

SECTION 4

CONTRACT DOCUMENTS, EXHIBITS OR ATTACHMENTS

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ATTACHMENT 4.1
PRINTING AND MAIL SUPPORT SERVICES (PAMSS)
STATEMENT OF WORK (SOW)

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PRINTING AND MAIL SUPPORT SERVICES (PAMSS)

1.0 INTRODUCTION

This Statement of Work (SOW) describes required activities for the Printing and Mail Support Services contract. The work on this contract is performed primarily onsite at the Johnson Space Center, Building 227, with a lesser amount being performed in other buildings onsite, which include Ellington Field and Sonny Carter Training Facility. Work is also performed at off-site facilities such as the local United States Post Office.

The functions on this contract are products and services in direct support of the entire Johnson Space Center (JSC).

2.0 SCOPE OF WORK

2.1 DUPLICATION AND PRINTING SYSTEMS

The Contractor shall operate an installation-based duplicating and printing program to support all JSC program, project and institutional requirements. The Contractor shall produce paper and electronic copies from paper and electronic print master originals. Work includes one/two-sided copying and duplication, online electronic publishing, high-speed reprographic production, color reproduction and bindery operations. Bindery operations include fold, laminate, tape bind, GBC (General Binding Corporation) bind, stitch bind, saddle stitch bind, drill, collate, cut, tie and pad.

The Contractor shall produce printed copies from electronic media including files from remote sources, CD's, and USB drives. Copies shall also be produced from electronic files transmitted directly to the JSC print server that may require additional modification by the machine operator and/or a systems analyst before print.

The Contractor shall provide support to the GPO function. Work includes writing printing specifications for local contracts and GPO orders, sending printing orders to GPO and local term contracts, communicating with customers, GPO and local contractors.

The Contractor shall maintain a database that contains all print requests. This database must have the ability to provide various types of reports for the purpose of quality control and tracking contract requirements.

Twice a year, the Contractor shall add customer satisfaction surveys per DRD-09 to each completed print request for a one week duration.

The Contractor shall be responsible for maintenance agreements on the items in Section 4 Attachment 4.4 Installation Accountable Government Property which shows dollar amounts under maintenance.

2.2 MAIL AND DISTRIBUTION SERVICES

The Contractor shall provide the JSC mail pickup, processing and delivery. The Contractor shall pick up and deliver official mail from the local post office in accordance with US Postal Service guidelines. The Contractor shall process all official incoming and outgoing Registered, Certified, Insured, Express and Priority mail in compliance with US Postal Service domestic mail regulations, international mail regulations and NASA Headquarters and JSC mail handling procedures. This includes preparing postal logs and applicable postal forms required for each specific type of mailing. The Contractor shall advise

and assist customers as required, wrap official packages and prepare for mailing, including affixing metered postage to US Postal Service mailings. The Contractor shall process all incoming tray mail, sort and set aside official public inquiry appreciation mail, city, state and Federal Government mail, and all other official correspondence. The Contractor shall serve as the central point for incoming and outgoing classified material and process incoming, outgoing, and JSC internal classified mail. This includes assigning control numbers, maintaining an accurate control log, preparing appropriate forms, producing reports regarding the meters, tracking the amount of mail coming in/out, preparing classified documents for mailing or delivering same. The Contractor shall handle classified documents in accordance with JSCM 1600D "JSC Security Manual" at all times and maintain a database for proper and efficient control of classified documents. Security clearances shall be required for some work in this area. The Contractor shall provide distribution of printed documents and information from other NASA organizations. The Contractor shall provide a courier service between various buildings onsite and off.

The Contractor shall be responsible for maintenance agreements on the items in Section 4 Attachment 4.4 Installation Accountable Government Property which shows dollar amounts under maintenance.

3.0 CONTRACT MANAGEMENT AND ADMINISTRATION

The contractor shall perform all the management functions, including technical and business management, necessary to plan, implement, track, report and deliver the required services described in the Statement of Work (SOW). The Contractor shall manage the PAMSS systems under this contract in accordance with the NASA approved Management Plan (DRD-01). In addition, to effectively manage the work the contractor shall:

- a. Provide status reports in accordance with the Contractor Status Report (DRD-04).
- b. Provide Information Technology Security Plans as defined by contract clause 1852.204-76.
- c. Provide wage and salary data in accordance with Wage/Salary and Fringe Benefit Data (DRD-05).
- d. Provide status reports on employee familiarity with government policies and procedures (DRD-04).
- e. Provide status reports on employee technical skills, qualifications and training, including any required safety training (DRD-04).

For all documents referenced in the PAMSS contract, the contractor shall adhere to the most current versions unless otherwise specified.

4.0 SAFETY, HEALTH AND ENVIRONMENTAL HEALTH COMPLIANCE

The Contractor shall ensure the protection of personnel, property, equipment, and the environment in all Contractor products generated and activities undertaken for institutional and space flight program objectives.

The Contractor shall comply with their NASA-approved safety and health plan attached to contract at Section 4.6. The Contractor shall develop and implement risk management techniques, including risk assessment, to be applied to hazards identified from analyses of activities and products (DRD-01 Management Plan). The purpose of these risk management techniques is to eliminate or control hazards as specified in NASA hazard reduction policies and requirements. The Contractor shall maintain a lessons-learned database in the JSC LLDB per DRD-10 (Safety, and Health Lessons Learned). Monthly safety and health metrics shall be provided per DRD-07. The Contractor shall conduct a safety and health self-evaluation per DRD-11.

The Contractor shall perform safety walk-throughs, report safety issues, and address and resolve close calls, under floor alarms, and facility outages.

5.0 RECORDS MANAGEMENT

At the completion or termination of this Contract, the Contractor shall leave all Government-owned data at NASA JSC. The Contractor shall deliver Government-owned data to the appropriate center records manager.

The Contractor shall provide NASA or authorized representatives with access to all Government records. The Government reserves the right to inspect, audit and copy record holdings.

6.0 WORK AUTHORIZATIONS

The CO authorizes work via Task Orders. In addition to requirements identified in the SOW, Task Orders will specify requirements, indicate schedules and identify required quality levels.

7.0 PROPERTY MANAGEMENT

The Contractor shall provide a Physical Inventory Plan (DRD-02) to describe the method of administering and maintaining Government property. The listing of Installation Accountable Government Property and associated estimated yearly maintenance is identified in Section 4 Attachment 4.4. The contractor shall conduct inventories for the Government property and serve as property custodian.

8.0 PAMSS METRICS

The Contractor shall calculate and report metrics in accordance with DRD-04 (Contractor Status Report). Prior to the beginning of the Government Fiscal Year (FY), the Contractor shall recommend for CO approval any changes to metrics to be tracked and reported during the upcoming FY.

ATTACHMENT 4.1a

The following metric table will be used for evaluation of the incentive fee feature:

PERFORMANCE STANDARDS	STANDARD	WEIGHTING	METHOD OF SURVEILLANCE
DUPLICATING AND PRINTING			
1. All printing requests should be completed within the customers due date unless workload requires negotiating due dates. Negotiated due dates must be annotated on the work order. Quality standard is GPO Level III. No more than 5% rejected by customer.	95%	17.5%	Random Sampling and Customer Feedback Surveys
2. Customer satisfaction surveys should yield an average of 95% or above and no responses below good. Surveys will be based on a 5 point ranking from excellent to poor.	95%	17.5%	
MAIL AND DISTRIBUTION			
1. Accurate (5% error per performance period max.) processing of mail and distribution. Timely mail delivery within 24 hours of receipt based on 8 hour business day. Outgoing mail prepared in accordance with US Postal Service Domestic Mail Regulations and NASA and JSC Mail Handling Procedures, and processed within 24 hours of receipt based on 8 hour business day. Local post office storage limits for NASA mail shall not be exceeded.	95%	17.5%	Random Sampling and Customer Feedback Surveys
2. Customer satisfaction surveys should yield an average of 90% or above. Surveys will be based on a 5 point ranking from excellent to poor.	90%	17.5%	
MANAGEMENT			

PERFORMANCE STANDARDS	STANDARD	WEIGHTING	METHOD OF SURVEILLANCE
The Phase-In Plan delivered and implemented within the 60-day transition period. Ensure that 100% of the employees are familiar with government policies and procedures as they apply to their work area. Ensure that all contract weaknesses are addressed and a corrective action plan is submitted within 14 business days of request. Ensure that all employees have required safety training and possess current required technical skills, qualifications, and training. 95% to 100% of the reports completed on time with no compliance or operational impact.	95%	20%	Written documentation
SAFETY			
1. Submit Safety Reports Timely and Correct	100%	5%	Written documentation
2. Meet or Exceed Center Standards	100%	5%	

ATTACHMENT 4.2

JSC DATA REQUIREMENTS LIST (DRL)

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<u>DOCUMENT</u>	<u>DESCRIPTION</u>	<u>FREQUENCY</u>	<u>PAGE</u>
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01	Management Plan	As Required	4-13
02	Physical Inventory Plan	As Required	4-14
03	Safety and Health Plan	As Required	4-15
04	Contractor Status Report	As Required	4-23
05	Wage/Salary and Fringe Benefit Data	As Required	4-24
06	Reports, On-Site Contractor (Headcount)	As Required	4-29
07	Monthly Safety and Health Metrics	As Required	4-30
08	Phase-In Plan	As Required	4-32

<u>DOCUMENT</u>	<u>DESCRIPTION</u>	<u>FREQUENCY</u>	<u>PAGE</u>
09	Customer Survey	As Required	4-33
10	Safety and Health Lessons Learned Program Plan and Lessons Learned	As Required	4-35
11	Safety and Health Program Self Evaluation	As Required	4-37

a. Title of Contract, Project, SOW, etc.		b. Contract/RFP No.		c. DRL Date/Mod Date	
Printing and Mail Support Services (PAMSS)		NNJ10JB12C		3/23/09	
1. Line item no. 01	2. DRD Title MANAGEMENT PLAN	3. Frequency See DRD	4. As-of-Date	5. 1st subm. date See DRD	6. Copies a. type As per DRD and CO b. number Letter
7. Data type: <input checked="" type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request		9. Remarks			
8. Distribution (Continue on a blank sheet if needed) PER DRD AND CO LETTER					
1. Line item no. 02	2. DRD Title PHYSICAL INVENTORY PLAN	3. Frequency See DRD	4. As-of-Date	5. 1st subm. date See DRD	6. Copies a. type As per DRD and CO b. number Letter
7. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request		9. Remarks			
8. Distribution (Continue on a blank sheet if needed) Per DRD and CO Letter					
1. Line item no. 03	2. DRD Title SAFETY AND HEALTH PLAN	3. Frequency See DRD	4. As-of-Date	5. 1st subm. date With proposal submission	6. Copies a. type As per DRD and CO b. number Letter
7. Data type: <input checked="" type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request		9. Remarks			
8. Distribution (Continue on a blank sheet if needed) Per DRD and CO letter					

1. Line item no. 04	2. DRD Title Contractor Status Report	3. Frequency See DRD	4. As-of-Date	5. 1st subm. date See DRD	6. Copies a. type b. number PER DRD AND CO LETTER
7. Data type:	<input type="checkbox"/> (1) Written approval (Plan) <input checked="" type="checkbox"/> (2) Mandatory Submittal (Reports) <input type="checkbox"/> (3) Submitted upon request 9. Remarks				
8. Distribution (Continue on a blank sheet if needed)					
PER DRD AND PER CONTRACTING OFFICER'S LETTER					
1. Line item no. 05	2. DRD Title Wage/Salary and Fringe Benefit Data	3. Frequency See DRD	4. As-of-Date	5. 1st subm. date See DRD	6. Copies a. type b. number PER DRD AND CO LETTER
7. Data type:	<input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request 9. Remarks				
8. Distribution (Continue on a blank sheet if needed)					
PER DRD AND CONTRACTING OFFICER'S LETTER.					
1. Line item no. 06	2. DRD Title Reports, On-Site Contractor (Headcount)	3. Frequency See DRD	4. As-of-Date	5. 1st subm. date See DRD	6. Copies a. type b. number PER DRD AND CO LETTER
7. Data type:	<input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request 9. Remarks				
8. Distribution (Continue on a blank sheet if needed) Per DRD and Contracting Officer's letter.					

1. Line item no. 07	2. DRD Title MONTHLY SAFETY AND HEALTH METRICS	3. Frequency See DRD	4. As-of-Date See DRD	5. 1st subm. date See DRD	6. Copies a. type b. number PER DRD AND CO LETTER
7. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request					
8. Distribution (Continue on a blank sheet if needed) PER DRD AND CO LETTER					
9. Remarks					
1. Line item no. 08	2. DRD Title Phase-In Plan	3. Frequency See DRD	4. As-of-Date	5. 1st subm. date With proposal submission	6. Copies a. type b. number SEE DRD AND CO LETTER
7. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request					
8. Distribution (Continue on a blank sheet if needed) PER DRD AND CO LETTER					
9. Remarks					
1. Line item no. 09	2. DRD Title Customer Survey	3. Frequency See DRD	4. As-of-Date	5. 1st subm. date See DRD	6. Copies a. type b. number
7. Data type: <input checked="" type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request					
8. Distribution (Continue on a blank sheet if needed)					
9. Remarks					
1. Line item no. 10	2. DRD Title Safety and Health Lessons Learned Program Plan and Lesson Learned	3. Frequency See DRD	4. As-of-Date	5. 1st subm. date See DRD	6. Copies a. type b. number SEE DRD AND CO LETTER
7. Data type: <input checked="" type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request					
8. Distribution (Continue on a blank sheet if needed) PER DRD AND CO LETTER					
9. Remarks					

1. Line item no. 11	2. DRD Title Safety and Health Program Self Evaluation	3. Frequency See DRD	4. As-of-Date	5. 1st subm. date See DRD	6. Copies a. type SEE DRD AND CO LETTER	b. number
7. Data type:		<input checked="" type="checkbox"/> (1) Written approval		<input type="checkbox"/> (2) Mandatory Submittal		9. Remarks
8. Distribution (Continue on a blank sheet if needed)						
PER DRD AND CO LETTER						

ATTACHMENT 4.3
JSC DATA REQUIREMENTS DESCRIPTIONS (DRD)

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC STD-123)

1. DRD Title	2. Date of current version	3. DRL Line Item No.	RFP/Contract No.
MANAGEMENT PLAN		01	NNJ10JB12C
4. Use (<i>Define need for, intended use of, and/or anticipated results of data</i>)		5. DRD Category :	
To describe the contractor's integrated management approach, organization, and systems.		<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	Technical Administrative SR&QA
6. References	7. Interrelationships		
8. Preparation Information			

-
- a. Data Type - Type 1 – Written Approval

 - b. Scope - The Contractor shall provide a plan to coordinate and execute all technical and administrative tasks for all PAMSS management activities required to satisfy the requirements of this contract.

 - c. Content - The Management Plan shall address coordination and execution of all contract technical and administrative tasks, contract administration, logistics, documentation management, hardware maintenance agreement and software license renewal, and acquisition management. The Management Plan shall be updated to reflect significant changes that occur after its initial publication. The Management Plan shall be an umbrella document, which encompasses and integrates all PAMSS management activities. The Management Plan shall also cover:
 - i. Definition of the Contractor's organization (prime and subcontractors), including organization charts, with emphasis on roles and responsibilities of organizational elements.
 - ii. Levels of approvals.
 - iii. Functional relationships between internal organizational elements that differ from the flow -of-line authority.

 - d. Format - Contractor's electronic format is acceptable.

 - e. Frequency of Submission:
 - i. Initial – **With Proposal**
 - ii. Final – Due **30** days after contract start
 - iii. Approval – **45** days after contract start
 - iv. Frequency – As required

 - f. Distribution: Distribution specified below plus additional distribution per Contracting Officer's Letter
 - i. Initial – As specified in the Proposal Instructions
 - ii. Final – Contracting Officer, COTR, 1 Electronic Posting as per CO direction
 - iii. Update – Contracting Officer, COTR, 1 Electronic Posting as per CO direction
9. Maintenance – Revision shall be incorporated by change page or complete reissue.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC STD-123)

1. DRD Title	2. Date of current version	3. DRL Line Item No.	RFP/Contract No. (Procurement completes)
PHYSICAL INVENTORY PLAN		02	NNJ10JB12C
4. Use (Define need for, intended use of, and/or anticipated results of data)		5. DRD Category:	
The contractor shall conduct periodic physical inventories to verify the existence of hardware and software components		<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	Technical Administrative SR&QA
6. References	7. Interrelationships		
8. Preparation Information			

- a. Data Type – Type 2 - Mandatory Submittal
 - b. Scope - The Plan shall describe the manner in which the Contractor shall conduct physical inventories of server systems, software and their components.
 - c. Content - The contractor shall conduct a physical inventory of all systems, software, and system components. The contractor shall use the lists depicted in Section 4 **Attachment 4.4** as the starting point for the physical inventory. The contractor shall coordinate with the appropriate JSC property administrator, JB3, when conducting the physical inventory. The contractor shall document the physical inventory findings using the format of an electronic excel file but must include the following categories: Equipment or software Name, System Name, Equipment Owner Organization (e.g., EA, IRD), Equipment Responsible Individual (i.e., the name of the individual), Manufacturer, Model, Serial #, Equipment Description, NEMS Tag #, Building #, Room#. The contractor shall provide the report on-line in a location as directed by the CO.
 - d. Format – Electronic excel file
 - e. Frequency of Submission -
 - i. Initial – 30 days after contract start
 - ii. Final – Upon contract completion
 - iii. Approval – N/A

Frequency – The physical inventory shall be completed in accordance to the following schedule: First instance, 30 days after initiation of the contract, all other instances, on July 30th of every year of the contract. The report due every July 30th shall be based on physical counts completed by June 30th.
 - f. Distribution – Contracting Officer, COTR, 1 electronic posting as per CO direction, and other copies as per CO letter
9. Maintenance – Revision shall be incorporated by change page or complete reissue.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC STD-123)

1. DRD Title	2. Date of current version	3. DRL Line Item No.	RFP/Contract No.
SAFETY AND HEALTH PLAN	04/08 (replaces 09/07b version)	03	NNJ10JB12C
4. Use (<i>Define need for, intended use of, and/or anticipated results of data</i>)		5. DRD Category	
Establishes Safety and Health Compliance Plan for Contractors providing support to JSC organizations ***The Office of Primary Responsibility for this DRD is the JSC Safety and Test Operations Division		<input type="checkbox"/>	Technical
		<input type="checkbox"/>	Administrative
		<input checked="" type="checkbox"/>	SR&QA
6. References	7. Interrelationships		
OSHA CSP 03-01-003, Voluntary Protection Program (VPP): Policies and Procedures Manual JSC 17773, Instructions for Preparation of Hazard Analysis for JSC Ground Operations JPR 1700.1 JSC Safety and Health Handbook	Safety and Health Program Self Evaluation		
8. Preparation Information			

Frequency of Submission. Initial submission with the proposal. Upon NASA approval, the Contractor's Safety and Health Compliance Plan become a Contractual Requirement.

Distribution: After the plan is approved by NASA, the CO will incorporate the plan into the contract. The Contractor will send additional copies to each of the following:
 Contracting Officer (1 hard copy, 1 electronic copy)
 NS/Safety and Test Operations Division (2 hard copies, 1 electronic copy)
 JSC Occupational Health Officer (1 hard copy)
 JSC Emergency Preparedness Office (1 hard copy)

Subsequent Revisions to the Plan: Review the plan annually or as directed by the CO. The plan shall be updated to meet the latest OSHA, JSC, and VPP requirements. Provide a copy of the updated plan with the changes highlighted to the distribution list above at the start of each Contract year. If no changes are required after the annual review, notify the individuals in the distribution list in writing to that affect.

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, blocks for the signatures of Contractor's project manager and designated safety official; NASA COTR; JSC Safety and Test Operations Division; JSC Occupational Health Officer; and the NASA Contracting Officer. Other signatures may be required at the discretion of the Government. Once approved by NASA, signatures will be collected and the plan placed on the contract.
2. Table of Contents. See content below.
3. Body of plan - as required. Contractor's format is acceptable but should be aligned with 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 proposed resources to be provided by the Government. This review

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC STD-123)

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.

Details:

1. MANAGEMENT LEADERSHIP AND EMPLOYEE PARTICIPATION

- 1.1 Policy: Provide the Contractor's safety and health 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. Describe your approach to the following:
 - 1.2.1 Specific annual safety and health goals and objectives to be met.
 - 1.2.2 Methods to be used, if any, to improve on the Days Away Case Rate (DACR), the Total Recordable Injury Rate (TRIR), and the total Days Away plus Restricted Duty plus Job Transfer (DART).
- 1.3 Management Leadership. Describe management's procedures for implementing its sustaining commitment to safety and health 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, implement, and sustain employee (e.g., non-supervisory) involvement in safety and health 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. Describe methods to be used to obtain employee buy in and address the behavioral aspects of safety.
- 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 JPR 1700.1 to be responsive to Center-wide safety, health 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 Occupational Medicine Clinic, mail code SD32. This will facilitate communication of medical data to Contractor management. Prompt notification to the JSC Occupational Medicine Clinic shall be given of any changes that occur in the identity of the point of contact.
 - 1.5.3 Building Fire Wardens - provide a roster of fire wardens at the start of each Contract year (their names, telephone 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 JPR 1700.1. The Roster shall be maintained by letter to the JSC Safety and Test Operations Division, mail code NS2, with copies to the Contracting Officer and the Contracting Officers Technical Representative. The initial letter shall be received by the Government not later than 15 days after contract start.
 - 1.5.4 Designated Safety Official - identify by title the official(s) responsible for implementation of this plan and all formal contacts with regulatory agencies and with NASA.
- 1.6 Provision of Authority. Describe consistency of the plan for compliance with applicable NASA and JSC requirements and contractual direction as well as applicable Federal, State, and Local regulations and how compliance will be maintained throughout the life of the contract.
- 1.7 Accountability. Describe procedures for ensuring that management and employees will be held accountable for implementing their tasks in a safe, healthful, and environmentally compliant manner. The use of traditional and/or innovative personnel management

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC STD-123)

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. DESCRIBE YOUR APPROACH TO SAFETY AND HEALTH PROGRAM EVALUATION. THE PROGRAM EVALUATION CONSISTS OF:

1.8.1 [RESERVED.]

1.8.2 A written self-evaluation report to be delivered once per year. The self evaluation shall be provided for the Contractor performance evaluation. The self-evaluation shall follow the VPP program evaluation report format found in OSHA CSP 03-01-003, Voluntary Protection Program (VPP): Policies and Procedures Manual, Appendix C, "Format for Annual Submissions", as mandated by the cognizant OSHA regional office. Contractors who have submitted a written self-evaluation as a VPP site may submit their original report to OSHA in lieu of writing a new self-evaluation provided that all action plans and status are updated. The self-evaluation shall as a minimum cover the elements of the approved safety and health plan.

1.9 Miscellaneous Reports. The Contractor will acknowledge the following as standing requests of the Government and to be handled as described below.

1.9.1 Roster of Terminated Employees. Identify personnel terminated by the contractor. Send to the JSC Occupational Health Officer, no later than 30 days after the end of each contract year. At the contractor's discretion, the report may be submitted for personnel changes during the previous year or cumulated for all years. Information required:

- a. Date of report, Contractor identity, and Contract number.
- b. For each person listed, provide name, social security number, and date of termination.
- c. Name, address, and telephone number of Contractor representative to be contacted for questions or other information.

1.9.2 Material Safety Data Sheets (MSDS). The Contractor shall prepare and/or deliver MSDS 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 Disposal Data for Hazardous Materials Furnished to Government Activities", as revised. This inventory is also required by JPR 1700.1, "JSC Safety and Health Handbook", as revised. 1 copy of each MSDS will be sent upon receipt of the material for use on NASA property to the JSC Central MSDS Repository, maintained by the JSC Occupational Medicine Occupational Health contractor, along with information on new or changed locations and/or quantities normally stored or used. If the MSDS arrive with the material and is needed for immediate use, the MSDS shall be delivered to the Central MSDS Repository by close of business of the next working day after it enters the site.

1.9.3 Hazardous Materials Inventory. The Contractor shall compile an inventory report of all hazardous materials it has located on Government property quarterly, 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. This inventory is also required by JPR 1700.1, "JSC Safety and Health Handbook", as revised. The call for this inventory and instructions for delivery will be issued by the JSC Occupational Medicine Occupational Health contractor, mail code SD33. This information shall use the format used by JSC for chemical inventory compilation to provide the following:

- a. The identity of the material (product number, chemical, manufacturer, and NSN as available).
- b. The location of the material by building, room and area/cabinet number.
- c. The quantity of each material normally kept at each location (number of containers, container size, type container, unit of measure, conversion factor, storage temp & pressure, physical state/form, specific gravity, total pounds).

D. PEAK QUANTITY STORED.

E. ACTUAL OR ESTIMATED RATE OF ANNUAL USAGE OF EACH CHEMICAL.

1.10 Government Access to Safety and Health Program Documentation. The Contractor shall recognize, in its plan, that all safety and health documentation (including relevant personnel records) be available for inspection or audit at the Government's request.

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(Based on JSC STD-123)

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 will be made available to the Government in accordance with the criteria of OSHA as implemented in JPR 1700.1, "JSC Safety and Health Handbook", as revised. For the purpose of this plan, safety and health 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, or emergency preparedness.

1.11 Review and Modification of Safety Requirements. 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 (COTR) in accordance with established contractual procedures.

1.12 Procurement. Identify procedures used to assure that procurements are reviewed for safety and health compliance considerations and that specification contain appropriate safety criteria and instructions. Set forth authority and responsibility to assure that safety tasks are clearly stated in subcontracts.

1.13 Certified Professional Resources. Discuss your access to certified professional resources for safety and health protection. Discuss their roles in motivation/awareness, worksite analysis, hazard prevention and control, and training.

2. WORKSITE ANALYSIS

2.1 Analysis of Worksite Hazards. Contractor worksite 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, facilities related incidents related to partial or full loss of systems functions; etc. Describe how hazards identified by any of the techniques identified below shall be ranked, processed, and mitigated in accordance with JPR 1700.1. All hazards on NASA property, which are immediately dangerous to life or health, shall be reported immediately to the Safety and Test Operations Division. All safety engineering products that address operations, equipment, etc., on NASA property will be subject to JSC Safety and Test Operations Division review and concurrence unless otherwise waived by the JSC Safety and Test Operations Division.

2.2 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 Medicine Occupational Health contractor within 15 days of receipt of results.

2.3 Hazard Identification. Describe the procedures and techniques to be utilized 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:

2.3.1 Comprehensive Survey - A "wall to wall" engineering assessment of the Contractor's worksite, which includes the Government furnished facilities to be used by the contractor and the immediate vicinity in which contractual work or tasks will be performed. This assessment encompasses facilities, equipment, materials, and processes.

2.3.2 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.

2.3.3 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."

2.3.4 The Contractors safety plan will describe the flow of the findings of the comprehensive survey of hazards into hazard analyses and job hazard analyses and subsequently into controls such as design, operations, processes, procedures, performance standards, and training. The contractor will discuss its approach to notify NASA and other parties external to the contract work of its identified hazards and subsequent analyses and controls.

2.4 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 regularly scheduled inspections for fire and explosion hazards. The Contractor has the option, in lieu of this detail, to

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(Based on JSC STD-123)

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.
- c. Use of JSC's Hazard Abatement Tracking System to manage hazards onsite at JSC (see paragraph 3.12 below).

2.5 Protective Equipment - Set forth procedures for obtaining, inspecting, and maintaining all appropriate protective equipment, as required, or reference written procedures pertaining to this subject. Set forth methods for keeping records of such inspections and maintenance programs.

2.6 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.

2.7 Accident and Record Analysis

2.7.1 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 immediate notification of NASA using the call tree in 2.7.1.a below. The use of the quick incident reports found at the lower center of the home page of the NASA Incident Reporting Information System (IRIS) at <https://nasa.ex3host.com/iris/newmenu/login.asp> and use of NASA forms as specified in JPR 1700.1 or any alternate forms used by Contractor. The contingency plan will emphasize timely notification of NASA; preliminary and formal investigation procedures; exercise of jurisdiction over a mishap investigation involving NASA and other contractor personnel; preparation and submission of a formal report to NASA; 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 following:

Note: the NASA Form 1627 is not attached since it is a three part carbonless form not conducive to reproduction. This form is NOT available from JSC or NASA forms management; it can be obtained from the following link: <http://jschandbook.jsc.nasa.gov/>.

a. The Contractor will include a mishap contingency plan as part of the Safety and Health Plan which meets the requirements of NPR 8621.1B, "NASA Procedural Requirement for Mishap and Close Call Reporting, Investigating, and Recordkeeping", and JPR 1700.1, ****JSC Safety and Health Handbook****. The plan will identify the method of immediately notifying NASA in the advent of a type A or B mishap or C property damage mishap and close call with equivalent potential so NASA may take custody of the mishap scene and initiate its investigation as soon as it is safe following the mishap. The Contractor will immediately contact the JSC Safety and Test Operations Division at 281-483-1935 for guidance when a Type A or B mishap or Type C property damage mishap occurs in the course of performing work on a NASA Contract in whole or in part. The contingency plan will clearly identify the Government investigation as taking precedence over any contractor investigation.

b. For Type C injuries and all lower level mishaps, the Contractor will perform its own investigation and submit a report to NASA in accordance with the requirements of NPR 8621.1. The Contractor will ensure that NASA is promptly notified of any Type D mishap so that NASA provides a civil servant to oversee the investigation in an ex officio capacity prior to start of any formal investigation. All initial reports and selected follow up reporting will be accomplished using IRIS.

c. When a NASA investigation is required, witnesses will be identified and their names and contact information provided to NASA investigator but witness statement must be requested and collected by NASA. Such statements will be retained by the Government as part of the mishap file in accordance with NPR 8621.1.

d. The Contractor will deliver to NASA mishap reports which shall include the data specified in NPR 8621.1 for the level of mishap. NASA approval and endorsements will be required as specified in NPR 8621.1 and included in the approved Safety and Health Plan.

2.7.2 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.

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(Based on JSC STD-123)

- a. Accident/Incident Summary Report - The Contractor shall prepare and deliver Accident/Incident Summary Reports as specified on JSC Form 288, "Accident/Incident Statistics" as revised. All new and open mishaps, including vehicle accidents, incidents, injuries, fires, and close calls shall be described in summary form along with current status. Negative reports are also required monthly. Report frequency is monthly; date due is the 10th days of the month following each month reported. Report to be delivered to the JSC S & MA Directorate through the Safety and Test Operations Division, mail code NS2, by fax to 281-244-0426 or by attaching to an e-mail and transmitting to JSC-Safety-Report-Submittals@mail.nasa.gov.
- b. Log of Occupational Injuries/Illnesses
 - i. 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 (OSHA 300 and OSHA 300A or equivalent) as described in Title 29, Code of Federal Regulations, Subpart 1904.5. If the 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.
 - ii. Data shall be compiled and reported by calendar year and provided to the Government within 45 days after the end of the year to be reported (e.g. not later than February 15 of the year following).

3. HAZARD PREVENTION AND CONTROL

- 3.1 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.
- 3.2 Appropriate Controls. Discuss approach to consideration and selection of controls. Discuss use of hazard reduction precedence sequence (see JPR 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, energies, etc.). Discuss need for coordination with safety, health, and emergency authorities at NASA.
- 3.3 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. JPR 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 when the material or process meets the requirements therein. Develop and maintain a list of hazardous operations and processes to be performed during the life of this Contract. The list of hazardous operations and processes will be provided to JSC as part of the plan for review and approval. JSC and the Contractor will decide jointly which operations and processes are to be considered hazardous, with JSC as the final authority. Before hazardous operations or processes commence, the Contractor will develop a schedule to develop written procedures with particular emphasis on identifying the job safety steps required. NASA will have access on request to any Contractor data necessary to verify implementation. For all identified operations or processes that may have safety or health implications outside Contract operations, the Contractor shall identify such circumstances to the JSC Safety and Test Operations Division and Occupational Health Officer who will provide additional instructions for further NASA management review and approval.
- 3.4 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.
- 3.5 Hazardous Operations Permits. Identify facilities, operations and/or tasks where hazardous operations permits will be required as specified in JPR 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.
- 3.6 Operations Involving Potential Asbestos Exposures. Set forth method by which compliance is assured with JSC Asbestos Control Program as established in JPR 1700.1, as revised.
- 3.7 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 Medicine must be notified prior to initiation of any new or modified operation potentially hazardous to health.
- 3.8 [Reserved.]. Describe your approach to the following:

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(Based on JSC STD-123)

3.8.1 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.

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 JE. 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 JE/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.

3.9 Baseline Documentation. Discuss the Contractor's 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.

3.10 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).

3.11 Medical (Occupational Healthcare) Program. Discuss the Contractor's 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.

3.12 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 on line @ <http://www.srqa.jsc.nasa.gov/HATS/>). (The scope is restricted to establishments at JSC, Sonny Carter Training Facility, and Ellington Field.) This includes the following:

3.12.1 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.

3.12.2 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 HATS for all hazards within Contractor-occupied facilities 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 and Action Plan", or equivalent. Discuss compatibility of your system with JSC's role of facility managers in abatement planning, implementation, and verification.

3.13 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.

3.14 Emergency Preparedness. Discuss approach to emergency preparedness and contingency planning which addresses fire, explosion, inclement weather, etc. Discuss compliance with 29 CFR 1910.120 (HAZWOPER) and role in JSC Incident Command System (see JPR 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

4. Discuss the following:

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(Based on JSC STD-123)

- 4.1 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.
- 4.2 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.
- 4.3 Describe approach to training personnel in the proper use and care of personal protective equipment (PPE).
- 4.4 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).
- 4.5 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).
- 4.6 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. 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 Operations Division and the JSC Occupational Health Office Support office prior to beginning training. The agreement will ensure that safety and health training resources available from NASA are utilized where appropriate.
- 4.7 Discuss approach to making all training materials and training records available to NASA, and other Federal, state, and local agencies for their review upon request.

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(Based on JSC STD-123)

1. DRD Title	2. Date of current version	3. DRL Line Item No.	RFP/Contract No.
CONTRACTOR STATUS REPORT	7/1/03	04	NNJ10JB12C
4. Use (<i>Define need for, intended use of, and/or anticipated results of data</i>)		5. DRD Category:	
Used to apprise the Government of significant actions, accomplishments, changes and problems associated with the delivery of products, services, and information, as specified under this contract. Also used to provide data for trend analysis and NASA management decision making.		<input checked="" type="checkbox"/>	Technical
		<input type="checkbox"/>	Administrative
		<input type="checkbox"/>	SR&QA
6. References	7. Interrelationships		
8. Preparation Information			

- a. Data Type - Type 2 – Mandatory Submittal
- b. Scope - The Contractor shall prepare and submit monthly progress reports documenting the status and progress of the Statement of Work requirements. Interim informal weekly reports will also be submitted and follow the general content guidelines of the monthly report.
- c. Content: The reports shall include, but are not limited to:

1) CONTRACTOR STATUS REPORT

- i. A narrative description of the status of each major area of the contract following the structure of the Statement of Work, including progress toward completion.
- ii. A descriptive summary of all current issues, proposed action for resolution, and status of implementation.
- iii. A status of action items.
- iv. A summary and report of calculated metrics identified in the Statement of Work.
- v. A summary of activity planned, including preventive maintenance and renewal of licenses for software and maintenance agreements for hardware, for the next month.
- vi. A summary of License Renewal and Maintenance Agreement executed during the previous month.
- vii. Status reports on employee familiarity with government policies and procedures.
- viii. Status reports on employee technical skills, qualifications and training including any safety training.

2) TECHNICAL COMMUNICATIONS STATUS REPORT (ACTION ITEM DATABASE)

The status of all official Contractor/ NASA communications (direction, response, status, transmittals), both electronic and printed, shall be provided in an on-line Technical Communications Status Report. The date that communications were sent or received shall be shown, as well as the projected and actual date of responses to direction. Contractor responses shall cross reference the direction received from the COTR.

- d. Format - Contractor's electronic format is acceptable.
- e. Frequency of Submission:
 - i. Initial – 30 Days after Contract Start
 - ii. Final – Contract Completion
 - iii. Approval – N/A
 - iv. Frequency – Formal reports shall be submitted monthly. The cutoff date for inputs to monthly reports shall be the 23rd of each month with submittals on the 30th of each month. Informal reports shall be submitted weekly every Monday.
- f. Distribution: Distribution specified below plus additional distribution per Contracting Officer's Letter Contracting Officer and Contracting Officer Technical Representative

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(Based on JSC STD-123)

1 Electronic Posting as per CO instructions

9. Maintenance – Revision shall be incorporate by change page or complete reissue.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC STD-123)

1. DRD Title	2. Current Version Date	3. DRL Line Item No.	RFP/Contract No.
Wage/Salary and Fringe Benefit Data		05	NNJ10JB12C
4. USE (Define need for, intended use of, and/or anticipated results of data)			
The Wage/Salary and Fringe Benefit Data will be used by the NASA Contracting Officer and the Contract Labor Relations Office to provide the necessary data for submittal of Standard Form (SF) 98, Notice of Intention to Make a Service Contract and Response to Notice, to the Department of Labor, and to assist in the monitoring of Service Contract Act compliance.			
5. DRD Category:	<input type="checkbox"/> Technical	<input checked="" type="checkbox"/> Administrative	<input type="checkbox"/> SR&QA
6. References	7. Interrelationships		
	FAR 52.222-41		
8. Preparation Information			

- a. Data Type – Type 2 Mandatory Submittal
- b. Scope –The Wage/Salary and Fringe Benefit Data must be submitted by the Contractor, and any subcontractors which are subject to the provisions of the Service Contract Act, to the Contracting Federal Agency. In accordance with FAR regulations 22.1007 and 22.1008, the Contracting Officer is required to submit a SF 98 to the Department of Labor, Wage and Hour Division.
- c. Contents - The Wage/Salary and Fringe Benefit Data should contain the data included in the enclosed DRD forms, titled “Wage/Salary Rate Information”, “Fringe Benefit for Service Employees”, and “Fringe Benefits per Collective Bargaining Agreement”. The Wage/Salary Rate Information shall contain a listing of all exempt and nonexempt labor classifications working on the contract. Separate forms should be utilized for classifications working in different geographic areas and for each subcontractor. Wage determination numbers, appropriation labor organization names, and subcontractor names, must be reflected. All nonexempt labor classifications must be matched to wage determination classes or to Collective Bargaining Agreement (CBA) classifications for represented classes. Annotate exempt or nonexempt and union or nonunion. The current hourly rates should reflect the actual lowest and highest paid employees, along with a computed average rate. State the number of employees working in each category. Separate Fringe Benefit forms should be completed for nonrepresented classifications and for each separate CBA. A separate form must be completed for the prime and each subcontractor. Three copies of each Collective Bargaining Agreement are required.

APPLICABLE DOCUMENTS: None

- d. 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)
- e. Frequency of Submission:
 - i. Initial – At contract start, end of phase-in

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(Based on JSC STD-123)

- ii. Frequency – Annually, 90 days prior to the anniversary date of the contract required

- f. Distribution: Distribution specified below plus additional distribution per Contracting Officer's Letter
 - BJ/Contracting Officer
 - BA2/JSC Contract Labor Relations Officer

- 9. Maintenance – Changes shall be incorporated as required by change page or complete reissue.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC STD-123)

FORM 2

WORK SHEET FOR SF-98 DATA
WAGE RATE INFORMATION

<u>CONTRACTORS LABOR CLASSIFICATION</u>	<u>WAGE DETERMINATION CLASSIFICATION</u>	<u>EXEMPT OR NONEXEMPT</u>	<u>UNION OR NONUNION</u>	<u>CURRENT HOURLY RATE</u>	<u>FTE NO OF EMPLOYEES</u>
Illustration of required data:					
PROJECT MANAGER/SUPERVISOR		E	N		1
Supervisor		E	N		1
Mail Clerk I	General Clerk I	N	N		4
Mail Clerk II	General Clerk II	N	N		1
Mail Clerk III	General Clerk III	N	N		4
Mail Clerk IV	General Clerk III	N	N		2
GPO Specialist	General Clerk III	N	N		1
Control Clerk	General Clerk III	N	N		1
Mail/Printing Leads	General Clerk III	N	N		2
Reproduction Specialist II	Duplicating Machine Operator	N	N		2
Reproduction Specialist III	Duplicating Machine Operator	N	N		4
System Analyst I	Computer Systems Analyst I	N	N		1

Submit data in the above-illustrated format for all labor classifications used, or planned to be used, on this contract. All contractor labor classifications shall be matched to wage determination classes listed in CBA's represented classes or classes shown in WD 94-2516 for nonrepresented classes.

<u>CONTRACTORS LABOR CLASSIFICATION</u>	<u>WAGE DETERMINATION CLASSIFICATION</u>	<u>EXEMPT OF NONEXEMPT</u>	<u>UNION OR NONUNION</u>	<u>CURRENT HOURLY RATE</u>	<u>MYE NO OF EMPLOYEES</u>
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JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC STD-123)

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC STD-123)

FORM 3

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, weekend, or other shifts.)

2. Health and Welfare Items and Other Fringe Items: (Indicate whether or not coverage is provided to employees and state current average hourly cost per employee covered by a Collective Bargaining Agreement.)

Item	Coverage Provided (Yes 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)		

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(Based on JSC STD-123)

3. Paid Absences:

	Service Requirement	Days per Year
a. Vacation		
b. Holiday		
c. Sick Leave		
d. Jury Leave		
e. Funeral Leave		
f. Military Leave		
g. Other (Describe)		

4. Severance Pay: (Briefly describe terms and amounts.)

5. Other Fringe Benefits: (Describe any other fringe benefits not included above, and show average hourly cost.)

6. Premium Pay: (Discuss all premium pay provisions not previously shown on this form.)

Signature of Company Representative

Date

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC STD-123)
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.)

<u>Item</u>	<u>Coverage Provided</u>	<u>Average Hourly Cost</u>
a. Life Insurance		
b. Accidental Death		
c. Disability		
d. Medical & Hospital		
e. Dental		
f. Retirement Plan		
g. Savings/Thrift Plan		
h. Sick Leave		
i. Tuition Reimbursement		
j. Other (Describe)		

2. Paid Absences

	<u>Service Requirement</u>	<u>Days per Year</u>
a. Vacation		
b. Holidays		
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)

1. DRD Title	2. Date of current version	3. DRL Line Item No.	RFP/Contract No.
REPORTS, ONSITE CONTRACTOR (HEADCOUNT)		06	NNJ10JB12C
4. Use		5. DRD Category:	
Provide NASA with the number of contactors On-site.		<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	Technical Administrative SR&QA
6. References	7. Interrelationships		
8. Preparation Information			

- a. Data Type – Type 2 Mandatory Submittal
- b. Scope: The Contractor shall report the number of on-site PAMSS contractors (headcount) by company. This includes all subcontractors, if on site.
- c. Content: Report shall contain the number of on-site contractors and subcontractors (headcount) by company.
- d. Format - Contractor’s electronic format is acceptable.
- e. Frequency of Submission:
 - i. Initial – Contract Start Date + 90 Days
 - ii. Final – Contract Completion
 - iii. Frequency – Last day of each contract quarter or as requested by Contracting Officer
- f. Distribution: Distribution specified below plus additional distribution per Contracting Officer’s Letter

Contracting Officer
 Contracting Officer’s Technical Representative
 1 Electronic Posting as per CO direction

9. Maintenance – Revisions shall be incorporated by change page or complete reissue.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC STD-123)

1. DRD Title	2. Date of current version	3. DRL Line Item No.	RFP/Contract No.
MONTHLY SAFETY AND HEALTH METRICS	10/03 (replaces 08/03 version)	07	NNJ10JB12C
4. Use		5. DRD Category:	
Establishes selected Safety and Health Program metrics ***The Office of Primary Responsibility for this DRD is the JSC Safety, Reliability, and Quality Assurance Office		<input type="checkbox"/> Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> SR&QA	
6. References		7. Interrelationships	
JPG 1700.1 JSC Safety and Health handbook		DRD 04	
8. Preparation Information			

Data Type – Type 2 Mandatory Submittal

Frequency of Submission. Monthly by 10th of month following month being reported.

Distribution.

- NS2/Occupational Safety Branch (2 copies)
- SD13/Occupational Health Officer (1 copy)
- Contracting Officer's Technical Representative (COTR) (1 copy)

Format: electronic to NS2, SD13; 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 JSC-administered establishments of Houston Texas at NASA Road One; Sonny Carter Training Facility; and Ellington Field.

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	This month	Year to date

Include electronic copies of minutes or representative information

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

Include electronic copies of minutes or representative information

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC STD-123)

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 loss control initiatives (such as slips/trips falls, material handling; etc.) Report other training as "Generic safety training not otherwise specified" (examples include Hazard Communication, Confined Space entry, HAZWOPER, system safety, job safety analysis, etc.) Do not include job proficiency course work where safety is an issue (such as radiography, welding, painting, etc.)

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

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC STD-123)

1. DRD Title	2. Date of current version	3. DRL Line Item No.	RFP/Contract No.
PHASE-IN PLAN	Per RFP	08	NNJ10JB12C
4. Use		5. DRD Category:	
To define the Printing and Mail Support Services Contractor's approach to transition responsibility from the incumbent Contractor.		<input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References	7. Interrelationships		
8. Preparation Information			

Scope: A Phase-In Plan shall be prepared which describes the Contractor's approach for the transition of responsibility from the incumbent Contractor during the not-to-exceed 30-day transition period during which staffing buildup, transition of records, and attaining readiness to assume responsibilities prior to contract start.

The Contractor shall ensure that the plan:

- a. Addresses the transition of the existing work such that at the end of the phase-in period all work from the incumbent Contractor is being effectively performed.
- b. Includes specific schedule milestones required to accomplish the transition and the responsible Contractor element. Identify activities necessary to meet the schedule, show the risks associated with the scheduled work transition and any potential problem areas.
- c. Describes how an environmental regulatory records inventory will be performed with the incumbent Contractor of all records that will be transitioned. This shall be completed during phase-in. Records transition shall be completed at contract start.
- d. Addresses dependencies, if any, upon the incumbent contractor. Also, specify the extent of involvement of NASA personnel expected during this period.
- e. Describes the acquisition of contracts with all existing TSDR and transport vendors and any other contracts needed. The Contractor shall submit a schedule identifying milestones for accomplishing this activity in the Phase-In plan.
- f. Address office space required for phase-in, beyond what is to be provided by the Government, if any. (Reference Section 1.5 PHASE-IN).

NOTE: Upon Contract Award, the Contractor's Phase-In Plan becomes a part of the contract.

Frequency of Submission: The Contractor shall submit their proposed plan with the initial proposal.

Distribution:

- i. Initial – With proposal submittal
- ii. Update – Contracting Officer, COTR

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC STD-123)

Format: The Contractor's format is acceptable.

Maintenance: The Contractor may revise the Plan at any time or at the direction of the CO. Revisions to the Plan are subject to CO review and approval. Changes shall be incorporated as required by change page or complete reissue.

1. DRD Title	2. Date of current version	3. DRL Line Item No.	RFP/Contract No.
CUSTOMER SURVEY	Per RFP	09	NNJ10JB12C
4. Use			5. DRD Category:
Metrics Reporting Determining Retainage Pool			<input type="checkbox"/> Technical
			<input checked="" type="checkbox"/> Administrative
6. References		7. Interrelationships	
8. Preparation Information			

Frequency of Submission: Two times yearly.

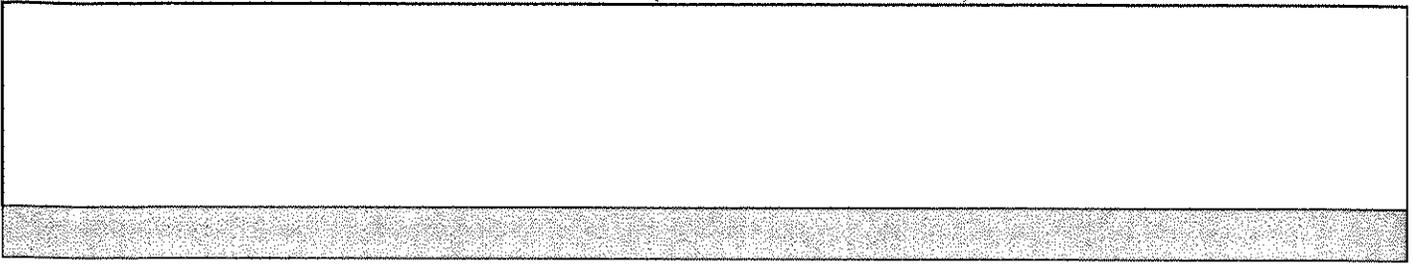
NASA JSC NASA MAIL SERVICES CUSTOMER SATISFACTION

IRD is interested in your opinion of the mail services. Your comments are important to us and are being used to improve mail services. Please complete survey and return to IS444/Troyonia (Joeva) Ross by _____.

Mail Code:	Building:	Name & phone (opt.) :				
5 = Excellent, 4 = Very Good, 3 = Good, 2 = Marginal, 1 = Poor						
Mail Delivered	On-Time	Person Knowledgeable	Treated Courteously & Professionally	Customer Satisfaction	Overall	
Additional Comments or Suggestions:						

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC STD-123)



JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC STD-123)

NASA JSC Duplication Facility Customer Service Survey

JSC is interested in your opinion of the JSC Duplicating Facility. Your comments are important to us and are being used to improve services. Please complete survey and return to IS444/Pat Dickson by XXXXX.

Job number:	Description:	Printing Reproduction on-site <input type="checkbox"/> offsite (GPO) <input type="checkbox"/>
-------------	--------------	--

5 - Excellent 4 - Very Good 3 - Good 2 - Fair 1 - Poor

Treated Courteous & Professionally	Person knowledgeable about your job requirement	Job delivered on-time	Rate final product requirement	Rate your customer satisfaction	Overall rating (average)

Additional Comments for JSC - Print

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JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC STD-123)

1. DRD Title	2. Date of current version	3. DRL Line Item No.	RFP/Contract No.
SAFETY AND HEALTH LESSONS LEARNED PROGRAM PLAN AND LESSONS LEARNED	08/05	10	NNJ10JB12C
4. Use (<i>Define need for, intended use of, and/or anticipated results of data</i>)		5. DRD Category:	
Establishes Process for obtaining Lessons Learned from Contractor for possible publication in JSC Lessons Learned Database and NASA Lessons Learned Information System (LLIS) ***The Office of Primary Responsibility for this DRD is the JSC Office of the Chief Engineer		<input type="checkbox"/> Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> SR&QA	
6. References	7. Interrelationships		
AG-CWI-001, "WI for JSC Lessons Learned Process" NPR 7120.5C, "NASA Program and Project Management Processes and Requirements" NPR 7120.6, "Lessons Learned Process" NPR 8621.1, "NASA Procedural Requirements for Mishap Reporting, Investigating, and Recordkeeping"			
8. Preparation Information			

Lessons Learned Program Plan. The contractor will develop and implement a lessons learned program plan consistent with the areas defined in the statement of work and/or the work breakdown structure. The lessons learned program plan will include:

- a. Lessons learned program structure and management responsibility for lessons learned.
- b. Lessons Learned advocacy throughout the contracted effort.
- c. Approach to selection, review, and validation of lessons learned using contract and government assets.
- d. Approach used to balance trade secret and security imperatives vice government rights in data and the need to capture lessons for publication in Government information systems and processes.
- e. The dissemination of lessons learned throughout appropriate NASA programs including the retrieval and dissemination of lessons published in the JSC Lessons Learned Database and the NASA Lessons Learned Information System.
- f. Information on the successful use of retrieved lessons including how they were used, by whom, for what purposed, and implementation detail delivered to the Government as additional recommendations for previously published lessons.
- g. Goals for the contractor's lessons learned program including schedules, scope, breadth, quality, and quantity of lessons the government can expect as delivered lessons. Appropriate metrics for identification, publication, and dissemination are highly desirable.
- h. The approach to the selection of media to be used for of supporting data inclusion with each lesson learned (such as photographs, analyses, diagrams, schematics, drawings, and streamed video.)

Access to the JSC Lessons Learned Database and the NASA Lessons Learned Information System.

1. To obtain access privileges to the JSC Lesson learned Database, JSC Domain Internet access is required to enter and review lessons learned information. The JSC lessons learned databases is accessible at <http://iss-www.jsc.nasa.gov/ss/issapt/lldb/>.
2. To obtain access to the NASA Lessons Learned Information System, go to <http://llis.gsfc.nasa.gov/> and follow instructions.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC STD-123)

Criteria for Selecting Lessons Learned. Uncommon insight arising from any event or observation that will benefit from sharing with a larger community of interested parties. Lessons learned are intended to prevent recurrence of undesirable events and to allow NASA and its team members to capitalize to the greatest extent practical on unique successes requiring documented insight for retrieval on demand. Sharing of lessons with other Government agencies is also expected.

Frequency of Submission: As follows (in order of decreasing Government preference):

- a. Initial submission of plan with proposal;
- b. Data entry to the JSC LLDB within 30 days of a triggering event;
- c. Within 30 days of a program milestone, mishap investigation, or hazard or other engineering analysis / evaluation is completed; or
- d. 30 days prior to end of contract evaluation period or 45 days prior to end of contract, whichever is applicable.

Distribution of Lessons.

Lessons are distributed by entry into the JSC Lessons Learned Database which submits lessons to the NASA Lessons learned Information System once approved and published. The NASA Lessons Learned Information System may be used directly if the contractor is outside the JSC domain or firewall.

Contracting Officer's Technical Representative (COTR) (1 copy)

Content of Lessons.

Subject - one line subject of the lesson.

Lesson Learned - usually one sentence that describes insight gained

Description of Event - narrative that describes what happened.

Recommendations - may be an action plan, suggestion, etc., that was adopted at event source.

Supporting documentation – submit as needed to augment understanding of lesson (photographs with or without pointers and text labels), illustrations, drawings, etc.)

Contact name and e-mail address (for follow up by Government prior to publication of lesson)

Definitions. Refer to NASA LLIS at <http://llis.gsfc.nasa.gov/> and AG-CWI-001 for definitions of terms used.

Evaluation of Contactor Lessons Learned Program performance.

The following characteristics are evaluated by the Government in order of decreasing importance:

1. Effectiveness of approach to lessons learned advocacy.
2. Ability to recognize and capitalize on lessons learned in a timely manner.
3. Breadth of participation by the contracted effort to include from where lessons originate for publication and to whom lessons are disseminated for use by contract assets.
4. Technical quality of lessons submitted including thoroughness and readiness of supporting documentation for publication.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC STD-123)

1. DRD Title	2. Date of current version	3. DRL Line Item No.	RFP/Contract No.
SAFETY AND HEALTH PROGRAM SELF EVALUATION	10/03 (replaces 04/03 version)	11	NNJ10JB12C
4. Use		5. DRD Category:	
Self evaluation of Contractor's safety and health program performance.		<input type="checkbox"/> Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> SR&QA	
6. References	7. Interrelationships		
	SA-1-1 Safety and Health Plan.		
8. Preparation Information			

1. The Contractor must conduct an annual self-evaluation of its safety and health program as required by its safety and health plan.

2. Information required:

2.a. The internal assessment of safety and health program effectiveness during the report period (i.e., the previous year) indicating the status of goals or objectives previously established and areas of strength and weakness in Contractor safety program performance.

2.b. Safety and health concerns and resolutions relating to JSC operations which may have been identified during the report period.

2.c. Unresolved safety and health concerns relating to JSC operations which the Contractor feels merit attention of JSC safety and health management.

2.d. The goals and objectives of the Contractor safety and health program for the next report period.

2.e. An analysis of the contractor's performance at JSC-administered establishments in each of the 32 Voluntary Protection Program sub-elements found in the Federal Register Notice 65:45649-45663, July 24, 2000.

2.f. Attach action plans for identified problem areas. Action plans must include schedule for periodic progress reports to the Government on a frequency agreed to by the Government and the Contractor for each problem area.

3. Format to be as required by the cognizant OSHA regional office. Contractors who have submitted a written self-evaluation as a VPP site may submit their original report to JSC in lieu of writing a new self-evaluation provided that all action plans and status are updated.

4. Data Type – Type 2 Mandatory Submittal

5. Frequency of Submission: Report due September 30th of each year.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC STD-123)

ATTACHMENT 4.4

INSTALLATION ACCOUNTABLE GOVERNMENT PROPERTY

Equipment	Maintenance/Lease	Frequency
(3) Xerox DocuTech 6180	Gov't Maintained	
(3) Xerox DocuColor 8000AP	Gov't Maintained	
(1) Xerox 4112	Gov't Maintained	
(4) Xerox Freeflow Make-Ready	Gov't Maintained	
(7) Xerox Freeflow PrintControllers/PrintServers	Gov't Maintained	
(1) CP Bourg BST10+d Bookmaker w/10 Bin Stacker	\$5,350	Annual
(1) Pitney Bowes DF500 Tabletop Folder	\$570	Annual
(1) GBC 4500 Pro Series Laminator	\$398	Annual
(1) GBC Magnapunch	\$929	Annual
(1) GBC PB2600 Binder	\$389	Annual
(1) Champion 305 XG Paper Cutter	\$1,800	Annual
(1) Challenge MS10A Paper Drill	Gov't Maintained	
(1) Interlake SA 7/8 Stitcher	\$600 last year\1st call in 10 yrs.	Per call
(1) Padmaster 2000 Padder	Gov't Maintained	
(5) Felin LoopPlus Bundling Machines	Approx. \$500 per year	Per call
(1) Multiton Electronic Pallet Truck	Gov't Maintained	
(1) Pitney Bowes 1000 Postage Metering Machine & (1) Pitney Bowes 550 Postage Metering Machines	\$2,449	Lease/Mnt per month
(1) Neopost AS226P Addressing Machine	\$2,615	Annual
(1) Neopost Conveyor/Dryer	\$324	Annual
(1) Satori software update	\$995	Annual
(1) ESCAN X-ray Machine	\$6,500	Annual
(1) Sterilgard III Biological Hazard Cabinet	\$800	Annual

(1) Cy Klop Tape Machine	Gov't Maintained	
(2) Marsh Tape Machines	Gov't Maintained	
(1) Q Tech Digital Scale & (1) Nationals Controls Postal Scale	\$125	Lease/Mnt per quarter
(4) Ty-Tech String Tie Machines	Gov't Maintained	
(1) Truck with Tailgate Lift & (3) Panel Vans	\$1,600	Lease/Mnt per month

ATTACHMENT 4.4a

ODIN FURNISHED IT PRODUCTS AND SERVICES

(14) Desktops	PC computer workstations
(2) Workstations	Apple computers
(13) LANA	Basic network connection seats for printers and Xerox leased workstations
(8) ACCT	Seats that provide email for employees with no ODIN workstation
(1)PG1	Pager for mail supervisor
(4)PH1	Analog phones
(15)PH3	Standard phones

ATTACHMENT 4.5

U.S. DEPARTMENT OF LABOR WAGE DETERMINATION

STANDARD FORM E98

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)

I. NOTICE NO.

NASA

66012

MAIL TO:

Administrator

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

2. Estimated solicitation date (use numerals)

Month	Day	Year
03	31	09

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

Month	Day	Year
04	30	09

4. Date contract performance to begin (use numerals)

Month	Day	Year
11	03	09

5. PLACE(S) OF PERFORMANCE

Harris County, TX

6. SERVICES TO BE PERFORMED (describe)

II: Printing and Mail Support Services
Contract Period: 11/03/09 to 11/02/10

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

GeoControl Systems, Inc.
2900 Woodridge Dr., Suite 100
Houston, TX 77087

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

WD 2005-2516

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.

2005-2516, Rev 8

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)

9. OFFICIAL SUBMITTING NOTICE

SIGNED:

Original signed by

DATE

01/27/09

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

Signed: _____

**2101 NASA Parkway
Houston, TX 77058**

(U.S. Department of Labor)

(Date)

98-103

COMPUTER-GENERATED

1/96

REGISTER OF WAGE DETERMINATIONS UNDER
THE SERVICE CONTRACT ACT
By direction of the Secretary of Labor

U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS ADMINISTRATION
WAGE AND HOUR DIVISION
WASHINGTON, D.C. 20210

Shirley F. Ebbesen
Director

Division of Wage
Determinations

Wage Determination No.: 2005-2516

Revision No.: 8

Date of Last Revision: 07/23/2008

State: Texas

Area: Texas Counties of Austin, Brazoria, Chambers, Colorado, Fort Bend, Galveston, Grimes, Harris, Houston, Jackson, Lavaca, Liberty, Madison, Matagorda, Montgomery, San Jacinto, Trinity, Walker, Waller, Washington, Wharton

****Fringe Benefits Required Follow the Occupational Listing****

OCCUPATION CODE - TITLE

MINIMUM WAGE RATE

01000 - Administrative Support And Clerical Occupations

01011 - Accounting Clerk I	14 .58
01012 - Accounting Clerk II	16 .38
01013 - Accounting Clerk III	18 .32
01020 - Administrative Assistant	23 .55
01040 - Court Reporter	21 .79
01051 - Data Entry Operator I	11 .67
01052 - Data Entry Operator II	14 .32
01060 - Dispatcher, Motor Vehicle	15 .40
01070 - Document Preparation Clerk	13 .41
01090 - Duplicating Machine Operator	13 .41
01111 - General Clerk I	10 .80
01112 - General Clerk II	12 .97
01113 - General Clerk III	14 .88
01120 - Housing Referral Assistant	20 .55
01141 - Messenger Courier	11 .95
01191 - Order Clerk I	13 .52
01192 - Order Clerk II	15 .24
01261 - Personnel Assistant (Employment) I	14 .74

01262 - Personnel Assistant (Employment) II	16 .50
01263 - Personnel Assistant (Employment) III	18 .38
01270 - Production Control Clerk	19 .10
01280 - Receptionist	12 .02
01290 - Rental Clerk	14 .75
01300 - Scheduler, Maintenance	15 .92
01311 - Secretary I	15 .92
01312 - Secretary II	17 .73
01313 - Secretary III	20 .55
01320 - Service Order Dispatcher	14 .63
01410 - Supply Technician	23 .55
01420 - Survey Worker	16 .59
01531 - Travel Clerk I	13 .17
01532 - Travel Clerk II	14 .22
01533 - Travel Clerk III	15 .20
01611 - Word Processor I	12 .27
01612 - Word Processor II	14 .75
01613 - Word Processor III	16 .59

05000 - Automotive Service Occupations

05005 - Automobile Body Repairer, Fiberglass	24 .80
05010 - Automotive Electrician	22 .66
05040 - Automotive Glass Installer	21 .68
05070 - Automotive Worker	20 .91
05110 - Mobile Equipment Servicer	19 .27
05130 - Motor Equipment Metal Mechanic	24 .53
05160 - Motor Equipment Metal Worker	20 .91
05190 - Motor Vehicle Mechanic	24 .53
05220 - Motor Vehicle Mechanic Helper	18 .48
05250 - Motor Vehicle Upholstery Worker	19 .84
05280 - Motor Vehicle Wrecker	20 .91
05310 - Painter, Automotive	22 .66
05340 - Radiator Repair Specialist	22 .88
05370 - Tire Repairer	14 .40
05400 - Transmission Repair Specialist	25 .17

07000 - Food Preparation And Service Occupations

07010 - Baker	10 .04
07041 - Cook I	8 .65
07042 - Cook II	9 .89
07070 - Dishwasher	8 .11
07130 - Food Service Worker	8 .87

07210 - Meat Cutter	12 .36
07260 - Waiter/Waitress	7 .97
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	16 .65
09040 - Furniture Handler	11 .74
09080 - Furniture Refinisher	16 .09
09090 - Furniture Refinisher Helper	13 .74
09110 - Furniture Repairer, Minor	15 .29
09130 - Upholsterer	16 .65
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	9 .90
11060 - Elevator Operator	8 .17
11090 - Gardener	14 .52
11122 - Housekeeping Aide	8 .17
11150 - Janitor	8 .17
11210 - Laborer, Grounds Maintenance	10 .93
11240 - Maid or Houseman	7 .73
11260 - Pruner	8 .99
11270 - Tractor Operator	12 .82
11330 - Trail Maintenance Worker	10 .93
11360 - Window Cleaner	8 .92
12000 - Health Occupations	
12010 - Ambulance Driver	14 .22
12011 - Breath Alcohol Technician	15 .64
12012 - Certified Occupational Therapist Assistant	19 .58
12015 - Certified Physical Therapist Assistant	20 .48
12020 - Dental Assistant	15 .64
12025 - Dental Hygienist	32 .49
12030 - EKG Technician	23 .56
12035 - Electroneurodiagnostic Technologist	23 .56
12040 - Emergency Medical Technician	14 .22
12071 - Licensed Practical Nurse I	18 .29
12072 - Licensed Practical Nurse II	20 .52
12073 - Licensed Practical Nurse III	22 .09
12100 - Medical Assistant	12 .40
12130 - Medical Laboratory Technician	15 .25
12160 - Medical Record Clerk	13 .21
12190 - Medical Record Technician	16 .02
12195 - Medical Transcriptionist	16 .40
12210 - Nuclear Medicine Technologist	31 .94

12221 - Nursing Assistant I	7 .08
12222 - Nursing Assistant II	9 .82
12223 - Nursing Assistant III	10 .62
12224 - Nursing Assistant IV	12 .40
12235 - Optical Dispenser	15 .26
12236 - Optical Technician	13 .90
12250 - Pharmacy Technician	17 .44
12280 - Phlebotomist	13 .30
12305 - Radiologic Technologist	24 .27
12311 - Registered Nurse I	28 .55
12312 - Registered Nurse II	33 .22
12313 - Registered Nurse II, Specialist	35 .29
12314 - Registered Nurse III	42 .25
12315 - Registered Nurse III, Anesthetist	42 .25
12316 - Registered Nurse IV	50 .64
12317 - Scheduler (Drug and Alcohol Testing)	19 .86
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	19 .30
13012 - Exhibits Specialist II	24 .74
13013 - Exhibits Specialist III	28 .94
13041 - Illustrator I	18 .07
13042 - Illustrator II	22 .56
13043 - Illustrator III	27 .38
13047 - Librarian	26 .69
13050 - Library Aide/Clerk	10 .00
13054 - Library Information Technology Systems Administrator	24 .09
13058 - Library Technician	14 .58
13061 - Media Specialist I	17 .39
13062 - Media Specialist II	19 .46
13063 - Media Specialist III	21 .68
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
13110 - Video Teleconference Technician	15 .21
14000 - Information Technology Occupations	
14041 - Computer Operator I	16 .26
14042 - Computer Operator II	18 .19
14043 - Computer Operator III	20 .28

14044 - Computer Operator IV	22 .60
14045 - Computer Operator V	24 .95
14071 - Computer Programmer I (1)	23 .23
14072 - Computer Programmer II (1)	
14073 - Computer Programmer III (1)	
14074 - Computer Programmer IV (1)	
14101 - Computer Systems Analyst I (1)	
14102 - Computer Systems Analyst II (1)	
14103 - Computer Systems Analyst III (1)	
14150 - Peripheral Equipment Operator	16 .26
14160 - Personal Computer Support Technician	22 .60
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	30 .06
15020 - Aircrew Training Devices Instructor (Rated)	36 .39
15030 - Air Crew Training Devices Instructor (Pilot)	43 .20
15050 - Computer Based Training Specialist / Instructor	28 .27
15060 - Educational Technologist	29 .02
15070 - Flight Instructor (Pilot)	43 .20
15080 - Graphic Artist	23 .11
15090 - Technical Instructor	20 .99
15095 - Technical Instructor/Course Developer	25 .68
15110 - Test Proctor	18 .43
15120 - Tutor	18 .43
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	9 .03
16030 - Counter Attendant	9 .03
16040 - Dry Cleaner	10 .89
16070 - Finisher, Flatwork, Machine	9 .03
16090 - Presser, Hand	9 .03
16110 - Presser, Machine, Drycleaning	9 .03
16130 - Presser, Machine, Shirts	9 .03
16160 - Presser, Machine, Wearing Apparel, Laundry	9 .03
16190 - Sewing Machine Operator	12 .26
16220 - Tailor	13 .20
16250 - Washer, Machine	9 .91
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	18 .32
19040 - Tool And Die Maker	21 .12
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	12 .84

21030 - Material Coordinator	18 .58
21040 - Material Expediter	18 .58
21050 - Material Handling Laborer	12 .26
21071 - Order Filler	11 .46
21080 - Production Line Worker (Food Processing)	12 .84
21110 - Shipping Packer	13 .82
21130 - Shipping/Receiving Clerk	13 .82
21140 - Store Worker I	10 .53
21150 - Stock Clerk	14 .93
21210 - Tools And Parts Attendant	13 .58
21410 - Warehouse Specialist	12 .84

23000 - Mechanics And Maintenance And Repair Occupations

23010 - Aerospace Structural Welder	28 .07
23021 - Aircraft Mechanic I	26 .73
23022 - Aircraft Mechanic II	28 .07
23023 - Aircraft Mechanic III	29 .47
23040 - Aircraft Mechanic Helper	20 .93
23050 - Aircraft, Painter	24 .39
23060 - Aircraft Servicer	23 .28
23080 - Aircraft Worker	24 .53
23110 - Appliance Mechanic	17 .26
23120 - Bicycle Repairer	13 .91
23125 - Cable Splicer	24 .90
23130 - Carpenter, Maintenance	18 .58
23140 - Carpet Layer	16 .21
23160 - Electrician, Maintenance	26 .51
23181 - Electronics Technician Maintenance I	19 .33
23182 - Electronics Technician Maintenance II	23 .28
23183 - Electronics Technician Maintenance III	24 .48
23260 - Fabric Worker	15 .97
23290 - Fire Alarm System Mechanic	18 .14
23310 - Fire Extinguisher Repairer	14 .78
23311 - Fuel Distribution System Mechanic	19 .17
23312 - Fuel Distribution System Operator	16 .33
23370 - General Maintenance Worker	17 .01
23380 - Ground Support Equipment Mechanic	26 .73
23381 - Ground Support Equipment Servicer	23 .28
23382 - Ground Support Equipment Worker	24 .53
23391 - Gunsmith I	14 .78
23392 - Gunsmith II	17 .07

23393 - Gunsmith III	19 .16
23410 - Heating, Ventilation And Air-Conditioning Mechanic	20 .06
23411 - Heating, Ventilation And Air Conditioning Mechanic (Research Facility)	20 .93
23430 - Heavy Equipment Mechanic	17 .68
23440 - Heavy Equipment Operator	18 .14
23460 - Instrument Mechanic	21 .38
23465 - Laboratory/Shelter Mechanic	18 .23
23470 - Laborer	10 .97
23510 - Locksmith	17 .26
23530 - Machinery Maintenance Mechanic	20 .81
23550 - Machinist, Maintenance	20 .16
23580 - Maintenance Trades Helper	13 .58
23591 - Metrology Technician I	21 .38
23592 - Metrology Technician II	22 .31
23593 - Metrology Technician III	23 .25
23640 - Millwright	20 .48
23710 - Office Appliance Repairer	17 .26
23760 - Painter, Maintenance	17 .26
23790 - Pipefitter, Maintenance	19 .44
23810 - Plumber, Maintenance	18 .98
23820 - Pneudraulic Systems Mechanic	19 .16
23850 - Rigger	19 .47
23870 - Scale Mechanic	17 .07
23890 - Sheet-Metal Worker, Maintenance	18 .14
23910 - Small Engine Mechanic	17 .07
23931 - Telecommunications Mechanic I	23 .20
23932 - Telecommunications Mechanic II	24 .23
23950 - Telephone Lineman	23 .20
23960 - Welder, Combination, Maintenance	19 .16
23965 - Well Driller	19 .16
23970 - Woodcraft Worker	19 .16
23980 - Woodworker	13 .67
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	9 .68
24580 - Child Care Center Clerk	12 .06
24610 - Chore Aide	6 .55
24620 - Family Readiness And Support Services Coordinator	11 .43
24630 - Homemaker	15 .41
25000 - Plant And System Operations Occupations	

25010 - Boiler Tender	21 .14
25040 - Sewage Plant Operator	17 .00
25070 - Stationary Engineer	21 .14
25190 - Ventilation Equipment Tender	14 .33
25210 - Water Treatment Plant Operator	16 .65
27000 - Protective Service Occupations	
27004 - Alarm Monitor	14 .82
27007 - Baggage Inspector	10 .14
27008 - Corrections Officer	18 .04
27010 - Court Security Officer	18 .04
27030 - Detection Dog Handler	17 .90
27040 - Detention Officer	18 .04
27070 - Firefighter	17 .90
27101 - Guard I	10 .14
27102 - Guard II	17 .90
27131 - Police Officer I	23 .33
27132 - Police Officer II	25 .99
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	10 .69
28042 - Carnival Equipment Repairer	11 .24
28043 - Carnival Equipment Worker	8 .25
28210 - Gate Attendant/Gate Tender	13 .90
28310 - Lifeguard	12 .38
28350 - Park Attendant (Aide)	15 .55
28510 - Recreation Aide/Health Facility Attendant	11 .35
28515 - Recreation Specialist	17 .83
28630 - Sports Official	12 .38
28690 - Swimming Pool Operator	15 .85
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	17 .78
29020 - Hatch Tender	17 .78
29030 - Line Handler	17 .78
29041 - Stevedore I	16 .63
29042 - Stevedore II	18 .93
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (2)	38 .22
30011 - Air Traffic Control Specialist, Station (HFO) (2)	26 .36
30012 - Air Traffic Control Specialist, Terminal (HFO) (2)	29 .02
30021 - Archeological Technician I	19 .34
30022 - Archeological Technician II	23 .15

30023 - Archeological Technician III	28 .91
30030 - Cartographic Technician	28 .67
30040 - Civil Engineering Technician	27 .30
30061 - Drafter/CAD Operator I	19 .18
30062 - Drafter/CAD Operator II	23 .15
30063 - Drafter/CAD Operator III	25 .80
30064 - Drafter/CAD Operator IV	29 .47
30081 - Engineering Technician I	16 .59
30082 - Engineering Technician II	20 .41
30083 - Engineering Technician III	22 .83
30084 - Engineering Technician IV	28 .28
30085 - Engineering Technician V	36 .15
30086 - Engineering Technician VI	41 .85
30090 - Environmental Technician	27 .24
30210 - Laboratory Technician	23 .55
30240 - Mathematical Technician	28 .67
30361 - Paralegal/Legal Assistant I	19 .94
30362 - Paralegal/Legal Assistant II	24 .71
30363 - Paralegal/Legal Assistant III	30 .22
30364 - Paralegal/Legal Assistant IV	35 .81
30390 - Photo-Optics Technician	28 .67
30461 - Technical Writer I	20 .79
30462 - Technical Writer II	25 .43
30463 - Technical Writer III	29 .06
30491 - Unexploded Ordnance (UXO) Technician I	24 .29
30492 - Unexploded Ordnance (UXO) Technician II	29 .39
30493 - Unexploded Ordnance (UXO) Technician III	35 .23
30494 - Unexploded (UXO) Safety Escort	24 .29
30495 - Unexploded (UXO) Sweep Personnel	24 .29
30620 - Weather Observer, Combined Upper Air Or Surface Programs (2)	23 .95
30621 - Weather Observer, Senior (2)	27 .71
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	10 .55
31030 - Bus Driver	15 .48
31043 - Driver Courier	12 .73
31260 - Parking and Lot Attendant	8 .34
31290 - Shuttle Bus Driver	13 .87
31310 - Taxi Driver	10 .49
31361 - Truck driver, Light	13 .87
31362 - Truck driver, Medium	17 .23

31363 – Truck driver, Heavy	18 .99
31364 – Truck driver, Tractor-Trailer	18 .99
99000 - Miscellaneous Occupations	
99030 - Cashier	9 .10
99050 - Desk Clerk	10 .65
99095 - Embalmer	21 .55
99251 - Laboratory Animal Caretaker I	9 .49
99252 - Laboratory Animal Caretaker II	10 .62
99310 - Mortician	24 .04
99410 - Pest Controller	14 .21
99510 - Photofinishing Worker	10 .43
99710 - Recycling Laborer	13 .60
99711 - Recycling Specialist	16 .58
99730 - Refuse Collector	12 .13
99810 - Sales Clerk	11 .41
99820 - School Crossing Guard	9 .05
99830 - Survey Party Chief	20 .96
99831 - Surveying Aide	14 .35
99832 - Surveying Technician	18 .13
99840 - Vending Machine Attendant	12 .00
99841 - Vending Machine Repairer	14 .41
99842 - Vending Machine Repairer Helper	12 .31

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: Life, accident, and health insurance plans, sick leave, pension plans, civic and personal leave, severance pay, and savings and thrift plans. Minimum employer contributions costing an average of \$3.24 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 4174)

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

) Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

- (1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;
- (2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;
- (3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or
- (4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

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

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

**** UNIFORM ALLOWANCE ****

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

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

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A link to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

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

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.

- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

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

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

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 1

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 12/23/09	2. CONTRACT NO. (If any) NNJ10JB12C	6. SHIP TO:	
3. ORDER NO. 1A	4. REQUISITION/REF NO. N/A	a. NAME OF COSIGNEE Transportation Officer, Building 421	
5. ISSUING OFFICE (Address correspondence to) NASA/JSC, Attn: BJ2/S. Aragon, 2101 NASA Pkwy, Houston, TX 77058-3696		b. STREET ADDRESS NASA/JSC, 2101 NASA Parkway	
		c. CITY Houston	d. STATE TX
		e. ZIP CODE 77058-3696	
7. TO:		f. SHIP VIA	

a. NAME OF CONTRACTOR GeoControl Systems, Inc.		8. TYPE OF ORDER: <input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY - Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
b. COMPANY NAME GeoControl Systems, Inc.			
c. STREET ADDRESS 2900 Woodridge St., Suite 100			
d. CITY Houston	e. STATE TX	f. ZIP CODE 77087-2514	

9. ACCOUNTING AND APPROPRIATION DATA N/A	10. REQUISITIONING OFFICE
---	---------------------------

11. BUSINESS CLASSIFICATION: (Check appropriate boxes)				12. F.O.B. POINT
<input checked="" type="checkbox"/> a. SMALL	<input type="checkbox"/> b. OTHER THAN SMALL	<input type="checkbox"/> c. DISADVANTAGED	<input type="checkbox"/> g. SERVICE-DISABLED VETERAN OWNED	Destination
<input type="checkbox"/> d. WOMEN-OWNED	<input checked="" type="checkbox"/> e. HUBZone	<input type="checkbox"/> f. EMERGING SMALL BUSINESS		

13. PLACE OF		14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	16. DISCOUNT TERMS
a. INSPECTION	b. ACCEPTANCE		January 3, 2011	Net 30 Days

17. SCHEDULE (See page 2 for Rejections)

ITEM NO. a.	SUPPLIES OR SERVICES b.	QUANTITY ORDERED c.	UNIT d.	UNIT PRICE e.	AMOUNT f.	QUANTITY ACCEPTED g.
	b4	b4	b4	b4	b4	

18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.	17h TOTAL (Cont. pages)
21. MAIL INVOICE TO:			
a. NAME NASA/JSC, Attn: BJ2/Contract Specialist			17i GRAND TOTAL
b. STREET ADDRESS (or P.O. Box) 2101 NASA Parkway			
c. CITY Houston	d. STATE TX	e. ZIP CODE 77058-3696	
\$596,760.00			

22. UNITED STATES OF AMERICA BY (Signature)	23. NAME OF CONTRACTING/ORDERING OFFICER Charles A. Riley, Jr.
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1A. DUPLICATING AND PRINTING

The Contractor shall operate an installation-based duplicating and printing program to support all JSC program, project and institutional requirements. The Contractor shall produce:

- Paper and electronic copies from paper and electronic printmaster originals.
 - One\two-sided copying and duplication
 - Online electronic publishing
 - High-speed reprographic production
 - Color reproduction
 - Bindery operations include fold, laminate, tape bind, plastic comb binding, stitch bind, saddle stitch bind, drill, collate, cut, tie and pad, but are limited to job size and quantities

Printed copies from electronic media including files from remote sources and CD's..

Copies shall also be produced from electronic files transmitted directly to the JSC print server that may require additional modification by the machine operator and/or a systems analyst before print

Security clearances shall be required for some work in this area

Support to the GPO (Government Printing Office) function
Writing printing specifications for local contracts and GPO orders
Sending printing orders to GPO and local term contracts
Communicating with customers, GPO and local contractors

Maintain the existing database that contains all print requests
Database must have the ability to provide various types of reports for the purpose of quality control and tracking contract requirements

All innovations listed in the contract shall apply as, applicable, to this Task Order. Specifically, innovations #2, 5, 20, 23 & 27 apply and require coordination/approval of the Government.

b4

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES
1 1

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 12/23/09	2. CONTRACT NO. (If any) NNJ10JB12C	6. SHIP TO:	
3. ORDER NO. 1B	4. REQUISITION/REF NO. N/A	a. NAME OF COSIGNEE Transportation Officer, Building 421	
5. ISSUING OFFICE (Address correspondence to) NASA/JSC, Attn: BJ2/S. Aragon, 2101 NASA Pkwy, Houston, TX 77058-3696		b. STREET ADDRESS NASA/JSC, 2101 NASA Parkway	
		c. CITY Houston	d. STATE TX
		e. ZIP CODE 77058-3696	

7. TO:		f. SHIP VIA	
a. NAME OF CONTRACTOR GeoControl Systems, Inc.		8. TYPE OF ORDER:	
b. COMPANY NAME GeoControl Systems, Inc.		<input type="checkbox"/> a. PURCHASE	<input checked="" type="checkbox"/> b. DELIVERY - Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above- numbered contract.
c. STREET ADDRESS 2900 Woodridge St., Suite 100		REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both side of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY Houston	e. STATE TX	f. ZIP CODE 77087-2514	

9. ACCOUNTING AND APPROPRIATION DATA N/A	10. REQUISITIONING OFFICE
---	---------------------------

11. BUSINESS CLASSIFICATION: (Check appropriate boxes)				12. F.O.B. POINT	
<input checked="" type="checkbox"/> a. SMALL	<input type="checkbox"/> b. OTHER THAN SMALL	<input type="checkbox"/> c. DISADVANTAGED	<input type="checkbox"/> g. SERVICE-DISABLED VETERAN OWNED	Destination	
<input type="checkbox"/> d. WOMEN-OWNED	<input checked="" type="checkbox"/> e. HUBZone	<input type="checkbox"/> f. EMERGING SMALL BUSINESS			
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
a. INSPECTION	b. ACCEPTANCE			January 3, 2011	
				16. DISCOUNT TERMS Net 30 Days	

17. SCHEDULE (See page 2 for Rejections)

ITEM NO. a.	SUPPLIES OR SERVICES b.	QUANTITY ORDERED c.	UNIT d.	UNIT PRICE e.	AMOUNT f.	QUANTITY ACCEPTED g.
	b4	b4	b4	b4	b4	

18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.	
21. MAIL INVOICE TO:			
a. NAME NASA/JSC, Attn: BJ2/Contract Specialist			
b. STREET ADDRESS (or P.O. Box) 2101 NASA Parkway			
c. CITY Houston		d. STATE TX	e. ZIP CODE 77058-3696
			17h. TOTAL (Cont. pages) 17i. GRAND TOTAL \$350,058.00

22. UNITED STATES OF AMERICA BY (Signature)	23. NAME OF CONTRACTING/ORDERING OFFICER Charles A. Riley, Jr.
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1B. URGENT AND UNUSUAL ORDERS

The Contractor shall operate an installation-based duplicating and printing program in support of Flight documentation requirements. The Contractor shall produce:

- Paper and electronic copies from paper and electronic printmaster originals.
 - One\two-sided copying and duplication that require extensive customization such as shifting, manipulation, deskewing, scaling, enhancements, rotating and cropping
 - Produced on demand and up to minutes prior to launch
 - Varying sized pages created on 8 ½" x 11" sheets and cut to size and collated by hand
 - Online electronic publishing
 - High-speed reprographic production
 - Color reproduction
 - Bindery operations include fold, laminate, tape bind, plastic comb binding, stitch bind, saddle stitch bind, drill, collate, cut, tie and pad, but are limited to job size and quantities

Printed copies from electronic media including files from remote sources and CD's..

Copies shall also be produced from electronic files transmitted directly to the JSC print server that may require additional modification by the machine operator and/or a systems analyst before print

Security clearances shall be required for some work in this area

Maintain the existing database that contains all print requests

Database must have the ability to provide various types of reports for the purpose of quality control and tracking contract requirements

by

ORDER FOR SUPPLIES OR SERVICES

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 12/23/09	2. CONTRACT NO. (If any) NNJ10JB12C	6. SHIP TO:	
3. ORDER NO. 2	4. REQUISITION/REF NO. N/A	a. NAME OF COSIGNEE Transportation Officer, Building 421	
5. ISSUING OFFICE (Address correspondence to) NASA/JSC, Attn: BJ2/S. Aragon, 2101 NASA Pkwy, Houston, TX 77058-3696		b. STREET ADDRESS NASA/JSC, 2101 NASA Parkway	
		c. CITY Houston	e. ZIP CODE 77058-3696
		d. STATE TX	

7. TO:		f. SHIP VIA		
a. NAME OF CONTRACTOR GeoControl Systems, Inc.		8. TYPE OF ORDER: <input type="checkbox"/> a. PURCHASE REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both side of this order and on the attached sheet, if any, including delivery as indicated.		
b. COMPANY NAME GeoControl Systems, Inc.				
c. STREET ADDRESS 2900 Woodridge St., Suite 100		<input checked="" type="checkbox"/> b. DELIVERY - Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.		
d. CITY Houston	e. STATE TX			f. ZIP CODE 77087-2514

9. ACCOUNTING AND APPROPRIATION DATA N/A	10. REQUISITIONING OFFICE
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11. BUSINESS CLASSIFICATION: (Check appropriate boxes)				12. F.O.B. POINT	
<input checked="" type="checkbox"/> a. SMALL	<input type="checkbox"/> b. OTHER THAN SMALL	<input type="checkbox"/> c. DISADVANTAGED	<input type="checkbox"/> g. SERVICE-DISABLED VETERAN OWNED	Destination	
<input type="checkbox"/> d. WOMEN-OWNED	<input checked="" type="checkbox"/> e. HUBZone	<input type="checkbox"/> f. EMERGING SMALL BUSINESS			

13. PLACE OF		14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	16. DISCOUNT TERMS
a. INSPECTION	b. ACCEPTANCE		January 3, 2011	Net 30 Days

17. SCHEDULE (See page 2 for Rejections)

ITEM NO. a.	SUPPLIES OR SERVICES b.	QUANTITY ORDERED c.	UNIT d.	UNIT PRICE e.	AMOUNT f.	QUANTITY ACCEPTED g.
	by	by	by	by	by	

18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.	17h TOTAL (Cont. pages)
21. MAIL INVOICE TO:			
a. NAME NASA/JSC, Attn: BJ2/Contract Specialist			17i GRAND TOTAL
b. STREET ADDRESS (or P.O. Box) 2101 NASA Parkway			
c. CITY Houston	d. STATE TX	e. ZIP CODE 77058-3696	
\$575,698.00			

22. UNITED STATES OF AMERICA BY (Signature)	23. NAME OF CONTRACTING/ORDERING OFFICER Charles A. Riley, Jr.
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2. MAIL AND DISTRIBUTION SERVICES

The Contractor hours of operation will be 7 am thru 5 pm, 5 days per week. The Contractor shall provide JSC mail pick up and delivery of official and unofficial mail from the local Post Office at 7:30 a.m., 11 a.m. and 4 p.m. all in accordance with US Postal Service guidelines. The Contractor shall provide the following services:

- X-ray all incoming mail to the Center.
 - Process all incoming tray/tub mail;
 - Sort and set aside official "fan" mail; city, state and Federal Government mail; and all other official correspondence. Open and screen all suspicious mail in any of these categories utilizing the Bio Hazard Cabinet.
 - Provide the JSC mail pickup, process and delivery of mail from various onsite and offsite locations between the hours of 9 am thru 11 am and 1 pm thru 3 pm daily.
 - Provide courier service between various buildings onsite and offsite between the hours of 8:30 am thru 10:30 am and 12:30 pm thru 2:30 pm daily.
 - Process all official incoming and outgoing mail, including registered, certified, insured, postal express and priority mail that is in compliance with US Postal Service domestic Mail Regulations, International Mail Regulations, Nasa Headquarters and JSC Mail handling procedures. Process Federal Express Mail for the JSC Transportation Department; prepare postal logs and applicable postal forms required for each of the specific type of mailings.
 - Advise and assist customers as required, wrap official packages and prepare for mailing, including affixing metered postage to US Postal Service mailings.
 - Serve as the central point for incoming and outgoing secret and confidential classified material and process incoming, outgoing, and JSC internal classified mail.
 - Handle classified documents in accordance with JSCM 1600D "JSC Security Manual", at all times and establish and maintain a database for proper and efficient control of classified documents.
 - Assigning control numbers, maintaining an accurate control log, preparing appropriate forms, producing reports regarding the meters, tracking the amount of mail coming in/out, preparing classified documents and mailing or delivering same.
-
- Security clearances shall be required for some work in this area. In response to any emergency directive, the Contractor shall provide all required support.
 - Distribute printed documents and information from other NASA organizations.
 - Operate and act as custodian of Government provided equipment and vehicles, including periodic assurance that the interior are in good order and organized to maximize operational efficiency and maintain professional appearance.

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- All innovations listed in the contract shall apply as, applicable, to this Task Order. Specifically, innovation #4 applies and requires coordination/approval of the Government.

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ATTACHMENT 4.8

STANDARD LABOR CATEGORIES
AND
PRICING EXCEL WORKSHEETS (See end of Section 9)

STANDARD LABOR CATEGORIES

PROJECT MANAGER

Serves as the Contractor's primary contract manager, and shall be the contractor's authorized interface with the Government Contracting Officer (CO), the contract level Contracting Officer's Technical Representative (COTR), government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates. Shall be responsible for the overall contract performance and as supervisor shall define objectives, priorities, and deadlines. Incumbents work independently; adapt guides to specific situations; resolve problems and deviations according to established practices; and obtain advice where precedents are unclear or not available. Completed work is reviewed for conformance to requirements, timeliness, and efficiency. May supervise technicians and others who assist in specific assignments. A minimum of 5 years experience.

SUPERVISOR

The supervisor defines objectives, priorities, and deadlines. Incumbents work independently; adapt guides to specific situations; resolve problems and deviations according to established practices; and obtain advice where precedents are unclear or not available. Completed work is reviewed for conformance to requirements, timeliness, and efficiency. May supervise technicians and others who assist in specific assignments. A minimum of 5 years experience.

CLERK I

Follows a few clearly detailed procedures in performing simple repetitive tasks in the same sequence, such as filing pre-coded documents in a chronological file or operating office equipment, e.g., mimeograph, photocopy, addressograph or mailing machine. No experience needed.

CLERK II

Follows a number of specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file, simple posting to individual accounts, opening mail, running mail through metering machines, and calculating and posting charges to departmental accounts. Little or no subject-matter knowledge is required, but the clerk needs to choose the proper procedure for each task. 1 -2 years experience.

CLERK III

Compiles and records production data for industrial establishments to compare records and reports on volume of production, consumption of material, quality control, and other aspects of production, performing any combination of the following duties: Compiles and records

production data from such documents as customer orders, work tickets, product specifications, and individual worker production sheets, following prescribed recording procedures and using typewriter and other devices. Calculates such factors as types and quantities of items produced, materials used, amount of scrap, frequency of defects, and worker and department production rates, using adding machine or calculator. Writes production reports based on data compiled, tabulated and computed, following prescribed formats. Maintains files of documents used and prepared. Compiles from customer orders and other specifications detailed production sheets or work tickets for use by production workers as guides in assembly or manufacture of products. Prepares written work schedules based on established guidelines and priorities. Compiles material inventory records and prepares requisitions for procurement of materials and supplies. Charts production, using chart, graph, or pegboard, based on statistics compiled for reference by production and management personnel. Sorts and distributes work tickets or material to workers. May compute wages from employee time cards and post wage data on records used for preparation of payroll. 2 – 5 years experience.

CLERK IV

Compiles and records production data for industrial establishments to compare records and reports on volume of production, consumption of material, quality control, and other aspects of production, performing any combination of the following duties: Compiles and records production data from such documents as customer orders, work tickets, product specifications, and individual worker production sheets, following prescribed recording procedures and using typewriter and other devices. Calculates such factors as types and quantities of items produced, materials used, amount of scrap, frequency of defects, and worker and department production rates, using adding machine or calculator. Writes production reports based on data compiled, tabulated and computed, following prescribed formats. Maintains files of documents used and prepared. Compiles from customer orders and other specifications detailed production sheets or work tickets for use by production workers as guides in assembly or manufacture of products. Prepares written work schedules based on established guidelines and priorities. Compiles material inventory records and prepares requisitions for procurement of materials and supplies. Charts production, using chart, graph, or pegboard, based on statistics compiled for reference by production and management personnel. Sorts and distributes work tickets or material to workers. May compute wages from employee time cards and post wage data on records used for preparation of payroll. 5 – 7 years experience.

DUPLICATING MACHINE OPERATOR

Operates one or more photocopying, photographic, mimeograph and duplicating office machines to make copies of documents such as letters, reports, directives, manuals, articles and bulletins. Operates small binding machines. Performs clerical duties associated with the request for printing and photographic services. Prepares assembly sheets and printing requisitions with specifications for printing and binding. Keeps record of work, and delivers and picks up work. Performs minor repairs and preventive maintenance. Maintains an inventory of supplies and parts needed for reproduction equipment. Important variables may be indicated by trade name of machine operated. 2 – 5 years experience.

COMPUTER SYSTEMS ANALYST

At this level, initial assignments are designed to expand practical experience in applying systems analysis techniques and procedures. Provides several phases of the required systems analysis where the nature of the system is predetermined. Uses established fact-finding

approaches, knowledge of pertinent work processes and procedures, and familiarity with related computer programming practices, system software, and computer equipment.

Carries out fact-finding and analysis as assigned, usually of a single activity or a routine problem; applies established procedures where the nature of the system, feasibility, computer equipment and programming language have already been decided; may assist a higher level systems analyst by preparing the detailed specifications required by computer programmers from information developed by the higher level analyst, may research routine user problems and solve them by modifying the existing system when the solutions follow clear precedents. When cost and deadline estimates are required, results receive closer review. 2 – 5 years experience.

OTHER

[END OF SECTION]