organization that provides safety services or exercises any form of control or assurance in these areas. State the means of communication and interface concerning related issues used by line, staff, and others (such as documentation, concurrence requirements, committee structure, sharing of the work site with NASA and other contractors, or other special responsibilities and support.) As a minimum, the contractor will identify the following:
 - 1.5.1. Safety Representative - identify by title the individual who will be trained and certified in accordance with JPG 1700.1 to be responsive to Center-wide safety, health, environmental, and fire protection concerns and goals, and who will participate in meetings and other activities related to the JSC Safety and Health program.
 - 1.5.2. Company Physician/Occupational Injury/illness case manager - identify a point of contact who is responsible for the transfer or receipt of company medical data and who will be the primary contact for the company in the event any employee suffers a work related injury or illness (such as the company physician) by name, address, and telephone number to the JSC Clinic, mail code SD22. This will facilitate communication of medical data to contractor management. Prompt notification to the JSC Occupational Health/ Clinic shall be given of any changes that occur in the identity of the point of contact. A letter to the JSC Occupational Health Office can

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

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

- accomplish initial identification of point of contact and subsequent updates with a copy sent to the Contracting Officer. The initial letter is to be received by the Government prior to contract start.
- 1.5.3. Building Fire Wardens - provide a roster of fire wardens (their names, phone numbers and pagers, and mail codes). Contractor fire wardens are needed to facilitate the JSC fire safety program, including coordination of related issues with NASA facility managers and emergency planning and response officials and their representatives. Fire wardens will be trained in accordance with JPG 1700.1. The roster shall be maintained by letter to the Safety and Test Operations Office, mail code NS2, with copies to the Contracting Officer and Contracting Officer's Technical Representative. The Government must receive the initial letter not later than 15 days after contract start.
- 1.5.4. Designated Safety Official - identify by title the official(s) responsible for implementation of this plan and all formal contacts with regulatory agencies and with NASA.
- 1.6. Provision of Authority. Describe consistency of the plan for compliance with applicable NASA and JSC requirements and contractual direction as well as applicable Federal, state, and local regulations and how compliance will be maintained throughout the life of the contract.
- 1.7. Accountability. Describe procedures for ensuring that management and employees will be held accountable for implementing their tasks in a safe and healthful and environmentally compliant manner. The use of traditional and/or innovative personnel management methods (including discipline, motivational techniques, or any other technique that ensures accountability) will be referenced as a minimum and described as appropriate.
- 1.8. Program Evaluation. The program evaluation consists of:
- 1.8.1. Participation in a Performance Evaluation Profile (PEP) survey at the request of the Government. The PEP survey normally will be scheduled and administered at the discretion of the Government. If the Government chooses not to do the PEP in a given year, the contractor may at its option initiate its own PEP by contacting the Safety and Test Operations Office, code NS2, for assistance. The contractor will not be required to take two or more PEP surveys in any contract year.
- 1.8.2. Monthly statistical information. The contractor shall prepare and deliver monthly statistical information as specified on JSC Form 288, "Statistical Information - Contractor Safety and Health Program", as revised, or other approved report. Negative reports are also required monthly. Report due date is the 10th day of the month following each month reported. Report to be delivered to the JSC Safety, Reliability, and Quality Assurance Office through the Safety and Test Operations Office, NS2, by fax to 281-483-3801 or electronically as instructed by representatives of the Occupational Safety Branch.
- 1.8.3. A written self-evaluation report to be delivered by Sept 30 of each year. The self-evaluation shall follow the VPP program evaluation report format found in OSHA TED 8.1, Revised Voluntary Protection Programs (VPP) Policies and Procedures Manual, Appendix H, "Format for Program Evaluation Report", as mandated by the cognizant OSHA regional office. Contractors who have submitted a written self-evaluation as a VPP site may submit their original report to OSHA in lieu of writing a new self -evaluation provided that all action plans and status are updated. The self-evaluation shall as a minimum cover the elements of the approved safety and health plan.
- 1.8.4. Miscellaneous Reports. The contractor will acknowledge the following as standing requests of the Government and to be handled as described below.
- a. Roster of Terminated Employees. Identify personnel terminated by contractor. Send to the JSC Occupational Health Officer, mail code SD13, no later than 30 days after the end of each contract year or at the end of the contract, whichever is applicable. At the contractor's discretion, the report may be submitted for personnel changes during the previous year or cumulated for all years. Information required:
- (1) Date of report, contractor identity and contract number.
 - (2) For each person listed, provide name, social security number, and date of termination.
 - (3) Name, address, and telephone number of contractor representative to be contacted for questions or other information.
- b. Material Safety Data. The contractor shall prepare and/or deliver Material Safety Data for hazardous materials brought onto Government property or included in products delivered to the Government. This data is required by the Occupational Safety and Health Administration (OSHA) regulation, 29 CFR 1910.1200, "Hazard Communication", EPA "Emergency Planning and Community Right-to-Know (EPCRA, ref. 40 CFR 302, 311, 312); and the Texas Department of Health (TDH, ref. Chapters 505-507 of the Health and Safety Code), and Federal Standard 313 (or FED-STD-313), "Material Safety Data, Transportation Data and

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

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

Disposal Data for Hazardous Materials Furnished to Government Activities", as revised. 1 copy of each MSDS will be sent upon receipt of the material for use on NASA property to the JSC Central Repository, Occupational Health and Test Support, Mail Code SD13, along with information on new or changed locations and/or quantities normally stored or used. If the MSDS arrives with the material and is needed for immediate use, the MSDS shall be delivered to the Central Repository by close of business of the next working day after it enters the site.

- c. Hazardous Materials Inventory. The contractor shall compile an inventory report of all hazardous materials it has located on Government property not less than annually, and which is within the scope of 29 CFR 1910.1200, "Hazard Communication"; and Federal Standard 313 (or FED-STD-313), "Material Safety Data, Transportation Data and Disposal Data for Hazardous Materials Furnished to Government Activities", as revised. The call for this annual inventory and instructions for delivery will be issued by the JSC Occupational Health and Test Support Office, mail code SD13. This information shall use the format used by JSC for chemical inventory compilation to provide the following:
- (1) the identity of the material;
 - (2) the location of the material by building and room;
 - (3) the quantity of each material normally kept at each location
 - (4) peak quantity stored
 - (5) actual or estimated rate of annual usage of each chemical
- d. Log of Occupational Injuries and Illnesses. For each establishment on and off NASA property that performs work on this Contract, the Contractor shall deliver to the Government a copy of its annual summary of occupational injuries and illnesses (or equivalent) as described in Title 29, Code of Federal Regulations, Subpart 1904.5. Copy of all summaries as required above under Contractor's cover letter. If contractor is exempt by regulation from maintaining and publishing such logs, equivalent data in contractor's format is acceptable (such as loss runs from insurance carrier) which contains the data required by JSC Form 288. Data shall be compiled and reported by calendar year and provided to the Government within 45 days after the end of the year to be reported (e.g. not later than February 15 of the year following.)
- 1.9. Government Access to Safety and Health Program Documentation. The contractor shall recognize in its plan that it will be expected to make all safety, health, and environmental documentation (including relevant personnel records) available for inspection or audit at the Government's request. Electronic access by the Government to this data is preferred as long as Privacy Act requirements are met and Government safety and health professionals and their representatives have full and unimpeded access for review and audit purposes. For contractor activities conducted on NASA property, the contractor will identify what records it will make available to the Government in accordance with the Voluntary Protection Program criteria of OSHA as implemented in JPG 1700.1, "JSC Safety and Health Handbook", as revised. For the purpose of this plan, safety, health, and environmental compliance documentation includes but is not limited to logs, records, minutes, procedures, checklists, statistics, reports, analyses, notes, or other written or electronic document which contains in whole or in part any subject matter pertinent to safety, health, environmental protection, or emergency preparedness.
- 1.10. The contractor may be requested to participate in the review and modification of safety requirements that are to be implemented by the Government including any referenced documents therein. This review activity will be implemented at the direction of the NASA Contracting Officer's Technical Representative in accordance with established NASA directives and procedures.
- 1.11. Procurement. Identify procedures used to assure that procurements are reviewed for safety, health and environmental compliance considerations and that specifications contain appropriate safety criteria and instructions. Set forth authority and responsibility to assure that safety tasks are clearly stated in subcontracts.
- 1.12. Certified Professional Resources. Discuss your access to certified professional resources for safety, health, and environmental protection. Discuss their roles in motivation/awareness, worksite analysis, hazard prevention and control, and training.
2. WORKSITE ANALYSIS. Hazards shall be systematically identified through a combination of surveys, analyses, and inspections of the workplace, investigations of mishaps and close calls, and the collection and trend analysis of safety and health data such as: records of occupational injuries and illnesses; findings and observations from preventive maintenance activities; reports on hazardous substance spills and inadvertent releases to the environment; facilities related incidents related to partial or full loss of systems functions; etc. Hazards identified by any of the techniques identified below shall be ranked and processed in accordance with JPG 1700.1. All

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

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

hazards on NASA property, which are immediately dangerous to life or health, shall be reported immediately to the Occupational Safety Office. All safety engineering products that address operations, equipment, etc., on NASA property will be subject to JSC SR&QA review and concurrence unless otherwise waived by the JSC Occupational Safety Office.

- 2.1. Industrial Hygiene. Describe your industrial hygiene program and how it will be coordinated with the JSC government provided resources for industrial hygiene. In the event corporate resources are used to determine workplace exposures, copies of all monitoring data shall be provided to JSC Occupational Health within 15 days of receipt of results.
- 2.2. Hazard Identification. Describe the procedures and techniques to be taken to compile an inventory of hazards associated with the work to be performed on this contract. This inventory of hazards shall address the work specified in this contract as well as operations and work environments in the vicinity or in close proximity to contract operations. The results will be reported to the Government in a manner suitable for inclusion in facilities baseline documentation as a permanent record of the facility. Specific techniques to be considered include:
 - 2.2.1. Comprehensive Survey – A “wall to wall” engineering assessment of the work site including facilities, equipment, processes, and materials (including wastes – (TNRCC/EPA solid & hazardous, radioactive, explosives, medical-infectious-biological)).
 - 2.2.2. Change (Pre-use) Analysis – Typically addresses modifications in facilities, equipment, processes, and materials (including waste); and related procedures for operations and maintenance. Change analyses periodically will be driven by new or modified regulatory and NASA requirements.
 - 2.2.3. Hazard Analysis – may address facilities, systems/subsystems, operations, processes, materials (including waste), and specific tasks or jobs. Analyses and report formats will be in accordance with JSC 17773, “Preparing of Hazard Analyses for JSC Ground Operations.”
- 2.3. Inspections.
 - 2.3.1. Routine Inspections. Includes assignments, procedures, and frequency for regular inspection and evaluation of work areas for hazards and accountability for implementation of corrective measures. The contractor will describe administrative requirements and procedures for control of and regularly scheduled inspections for fire and explosion hazards. The contractor has the option, in lieu of this detail, to identify policies and procedures with the stipulation that the results (including findings) of inspections conducted on NASA property or involving Government furnished property will be documented in safety program evaluations or the monthly Accident/Incident Summary reports. Inspections will identify
 - a. Discrepancies between observed conditions and current requirements, and
 - b. New (not previously identified) or modified hazards.
 - 2.3.2. Protective Equipment. Set forth procedures for obtaining, inspecting, and maintaining all appropriate protective equipment, as required, or reference written procedure pertaining to this subject. Set forth methods for keeping records of such inspections and maintenance programs.
- 2.4. Employee Reports of Hazards – identification of methods to encourage employee reports of hazardous conditions (e.g., close calls) and analyze/abate hazards. The contractor will describe steps it will take to create reprisal-free employee reporting with emphasis on management support for employees and describe methods to be used to incorporate employee insights into hazard abatement and motivation / awareness activities.
- 2.5. Accident and Record Analysis.
 - 2.5.1. Mishap Investigation – identification of methods to assure the reporting and investigation of mishaps including corrective actions implemented to prevent recurrence. The contractor will describe the methods to be used to report and investigate mishaps on NASA property and on contractor or third party property. The contractor will describe its procedures for implementing use of NASA forms as specified in JPG 1700.1 and alternate forms used by contractor with emphasis on timely notification of NASA; investigation procedures; exercise of jurisdiction over a mishap investigation involving NASA and other contractor personnel; follow up of corrective actions; communication of lessons learned to NASA; and solutions to minimize duplications in reporting and documentation including use of alternate forms, etc. The contractor will discuss its procedures for immediate notification requirements for fires, hazardous materials releases, and other emergencies. The contractor will include appropriate details to address the use of NASA Form 1627, “Mishap Report” (or equivalent), including 24-hour and ten-day mishap reports to the JSC Occupational Safety Branch, mail code NT2. Note: the NASA

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

Form 1627 is not attached since it is a three part carbonless form not conducive to reproduction. This form can be obtained from JSC's Printing Services.

- 2.5.2. Trend Analysis – describe approach to performing trend analysis of data (occupational injuries and illnesses; facilities, systems, and equipment performance; maintenance findings; etc.) Discuss methods to identify and abate common causes indicated by trend analysis. In support of site-wide trend analysis to be performed by the Government, the contractor will discuss method of providing data as follows:
3. HAZARD PREVENTION AND CONTROL. Identified hazards must be eliminated or controlled. In the multiple employer environment of the center, it is required that hazards including discrepancies and corrective actions be collected in a center wide information system (Hazard Abatement Tracking System (HATS) for risk management purposes. Describe your approach to implementing this requirement.
- 3.1. Appropriate Controls. Discuss approach to consideration and selection of controls. Discuss use of hazard reduction precedence sequence (see JPG 1700.1). Discuss approach to identifying and accepting any residual risk. Discuss implementation of controls including verifying effectiveness. Discuss scope of coverage (hazardous chemicals, equipment, discharges, waste, energies, etc.). Discuss need for coordination with safety, health, environmental services, and emergency authorities at NASA.
- 3.2. Hazardous Operations and Processes. Establish methods for notification of personnel when hazardous operations and processes are to be performed in their facilities or when hazardous conditions are found to exist during the course of this contract. JPG 1700.1 will serve as a guide for defining, classifying, and prioritizing hazardous operations; 29 CFR 1910.119 will be the guide for hazardous processes. Develop and maintain a list of hazardous operations and processes to be performed during the life of this contract. The list of hazardous operations and processes will be provided to JSC as part of the plan for review and approval. JSC and the Contractor will decide jointly which operations and processes are to be considered hazardous, with JSC as the final authority. Before hazardous operations or processes commence, the Contractor will develop a schedule to develop written procedures with particular emphasis on identifying the job safety steps required. NASA will have access on request to any contractor data necessary to verify implementation. For all identified operations or processes that may have safety or health implications outside contract operations, the contractor shall identify such circumstances to the JSC Occupational Safety Branch and Occupational Health and Test Support Office who will provide additional instructions for further NASA management review and approval.
- 3.3. Written Procedures. Identification of methods to assure that the relevant hazardous situations and proper controls are identified in documentation such as inspection procedures, test procedures, etc., and other related information. Describe methods to assure that written procedures are developed for all hazardous operations, including testing, maintenance, repairs, and handling of hazardous materials and hazardous waste. Procedures will be developed in a format suitable for use as safety documentation (such as a safety manual) and be readily available to personnel as required to correctly perform their duties.
- 3.4. Hazardous Operations Permits. Identify facilities, operations and/or tasks where hazardous operations permits will be required as specified in JPG 1700.1 such as confined space entry, hot work, etc.) Set forth guidance to adhere to established NASA JSC procedures. Clearly state the role of the safety group or function to control such permits.
- 3.5. Operations Involving Potential Asbestos Exposures. Set forth method by which compliance is assured with JSC Asbestos Control Program as established in JPG 1700.1, as revised, and JPG 8800.1, "Asbestos Control Manual," as revised.
- 3.6. Operations Involving Exposures to Toxic or Unhealthful materials. Such operations must be evaluated by the JSC Occupational Health Office and must be properly controlled as advised by same. JSC Occupational Health Office must be notified prior to initiation of any new or modified operation potentially hazardous to health.
- 3.7. Environmental Operations & Activities
- 3.7.1. Operations Involving Hazardous Waste. Identify procedures used to manage hazardous waste from point of generation through disposal. Clearly identify divisions of responsibility between contractor and NASA for hazardous waste generated throughout the life of the contract. Operations that occur on site at JSC, SCTF, or Ellington Field must be evaluated by the JSC Environmental Services Office and must be properly controlled as advised by same. JSC Environmental Services Office must be notified prior to initiation of any new or modified operations, equipment, systems, or activities generating new hazardous wastes or where the chemicals change or there are volume increases of 25% or more on site at JSC, SCTF, or Ellington Field.

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

- 3.7.2. Operations Involving New or Modified Emissions/Discharges to the Environment. Set forth methods for identifying new or modified emissions/discharges and coordinating results with the Environmental Services Office, mail code JA131. Set forth a plan of procedures to conduct pollution prevention, waste minimization or source reduction/elimination of environmental pollution. Address management and continuous improvement for the reduction of hazardous materials; substitution of non-hazardous or less hazardous materials for hazardous materials; proper segregation of hazardous wastes from non-hazardous wastes; and other methods described by NASA, EPA, GSA, and Executive Order recycled content / affirmative procurement purchases. The JA131/Environmental Office is the single point of contact for coordinating all JSC environmental permits. Emphasis shall be placed on providing for sufficient lead time for processing permits through the appropriate state agency and/or the Environmental Protection Agency.
- 3.8. Discuss your responsibilities for maintaining facilities baseline documentation in accordance with JSC requirements. The contractor will implement any facilities baseline documentation tasks (including safety engineering) as provided in the contractor's plan approved by NASA or as required by Government direction.
- 3.9. Preventive Maintenance. Discuss approach to preventive maintenance. Describe scope, frequency, and supporting rationale for your preventive maintenance program including facilities and /or equipment to be emphasized or de-emphasized. Discuss methods to promote awareness in the NASA community (such as alerts, safety flashes, etc.) when preventive maintenance reveals design or operational concerns in facilities and equipment (and related processes where applicable).
- 3.10. Medical (Occupational Healthcare) Program. Discuss your medical surveillance program and injury /illness case management to evaluate personnel and workplace conditions to identify specific health issues and prevent degradation of personnel health as a result of occupational exposures. Discuss approach to Cardiopulmonary Resuscitation (CPR), first aid, and return to work policies and the use of government provided medical and emergency facilities for the initial treatment of occupational injuries/illnesses.
- 3.11. Hazard Correction and Tracking. Discuss your system for correcting and tracking safety, health, and environmental hazards with particular emphasis on integration with JSC's Hazard Abatement Process (found online at <http://www.srga.jsc.nasa.gov/HATS/>). (The scope is restricted to establishments at JSC, Sonny Carter Training Facility, and Ellington Field.) This includes the following:
 - 3.11.1. Personnel awareness of hazards. Discuss your approach to communicate unsafe conditions and approved countermeasures to your employees. Discuss your approach to communicating such conditions to the Government and other contractors whose personnel may be exposed to such unsafe conditions. Discuss communications with facility managers. Discuss use of the NASA Lessons Learned Information System for both obtaining lessons from other sources and as a repository for lessons learned during performance of the contract.
 - 3.11.2. Interim and Final Abatement Plans. Describe how you will approach interim and final abatement of hazards. Describe how you will provide data to the JSC Hazard Abatement Tracking System for all hazards that are not finally abated (all interim and final abatement actions completed) within 30 days of discovery. Discuss your approach to posting such plans using JSC Form 1240, "JSC Notice of Safety or Health Hazard and Action Plan", or equivalent. Discuss compatibility of your system with JSC's the role of facility managers in abatement planning, implementation, and verification.
- 3.12. Disciplinary System. Describe your system for ensuring safety and health discipline in your personnel (including subcontractors). Describe your approach to modifying personnel behaviors when personnel are exhibiting discrepant safety and health performance.
- 3.13. Emergency Preparedness. Discuss approach to emergency preparedness and contingency planning which addresses fire, explosion, inclement weather, environmental spill /releases, etc. Discuss compliance with 29 CFR 1910.120 (HAZWOPER) and role in JSC Incident Command System (see JPG 1700.1 for details). Discuss methods to be used for notification of JSC emergency forces including emergency dispatcher, safety hotline, director's safety hotline, etc. Discuss establishment of pre-planning strategies through procedures, training, drills, etc. Discuss methods to verify emergency readiness.
4. SAFETY AND HEALTH TRAINING. Describe the contractor's training program including identification of responsibility for training employees to assure understanding of safe work practices, hazard recognition, and appropriate responses for protective and/or emergency countermeasures, including training to meet federal, state, and local regulatory requirements. In doing so, the contractor will factor parallel requirements found in other mandates such as environmental protection [example: 29 CFR 1910.38 for emergency action plans and fire prevention plans versus EPA Resource Conservation & Recovery Act (RCRA) for Emergency Planning and Community

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

Right-to-know (EPCRA).] Describe approach to identifying training needs including traceability to exercises such as job safety analyses, performance evaluation profiles, hazard analyses, mishap investigations, trend analyses, etc. Describe approach to training personnel in the proper use and care of protective equipment (PPE). Discuss tailoring of training towards specific audiences (management, supervisors, and employees) and topics (safety orientation for new hires, specific training for certain tasks or operations). Discuss approach to ensure that training is retained and practiced. Discuss personnel certification programs. Certifications should include documentation that training requirements and physical conditions have been satisfied (examples include physical examination, testing, and on-the-job performance). Address utilization of JSC safety and health training resources (such as asbestos worker training/certification, hazard communication, confined space entry, lockout/tagout, etc.) as appropriate with particular emphasis on programs designed for the multiple employer work environment on NASA property. All training materials and training records will be provided to NASA, and other federal, State, and local agencies for their review upon request. If the contractor wishes to train their personnel in any regulatory mandated training, an agreement will be secured with JSC Occupational Safety Branch and Occupational Health and Test Support office prior to beginning training. The agreement will ensure that safety and health training resources available from NASA are utilized where appropriate and to ensure that contractor-supplied training is in agreement with JSC safety and health processes.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

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

1. DRD Title System Safety Program Plan	2. Date of current version 5/24/02	3. DRL Line Item No. 5	RFP/Contract No. (Procurement completes) 9-BH13-46-01-26P
4. Use (Define need for, intended use of, and/or anticipated results of data) Establishes system safety tasks and activities to identify, evaluate, and eliminate or control hazards		5. DRD Category: (check one) <input type="checkbox"/> Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> SR&QA	
6. References (Optional)	7. Interrelationships (e.g., with other DRDs) (Optional)		
8. Preparation Information (Include complete instructions for document preparation)			

NOTE: UPON NASA APPROVAL, THE CONTRACTOR'S SYSTEM SAFETY PROGRAM PLAN BECOMES A CONTRACTUAL REQUIREMENT.

Applicable documents for this DRD are as follows:

NHB 1700.1, Volume 1, as revised, "NASA Safety Policy and Requirements Document."

JPG 1700.1, as revised, "JSC Safety and Health Handbook."

JSC 17773, as revised, "Instruction for Preparation of Hazard Analyses for JSC Ground Operations."

NSTS 22254, as revised, "Methodology for Conduct of Space Shuttle Program Hazard Analyses."

NHB 5300.4, ID-2, as revised, "Safety, Reliability, Maintainability, and Quality Provisions for the Space Shuttle Program."

Reference documents for this DRD are as follows:

MIL-STD-882, as revised, "System Safety Program for Systems and Associated Subsystems and Equipment, General Requirements for"

System Safety Program Plans are to be tailored for individual safety engineering projects as integral parts of a formal, disciplined system safety program plan implemented by the contractor. System Safety Program Plan Requirements:

1. Source Documents. The initial issue of the documents cited herein (including those of any applicable amendments and revisions) shall be as reflected in the contract schedule.
2. General. The System Safety Program Plan shall be documented in narrative format and shall:
 - 2.a Describe the scope of the project for which the safety engineering activity is to be tailored.
 - 2.b Describe any interrelationships to other contract requirements, tasks and functional elements including appropriate cross references to minimize duplication.
 - 2.c List the contractor and NASA documents which will be applied either as directives or as guidance in the conduct of the SSPP and related system safety tasks.
 - 2.d Identify the system safety engineering requirements, tasks, and responsibilities on an item-by-item basis in accordance with the schedule.
3. Content.
 - 3.1 System Safety Engineering Organization. The SSPP shall describe:

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

3.1.a The system safety organization or function within the organization of the contract including charts to show the organizational and functional relationships and lines of communication.

3.1.b The responsibility, authority, and accountability of system safety personnel and other contractor organizational elements (including subcontractors) involved in the system safety effort. Identify each organizational unit responsible for executing each task. Identify the authority in regard to resolution of all identified hazards. Include the title, address, and telephone number of the System Safety Program Manager.

3.1.c The staffing of the system safety organization for the duration of the project including manpower loading and qualifications of assigned key personnel.

3.1.d The procedures by which the contractor will integrate and coordinate the system safety efforts. Include methods of dissemination of system safety requirements to action organizations and subcontractors; coordination of subcontractors' system safety programs; integration of hazard analyses; management and engineering reviews; program status reporting; and the identities and charters of any system safety groups.

3.1.e The process through which contractor management decisions will be made to include notification and subsequent actions for the following: critical and catastrophic hazards; corrective actions taken; mishaps or malfunctions; waivers to safety requirements; and program deviations.

3.1.f The interfaces between the system safety organization and all other applicable disciplines such as Engineering, Occupational Safety and Health, Reliability, Quality Assurance, Medical Support, etc., at all levels of the project (NASA, contractor, and subcontractor.)

3.2 System Safety Project Milestones. The SSPP shall:

3.2.a Identify safety milestones required to accomplish evaluations of the effectiveness of the system safety effort at critical safety checkpoints (such as design reviews, self-evaluations, operational readiness reviews, audits, etc.)

3.2.b Provide a contract schedule of safety tasks showing start and completion dates, reports, reviews, and staffing, in relationship to other contract milestones.

3.2.c To preclude duplication, identify integrated system activities (i.e., design analyses, test, demonstrations, etc.) applicable to the system safety program but specified within other engineering tasks. Include as part of this section the estimated system safety manpower loading required to accomplish these integrated tasks.

3.3 System Safety Requirements. The SSPP shall:

3.3.a Describe or reference the methods that will be used to identify and apply hazard control requirements and criteria for the design and operation of equipment, software, and facilities, and for procedures covering all phases of acquisition specified in the schedule. List the safety standards and system specifications which are the sources of safety requirements with which the contractor either is required to comply or intends to adopt as a requirement.

3.3.b Describe the risk assessment procedures including the hazard severity categories, hazard probability (or frequency) levels, the precedence to be followed in satisfying safety requirements. State any qualitative or quantitative measures of system safety which the contractor is required to meet, including a description of the acceptable risk levels. Include system safety definitions which are in addition to those in JSC documents or are unique to the project covered by the SSPP.

3.3.c Describe the management controls that shall be used to ensure compliance or justify waivers and deviations with general design and operational safety criteria and the closed loop procedures to ensure hazard resolution and control.

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

3.4 Hazard Analyses. The SSPP shall describe:

3.4.a The analysis techniques and format that will be used in qualitative and quantitative analysis to identify hazards, their causes and effects, and recommended corrective actions.

3.4.b The depth to which each analysis technique will be used within the system, operation, or scenario being analyzed. This description will include identification of hazards associated with the system, subsystem, components, personnel, support equipment, government furnished equipment, facilities, and their interrelationships in the logistics support, training, maintenance, transportability, operational environments, and phase out or disposal.

3.4.c The integration of subcontractor hazard analyses and techniques within the overall project including contractor hazard analyses.

3.4.d The techniques to be used to establish a single closed loop tracking system.

3.5 System Safety Data. The SSPP shall:

3.5.a Describe the approach for researching, disseminating, and analyzing pertinent historical hazard or mishap data.

3.5.b Identify deliverable data and the level of approval required for customer acceptance. Attach a copy of the appropriate sheets from the data requirements list (DRL) of the schedule.

3.5.c Identify safety related non-deliverable data and describe the procedures for accessibility by NASA and the retention of data.

3.6 Safety Verification and Audits. The plan shall describe:

3.6.a The verification and audit requirements and procedures for ensuring that the objectives and requirements of the system safety program have been adequately demonstrated and implemented.

3.6.b The procedures for ensuring feedback of safety-pertinent information for management and engineering review and analysis.

3.6.c The review procedures established by the contractor's system safety organization to ensure safe conduct of hazardous tests with particular emphasis on those involving human test subjects.

3.7 Training. Describe techniques and procedures to be used by the contractor to ensure that the objectives and requirements of the system safety program are implemented in training for engineers, test subjects, technicians, operators, and support (including maintenance) personnel.

Authority. NFS 18-52.223-70, 18-52.223-73, 18-52.223-73 (Alt 1); JPI 52.223-92

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

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

1. DRD Title Annual Safety and Health Program Self Evaluation	2. Date of current version 5/24/02	3. DRL Line Item No. 6	RFP/Contract No. (Procurement completes) 9-BH13-46-01-26P
4. Use (Define need for, intended use of, and/or anticipated results of data) Self evaluation of Contractor's safety and health program performance		5. DRD Category: (check one) <input type="checkbox"/> Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> SR&QA	
6. References (Optional) JPG 1700.1 (as revised)	7. Interrelationships (e.g., with other DRDs) (Optional)		
8. Preparation Information (Include complete instructions for document preparation)			

The annual self-evaluation shall contain an assessment of the Contractor's safety and health program performance as required by its safety and health plan. If the Contractor has submitted a written self-evaluation as a VPP site, the Contractor may submit to NASA a copy of their original VPP report in lieu of writing a new self-evaluation, provided that all action plans and statuses are updated.

The evaluation shall include, as a minimum, the following information:

- Safety and health concerns and resolutions relating to JSC operations which have been identified during the report period.
- Action plans shall be attached for identified problem areas. Action plans shall include schedule for periodic progress reports to the Government. For each problem, the Government and the Contractor area shall agree to frequency of status reports.
- Unresolved safety and health concerns relating to JSC operations that the Contractor feels merit attention of JSC safety and health management.
- The goals and objectives of the Contractor safety and health program for the next report period.
- An analysis of the contractor's performance at the NBL and SVMF in each of the 32 Voluntary Protection Program sub-elements as found in the Federal Register of July 24, 2000 (available at the following link):
http://www.osha-slc.gov/FedReg_osh_data/FED20000724A.html.

Format of this report is to be as specified in OSHA TED 8.1, "Revised Voluntary Protection Programs (VPP) Policies and Procedures Manual", Appendix H (Program Evaluation Report), Attachment 2 (VPP Onsite Evaluation Format for Safety and Health Programs) for a STAR work site which is found at the following link:

http://www.osha-slc.gov/OshDoc/Directive_data/TED_8_1A.html,

This report is due at the end of the government fiscal year.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

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

1. DRD Title Monthly Safety and Health Metrics	2. Date of current version 5/24/02	3. DRL Line Item No. 7	RFP/Contract No. (Procurement completes) 9-BH13-46-01-26P
4. Use (Define need for, intended use of, and/or anticipated results of data) Establishes selected safety and health program metrics		5. DRD Category: (check one) <input type="checkbox"/> Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> SR&QA	
6. References (Optional)	7. Interrelationships (e.g., with other DRDs) (Optional)		
8. Preparation Information (Include complete instructions for document preparation)			

Frequency of submission: Monthly, due by 10th of month following month being reported.

Distribution.

- NT2/Occupational Safety Branch (2 copies)
- SD26/Occupational Health Officer (1 copy)
- Contracting Officer's Technical Representative (COTR) (1 copy)

Format: electronic to NT2, SD26; hard copy to COTR. Send as Excel spreadsheet or in tables compatible with MS Word.

Definitions. Refer to JPG 1700.1 and OSHA requirements for definitions of terms below.

Scope. The scope of the information required is limited to the NBL and SVMF and areas included within this contract.

Content.

I. Management Commitment and Employee Involvement.

Date of Management Safety Committee Meeting		Type/Title of Meeting	No. of Managers attending		No. of supervisors attending		No. of non-supervisory attending	
			This month	Year to date	This month	Year to date	This month	Year to date

Include electronic copies of minutes or representative information

No. of Employee Safety Meeting		Type/Title of Meeting	No. of Employees attending		No. of managers/supervisors attending	
			This month	Year to date	This month	Year to date

Include electronic copies of minutes or representative information

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

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

II. Worksite Analysis. Refer to JPG 1700.1 for definitions of terms.

Division	No. of Hazard Analyses				No. of Job Safety Analyses				No. of Routine Inspections			
	Required		Performed		Required		Performed		Required		Performed	
	This month	Year to Date	This month	Year to Date	This month	Year to Date	This month	Year to Date	This month	Year to Date	This month	Year to Date
Total												

III. Hazard Prevention and Control - hazards below were found during routine and special inspections, close calls, mishap investigations, etc., and require correction.

No. of Hazards found			No. of Hazards closed <30 days			No. of Hazards open <30 days	No. of Hazards open >30 days			No. of Hazards closed >30 days			No. of JF1240s in place
Prior to month	This month	Year to date	Prior to month	This month	Year to date		Prior to month	This month	Year to date	Prior to month	This month	Year to date	

Attach copies (electronic ok if sent by e-mail) of JF 1240's (or equivalent) including monthly updates. Mark JF 1240's where abatement has been completed as closed.

IV. Safety and Health Training - List courses specific to facility safety initiatives (such as slips/trips falls, material handling; etc.) Report other training as "Generic safety training not otherwise specified" (examples include Hazard Communication, Confined Space entry, hazardous waste operator (HAZWOPER), system safety, job safety analysis, etc.) Do not include job proficiency course work where safety is an issue (such as radiography, welding, painting, etc.)

Course Title	No. to be Trained	No. Trained	On Schedule

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

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

1. DRD Title Government-Industry Data Exchange Program (GIDEP) and NASA Advisory Problem Data Sharing and Utilization Program Documentation and Reporting	2. Date of current version 5/24/02	3. DRL Line Item No. 8	RFP/Contract No. (Procurement completes) 9-BH13-46-01-26P
4. Use (Define need for, intended use of, and/or anticipated results of data) This DRD provides the minimum information to be incorporated into the contractor's and subtier contractor implementation procedures and contractual data reporting requirements to comply with the requirement to participate in GIDEP and NASA Advisory Problem Data Sharing and Utilization Program		5. DRD Category: (check one) <input type="checkbox"/> Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> SR&QA	
6. References (Optional) SO300-BT-PRO-010 GIDEP Operations Manual SO300-BU-GYD-010 GIDEP Requirements Guide NPG 8735.1 NASA Procedure and Guidelines	7. Interrelationships (e.g., with other DRDs) (Optional) Non-Conforming Parts and Materials Reports		
8. Preparation Information (Include complete instructions for document preparation)			

8.1 DESCRIPTION/USE. This DRD provides the minimum information to be incorporated in the contractor and subtier contractor implementation procedures and contractual data-reporting requirements to comply with the program requirement to participate in GIDEP and the NASA Advisory Problem Data Sharing and Utilization Program. The types of data include:

- a. Contractor and subtier implementation procedures.
- b. Preparation and submittal of GIDEP documents.
- c. Preparation and submittal of NASA Advisories.
- d. Task management, control, and tracking status.
- e. Milestone/mission support (assessment/impact status reports).
- f. Cost data on special problems (involving criminal investigations).

8.2 DISTRIBUTION. Distribution will comply with the DRL or Contracting Officer letter (must include the JSC GIDEP/NASA Advisory Coordinator as a minimum).

8.3 INITIAL SUBMITTAL.

- a. Contractor and subtier Implementation procedures (60 days after contract award).
- b. Release of GIDEP documents (in compliance with GIDEP Operations Manual and Policy).
- c. Release of NASA Advisories (in accordance with NASA policy).
- d. Problem data assessments (30 days after receipt of the problem data).
- e. Milestone/mission support (as required to support the milestone or mission events).
- f. Cost data (as required for special problems involving criminal investigations).

8.4 SUBMITTAL FREQUENCY. As required.

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

8.6 INTERRELATIONSHIP. Incidents involving non-conforming products or materials are to be reported through the GIDEP Reporting System to comply with Government Policy as defined by Office of Federal Procurement Policy, Policy Letter No. 91-3 (Appendix D of GIDEP Operation Manual, SO300-BT-PRO-010).

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

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

8.7 DATA PREPARATION INFORMATION.

8.7.1 Scope. Generic problems reported by GIDEP or NASA Advisory distribution networks shall be assessed to determine if there is a real or potential impact on the program or program assets. Generic problems experienced by the program or by program assets shall be reported in the GIDEP or NASA Advisory network, as appropriate. Management documentation shall be adequate to ensure that (1) the subject problem data are received, properly distributed, and thoroughly assessed for potential impact; (2) identified impact issues are resolved or corrected with NASA program management concurrence; (3) cost data for special problem issues are accumulated and reported; and (4) all this information is captured and retained in a database.

8.7.2 Applicable Documents.

- a. SO300-BT-PRO-010, GIDEP Operations Manual and Policy.
- b. SO300-BU-GYD-010, GIDEP Requirements Guide.
- c. NPG 8735.1, NASA Procedure and Guidelines, "Procedure for Exchanging Parts, Materials, and Safety Problem Data Utilizing the Government-Industry Data Exchange Program and NASA Advisories."

8.7.3 Contents.

- a. The contractor and subtier Implementation procedures shall provide details that will ensure that the contractor understands and will implement these procedures, which cover the scope; task importance; management responsibilities; technical expertise to identify and resolve any impacts; "special problem" information sensitivity; and documentation necessary to comply with GIDEP and NASA policies.
- b. GIDEP documents are to comply with the GIDEP Operations Manual and Policy requirements for the appropriate document being prepared and released.
- c. NASA Advisories are to comply with contents as required to complete the JSC NASA Advisory Form, JSC Form 1159 (JF1159), and to accurately report the problem and conditions.
 - d. Implementation documentation shall include an index of problem reports received and assessed for impact; hardware/systems/subcontractors subject to the assessments; status of the impact assessments by problem report by hardware/system/subcontractor; and corrective actions for problems with identified impacts, including (1) NASA program management involvement and concurrence, (2) required supporting documentation for all problems experienced on the program/project that meet the criteria for release of a GIDEP report or NASA Advisory and the released GIDEP reports and NASA Advisories, and (3) any other data required to comply with the applicable GIDEP and NASA documents.
- e. Details of the required milestone/mission support efforts and reports with the associated roles and responsibilities shall be provided.
- f. Financial data to justify and substantiate any reported "cost impacts" are to be included.

8.7.4 Format. Electronic submittal is the preferred medium for providing access to or submittal of information and data under this DRD. Format guidelines are as follows:

- a. The contractor's format is acceptable for their internal implementation procedures.
- b. GIDEP documents are to be prepared on the appropriate GIDEP form found in the GIDEP Operations Manual.
- c. NASA Advisories are to be prepared on the JSC NASA Advisory Form, JF1159.
- d. The contractor's format is acceptable for providing the "Task Management, Control, and Tracking Status," as long as it includes all the necessary information. An electronic database with access permission to appropriate NASA personnel is preferred.
- e. Formats for these reports are to comply with the applicable milestone/mission event.
- f. Cost data are to be provided as required by the financial management reporting system and as necessary to substantiate the data being submitted in support of criminal investigations.

8.7.5 Maintenance. Data shall be maintained as required to:

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

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

- a. Document the current implementation procedures and GIDEP and NASA Advisory policies.
- b. Ensure that the released GIDEP information is complete, factual, accurate, and up to date.
- c. Ensure that the released NASA Advisory information is complete, factual, accurate, and up to date.
- d. Tracking status provided periodically to demonstrate complete accomplishment of the task.
- e. Stay current and accurate or as requested to support management activities.
- f. Substantiate submitted costs or to include additional costs as they are identified.

14.3.4 Implementation documentation shall include an index of problem reports received and assessed for impact, hardware/systems/subcontractors subjected to the assessments, status of the impact assessments by problem report by Hardware/system/subcontractor, corrective actions for problem with identified impacts including NASA program management's involvement and concurrence, and the required supporting documentation for all problems experienced on the program/project that meet the criteria for the release of a GIDEP Report or NASA Advisory and the released GIDEP reports and NASA Advisories. And any other data required to comply with the Applicable GIDEP and NASA documents.

14.3.5 Details of the required Milestone/Mission support efforts and reports with the associated roles and responsibilities.

14.3.6 Financial data to justify and substantiate any reported "Cost impacts"

14.4 FORMAT: Electronic submittal is the preferred media for providing access to or submittal of information and data under this DRD

14.4.1 The Contractor's format is acceptable for their Internal Implementation Procedures.

14.4.2 GIDEP document are to be prepared on appropriate GIDEP form found in the GIDEP Operations Manual.

14.4.3 NASA Advisories are to be prepared on the JSC NASA Advisory form, JF1159.

14.4.4 The contractor's format is acceptable for providing the "Task Management, Control, and Tracking Status" as long as it included all the necessary information. Preferred electronic database with access permission to appropriate NASA personnel.

14.4.5 Formats for these reports are to comply with the applicable Milestone/Mission event.

14.4.6 Cost data is to be provided as required by financial management reporting system and to the details required to support the criminal investigations.

14.5 MAINTENANCE:

14.5.1 As required to document the current implementation procedures and GIDEP and NASA Advisory policies.

14.5.2 As required to make sure that the released information is complete, factual, accurate and up-to-date.

14.5.3 As required to stay current and accurate or as requested.

14.5.4 As required to substantiate submitted costs or to include additional costs as they are identified.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

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

1. DRD Title Risk Management Plan	2. Date of current version 5/24/02	3. DRL Line Item No. 9	RFP/Contract No. (Procurement completes) 9-BH13-46-01-26P
4. Use (Define need for, intended use of, and/or anticipated results of data) The purpose of risk management is to identify risks early in the program so that appropriate abatement plans can be implemented to reduce the consequences of the risk or likelihood that the risk will occur. This document describes the methodologies and processes used to identify, analyze, control and communicate the risks. The identification, characterization, mitigation plan, and mitigation responsibilities associated with specific risks are described and specific risk abatement strategies or contingency planning processes, are discussed.		5. DRD Category: (check one) <input type="checkbox"/> Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> SR&QA	
6. References (Optional) NPG 7120.5A, NASA Program and Project Management Processes and Requirements (Section 4.3) NASA Continuous Risk Management Course (http://arioch.gsfc.nasa.gov/302/Risk/RMPPage.htm)	7. Interrelationships (e.g., with other DRDs) (Optional)		
8. Preparation Information (Include complete instructions for document preparation)			

NOTE: UPON NASA APPROVAL, THE CONTRACTOR'S RISK MANAGEMENT PLAN BECOMES A CONTRACTUAL REQUIREMENT.

This Plan shall be included as part of the Management Plan (DRD-01) or a separate document. The Risk Management Plan documents the process that the Contractor will follow to manage risk throughout the duration of the contract and provide government insight to risk management. "Risk" refers to anything that can prevent a team from meeting the contract objectives. All forms of risk shall be managed. These include technical, programmatic, supportability, cost, and schedule risks.

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

The plan shall as a minimum cover:

- a. Risk identification – The process to determine and define all risks.
- b. Risk analysis – The process to convert risk data into decision-making information. This process should include estimating the probability, impact and time frame of the risks, eliminating duplicates and grouping similar risks, and prioritizing them according to consequences.
- c. Risk planning – The process to develop mitigation options and decide what to do with the risks.
- d. Risk tracking – The process to acquire, compile and report risk status data, including risk indicators and mitigation actions. Appropriate risk metrics shall be identified so that the Government can evaluate the quality of the risk management.
- e. Risk control – The process covering decisions to re-plan mitigation, close risks, invoke contingency plans or continue to track risks. The plan shall define responsibilities, typical milestones/reviews, and describe the key risk control activities.
- f. Communications and documentation – Present in all the above processes, this is the means by which the output of the processes is documented and communicated to all team members.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

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

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

- (1) Description of the risk
- (2) Primary consequence should the undesirable event occur
- (3) Estimate of probability of occurrence and the fidelity of the estimate
- (4) Significant cost impacts, given its occurrence
- (5) Significant schedule impacts, given its occurrence
- (6) Potential mitigation measure not already taken and the cost to implement them
- (7) Characterization of the risk as acceptable or unacceptable with rationale.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

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

1. DRD Title Limited Life Items List	2. Date of current version 5/24/02	3. DRL Line Item No. 10	RFP/Contract No. (Procurement completes) 9-BH13-46-01-26P
4. Use (Define need for, intended use of, and/or anticipated results of data) The purpose of this DRD is to provide the necessary information and definitions to consistently and clearly identify limited life components		5. DRD Category: (check one) <input type="checkbox"/> Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> SR&QA	
6. References (Optional) See "Reference Documents" under item 8 below.	7. Interrelationships (e.g., with other DRDs) (Optional)		
8. Preparation Information (Include complete instructions for document preparation)			

Reference Documents:

JSC 17057, GFE Limited Cycle Time/Age Life Item Requirements
NSTS 22206, Requirements for Preparation and Approval of Failure Modes and Effects Analysis (FMEA) and Critical Items List (CIL)

Scope: Limited life includes limited shelf life, limited operating life, time-action control sensitive (including maintenance activities), or a combination of these.

Content: At a minimum, the following data shall be provided:

A. Deliverable item:

1. Name;
2. Part Number;
3. Serial number;
4. Contractor and Government Entity (CAGE) code;
5. Life limiting parameter, material, or function (including analyses);
6. Restrictions or limitations on refurbishments;

B. For deliverable items that are, or contain, operating time/cycle sensitive items, these additional data shall be provided:

1. Time/cycle item part name;
2. Time/cycle item part number;
3. Time/cycle item part serial number;
4. Time/cycle item part CAGE code;
5. Specification requirement (allowable time/cycles); and
6. Remaining time/cycles from point of delivery.

C. For deliverable items which are, or contain, age-sensitive/time-action items, these additional data shall be provided:

1. Age-sensitive/time-action item part number;
2. Age-sensitive/time-action item part serial/lot number;
3. Age-sensitive/time-action item part CAGE code;
4. Age-sensitive/time-action item part birth date;
5. Age-sensitive/time-action item part expiration date (action due date);
6. Type of action required (i.e., replace, service, inspect, etc.);

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

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

7. Last operation and/or servicing date (time-action items only); and
8. Next operation and/or servicing date (time-action items only).

Electronic access is required. Analyses (item A.5 above) may be provided via hardcopy, in contractor format.

Maintenance: Update as required

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

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

1. DRD Title Quality Plan	2. Date of current version 5/24/02	3. DRL Line Item No. 11	RFP/Contract No. (Procurement completes) 9-BH13-46-01-26P
4. Use (<i>Define need for, intended use of, and/or anticipated results of data</i>) The Quality Plan is used to document the specific details of the contractor's Quality Management System (QMS) related to this contact.		5. DRD Category: (<i>check one</i>) <input type="checkbox"/> Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> SR&QA	
6. References (<i>Optional</i>)		7. Interrelationships (<i>e.g., with other DRDs</i>) (<i>Optional</i>)	

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

NOTE: UPON NASA APPROVAL, THE CONTRACTOR'S QUALITY PLAN BECOMES A CONTRACTUAL REQUIREMENT.

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

Format: The Quality Plan format shall match the elements of the ANSI/ISO/ASQC – 2000 standard.

Contents: The quality plan shall address each element of the ANSI/ISO/ASQC – 2000 standard demonstrating the contractors understanding, implementation, methods, procedures, and controls required to fulfill the contract requirements.

Additional Requirements: None

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

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

1. DRD Title Safety Briefing Materials	2. Date of current version 5/24/02	3. DRL Line Item No. 12	RFP/Contract No. (Procurement completes) 9-BH13-46-01-26P
4. Use (Define need for, intended use of, and/or anticipated results of data) For use by NASA and the SVMF user community to facilitate the safety training required for users.		5. DRD Category: (check one) <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References (Optional)	7. Interrelationships (e.g., with other DRDs) (Optional)		
8. Preparation Information (Include complete instructions for document preparation)			

Safety briefing materials (handouts, posters, presentations, etc) shall be developed to provide the NBL and SVMF user communities with the safety training and information required for the hazards unique to the respective facility operations. These materials shall be provided to users on request.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

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

1. DRD Title Configuration Management Plan	2. Date of current version 5/24/02	3. DRL Line Item No. 13	RFP/Contract No. (Procurement completes) 9-BH13-46-01-26P
4. Use (<i>Define need for, intended use of, and/or anticipated results of data</i>) To serve as the basic guidelines and the single authoritative summary document to delineate the manner by which the Contractor shall accomplish configuration management		5. DRD Category: (<i>check one</i>) <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References (<i>Optional</i>)	7. Interrelationships (<i>e.g., with other DRDs</i>) (<i>Optional</i>)		
8. Preparation Information (<i>Include complete instructions for document preparation</i>)			

NOTE: Upon NASA approval, the Contractor's Configuration Management Plan BECOMES A CONTRACTUAL REQUIREMENT.

The Configuration Management (CM) Plan shall detail the configuration management processes for hardware, software and documentation to be implemented and methods to be utilized for configuration identification, accountability and change control.

The Plan shall address configuration management of the documents on the NBL and SVMF portions of the DX master list. The Plan shall also describe how documentation will be made available electronically to all JSC users, including a listing of all documentation, and how all documentation will be delivered to NASA, for use without restrictions.

The Plan shall describe how the quality records will be maintained.

The Plan shall include the criteria for selection of hardware and software items that require the application of CM.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

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

1. DRD Title Information Technology (I/T) Documents	2. Date of current version 5/24/02	3. DRL Line Item No. 14	RFP/Contract No. (Procurement completes) 9-BH13-46-01-26P
4. Use (Define need for, intended use of, and/or anticipated results of data) To document the contractor's compliance with Federal and NASA Information Technology (I/T) Planning and Reporting regulations and requirements		5. DRD Category: (check one) <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References (Optional)	7. Interrelationships (e.g., with other DRDs) (Optional)		
8. Preparation Information (Include complete instructions for document preparation)			

Information Technology documents shall be prepared and delivered in accordance with MOD specifications as requested.

Examples documents are:

I/T Program Operating Plan—7 year I/T budget plan

Level A I/T Plan—5 year plan for new investments

Level B I/T Plan—Annual detailed database I/T purchase plan

I/T Standards—I/T products, tools and services which JSC adopts for multiple end users

Service Requests—government form to request I/T service from other contractors

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

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

1. DRD Title Information Technology (IT) Security Documentation	2. Date of current version 5/24/02	3. DRL Line Item No. 15	RFP/Contract No. (Procurement completes) 9-BH13-46-01-26P
4. Use (Define need for, intended use of, and/or anticipated results of data) To provide for the certification of data processing installations in accordance with JSC security program requirements		5. DRD Category: (check one) <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References (Optional) JPG 2810.1, Johnson Space Center Information Technology Security Handbook	7. Interrelationships (e.g., with other DRDs) (Optional)		
8. Preparation Information (Include complete instructions for document preparation)			

Information Technology Security documentation shall be generated in accordance with JPG 2810.1, JSC Information Technology Security Handbook.

Security plan documents shall be developed and submitted to certify the levels of compliance achieved with applicable IT security requirements and to document the levels of residual risk accepted by NASA management, associated with computer resources delivered under the contract. It is expected that the IT Security plan will be required to be submitted yearly, for the NBL and SVMF, as determined by MOD line management.

Note:

Documentation relating to the security plan is considered sensitive, and shall be provided with appropriate safeguards, such as limited access and distribution. NOTE: UPON NASA APPROVAL, THE CONTRACTOR'S SECURITY PLAN BECOMES A CONTRACTUAL REQUIREMENT.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

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

1. DRD Title Inventory Management Plan	2. Date of current version 5/24/02	3. DRL Line Item No. 16	RFP/Contract No. (Procurement completes) 9-BH13-46-01-26P
4. Use (Define need for, intended use of, and/or anticipated results of data) For use by NASA in assessing quality performance against the contract requirements.			5. DRD Category: (check one) <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References (Optional)		7. Interrelationships (e.g., with other DRDs) (Optional)	
8. Preparation Information (Include complete instructions for document preparation)			

NOTE: Upon NASA approval, the Contractor's Inventory Management Plan BECOMES A CONTRACTUAL REQUIREMENT.

The Contractor shall provide a plan detailing procedures and policies that will be used to control the Government Furnished Equipment (e.g. - facility elements, material handling equipment, tools, selected materials). The Plan shall also include how the Contractor will control Contractor Furnished Equipment kept in the NBL and SVMF, specifying how GFE and CFE inventories shall be separately identifiable. Contractor format is acceptable.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

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

1. DRD Title Engineering Drawing Plan	2. Date of current version 5/24/02	3. DRL Line Item No. 17	RFP/Contract No. (Procurement completes) 9-BH13-46-01-26P
4. Use (Define need for, intended use of, and/or anticipated results of data) To establish the requirements for the preparation of drawings provided by the contractor		5. DRD Category: (check one) <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References (Optional)		7. Interrelationships (e.g., with other DRDs) (Optional) DRD-13 (CMP)	
8. Preparation Information (Include complete instructions for document preparation)			

NOTE: UPON NASA APPROVAL, THE CONTRACTOR'S ENGINEERING DRAWING PLAN BECOMES A CONTRACTUAL REQUIREMENT.

The Engineering Drawing Plan shall describe the process of generating all drawings and maintaining drawings for items that are not temporary. Use of the JSC drawing system is not required. The plan shall include the approach for addressing:

Numbering scheme
Types of drawings
Drawing hierarchy
Approval cycle

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

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

1. DRD Title Facility Shutdown Plan	2. Date of current version 5/24/02	3. DRL Line Item No. 18	RFP/Contract No. (Procurement completes) 9-BH13-46-01-26P
4. Use (Define need for, intended use of, and/or anticipated results of data) For use by NASA to evaluate the quality performance against contract requirements and for use by both NASA and the Contractor to prepare the facilities for unattended operations		5. DRD Category: (check one) <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References (Optional)	7. Interrelationships (e.g., with other DRDs) (Optional)		
8. Preparation Information (Include complete instructions for document preparation)			

NOTE: Upon NASA approval, the Contractor's Facility Shutdown Plan BECOMES A CONTRACTUAL REQUIREMENT.

A Facility Shutdown Plan shall be developed and maintained separately for each facility, which defines the processes and logistics required to shutdown and re-activate the NBL and SVMF. Each plan shall include (at a minimum) discrete sections to describe the shutdown and re-activation processes and logistics required for overnight, weekend, planned removal of facility power, severe weather and government directed shutdowns. The plan shall also include a checklist of preparation activities required at each level of hurricane response

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

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

1. DRD Title Monthly Management Review Report	2. Date of current version 5/24/02	3. DRL Line Item No. 19	RFP/Contract No. (Procurement completes) 9-BH13-46-01-26P
4. Use (Define need for, intended use of, and/or anticipated results of data) Information to be used in contractor performance evaluation		5. DRD Category: (check one) <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References (Optional)		7. Interrelationships (e.g., with other DRDs) (Optional)	
8. Preparation Information (Include complete instructions for document preparation)			

The Contractor shall provide a written monthly report to NASA. Where applicable, information shall be separated in sections by facility. The report shall contain the following information, and may be adjusted, as agreed to by NASA and the Contractor:

A. Safety Report

This section shall summarize any close calls, mishaps, incidents, and significant safety activities. Safety metrics shall be provided.

B. Technical Performance

This section shall detail how the Contractor performed for the period, including major accomplishments. This shall also include a description of anomalies, which affected, or may affect completion of scheduled activities or delivery of Projects. Report technical performance against requirements per the following SOW paragraphs: 5.1.2, 5.1.6, 5.1.7, 5.1.8, 5.1.12, 5.3.1, 5.3.9, 5.4.4, 5.5.3, 5.6.1, 5.8.1, 5.8.2, and 5.9.1. For the first 6 months of the contract, report technical performance against requirements per the following SOW paragraphs: 5.1.1, and 5.1.9.

C. Contract Changes

Provide status for Contract Change Orders.

D. Cost Variance

A variance report shall include details of any variance from plan greater than 10% at the 3rd level for delivery orders, and at the 4th level for all others WBS elements, with a description of cause, impact, and recovery plan. A variance report for a variance of \$1000. or less is not required.

E. Issues and Concerns

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

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

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

1. DRD Title Daily Report	2. Date of current version 5/24/02	3. DRL Line Item No. 20	RFP/Contract No. (Procurement completes) 9-BH13-46-01-26P
4. Use (Define need for, intended use of, and/or anticipated results of data) Information to be used in contractor performance evaluation and daily planning.		5. DRD Category: (check one) <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References (Optional)	7. Interrelationships (e.g., with other DRDs) (Optional)		
8. Preparation Information (Include complete instructions for document preparation)			

A daily report shall be prepared, Monday through Friday, to describe the activities conducted in each facility. The report shall be delivered prior to 730 AM. The report shall be separated into sections by facility. Each section shall be submitted to the respective NASA facility Office Chief. The content of this report may be adjusted, as agreed to by NASA and the Contractor.

This report shall include

- Safety (including any close calls, mishaps, incidents, and significant safety activities)
- Activities completed since last report
- Activities scheduled for next reporting period (this includes maintenance scheduled)
- Any other condition that affected the operations or appearance of either facility.
- Problems encountered (including description of DR's submitted)
- Element status (this includes maintenance accomplished)
- Equipment loans
- Customer feedback, including activity and customer interface (e. g. procedures, web pages) comments
- Metrics

NBL Metrics shall include

- Customer evaluations scores
- Number and % objectives accomplished
- Number of DR's opened and closed

SVMF Metrics shall include

- Customer evaluations scores
- Number of tours accomplished

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

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

1. DRD Title Project Plan	2. Date of current version 5/24/02	3. DRL Line Item No. 21	RFP/Contract No. (Procurement completes) 9-BH13-46-01-26P
4. Use (Define need for, intended use of, and/or anticipated results of data) For use by NASA in determining acceptability of proposed projects, and assessing schedule, budget, technical, and quality performance against the contract requirements.		5. DRD Category: (check one) <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References (Optional)	7. Interrelationships (e.g., with other DRDs) (Optional)		
8. Preparation Information (Include complete instructions for document preparation)			

NOTE: UPON NASA APPROVAL, THE CONTRACTOR'S PROJECT PLAN BECOMES A CONTRACTUAL REQUIREMENT.

A Project Plan that meets all requirements shall be prepared for NASA approved projects and Delivery Orders. NASA will indicate the level of detail and unique reporting required, for each plan. Unless otherwise agreed to by NASA, a Project Plan shall include:

- Technical description
- Project schedule identifying tasks, critical path, external dependencies on the critical path, and milestones. Project milestones for example, may include a conceptual design review, preliminary design review, final design review, integration, testing, Operational Readiness Inspection, documentation delivery, test readiness review, training and final delivery. Documentation for example, may include requirements documents, interface control documents, design descriptions, FMEA/HAs, risk and recovery documentation, drawings, operating documents, maintenance documents, acceptance tests, users guides, training documentation, and safety review documentation.
- Cost estimate with cost drivers

The plan shall be delivered within 15 business days, unless otherwise agreed to by NASA, and shall be valid for a minimum of 60 days. The plan shall incorporate management of risk per NPG 7120.5.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

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

1. DRD Title Project Recommendation	2. Date of current version 5/24/02	3. DRL Line Item No. 22	RFP/Contract No. (Procurement completes) 9-BH13-46-01-26P
4. Use (<i>Define need for, intended use of, and/or anticipated results of data</i>) To provide the methodology for the contractor to propose changes and to existing systems and elements (ie mockups.)		5. DRD Category: (<i>check one</i>) <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References (<i>Optional</i>)	7. Interrelationships (<i>e.g., with other DRDs</i>) (<i>Optional</i>)		
8. Preparation Information (<i>Include complete instructions for document preparation</i>)			

Each Project Recommendation shall include a description and a justification.

Contractor format is acceptable. It is recommended that the DX Configuration Change Board Change Request Form be utilized to facilitate the review of Project Recommendations.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

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

1. DRD Title Mission Support Plan	2. Date of current version 5/24/02	3. DRL Line Item No. 23	RFP/Contract No. (Procurement completes) 9-BH13-46-01-26P
4. Use (Define need for, intended use of, and/or anticipated results of data) For use by NASA in the Flight Readiness Review Process		5. DRD Category: (check one) <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References (Optional)	7. Interrelationships (e.g., with other DRDs) (Optional)		
8. Preparation Information (Include complete instructions for document preparation)			

NOTE: Upon NASA approval, the Contractor's Mission Support Plan BECOMES A CONTRACTUAL REQUIREMENT.

A mission support plan shall be prepared, presented for the appropriate NASA Office Chief approval, and presented at the MOD Flight Readiness Review, if required. The mission support plan shall include the establishment of logistics and personnel schedules to provide mission support, and the development and revision to procedures for mission support.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

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

1. DRD Title Test Readiness Review Data Pack	2. Date of current version 5/24/02	3. DRL Line Item No. 24	RFP/Contract No. (Procurement completes) 9-BH13-46-01-26P
4. Use (<i>Define need for, intended use of, and/or anticipated results of data</i>) This package will be used to facilitate the conduct of Test Readiness Reviews, and to evaluate Contractor compliance with test readiness requirements.		5. DRD Category: (<i>check one</i>) <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References (<i>Optional</i>) DX14-0027, DX12-0010		7. Interrelationships (<i>e.g., with other DRDs</i>) (<i>Optional</i>)	
8. Preparation Information (<i>Include complete instructions for document preparation</i>)			

The Data Package shall include for each TRR, or Delta TRR, a complete set of documentation.

For the SVMF, the contents of this data package is described in the SVMF Test Readiness Review Work Instruction (DX14-0027). This data package includes the customer supplied documentation.

For the NBL, this is documented in the NBL Operations Integration Procedures (DX12-0010).

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

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

1. DRD Title Technical Library Reports	2. Date of current version 5/24/02	3. DRL Line Item No. 25	RFP/Contract No. (Procurement completes) 9-BH13-46-01-26P
4. Use (Define need for, intended use of, and/or anticipated results of data) For use by NASA to identify library contents.		5. DRD Category: (check one) <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References (Optional)	7. Interrelationships (e.g., with other DRDs) (Optional)		
8. Preparation Information (Include complete instructions for document preparation)			

The reports of the NBL and SVMF Technical Libraries shall identify the materials maintained therein. There shall be one report for each facility that will be available for user access. The report shall identify the contents and location of each item to facilitate the retrieval of these items from the library. Each item identified in the report shall be sufficiently described, to include the name, identifying number, type (drawing, document, picture, etc), and date of issue.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

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

1. DRD Title LOGISTICS OPERATIONS REPORT	2. Date of current version 5/24/02	3. DRL Line Item No. 26	RFP/Contract No. (Procurement completes) 9-BH13-46-01-26P-
4. Use (Define need for, intended use of, and/or anticipated results of data) These reports are required to determine the effectiveness of the Property Management System and as indicators of the volume of Logistics activity. These reports will be forward to NASA HQS.		5. DRD Category: (check one) <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References (Optional) NHB 4100 (Current Version) JSCM-5151 (Current Version)	7. Interrelationships (e.g., with other DRDs) (Optional)		

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

THE FOLLOWING REPORTS ARE REQUIRED TO BE PREPARED WHEN ON-SITE STORAGE OF MATERIAL EXCEEDS \$20,000 FOR STORES OR STANDBY STOCK OR \$75,000 FOR PROGRAM STOCK IN ONE LOCATION.

1. *Data Input for NASA Form 1324, Semi-annual Report of Personal Property Management Operations

Use semi-annual line item data elements as of 3/15 and 9/15 of each year.

- Material Inventory Status
- Material Inventory Activity
- Material Acquisition Activity
- Material Receiving Activity
- Logistics Personnel Resources Report

Reference: NHB 4100
Report Due Dates: 3/25 and 9/25

2. *Data Input for NASA FMD 1489, Semi-annual Analysis of Fixed Inventory Assets:

Use semi-annual monetary data elements as of 3/15 and 9/15 of each year:

Starting Price; Price of Receipts, Price of Issues, Ending Price

NOTE: This will be reported by each Object Class Code stocked in the storeroom. Separate reports are required for Stores, Program, and Standby stock. (See the JSC Stores Stock Catalog prefaces for a detailed explanation of these codes.)

Reference: NHB 4100
Report Due Dates: 3/25 and 9/25

*Forms for Data Input are available through JFS/Contract Property Management Branch

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

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

1. DRD Title REPORTS REQUIRED FOR LOGISTICS OPERATIONS	2. Date of current version 11/22/93	3. DRL Line Item No. 26	RFP/Contract No. (Procurement completes) NAS9-
4. Use (<i>Define need for, intended use of, and/or anticipated results of data</i>) These reports are required to determine the effectiveness of the Property Management System and as indicators of the volume of Logistics activity. These reports will be forward to NASA HQS.		5. DRD Category: (<i>check one</i>) <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References (<i>Optional</i>) NHB 4100 (Current Version) JSCM-5151 (Current Version)	7. Interrelationships (<i>e.g., with other DRDs</i>) (<i>Optional</i>)		

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

3. NASA Form 1619, Physical Inventory of Materials Annual Report

This Annual report identifies the sampling inventory actions completed by the contractor. This report contains the sampling inventory actions completed by the contractor. This report contains the following data by Object Class Code: (See the JSC Stores Stock Catalog prefaces for a detailed explanation of these codes).

Line items and dollar value of items inventoried; number of line items with variance; dollar value of discrepant items, including overage, shortage, and gross discrepancies.

Identify whether inventory items are stores, program, or standby stock, and also identify the staff hours and dollar value expended in accomplishing and reconciling the inventory.

A brief explanation of cause of discrepancies and actions to minimize the chance for recurrence.

Reference: NBH 4100
Report Due Dates: 9/25

NOTE: All the above are to treat Contractor-Acquired Material (CAM) and Government-Furnished Material (GFM) as one lot.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

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

1. DRD Title REPORTS REQUIRED FOR LOGISTICS OPERATIONS	2. Date of current version 11/22/93	3. DRL Line Item No. 26	RFP/Contract No. (Procurement completes) NAS9-
4. Use <i>(Define need for, intended use of, and/or anticipated results of data)</i> These reports are required to determine the effectiveness of the Property Management System and as indicators of the volume of Logistics activity. These reports will be forward to NASA HQS.		5. DRD Category: <i>(check one)</i> <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References <i>(Optional)</i> NHB 4100 (Current Version) JSCM-5151 (Current Version)	7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i>		

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

4. Quarterly Report of Contractor-Acquired Material (CAM)

This report will consist of two transfer documents (DD Form 1149) that identify material purchased and received by the Contractor for on-site use. The two documents will be differentiated as follows:

- a. Items bought for direct consumption on-site.
- b. Items issued to storeroom(s) that will impact the dollar value of assests on hand.

The DD Forms 1149 will be transferring accountability of these assets to NASA and will be accompanied by requisitions, issue documents, test preparation sheets (if flight material destined for a bond room), or any other similar form approved for use by the JSC Property Administrator. The DD Form 1149 will identify total number of line items and total value.

Reference: JSCM-5151 (current version)
Due Date: 15 working days after the end of each Fiscal Year Quarter.

NOTE: All of these reports are to be submitted to JF5/JSC Property Administrator.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

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

Instructions for Completing JSC Form 2341

General. JSC Form 2341 will be prepared to describe the content and provide preparation information for data required to support of JSC programs. For more detailed instructions, see JSC STD-123.

1. **DRD Title.** Enter the title of data or document required. The title should include a principal noun which best establishes the basic concept of the data.
2. **Date of current DRD version.** If an existing DRD is revised, enter the revision date. For a new DRD, enter origination date.
3. **DRL Line Item.** Enter the individual line item number from block 1 of JSC Form 2323, "JSC Data Requirements List," as completed for a specific procurement.

RFP/Contract No. The assigned procurement office enters the number of the specific procurement document to which the DRD is attached.

4. **Use.** Enter a synopsis of the intended use of the document. Include the reason for the requirement and identify the using organization if necessary.
5. **DRD Category.** Check the type of information described. SR&QA DRD's must be approved by a representative of the JSC Safety, Reliability, and Quality Assurance Office.
6. **References (Optional).** List applicable documents (NASA or JSC manuals, military specifications, Federal standards, NASA procurement regulations, etc.) containing additional information concerning the data requirements. If original DRD refers to obsolete documents, these should be deleted when the DRD is revised.
7. **Interrelationships (Optional).** Enter other data requirements or passages in the same SOW that will affect or be affected by this DRD. References to paragraphs in the SOW may not be substituted for the information in block 8.
8. **Preparation Information.** Provide instructions for preparation of the data required. JSC STD-123 contains suggestions for completing this section.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

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

1. DRD Title Discrepancy Record	2. Date of current version 5/24/02	3. DRL Line Item No. 27	RFP/Contract No. (Procurement completes) 9-BH13-46-01-26P
4. Use (Define need for, intended use of, and/or anticipated results of data) To provide that all discrepancies are documented in consistent manner and to assure that all the necessary data is included and available.		5. DRD Category: (check one) <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> SR&QA	
6. References (Optional)	7. Interrelationships (e.g., with other DRDs) (Optional)		
8. Preparation Information (Include complete instructions for document preparation)			

A discrepancy is when an item fails to meet a specified requirement. A discrepancy record is completed for each discrepancy within 24 hours of the notification to, or identification by, the Contractor.

The record shall contain the following data elements:

1. A unique and traceable number;
2. Identification of the nonconforming article or material;
 - a. Nomenclature
 - b. Part identification number
 - c. Serial no./Lot no./Version
 - d. Manufacturer's name or the Manufacturer's Contractor and Government Entity (CAGE) code (preferable)
3. The date the discrepancy was discovered;
4. The name of the initiator of the discrepancy record;
5. A description of the discrepancy including a description of the required characteristics or specification;
6. The type of activity being conducted (e.g., fabrication, assembly, qualification test, system test, pre-delivery or pre-installation test, etc.). Reference must be made to applicable procedure numbers;
7. When appropriate, identification of the next higher assembly;
 - a. Nomenclature
 - b. Part identification number
 - c. Manufacturer's name or the Manufacturer's CAGE code (preferable)
8. Disposition of the nonconforming article or material, including description of actions taken;
9. The name of the personnel dispositioning the discrepancy;
10. Verification that the prescribed disposition was acceptably completed; and
11. When applicable, a cross-reference to an associated PRACA report.

FORMAT: The contractor's format is acceptable.

MAINTENANCE: Update as required. These records shall be available upon request.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

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

1. DRD Title Wage/Salary and Fringe Benefit Data	2. Date of current version 5/24/02	3. DRL Line Item No. 28	RFP/Contract No. (Procurement completes) 9-BH13-46-01-26P
4. Use (Define need for, intended use of, and/or anticipated results of data) The Wage/Salary and Fringe Benefit Data will be used by the NASA Contracting Officer and the Labor Relations Office to provide the necessary data for submittal of Standard Form (SF) 98. Notice of Intention to Make a Service Contract and Response to Notice, to the Department of Labor, and to assist in the monitoring of Service Contract Act compliance.		5. DRD Category: (check one) <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References (Optional)	7. Interrelationships (e.g., with other DRDs) (Optional) FAR 52.222-41		

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

DISTRIBUTION: Per Contracting Officer's letter.

INITIAL SUBMISSION: Contract start.

SUBMISSION FREQUENCY: Annually (90 days prior to anniversary date).

DATA PREPARATION INFORMATION:

SCOPE: The Wage/Salary and Fringe Benefit Data shall be submitted by the contractor, and any subcontractors which are subject to the provisions of the Service Contract Act, to the Contracting Federal Agency. In accordance with FAR regulations 22.1007 and 22.1008, the Contracting Officer is required to submit a SF 98 to the department of Labor, Wage and Hour Division.

APPLICABLE DOCUMENTS: None

CONTENTS: The Wage/Salary and Fringe Benefit Data shall contain the data included in the enclosed DRD forms, titled "Wage/Salary Rate Information", "Fringe Benefit for Service Employees", and "Fringe Benefits per Collective Bargaining Agreement". The Wage/Salary Rate Information shall contain a listing of all exempt and nonexempt labor classifications working on the contract. Separate forms should be utilized for classifications working in different geographic areas and for each subcontractor. Wage determination numbers, appropriation labor organization names, and subcontractor names, must be reflected. All nonexempt labor classifications must be matched to age determination classes or to CBA classifications for represented classes. Annotate exempt or nonexempt and union or nonunion. The current hourly rates should reflect the actual lowest and highest paid employees, along with a computed average rate. State the number of employees working in each category. Separate Fringe Benefits forms should be completed for nonrepresented classifications and for each separate CBA. A separate form must be completed for the prime and each subcontractor. Three copies of each collective Bargaining Agreements are required.

FORMAT: The Wage/Salary and Fringe Benefit Data should be in a format substantially the same as enclosed with this DRD. (Forms 2, 3, and 3A).

MAINTENANCE: Change shall be incorporated as required by change page or complete reissue.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

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

FORM 2

WORK SHEET FOR SF-98 DATA WAGE RATE INFORMATION

CONTRACTORS LABOR NO CLASSIFICATION EMPL	WAGE DETERMINATIO N CLASSIFICATION	EXEMPT OR NONEXEMPT	UNION OR NONUNION	CURRENT HOURLY RATE	MYE OF
Project Manager	Not Required	E	N	\$25.00	1
Supervisor	Not Required	E	N	\$20.00	1
Electrical Engineer	Not Required	E	N	\$16.50-\$20.00	3
Technician, Jr.	Elect Tech Main I	N	U	\$12.78-\$15.50	12
Technician, Sr.	Elect Tech Main II	N	U	\$18.20-\$20.00	4
Secretary	Secretary I	N	N	\$11.11-\$12.50	2
File Clerk	General Clerk I	N	N	\$8.29	1
Clerical Data Entry	Word Processor I	N	N	\$9.25-\$10.90	

Illustration of
required data:

Submit data in the above illustrated format for all labor classifications used, or planned to be used, on this contract. All contract labor classifications must be matched to wage determination classes listed in CBA's reeppresented classes or classes shown in WD 94-2516 for nonrepresented classes.

CONTRACTORS LABOR NO CLASSIFICATION EMPL	WAGE DETERMINATIO N CLASSIFICATION	EXEMPT OR NONEXEMPT	UNION OR NONUNION	CURRENT HOURLY RATE	MYE OF
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JSC DATA REQUIREMENTS DESCRIPTION (DRD)

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

FORM 3
Page 1 of 2

FRINGE BENEFITS PER COLLECTIVE BARGAINING AGREEMENT

For period from _____ to _____

Contractor:

Contract Number:

Number of employees in bargaining unit _____

Total number of employees on contract _____

1. Shift Differential: (Describe any pay over and above base rates for 2nd, 3rd, weekends, or other shifts).
2. Health and Welfare Items and Other Fringe Items: (Indicate whether or not coverage is provided to employees and state current average hourly cost per employee covered by a Collective Bargaining Agreement).

Item	Coverage Provided (Yes or No)	Average Hourly Cost
a. Life Insurance		
b. Accidental Death		
c. Disability		
d. Medical and Hospital		
e. Dental		
f. Retirement Plan		
g. Savings/Thrift Plan		
h. Sick Leave		
i. Tuition		
j. Other (Describe)		
TOTAL		

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

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

FORM 3
Page 2 of 2

FRINGE BENEFITS PER COLLECTIVE BARGAINING AGREEMENT

Service Requirement

Days per Year

1. Paid Absences:

- a. Vacation
- b. Holiday
- c. Sick Leave
- d. Jury Leave
- e. Funeral Leave
- f. Military Leave
- g. Other (Describe)

2. Severance Pay: (Briefly describe terms and amounts).

3. Other Fringe Benefits: (Describe any other fringe benefits not included above, and show average hourly cost).

4. Premium Pay: (Discuss all premium pay provisions not previously shown on this form).

Signature of Company Representative

Date

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

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

FORM 3A

FRINGE BENEFITS FOR SERVICE EMPLOYEES

For period from _____ to _____

Contractor:

Number of nonexempt employees on contract _____

Total number of employees on contract _____

1. Health and Welfare Items and Other Fringe Items: (Indicate whether or not coverage is provided to employees and state current average hourly cost per service employee).

Item	Coverage Provided	Average Hourly Cost
a. Life Insurance		
b. Accidental Death		
c. Disability		
d. Medical and Hospital		
e. Dental		
f. Retirement Plan		
g. Savings/Thrift Plan		
h. Sick Leave		
i. Tuition		
j. Other (Describe)		
TOTAL		

2. Paid Absences:

- a. Vacation
- b. Holiday
- c. Sick Leave
- d. Jury Leave
- e. Funeral Leave
- f. Military Leave
- g. Other (Describe)

Signature of Company Representative

Date

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

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

1. DRD Title Customer Service Plan	2. Date of current version 5/24/02	3. DRL Line Item No. 29	RFP/Contract No. (Procurement completes) 9-BH13-46-01-26P
4. Use (Define need for, intended use of, and/or anticipated results of data) To ensure customer satisfaction.		5. DRD Category: (check one) <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References (Optional)	7. Interrelationships (e.g., with other DRDs) (Optional)		
8. Preparation Information (Include complete instructions for document preparation)			

A Customer Service Plan shall be developed to describe the overall approach to customer service and your strategy for achieving and maintaining customer satisfaction. The plan shall cover the following:

- Describe how you will strive to maintain customer satisfaction, as it would be obtained by complete success of each scheduled activity, beginning from the initial customer contact and definition of customer requirements to the completion of the activity.
- Acquiring, reporting and responding to customer feedback received.
- Developing and maintaining customer relationships. Specifically, discuss how customer service will be handled when it involves direct interaction with facility users, (e.g. JSC users, persons from other centers, and International Partners).
- Describe procedures, techniques, and methods that you will use to monitor, identify, and promptly correct customer service problems.
- Satisfying real-time changes that may occur. Describe how you will respond to requests for immediate problem mitigation or repair to user or non-specified equipment.
- Describe the proposed customer support in the Operational Control Centers (OCC) and how it would achieve customer satisfaction. Explain how the OCC staff will work with customers during normal operations, operate during an emergency, and handle real-time scheduling changes.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

1. DRD Title NBL Databases and Reports	2. Date of current version 5/24/02	3. DRL Line Item No. 30	RFP/Contract No. (Procurement completes) 9-BH13-46-01-26P
4. Use (Define need for, intended use of, and/or anticipated results of data) To maintain current data required in the conduct of NBL daily activities.		5. DRD Category: (check one) <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References (Optional) DX12-0001, Neutral Buoyancy Laboratory General Operating Procedures SHI-NBL-W0021, Neutral Buoyancy Laboratory Lifting Handbook; NBL GOP	7. Interrelationships (e.g., with other DRDs) (Optional) DRD-27		
8. Preparation Information (Include complete instructions for document preparation)			

The Contractor shall provide continuous access through shared computer files of the following databases:

Access Database

Database shall capture all fulfilled requests for personnel access to the NBL. Each personnel record shall include name, company, phone number, email address, sponsoring NASA organization, access level, badge number, and visitation history (Level III only, as defined in the NBL GOP). Records shall have the provision to be sorted by all of the above.

Critical Lift Database

Database shall capture lifts for all mockups and hardware meeting critical lift criteria as defined in the SHI-NBL-W0021, Neutral Buoyancy Laboratory Lifting Handbook. Each record shall include name of mockup or hardware, applicable lifting diagram, lifting checklist, hazard analysis, and sign off sheet.

Discrepancy Reporting Database

Database shall capture all reported NBL discrepancies. Each record shall include items listed in DRD-27, Discrepancy Report.

Diver Database

Database shall capture all SCUBA and suited dives made at the NBL. Each record shall include the diver's name, the date, the in and out of water times, and the dive buddy. Records shall have the provision to be sorted by name, date of last dive, dive history, organization, status (exempt, non-exempt with approval period), type of dive (SCUBA vs. suited).

Inventory Database

Database shall capture all required NBL inventory including but not limited to rigging equipment, critical items/spares, information technology hardware and software, SCUBA equipment, consumables, and customer supplied products. Each record shall include name, part/serial number, quantity, location, replacement value, vendor, certification/calibration dates, and system affected. Records shall have the provision to be sorted by all of the above.

Mockup Database

Database shall capture all NBL mockup inventory, including customer supplied products. Each record shall include name, identification/tracking number, availability (in service, in storage, out for repair), location, replacement value, vendor, usable life, planned down times, and maintenance history. Records shall have the provision to be sorted by name, identification/tracking number, and availability.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

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

Test Readiness Review Database

Database shall capture all NBL TRRs. Each record shall include title, date, file #, summary, flights affected, system affected, keywords, mockups, name and org of test requester/sponsor, actions with assignee and closure date, type (hazardous vs. non-hazardous). Records shall have the provision to be sorted by open action per assignee, date, keyword, flight affected, mockup, and organization of requester/sponsor.

Training and Certification Database

Database shall capture all personnel training conducted at or by the NBL. Each record shall include name, organization/company, training date(s) and type, trainer and certifying official, and certification expiration date. Records shall have the provision to be sorted by all of the above.

Electronic and hard copy reports of sorted records for each database shall be generated upon request.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

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

1. DRD Title NBL Facility Utilization Summary	2. Date of current version 5/24/02	3. DRL Line Item No. 31	RFP/Contract No. (Procurement completes) 9-BH13-46-01-26P
4. Use (Define need for, intended use of, and/or anticipated results of data) For use by NASA in assessing quality performance against the contract requirements. To define the detailed approach for accomplishing all operations for the NBL.		5. DRD Category: (check one) <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References (Optional)	7. Interrelationships (e.g., with other DRDs) (Optional) DRD-34		
8. Preparation Information (Include complete instructions for document preparation)			

The summary shall include a twelve-month projection, not including the weeks detailed in the current NBL Weekly Operations Schedule (DRD-34). The summary shall identify by estimated date all forecasted in-water activities, 1-G activities, special functions, facility down time, mission schedules, critical facility, system, and mockup maintenance, and new project integration. Critical maintenance is determined to be any maintenance activity that precludes scheduling of a suited in-water activity or use of a specific mockup.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

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

1. DRD Title NBL Mockup Maintenance Plan	2. Date of current version 5/24/02	3. DRL Line Item No. 32	RFP/Contract No. (Procurement completes) 9-BH13-46-01-26P
4. Use (Define need for, intended use of, and/or anticipated results of data) This plan will document the Contractor's approach to scheduling and performing all required preventative, repair, cleaning, and certification tasks necessary for the successful operation of the NBL mockups.		5. DRD Category: (check one) <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References (Optional) DX12-0009, Neutral Buoyancy Laboratory Mockup Requirements	7. Interrelationships (e.g., with other DRDs) (Optional) DRD-30, DRD-31, DRD-34		
8. Preparation Information (Include complete instructions for document preparation)			

NOTE: UPON NASA APPROVAL, THE CONTRACTOR'S NBL MOCKUP MAINTENANCE PLAN ("The Plan") BECOMES A CONTRACTUAL REQUIREMENT.

The plan shall describe the process for documenting the performance of all maintenance tasks to include preventative (scheduled) maintenance, return-to-print (remedial) repair, provisioning of critical spares, cleaning, and certification. Additionally, the plan shall include the process of supplying current information to update the Mockup Database (DRD-30). Mockup maintenance tasks incorporated into the plan shall be consistent with specifications detailed in DX12-0009, Neutral Buoyancy Laboratory Mockup Requirements. Maintenance tasks incorporated into the plan shall be consistent with manufacturer/provider recommendations.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

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

1. DRD Title NBL Critical System Entry Control Process	2. Date of current version 5/24/02	3. DRL Line Item No. 33	RFP/Contract No. (Procurement completes) 9-BH13-46-01-26P
4. Use (Define need for, intended use of, and/or anticipated results of data) This document will provide the method necessary to ensure that NBL systems are maintained properly.		5. DRD Category: (check one) <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References (Optional) SHI-NBL-M0002, Neutral Buoyancy Laboratory Breathing Gas System Entry Control Manual	7. Interrelationships (e.g., with other DRDs) (Optional)		
8. Preparation Information (Include complete instructions for document preparation)			

NOTE: UPON NASA APPROVAL, THE CONTRACTOR'S NBL CRITICAL SYSTEM ENTRY CONTROL PROCESS ("The Process") BECOMES A CONTRACTUAL REQUIREMENT.

The NBL Critical System Entry Control Process shall document the process for accessing NBL systems to perform maintenance tasks and modifications, where uncontrolled entry could jeopardize the validity of acceptance tests or cause an impact to a scheduled event. The access process shall include procedures for ensuring cleanliness for oxygen compatibility, calibration, certification, and configuration.

The process shall incorporate those activities currently detailed in SHI-NBL-M0002, Neutral Buoyancy Laboratory Breathing Gas System Entry Control Manual. The process shall identify those tasks requiring quality assurance verification and shall describe the process for documenting the performance of all system access as quality records.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

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

1. DRD Title NBL Weekly Operations Schedule	2. Date of current version 5/24/02	3. DRL Line Item No. 34	RFP/Contract No. (Procurement completes) 9-BH13-46-01-26P
4. Use (<i>Define need for, intended use of, and/or anticipated results of data</i>) For use by NASA and the user community to plan for and identify scheduled and upcoming events at the NBL.		5. DRD Category: (<i>check one</i>) <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References (<i>Optional</i>) DX12-0002, Neutral Buoyancy Laboratory Standard Operating Procedures	7. Interrelationships (<i>e.g., with other DRDs</i>) (<i>Optional</i>) DRD-31		
8. Preparation Information (<i>Include complete instructions for document preparation</i>)			

The schedule shall include a three-week projection, presented in three separate Monday through Sunday templates. The schedule shall identify by applicable date all in-water activities, 1-G activities, and critical maintenance, meetings, and reviews. In-water activities shall be denoted by type (Suited, SCUBA, or Bailout), suited subjects (as applicable), suit type (Orlan and EMU as applicable), metabolic testing, mission and EVA numbers (as applicable), start time, duration, tank location (Side A or Side B), control area (Control Area A or Control Area B), and responsible Contractor point of contact (by name). 1-G activities shall be denoted by type (class, walkthrough, and briefing), start time, and location. Critical maintenance is determined to be any maintenance activity that precludes scheduling of a suited in-water activity and shall be denoted by type, start time, and location. Critical meetings are identified as those meetings held in the NBL that directly affect the user community or majority of the NBL staff, and shall be denoted by name, start time, and location. Critical reviews are identified as those reviews that affect NBL operations and operations integration, and shall be denoted by type (acceptance reviews, design reviews, test readiness reviews), start time, and location. A sample is provided in the NBL SOP, DX12-0002

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

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

1. DRD Title NBL Monthly Operations Report	2. Date of current version 5/24/02	3. DRL Line Item No. 35	RFP/Contract No. (Procurement completes) 9-BH13-46-01-26P
4. Use (Define need for, intended use of, and/or anticipated results of data) Information to be used in contractor performance evaluation.		5. DRD Category: (check one) <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References (Optional)		7. Interrelationships (e.g., with other DRDs) (Optional) DRD-3, DRD-30	
8. Preparation Information (Include complete instructions for document preparation)			

The Contractor shall provide a written monthly report to NASA. The report shall contain the following information, and may be adjusted, as agreed to by NASA and the Contractor. The data contained within this report will be formatted in a manner suitable for use in presentation development for NASA Program Office briefings.

A. Safety Report

This section shall summarize any close calls, mishaps, incidents, and lost time injuries. Raw number and trend data shall be provided in chart format. Additionally, this section shall detail significant safety activities.

B. Financial Data

This section shall report monthly and cumulative plan, actual, fee, forecast, and variance costs for the fiscal year. Fee shall be reported based on most recent award fee score. Financial data shall be detailed broken down by individual event or project and at the third level of the WBS (NBL contribution only). This section shall include details of any cumulative variance from plan, with a description of cause, impact, and recovery plan. Additionally, this section shall include, for each project, the details of any variance from plan greater than 10%, with a description of cause, impact, and recovery plan. The financial data should reconcile back to the JSC Form 533 submittals.

In addition to the financial data presented for individual event described above to the third WBS, cost will be reported by unique cost drivers to support the event(s). The costs to be reported will include cost functions it takes to complete the event. This data will allow tracking the cost drivers and areas of cost management to completing events with in the NBL.

C. Technical Performance

This section shall detail how the Contractor performed for the period, including major accomplishments. This shall also include a description of anomalies that have affected, or may affect completion of scheduled activities. Metrics describing compliance with Statement of Work requirements 5.1.1, 5.1.11, 5.2.3, 5.3.2, 5.3.7, 5.3.9, 5.3.11, 5.5.2, 5.5.3, 5.6.1 and 5.6.2, shall be provided in chart format. This section shall also include, in chart format, facility utilization, in-water activity, and discrepancy metrics as identified below.

Facility Utilization

1. Facility availability (days) to support external-user suited single/dual operations during nominal facility hours.
2. Facility availability (NBHs) during nominal facility hours.
3. Facility time actually utilized in support of external-user operations (single and dual).
4. Facility time used for run setup reconfiguration.
5. Facility time used for NBL maintenance.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

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

6. Quantity of in-water and 1-G activities (planned vs. actual), rationale for any deltas.
7. Facility lost time totals and accountability (Contractor vs. other).
8. Diver availability (number of suits that can be supported)

In-water Activities

1. Late start and end time accountability (Contractor vs. other).
2. User grading.
3. Objectives (planned, possible, and completed), including breakdowns by flight.
4. Adequacy/quality of preparation (i.e. number of discrepancies/number of setup tasks).
5. Suit quantity (scheduled vs. actual).
6. Remote Manipulator (SRMS and SSRMS) availability and reliability, including breakdowns by flight.

Discrepancies

1. Running total of open.
2. Time to closure (0-30 days, 30-60 days, 60-180 days, over 180 days).
3. Trending.

D. Projects

This section shall detail project status, including adherence to major schedule milestones and problems that may affect completion or performance.

E. Issues and Concerns

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

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

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

1. DRD Title NBL Annual Report	2. Date of current version 5/24/02	3. DRL Line Item No. 36	RFP/Contract No. (Procurement completes) 9-BH13-46-01-26P
4. Use (Define need for, intended use of, and/or anticipated results of data) Information to be used in contractor performance evaluation.		5. DRD Category: (check one) <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References (Optional)	7. Interrelationships (e.g., with other DRDs) (Optional) DRD-35		
8. Preparation Information (Include complete instructions for document preparation)			

The Contractor shall provide a written annual report to the Neutral Buoyancy Office Chief. The report shall cover the events of one fiscal year (October 1 through September 30), and be delivered by the fifteenth day of the following fiscal year. The report shall contain the following information, at a minimum:

A. Safety Report

This section shall include raw number and trend data for any close calls, mishaps, incidents, and lost time injuries that occurred in the reporting period. The section shall include the Contractor's safety goals for the next reporting period. Additionally, the Contractor shall include a comparison summary of the metrics for the year prior to the reporting period.

B. Technical Performance

This section shall provide a summary of the major accomplishments completed during the reporting period. This section shall provide a summary of the metrics, as listed in the metrics section of the NBL Monthly Operations Report, DRD-35, for the reporting period. Additionally, the Contractor shall include a comparison summary of the metrics for the year prior to the reporting period

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

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

1. DRD Title NBL In-water Activity Data Pack	2. Date of current version 5/24/02	3. DRL Line Item No. 37	RFP/Contract No. (Procurement completes) 9-BH13-46-01-26P
4. Use (<i>Define need for, intended use of, and/or anticipated results of data</i>) This package will be used to evaluate Contractor compliance with operations preparedness.		5. DRD Category: (<i>check one</i>) <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References (<i>Optional</i>) DX12-0011, Neutral Buoyancy Laboratory Operations Integration Procedures	7. Interrelationships (<i>e.g., with other DRDs</i>) (<i>Optional</i>)		
8. Preparation Information (<i>Include complete instructions for document preparation</i>)			

The following elements are required for each in-water activity data pack submittal:

1. Cover sheet. The cover sheet shall include the date, the title of the in-water activity, and the titles of any simultaneous in-water activities.
2. Tank Layouts. The layouts shall identify top and side views of the tank to include mockup arrangement and orientation, general mockup to-mockup and mockup-to-tank proximity, fixed camera placement, and SRMS and SSRMS reach limits.
3. Pre-dive Form. A copy of the completed, agreed upon Pre-dive form.
4. Reconfiguration checklist. A copy of the agreed upon Reconfiguration checklist.
5. Test Day checklist. A copy of the agreed upon Test Day checklist.

Data pack submittal may be entirely electronic, however all elements of each submittal must be retained in a single server file, accessible by all Neutral Buoyancy Office personnel.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

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

1. DRD Title Small Business Subcontracting Reports	2. Date of current version 5/24/02	3. DRL Line Item No. 38	RFP/Contract No. (Procurement completes) 9-BH13-46-01-26P
4. Use (Define need for, intended use of, and/or anticipated results of data) This package will be used to evaluate Contractor compliance Subcontracting Goals		5. DRD Category: (check one) <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References (Optional) Subcontracting Plan	7. Interrelationships (e.g., with other DRDs) (Optional)		
8. Preparation Information (Include complete instructions for document preparation)			

Prime contractors are required to semi-annually report their awards to small business using the SF294, Subcontracting Report for individual contracts. The contractor is to submit to NASA data requested on the SF294 and SF295 on a semi-annual basis as defined on the form.

1. DRD Title Reserved	2. Date of current version	3. DRL Line Item No. 39	RFP/Contract No. (Procurement completes)
4. Use (Define need for, intended use of, and/or anticipated results of data)		5. DRD Category: (check one) <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References (Optional)	7. Interrelationships (e.g., with other DRDs) (Optional)		
8. Preparation Information (Include complete instructions for document preparation)			

Reserved for future use

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

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

1. DRD Title SVMF Training and Certification Plan	2. Date of current version 5/24/02	3. DRL Line Item No. 40	RFP/Contract No. (Procurement completes) 9-BH13-46-01-26P
4. Use (<i>Define need for, intended use of, and/or anticipated results of data</i>) The SVMF Training and Certification Plan will be used to forecast the conduct of personnel training, and document the requirements for certifications in the SVMF.		5. DRD Category: (<i>check one</i>) <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References (<i>Optional</i>)	7. Interrelationships (<i>e.g., with other DRDs</i>) (<i>Optional</i>)		
8. Preparation Information (<i>Include complete instructions for document preparation</i>)			

NOTE: Upon NASA Approval, the Contractor's SVMF Training and Certification Plan BECOMES A CONTRACTUAL REQUIREMENT.

The plan shall state the Contractor's method for ensuring personnel are qualified and certified for their positions. The contractor's plan shall show compliance with Government regulations, for all positions (for example: Crane, rigging and forklift operators). In addition, the Contractor shall train, and if necessary, certify personnel to meet operational requirements as specified by the Test Operations Manager (reference the Test Readiness Review Process). This includes, for example, the Partial Gravity Simulator and Precision Air Bearing Floor operators.

Additionally, the plan will address the Contractor's method for maintaining personnel training and certification records. The contractor format is acceptable.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

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

1. DRD Title SVMF Forecast Utilization Summary	2. Date of current version 5/24/02	3. DRL Line Item No. 41	RFP/Contract No. (Procurement completes) 9-BH13-46-01-26P
4. Use (Define need for, intended use of, and/or anticipated results of data) The SVMF Forecast Utilization Summary will be used to guide priorities for improvements or modifications to the SVMF.		5. DRD Category: (check one) <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References (Optional)	7. Interrelationships (e.g., with other DRDs) (Optional)		
8. Preparation Information (Include complete instructions for document preparation)			

The summary shall include a twenty-four-month projection. The summary shall identify, by estimated date, all forecasted activities, special functions, element down time, mission schedules, element maintenance, and new project integration. The summary shall be sufficiently detailed to be used to track month-to-month status and progress.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

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

1. DRD Title SVMF Maintenance Plan	2. Date of current version 5/24/02	3. DRL Line Item No. 42	RFP/Contract No. (Procurement completes) 9-BH13-46-01-26P
4. Use (Define need for, intended use of, and/or anticipated results of data) For use by NASA in assessing schedule, budget, technical and quality performance against the contract requirements		5. DRD Category: (check one) <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References (Optional)	7. Interrelationships (e.g., with other DRDs) (Optional)		
8. Preparation Information (Include complete instructions for document preparation)			

NOTE: Upon NASA approval, the SVMF Maintenance Plan BECOMES A CONTRACTUAL REQUIREMENT.

The plan shall describe maintenance planning and the process for documenting the performance of all maintenance tasks.

The plan shall include mockup maintenance activities (e.g. inspection, consumables replacement) and shall be consistent with Reliability Centered Maintenance. The plan shall incorporate integration of maintenance performed by non-Contractor personnel. Maintenance tasks incorporated into the plan shall be consistent with the specifications detailed in the appropriate element maintenance and operating procedures. Maintenance tasks incorporated into the plan shall also be consistent with manufacturer recommendations.

The plan shall incorporate management of risk per NPG 7120.5.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

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

1. DRD Title SVMF Floor Plan	2. Date of current version 5/24/02	3. DRL Line Item No. 43	RFP/Contract No. (Procurement completes) 9-BH13-46-01-26P
4. Use (Define need for, intended use of, and/or anticipated results of data) New floor plans will be developed to support the integration of new requirements into the SVMF.		5. DRD Category: (check one) <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References (Optional)		7. Interrelationships (e.g., with other DRDs) (Optional)	
8. Preparation Information (Include complete instructions for document preparation)			

The contractor shall prepare and maintain SVMF Floor Plans to satisfy operational requirements for the high bay area of Building 9N. These floor plans will govern the configuration of the high bay and shall be sufficiently detailed to locate utilities (electrical power, air handlers, phones, local area network drops), building structure, SVMF elements, and furniture.

1. DRD Title Re-procurement Data Package	2. Date of current version 5/24/02	3. DRL Line Item No. 44	RFP/Contract No. (Procurement completes) 9-BH13-46-01-26P
4. Use (Define need for, intended use of, and/or anticipated results of data) The purpose of this data is to assist the Government in developing an independent government estimate of resources and prices prior to submittal of proposals and assist in cost realism.		5. DRD Category: (check one) <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References (Optional)	7. Interrelationships (e.g., with other DRDs) (Optional)		

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

The DRD package shall contain the following information. Contractor's format is acceptable.

- 1) Labor resources:
 - a. List of all direct labor skills by labor category.
 - b. An estimate of indirect labor skills such as business or computer support normally charged through an indirect expense pool or through a service center expense.
 - c. Current annual average wage rates for each labor category and when these wages were last adjusted for escalation. Also indicate whether any adjustments are projected to be made prior to contract expiration, and
 - d. The number of FTEs (Full Time Equivalent) and the estimated number of productive hours for each labor category currently on contract segregated by current Work Breakdown Structure (WBS).
 - e. Seniority levels of all skills on the current contract.

- 2) Non-labor resources:
 - a. List of all materials, equipment, travel, supplies, etc, and the incurred annual cost by WBS.
 - b. Provide a discussion associated with the major items identified above, such as the materials estimate includes a prompt payment discount of X% due to large volume discounts we have negotiated with our vendors.

- 3) The projected liability cost associated with unused accrued paid leave associated with non-exempt personnel.

- 4) Provide a copy of all Collective Bargaining agreements in place and a current status of any current or upcoming negotiations with a union.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

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

1. DRD Title SVMF GFE Acceptance and Integration Requirements	2. Date of current version 5/24/02	3. DRL Line Item No. 45	RFP/Contract No. (Procurement completes) 9-BH13-46-01-26P
4. Use (Define need for, intended use of, and/or anticipated results of data) For use by NASA in the preparation of requirements for the development of GFE for the SVMF, and serve as the generic baseline for the SVMF processes that accept GFE into the SVMF.		5. DRD Category: (check one) <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References (Optional)	7. Interrelationships (e.g., with other DRDs) (Optional)		
8. Preparation Information (Include complete instructions for document preparation)			

This deliverable shall contain two parts.

Part 1 shall contain all requirements that must be met by a provider of GFE to the SVMF. This part should detail the capabilities and limitations of the SVMF to support the generic integration and operation of new equipment or capabilities, and will be used as input to the GFE development process as practical.

Part 2 shall describe the generic tasks the Contractor is required to perform for the acceptance and integration of GFE into the SVMF. This part is to describe the tasks to be expected to be performed by the Contractor for the acceptance and integration of GFE, from the simplest (ie integration of a new piece of loose equipment) to the most complex (the acceptance and integration of a fully capable mockup.)

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

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

1. DRD Title SVMF Weekly Report	2. Date of current version 5/24/02	3. DRL Line Item No. 46	RFP/Contract No. (Procurement completes) 9-BH13-46-01-26P
4. Use (Define need for, intended use of, and/or anticipated results of data) Information to be used in contractor performance evaluation.		5. DRD Category: (check one) <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References (Optional)	7. Interrelationships (e.g., with other DRDs) (Optional)		
8. Preparation Information (Include complete instructions for document preparation)			

The Contractor shall provide written weekly status reports to the NASA SVMF Office Chief. The report shall cover the events of one week (reporting period to be determined jointly between NASA and the Contractor). This report shall be produced prior to the SVMF Ops Contractor surveillance meeting. The content of this report may be adjusted, as agreed to by NASA and the Contractor.

This section shall detail how the Contractor performed for the period, including major accomplishments. This shall include a description of each new discrepancy opened within this reporting period to include status, severity and recovery plans, and a list of each discrepancy closed within this same period. This shall also include a description of anomalies that affected, or may affect, completion of scheduled activities or delivery of Projects. Report technical performance against requirements per the following WBS paragraphs: 5.3.1, 5.3.9, 5.4.2, 5.4.3, 5.8.2, 5.1.8, 5.1.11, 5.2.3, 5.3.10, 5.5.2, and 5.7.2. In addition, for the first six months of the contract, the Contractor shall report technical performance against requirements per the following WBS paragraphs 5.1.1, 5.2.4, and 5.1.9. The Contractor shall identify issues pertinent to the Contractor's operations and management of the facility. This report shall indicate management of risk per NASA policy.

The report shall cover the non-Contractor building maintenance schedule and a status of the building maintenance.

The Contractor shall supplement this report, once per month, with a set of WBS paragraph 5.7.2 equipment and SVMF element utilization metrics and charts, including rolling cum for the past 12 month period, and a project performance report for each project. In addition, this supplement shall include the year to date cumulative totals of Customer Support FURs completed, and Test Readiness Reviews completed.

The Contractor shall supplement this report, once per month, with a complete list of all open discrepancies with status, length of time open, severity and recovery plan(s).

The Contractor shall supplement this weekly report, once per month, with the following metrics separated by Program:

- Shuttle Mockup Hours
- Shuttle Astronaut Mockup Hours
- Shuttle Training Factor
- Shuttle Astronaut Training Factor
- Station Mockup Hours
- Station Astronaut Mockup Hours
- Station Training Factor
- Station Astronaut Training Factor

Where:

Mockup Hours = The duration of all classes in real clock hours, to the nearest half hour, including set-up and teardown

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

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

time multiplied by the number of mockups/trainers used in the class.

Astronaut Mockup Hours = Same as above but only those classes that have astronaut students

Training Factor = Mockup Hours divided by the number of students

Astronaut Training Factor = Astronaut Mockup Hours divided by the number of astronaut students

These additional metrics help calculate the cost per hour of training astronauts. Additional monthly metrics may be required on an as-needed basis.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

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

1. DRD Title SVMF Databases and Reports	2. Date of current version 5/24/02	3. DRL Line Item No. 47	RFP/Contract No. (Procurement completes) 9-BH13-46-01-26P
4. Use (Define need for, intended use of, and/or anticipated results of data) To maintain current data required describing the status of the SVMF elements, and to guide and plan SVMF Operations and Maintenance.		5. DRD Category: (check one) <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References (Optional)	7. Interrelationships (e.g., with other DRDs) (Optional) DRD 42: SVMF Maintenance Plan DRD-46: SVMF Weekly Report		
8. Preparation Information (Include complete instructions for document preparation)			

The Contractor shall provide continuous access through shared computer files of the following databases:

Access Database

Database shall capture all fulfilled requests for personnel access to the SVMF. Each record shall include name or organization and access rights.

Discrepancy Reporting Database

Database shall capture all reported SVMF discrepancies. Each record shall include items listed in DRD-31.

Inventory Database

Database shall capture all required facility inventory including but not limited to rigging equipment, critical items/spares, information technology hardware and software, consumables, and customer supplied products. Each record shall include name, part/serial number, quantity, location, replacement value, vendor, certification/calibration dates, and system affected. Records shall have the provision to be sorted by all of the above.

SVMF Element Database

Database shall capture all SVMF Element inventory, including customer-supplied products. Each record shall include name, identification/tracking number, availability (in service, in storage, out for repair), location, replacement value, vendor, usable life, and maintenance history. This database shall discretely identify both the SVMF Elements maintained by the SVMF Operations Contractor, and those maintained by third parties. Records shall have the provision to be sorted by name, identification/tracking number, and availability.

Test Readiness Review Database

Each record shall include title, date, file #, FUR #, summary, keywords, SVMF elements affected, name and org of test director, actions with assignee and closure date, type (hazardous vs. non-hazardous). Records shall have the provision to be sorted by open action per assignee, date, keyword, element, and organization of test director.

Training and Certification Database

Database shall capture all personnel training conducted by the SVMF Operations Contractor. Each record shall include name, organization/company, training date(s) and type, trainer and certifying official, and certification expiration date. Records shall have the provision to be sorted by all of the above.

Electronic and hard copy reports of sorted records for each database shall be generated upon request. Electronic records shall be accessible utilizing JSC standard desktop software.

1. DRD Title Reserved	2. Date of current version	3. DRL Line Item No. 48	RFP/Contract No. (Procurement completes)
4. Use (Define need for, intended use of, and/or anticipated results of data)		5. DRD Category: (check one) <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References (Optional)	7. Interrelationships (e.g., with other DRDs) (Optional)		
8. Preparation Information (Include complete instructions for document preparation)			

Reserved for future use

1. DRD Title Reserved	2. Date of current version	3. DRL Line Item No. 49	RFP/Contract No. (Procurement completes)
4. Use (Define need for, intended use of, and/or anticipated results of data)		5. DRD Category: (check one) <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References (Optional)	7. Interrelationships (e.g., with other DRDs) (Optional)		
8. Preparation Information (Include complete instructions for document preparation)			

Reserved for future use

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

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

1. DRD Title 920L Training Process	2. Date of current version 5/24/02	3. DRL Line Item No. 50	RFP/Contract No. (Procurement completes) 9-BH13-46-01-26P
4. Use (Define need for, intended use of, and/or anticipated results of data) To outline the criteria for training, qualifying, and certifying personnel utilizing machines and equipment in building 920L.		5. DRD Category: (check one) <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References (Optional)	7. Interrelationships (e.g., with other DRDs) (Optional) DRD-30		
8. Preparation Information (Include complete instructions for document preparation)			

NOTE: UPON NASA APPROVAL, THE CONTRACTOR'S 920L TRAINING PROCESS ("The Process") BECOMES A CONTRACTUAL REQUIREMENT.

The 920L Training Process shall identify all positions, machines, and equipment requiring qualification or certification. The process shall detail how the Contractor intends to train, qualify, and certify its personnel for these positions. Typical types of training to be included are a) selected outside training arranged by the Contractor, b) Contractor-provided classroom and/or on-the-job training, and c) specialized training as necessary.

The process shall define the organization responsible for training and reporting of results. For each position, the process shall include training course titles and outlines, training locations and interfaces, number of persons to be trained, types of special materials or equipment required, and prerequisite conditions.

The process shall document the methods for establishing and maintaining training records for all personnel, including documentation of qualification, certification and periodic recertification of personnel. Additionally, the process shall include the method of supplying current information to update the Training and Certification Database (DRD-30).