9.8 ACQUISITION SERVICES

The Contractor shall provide acquisition services at John C. Stennis Space Center in support of NASA and other resident agencies. The Contractor shall procure all supplies and materials required for establishment and replenishment of stores stock and inventory items, as well as direct buys.

9.8.1 GENERAL REQUIREMENTS

The Contractor shall be knowledgeable of Federal Acquisition Regulations (FAR) and be experienced in the acquisition of supplies and services in support of the Government. The Contractor shall adhere to its Government approved purchasing system for John C. Stennis Space Center in accordance with the FAR and the NASA FAR Supplement, performing market surveys in accordance with FAR 7.101 and FAR 6.303.2(a)(8). In accordance with FAR Part 12, the Contractor and its subcontractors at all tiers shall incorporate, to the maximum extent practicable, commercial items or nondevelopmental items as components of items supplied to NASA and its resident agencies.

9.8.1.1 PROCESSING MATERIAL REQUESTS

The Material Request (MR), SSC Form No. 21, is used by the requestors to procure through the Contractor warehouse stocked material from supply (such as spares and expendables), as well as materials, services and equipment not available at SSC, including rental, lease or maintenance of equipment, software, software licenses, supplies and equipment. The Contractor is authorized to procure equipment, supplies, or services up to $50,000.00 per the MR. If equipment is listed on SSC's approved annual equipment buy plan or is for inventory stock replenishment, the customer may forward the MR directly to the Contractor without additional approvals from the Government, provided the equipment is as specified and approved on the equipment buy plan. MRs in excess of $50,000.00 shall be approved by the Contracting Officer on an exception basis.

9.8.1.2 Government Supply Sources

The Contracting Officer upon request will authorize the Contractor to utilize Government supply sources, including General Services Administration (GSA) Federal Supply Schedules and other consolidated contracts as identified by NASA. The Contractor will not be allowed to use Government supply sources for its own personal use.

9.8.1.3 Direct Reimbursement for Acquisitions

The Contractor will be reimbursed for the actual cost of procured services, supplies, materials, and equipment (without the addition of any burden, handling, or other charges) in accordance with the cost principles and procedures set forth in FAR Part 31. Refer to Section B of the contract for special cost provisions.

9.8.1.4 Definitions

Completely Documented MR: All items on form completed; specifications or salient characteristics attached to MR; justifications for sole sourcing attached to MR

Delinquent Orders: Items or services not received or performed by the due date or completion date.

Direct Buy: Purchase in response to MRs for supplies and services other than replenishment of stock and inventory.

MR: Material Request (Form SSC 21)

Store Stock: Material being held in inventory by the installation which is repetitively procurred, stored, and used on the basis of receiving demand.

SWR: Stennis Work Request (Form SSC 704)

Transaction: Single purchase action of material/equipment to a single source (vendor) regardless of the number of line items on an order.

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9.8.2	**Acquisition of Materials, Equipment, and Services**	The Contractor shall develop and execute documentation to support the procurement of services, supplies, materials, equipment, to which the Government retains title, including:		
		- Consumables - Store Stock - Parts and Spares - Equipment Buys - Service, leases, rental agreements, or maintenance agreements - Critical material and equipment to meet short suspense or emergency needs of the Government	Nothing Additional	The Contractor is not authorized to procure services, equipment, or materials without available funding and completely documented Material Requests (MRs). No instances of splitting MRs to fall within a lower dollar level.
		The different levels of acquisition activity are:		
		LEVEL I Purchases Less Than $2,500	16,000 Transactions	Order placed no later than 2 workdays after receipt of completely documented MR.
		LEVEL II Purchases Greater Than $2,500 but Less Than $25,000	1400 Transactions	Order placed no later than 5 workdays after receipt of completely documented MR
		LEVEL III Purchases Greater Than $25,000 but Less Than $50,000	100 Transactions	Order placed no later than 10 workdays after receipt of completely documented MR
		LEVEL IV Purchases Greater Than $50,000 but	40 Transactions	Order placed no later

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		Less Than $100,000		than 14 workdays after receipt of completely documented MR
		LEVEL V Purchase Greater Than $100,000.00	10 Tranasctions	Order placed no later than 30 workdays after receipt of completely documented MR
		NOTE: The workload is reflected in the number of individual transactions or "buys". A transaction equates to a single purchase action of material/equipment to a single source (vendor) regardless of the number of line items on the order.		
		The Contractor shall continually monitor, evaluate, and identify acquisition needs, including receiving request for material, equipment, or services identified by the Government and determining if requisition is complete for processing.	Nothing Additional	No instances of insufficient levels of stock or critical spare parts inventory required to accomplish services as a result of their procurement process. Notify customer within one day after receipt of MR if any problems exist. No instances of acquisition in excess of $50,000.00 that have not been approved in advance by the Contracting Officer and have no documentation

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				explaining why Contractor is procuring.
		The Contractor shall validate MR requestors against the NASA/SSC Automated Authorized Signature Listing. For reimbursable customers, the Contractor shall verify through the NASA/SSC Funds Availability System (FAS) that funds are available for MR. Access to the FAS database will be made available to the Contractor. For non-reimbursable customers, the Contractor validates the budget owner's signature on the MR. The Government will provide the Contractor viewing access to its Authorized Signature List and names of cognizant program of resident agency.	Nothing Additional	No instances of acquisitions initiated with unauthorized requestors.
		The Contractor shall ascertain which qualified sources are capable of satisfying SSC's requirements of all items procured to add to stock, to replenish stock, or for direct buys.	Nothing Additional	No instances of vendors who are listed on GSA's List of Parties Excluded from Federal Acquisitions Programs, being awarded acquisitions.
		The Contractor shall obtain a minimum of three (3) competitive bids for all material and equipment above the FAR specified micropurchase threshold. For all acquisitions estimated to cost less than the micropurchase threshold, obtain a "fair and reasonable" price.	Nothing Additional	Competitive prices are obtained for all acquisitions.
		The Contractor shall procure all materials, equipment, and services, including all follow-up, delivery	Nothing Additional	Follow-up of all delinquent orders shall

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		coordination, and other administrative actions necessary to obtain the requirements.		be made within 3 workdays for routine requests and 1 workday of work stoppage requests.
		The Contractor shall establish and keep updated a status and tracking system for all acquisitions. The system shall track from receipt of all work requests through close-out of acquisition document. Documentation in the tracking system shall consist of assigned work request number, date of receipt, date of order or subcontract placed, order delivery date or completion date, actual receipt date or completion date, actual delivery date to customer, vendor name and address, dollar amount, and assigned buyer.	Nothing Additional	Input data within one workday after placing order or subcontract and update status of orders (if applicable) on a daily basis. No more than ½ hour response time to customer inquiries.
		The tracking system must be accessible to customers. The Contractor shall advise the Contracting Officer in writing of the establishment of the tracking system and how customers can access system.	Nothing Additional	Establishment NLT 30 days after contract award.
		The Contractor shall actively solicit available products containing recovered material that are reasonably priced, available within a reasonable period and meet the requirements in Annex 6, Affirmative Acquisition Program.	Nothing Additional	As required in Annex 6
		The Contractor shall coordinate with customers to confirm requirements for any item with hazardous content, prior to ordering.	Nothing Additional	No incidents of hazardous material purchased unless clearly identified by customer on MR.

ANNEX 9.9

TRANSPORTATION AND DRAYAGE

9.9 TRANSPORTATION AND DRAYAGE

9.9.1 General Information

9.9.1.1 Annex Description

This Annex describes the Contractor's responsibilities for providing a moving, hauling, delivery, driver services and the operation of the SSC airport dispatch service function for the NASA John C. Stennis Space Center (SSC). The core duty hours for these services to be provided are Monday through Friday, 7:30 a.m. to 4:00 p.m. There will be times when the Contractor shall provide these services during non-core hours, such as, in the afternoons and evenings, weekends, and holidays as requested by the Government. The Government may request that additional driver services be provided to support special SSC functions, official visitors, and other passenger transportation requirements.

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TRANSPORTATION AND DRAYAGE

ITEM NO.	PERFORMANCE REQUIREMENT	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
9.9.2	General Transportation Services	The Contractor shall pick up, deliver, load, transport, unload, and/or rearrange between and within SSC the following types of materials; boxes; general supplies and miscellaneous equipment; flags; photographic equipment; laboratory and scientific apparatus; electronic test equipment; mock ups; computers; toner cartridges; data processing equipment; machinery including industrial production equipment, and power tools, and gas cylinders. The Contractor will receive requests for each task from the SSC Transportation Officer or as directed by the Contractor Work Control Office either by phone or in writing. The Contractor shall comply with the requirements of the ****NASA Series 6000 NASA Transportation and General Traffic Management****.	500 work orders per year.	The Contractor shall schedule and accomplish each work order as per the due date requested by the customer. If no due date, accomplish within 5 workdays. Comply with the ****NASA Series 6000****.
9.9.3	People Moves - Core Hours	The Contractor shall provide all resources required to provide people moves during the core duty hours. People moves under this function of the contract will include an assortment of furniture, equipment, supplies, etc. Times, dates, and locations of the moves will be provided to the Contractor by the Contractor Work Control Office or by the SSC Transportation Officer. The Contractor shall provide disassembly, packing, loading, transportation, unloading, and re-assembly as required. There are no restrictions on weight or size of items to be moved.	800 people per year.	The Contractor shall accomplish each move as per the scheduled move date. The Contractor shall provide with minimal impact to personnel. Ensure the property being moved and the surrounding areas are protected against damage.

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ITEM NO.	PERFORMANCE REQUIREMENT	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
9.9.4	People Moves - Non-Core Hours	The Contractor shall provide the resources required to move people during non-core hours, in the afternoons and evenings, on weekends, and holidays as requested by the Government.	100 people per year.	The Contractor shall accomplish each move as per the scheduled move date.
9.9.5	Warehouse Parcel Delivery Service	The Contractor shall provide parcel delivery service of materials in warehouse to customers. Pick up materials for delivery as staged in warehouse daily. Deliver direct to the customer at building and room number stated on the package.	15,000 packages per year.	The Contractor shall make deliveries within 1 workday after supplies are staged in the warehouse. Obtain customer signature and current date on the delivery receipt upon completion of the delivery.
9.9.6	Deliver Inbound Freight	Provide delivery of inbound freight staged in warehouse and deliver to customer on site, Pick up inbound freight staged in warehouse on a daily basis. Deliver direct to customer at building and room number stated on package.	15,000 line items per year.	The Contractor shall make deliveries within 1 workday after freight is staged in the warehouse. Obtain the customer's signature and current date on the work order upon completion of the delivery.
9.9.7	Deliver Overnight Packages	The Contractor shall provide delivery of inbound overnight/express packages to the customer. Pick up overnight/express packages staged in warehouse for delivery on same day received. Deliver direct to the customer at building and room number stated on	200 packages per year.	The Contractor shall deliver all packages within 1 workday of receipt. Obtain the customer's signature and current date

ITEM NO.	PERFORMANCE REQUIREMENT	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
		package.		on the work order upon completion of the delivery.
9.9.8	Pick up and Deliver Furniture	The Contractor shall provide for the pick up and delivery of furniture as staged in warehouse or offices. Pick up furniture staged in warehouses for delivery, or pick up in offices for return to warehouse. Deliver furniture to designated location and rearrange existing furniture as necessary. The Contractor will receive request for each task from the Contractor Work Control Office or the SSC Transportation Officer either by phone or in writing.	4,000 work orders per year.	The Contractor shall schedule and accomplish each delivery work order as per the specified date on the work order. If no date is specified, the Contractor has 5 workdays to complete the requirement from date request received.
9.9.9	Transport NASA-Tagged Equipment	The Contractor shall provide transportation of NASA-tagged equipment between office and buildings Move equipment from location to location as designated on the work order.	1,000 pieces of equipment per year.	The Contractor shall schedule and transport all equipment within 5 workdays of receipt of work order.
9.9.10	Provide Quick Dispatch Service	During core hours, the Contractor shall provide a radio-equipped quick dispatch service (as an on-call service) for rapid pick up and delivery of non-bulk items and items which cannot be conveniently transported through other means (including work stoppages from the warehouse). The Contractor Work Control Office will receive these requests by phone from the customers at SSC.	5,000 requests per year.	The Contractor shall provide quick dispatch service within 2 hours of receipt of request from the customer.
9.9.11	Operate Airport Dispatch Service (Park-n-Fly)	Contractor shall operate the SSC Airport Dispatch Service (Park-n-fly) for Authorized Personnel	Approximately 3,300 dispatches per	Respond to requests for service within 30 minutes of

ITEM NO.	PERFORMANCE REQUIREMENT	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
		Traveling out of the New Orleans Airport (N.O).	year.	receiving requests.
		Contractor shall be responsible for establishing and managing contracts with an airport parking service at the airport.		
		Contractor shall maintain a system of assigning available government vehicles for the purpose of travel to and from SSC to N.O Airport.		
		Contractor shall maintain a fleet of 24 government vehicles assigned to this function. Contractor shall assure these vehicles are in good working order, clean and proper fluids are maintained. Contractor shall shuttle vehicles to and from the SSC and the N.O Airport to meet demands.		Vehicles to be clean and fueled prior to dispatch.
		This is a reimbursable, pay as you go service. Contractor shall establish dispatch rates to properly offset all costs associated with this service.		Dispatch rate covers cost of services. Approved by NASA Transportation Officer
		Contractor shall maintain a database consisting of the following information: Number of dispatches by customers (ex: number supporting Navy, NASA, EPA or other contractors or resident agencies), number of request turn downs, and a cost of operations (P&L).		Provide the Transportation Officer with dispatch data and P&L by the 5th day of the month for the previous month's business.
9.9.12	Provide Driver Services	The Contractor shall provide driver services, required vehicles, and/or equipment to support the SSC in the movement of personnel The Contractor shall be required to provide driver services support to the SSC Taxi Service, the SSC Visitor's Center	See below.	See below.

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TRANSPORTATION AND DRAYAGE

ITEM NO.	PERFORMANCE REQUIREMENT	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
		Tour Schedules, SSC area airports, hotels, and other locations as required by the customer. This support includes, Very Important Person (VIP) support to directorate offices and Public Affairs Office (PAO), Support of "Special Events" at SSC and for large groups visiting the Center.		
).9.13	Passenger Shuttle Service	Contractor will be provided two 15-passenger vans, one 44 -passenger bus, one 17-passenger bus and one 7 passenger mini-van to transport personnel as required in section 9.9.12 above.	Operate taxi daily, Monday-Friday 8 a.m. - 5 p.m.	Provide specified passenger vehicles. Provide safe, timely, and courteous service.
		Contractor shall ensure that vehicles are properly maintained and serviced. Coordinate with Annex 5.	Operate Visitor Center Tour Bus 7 days a week 9am - 4Pm	Vehicles are in good working order.
		The Contractor shall maintain a database of the number of passengers transported.		Notify the Transportation Officer on the 3rd workday of each month of the total number of passengers transported for the previous month.
).9.14	Government Vehicle Drivers Provide drivers to operate Government buses, sedans, station wagons, vans, pickup trucks, and other such vehicles for special	The Contractor shall provide drivers on an as-needed basis to drive buses, sedans, station wagons, vans, pickup trucks, and other such vehicles when required to support special request requirements of SSC. Times and dates of pick up, number of passengers,	90 requests per year.	Provide safe, timely, and courteous service. Be at the place of pick up 10 minutes prior to the time

ITEM NO.	PERFORMANCE REQUIREMENT	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
	requests.	and destination will be provided to the Contractor with as much advance notice as possible. The Transportation Office or designee will strive to notify the Contractor 24 hours in advance of the requirement. The Contractor will receive special requests from the SSC Transportation Officer or designee either by phone or in writing. The Contractor shall maintain a database that shall include, but not limited to, the total number of special requests for driver services, number of passengers transported per special request and the total passengers transported.		requested by the customer. Notify the Transportation Branch on the 3rd workday of each month of the total number of passengers transported for the previous month.
9.9.15	Personnel Requirements	The Contractor shall provide personnel qualified to perform the requirements of this function of the contract. Personnel hired under this contract function shall have the proper valid Ms State drivers licenses, with proper endorsements, to operate and or drive the required equipment to perform the duties as required in this function. Personnel that will perform the driver services portion of this function shall have a Commercial Drivers License with a "P" endorsement.	Contractor determined.	Provide personnel with proper driver licenses to include all required endorsements. Current licenses shall be carried with each driver at all times while performing duties under this contract.
9.9.16	General Services Administration (GSA) Fleet Coordinator	Contractor shall operate and maintain all functions necessary to successfully complete the General Services Administration (GSA) reporting and coordination activities for the GSA IFMS vehicles at	264 GSA leased IFMS vehicles 50 accident/warranty recalls to be	Mileage reporting monthly. IFMS vehicle mileage to be

ITEM NO.	PERFORMANCE REQUIREMENT	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
		SSC. This includes coordination of monthly mileage reporting, vehicle exchanges, warranty repairs, maintenance, damage reporting, and repair.	coordinated per year.	transmitted to GSA by the 10th of each month.
		The Contractor shall initiate vehicle exchange and damage repair after the Transportation Officer's approval is received.	Approximately 1/3 of fleet is exchanged annually.	
		Contractor shall provide coordination and data relating to usage and costs for operating Government-owned vehicles at SSC.	Annually July each year, (Estimate)	By COB July 31 annually
		Contractor shall provide data for the SSC Report, cost an vehicle data submittal to OMB and NASA Headquarters. See 9-LS09	October 30 each year. Final actual costs.	By COB October 31. Reports to be accurate and timely.
		Contractor shall provide justification for the number and types of vehicles required to accomplish contract requirements.	Annually, End of September	Justifications are to be complete.

ANNEX 9.10

TRAFFIC MANAGEMENT/PACKING AND SHIPPING

9.10 TRAFFIC MANAGEMENT/PACKING AND SHIPPING

9.10.1 General Information

9.10.1.1 Annex Description

This Annex describes the Contractor's duties and responsibilities for providing a complete Packing and Shipping Service. The Contractor is responsible for packing and shipping all Government equipment, materials, items, and other forms of Government property from the John C. Stennis Space Center (SSC). The Contractor shall make shipments to all domestic and international destinations as required by the Government. Actual shipping cost is not at Contractor's expense. The core duty hours for these services to be provided are Monday through Friday, 7:30 a.m. to 4:00 p.m. In addition to the core hour requirement, the Contractor shall provide skeleton service in the packing and shipping department until 5:00 p.m. to service late arriving shipment requirements.

9.10.1.2 Applicable Documents

The contractor shall comply with the following: Applicable Federal and Military Standards and Specifications; Department Of Transportation Hazardous Materials Regulations; Domestic and International Dangerous Goods Regulations; State and Local Statutes; and NASA/SSC Directives and Handbooks.

ANNEX 9.10
TRAFFIC MANAGEMENT/PACKING AND SHIPPING SERVICE

ITEM NO.	PERFORMANCE REQUIREMENT	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
9.10.2	Operate a Packing and Shipping Department	The Contractor shall operate a packing and shipping service that includes, complete preparation of items and materials for shipment from SSC. The Contractor shall receive all equipment and materials for shipment from the customer. The Contractor shall inspect all equipment, materials, and items to ensure that all NASA Control Numbers, part numbers, serial numbers, and other identification numbers correspond with the shipping document such as the ****DD 1149.**** The Contractor shall select appropriate packaging for hardware, software, materials, and equipment to ensure safe delivery to the customer to its world-wide destination by all modes of transportation. Provide, assemble and utilize fiberboard boxes as required; fabricate and utilize wood/plywood boxes, crates, and pallets as necessary for machinery and delicate or sensitive items; provide and utilize pre-fabricated reusable containers as required. Ensure all packing, packaging, marking, labeling, and crating is consistent with Military and Federal standards and specifications, NASA Directives and Handbooks, Department of Transportation (DOT) regulations, Domestic and International Dangerous Goods Regulations; MIL-STD 129 Military Standard, Marking For Shipment and Storage; MIL-STD 2073, Military Standard, Department Of Defense (DOD) Material Procedure For Development and Application of Packaging Requirements; ****NHB 6000.1, NASA Handbook, Requirements For Packaging,**	Nothing Additional	

ITEM NO.	PERFORMANCE REQUIREMENT	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
		Handling, and Transportation;** and all applicable commercial standards. Label packages as appropriate (Fragile, Magnetic Tape, Handle With Care, etc.). Each shipment shall have a packing list prepared that includes a shipping document as appropriate. The packing list shall contain, the following: package number, type of package, voucher number, description, package dimensions, and weight. The Contractor shall load, secure when applicable, and obtain proper receipt of all shipments tendered to carriers shipped from SSC. The Contractor shall maintain an Outbound Shipment and Detention Log that shall include, the following data: date issued, date shipping document received, required due date if applicable, date processed, date shipped, carrier and mode, carrier arrival date and time, loading time started, load completion time, freight bill number, voucher number, Government Bill of Lading (GBL) number if applicable, number of pieces and weight of the shipment, shipment destination, detention, and reason for detention. The Contractor shall provide the log to the Government for review upon request.		
9.10.2.1	Prepare Routine Shipments	The Contractor shall prepare all routine shipments of	5,700 shipments per	The Contractor shall

ITEM NO.	PERFORMANCE REQUIREMENT	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
		equipment and materials from SSC. Routine shipments are those shipments that do not have a date stated on the shipping document.	year.	properly package, prepare, and ship all routine shipments within 2 workdays of receipt. Obtain the carrier's representative's signature on all bill of lading for all shipments.
9.10.2.2	Prepare Priority Shipments	The Contractor shall package and prepare priority shipments for the customer. The priority is determined by the "Date Required Destination" information on the shipping document.	7,000 shipments per year.	The Contractor shall properly package, prepare, and ship all priority shipments to ensure arrival at destination by the required due date. Obtain the carrier's representatives signature on all bill of lading for all shipments
9.10.2.3	Hazardous Shipments	The Contractor shall package and prepare hazardous materials for shipment. The Contractor shall ensure that all shipments containing hazardous materials are packaged, packed, marked, labeled, and documented in compliance with the DOT Hazardous Materials Regulations in Title 49, Code of Federal Regulations; the International Civil Aviation Organizations (ICAO) Technical Instructions For The Safe Transportation Of Dangerous Goods; the International Maritime Organizations (IMO) Dangerous Goods Code; and the	200 shipments per year.	The Contractor shall properly package, prepare, and ship all routine hazardous shipments within 4 workdays of receipt. Ship all priority hazardous shipments to ensure arrival at destination by required

ITEM NO.	PERFORMANCE REQUIREMENT	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
		International Air Transport Association (IATA) Dangerous Goods Regulations; as appropriate		due date. Obtain the carrier's representative's signature on all bill of lading for all shipments. No instance of improperly shipped hazardous material.
9.10.2.4	Pickup and Delivery of Shipments	The Contractor shall provide for the transport of shipments from the customers facility to the packing and shipping facility for processing.	7,000 pickups per year.	Contractor shall provide transport for the pickup of hardware, software, equipment, and materials, from the customer's facility. Contractor shall ensure appropriate protection during handling and transportation.
9.10.2.5	Hazardous Materials Packers/ Shippers	The Contractor shall provide qualified hazardous materials packers/shippers personnel to sign the shippers Certification or Shippers Declaration for all shipments containing hazardous materials. The Contractor shall ensure that shipments containing hazardous materials are prepared for shipment only by personnel who have been trained in accordance with Subpart H of Part 172 in Title 49, Code of Federal Regulations, (CFR).	Contractor Determined.	Current certification, or evidence of experience, is on hand for personnel performing duties. 2 years experience required for personnel performing hazardous materials packaging duties. Be able to show

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				compliance with experience and training requirements.

ANNEX 9.11

SUPPLY

9.11 SUPPLY

9.11.1 General Information

9.11.1.1 NASA Supply Management System (NSMS)

The Contractor shall operate NSMS, a total supply system that includes, the total tracking and visibility of a complete catalog of stock items and asset information such as availability, warehousing, usage history, procurement lead times, reorder points, replenishment, economic order quantity, demand history, shelf life, manufacturer's lot information, serialization, substore capabilities, record reconciliation, hazardous material control and coding, accounting data, potential excess, receipts, issues, due ins, due outs, backorders, and total item management capabilities with manual overrides.

9.11.1.2 Limitations, Restrictions, or Other Exceptions

The Contractor shall ensure that all services protect the integrity of Government property, supplies and equipment.

9.11.1.3 Documentation

The Contractor shall organize and maintain Supply related documentation and files including, but not limited to, Material Requests (MR's), physical inventory folders, warehouse denial and inventory adjustment vouchers and corresponding documentation, excess disposal vouchers and corresponding documentation, and a variety of NSMS reports. Files shall be accurate and current at all times and maintained in an orderly, easily accessible manner.

9.11.1.4 Record Reconciliation and Adjustment of Accountable Records

The Contractor shall respond to requests made by personnel from the NASA Supply and Equipment Management Officer, Institutional Services Division, Financial Management Division (FMD), or any other department involved with the reconciliation of accountable records by researching individual transaction records in NSMS to ensure accuracy of input as compared to documentation.

The Contractor shall adjust transactions in NSMS, ensuring comments are made in NSMS to record explanation of problem and resolution. The Contractor shall return the response to the applicable department.

ITEM NO.	PERFORMANCE REQUIREMENT	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
9.11.2	Shelf Life	The Contractor shall be responsible for the management of shelf life material for SSC Supply items. The Contractor shall use the NSMS shelf life program to track shelf life information and expiration dates on those items designated as subject to shelf life control from the time of receipt at SSC through storage, issue, and delivery to the customer. The Contractor shall ensure the NSMS catalog record indicates if an item is subject to shelf life control as determined by either the manufacturer of the item or by the Defense Logistics Supply Center (DLSC). The Contractor shall ensure that, in accordance with ****NASA Series 4100, NASA Materials Inventory Management Manual****, shelf life material has sufficient shelf life remaining when received at SSC. Both the manufactured date and shelf life expiration date shall be entered into NSMS. The Contractor shall mark the shelf life expiration date on all shelf life material before it is stored and locations will be marked as containing shelf life material. Stores stock and critical spares issues will be made based on the first in, first out (FIFO) method. Label all flight hardware shelf life items on SSC "Shelf life Sticker." The stickers shall be adhered to the container the flight hardware is stored in, rather than attached directly to the material.	**300*line items** subject to shelf life control. (annual average)	Continuous and accurate tracking of shelf life data and expiration dates. 75 percent of shelf life must be remaining upon receipt at SSC. Material shall be physically identified as subject to shelf life controls and locations marked as containing shelf life controlled material prior to storage action and throughout the storage process.

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		The Contractor shall run the NSMS "Expiring Shelf Life Report" monthly covering records that will expire within 30 calendar days. The Contractor shall use the report to verify if material for that expiration date is in location and annotate count on the listing. The Contractor shall update the NSMS shelf life program with the information, take out any shelf life date with zero quantity in location, and run another report. The Contractor shall determine if extension is possible, if material will be consumed by expiration date, or if excess action is required. In addition to condition of material, usage history and customer satisfaction should be considered. Customer approval is required for any extensions. The Contractor shall complete any required actions or updates resulting from the review. The Contractor shall annotate counts, findings, and determination on the listing and forward a completed copy to Supply and Materials Officer with back-up documentation attached.	Review 150 expiring shelf life records per year.	Complete review and any required actions forward annotated report, with back-up documentation attached, to the SSC Supply & Equipment Management Officer(SEMO) or designated Representative within 10 workdays after month end.
9.11.3	Hurricane Kits	The Contractor shall maintain and distribute Hurricane Kits in accordance with ****SSC Disaster Preparedness Plan (HB 4130)**.** Hurricane Kits are located in Temporary Storage in building 2204. The Contractor shall ensure all specified quantities of items are located in the kits and economical utilization and rotation of batteries and other shelf life contents has occurred.	20 Hurricane Kits.	Kits will be maintained at 100 percent of required contents. Rotation of shelf life contents shall be completed annually, at least 30 calendar days prior to the beginning of hurricane season.

ITEM NO.	PERFORMANCE REQUIREMENT	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
9.11.4	Emergency Storm Supplies	The Contractor shall review annually the Post Storm Emergency Supplies Listing, provided to the Contractor by the NASA Emergency Preparedness Officer, for any quantity and content changes. Any changes shall be marked on the listing. The Contractor shall return the annotated listing to the SSC Supply & Equipment Management Officer(SEMO) or designated Representative. Reference ****SSC Disaster Preparedness Plan (HB 4130)**.**	29 ***line items** subject to annual review.	Return annotated listing to SSC Supply & Equipment Management Officer(SEMO) or designated Representative within 10 workdays after receipt.

ITEM NO.	PERFORMANCE REQUIREMENT	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
9.11.5	Inventory Reconciliation	The Contractor shall utilize the inventory adjustment or warehouse denial process in NSMS to initiate, document research, and adjust the accountable records. The Contractor shall initiate and accomplish inventory adjustments by National Stock Number (NSN) in NSMS any time it becomes known the on-hand quantity does not match the NSMS balance and immediate research and corrective action cannot be taken. (Immediate research and corrective action is defined as research that is initiated at the time the discrepancy is discovered, and results in a recount that resolves the discrepancy or another specific action, such as a document reversal or transaction adjustment, etc.) Upon discovery the asset will be frozen immediately, research conducted and discrepancy resolved. The Contractor shall perform thorough research and documentation on all adjustments The Contractor shall provide any additional documentation requested by the Supply and Equipment Management Officer that may that arise during the approval. The Contractor shall perform the actual adjustment to the records in NSMS after the Supply and Equipment Management Officer's approval is received.		Initiate warehouse denial by close of business the same day after discovery of the discrepancy. Total research, analysis, and resolutions to be completed within 5 workdays of initiation. All analysis and documentation should be thorough and in a format suitable for NASA management signature.
9.11.6	Customer Service Desk	The Contractor shall staff a Customer Service Desk to provide services including, but not limited to, computer data inquiry, issue and shipment status, and processing forms.	Nothing Additional	Provide accurate and efficient assistance to ensure processes flow in an accurate and prompt manner.

ITEM NO.	PERFORMANCE REQUIREMENT	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
		The Contractor shall assist customers calling for assistance for items including, but not limited to, status of NSMS supply requisitions, status of **SSC Form 21 - Material Request**; **Department of Defense (DD) Form 1149, Requisition and Invoice/Shipping Document, the SSC APPR System, SSC MAXIMO System and Fed/Mil Records.**	4,000 customer request calls per year.	Provide assistance to callers within 30 minutes after receipt of call.
		The Contractor shall be responsible for processing **Department of Defense (DD) Form 1149, Requisition and Invoice/Shipping Document**, through the contractor's Traffic Management and Equipment Management sections. Processing includes, but is not limited to, verification of authorized signatures and acquisition documents, and tagged equipment verification. Upon receipt of DD1149 the Contractor shall accomplish the following steps: a. Verify there is a contract or purchase order number which authorizes the shipment of all equipment being sent for repair, test, or relocation to destinations other than another NASA Center	2,051 DD Form 1149's per year with 680 of those processed as customer walk through.	Completely process Form DD 1149's received the same day as received.

ITEM NO.	PERFORMANCE REQUIREMENT	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
		b. Ensure the DD 1149 Form signed by the Supply and Equipment Management Officer (SEMO) or designee and if the document indicates flight items are included, an SR&QA Representative signature and stamp is required in the appropriate block. If no signature is present, inform the customer immediately the form cannot be accepted without the SEMO's signature.		
		c. If any items on the document are NASA tagged equipment, the Contractor shall research the NASA Equipment Management System (NEMS) to ensure the equipment is in the system and the dollar value of the item(s) on the DD 1149 Form match the dollar value in NEMS. If the dollar values do not match, the Contractor shall change the amount on the DD 1149 Form to match the NEMS dollar value. If the item is not in NEMS, hand carry the document to the Equipment Management Office. After returned, proceed to step "d" below.		
		d. Hand carry the document to the Supply and Equipment Management Officer (SEMO) or designee for signature.		
		e. Assign a "Voucher" number to the DD1149 Form and record the appropriate information on the log.		
		f. Forward the document to the Traffic Manager for shipment.		

ITEM NO.	PERFORMANCE REQUIREMENT	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
9.11.7	Testing NASA Supply and Equipment Management System (NSMS)	Contractor shall perform tests to NSMS upon notice of new system releases.	Three releases annually. Approximately 20 hrs testing per release.	Testing of NSMS releases to be completed within one week of release being installed.
9.11.8	Document Control	The Contractor shall perform computer input and inquiries, organize and maintain a variety of SSC Supply related document files, verify receipts, and distribute documentation resulting from overnight and on-line requests into NSMS.	See below.	Maintain an accurate, effective, easily accessible and retrievable filing system of accountable NSMS documentation. Provide accurate and timely data input and verification.
		Upon receipt of a ****SSC Form 21 Material Request or Bench Stock Ticket****, the Contractor shall process requests for supplies into NSMS. The Contractor shall verify, through NSMS, if the documents contain the proper authorizing signatures prior to processing. If the appropriate signatures are not present, verify with Supply and Equipment Management Officer or the customer. If verification cannot be accomplished, mail the document back to the customer, indicating the problems.	28,000 requests per year.	Valid requests shall be accurately processed in NSMS on the same workday as received received prior to 3:00 p.m. Next day processing for those received after 3:00 p.m. If proper signatures are not present, mail the document to the customer on the same workday as the request is received.

ANNEX 9.12

GAS CYLINDER PROGRAM

ANNEX 9.12
GAS CYLINDER PROGRAM

9.12 GAS CYLINDER PROGRAM

9.12.1 General Information

9.12.1.1 Annex Description

This Annex identifies the Gas Cylinder Program which includes, the acquisition, receipt, inspection, analysis, acceptance, storage, issue, and handling of gas cylinders.

9.12.1.2 Limitations, Restrictions, or Other Exceptions

The Contractor shall ensure that all services protect the integrity of Government property, supplies, and equipment.

ANNEX 9.12
GAS CYLINDER PROGRAM

ITEM NO.	PERFORMANCE REQUIREMENT	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
9.12.2	Acquisition and Management	The Contractor shall establish and maintain a Government approved program for the acquisition of gasses in accordance with the Federal Acquisition Regulation and compliance with safety standards.	400 gas purchases per year.	See below.
		The Contractor shall receive and review requests for stocked gasses as well as requests for special blends from customers verifying appropriate approvals. The Contractor shall receive requests for picking up empty cylinders. The Contractor shall initiate pick up and delivery of cylinders.	Nothing additional.	Within 1 workday of receiving request.
		The Contractor shall assure purchases are made in accordance with the provisions of NASA Series 5300 coordinating with the Quality Assurance on required specifications or any other information necessary to purchase the item in an accurate manner.	Nothing additional.	Purchase shall be initiated within 1 workday of request. Due-ins are to be input into NSMS within 4 workhours of placing order.
9.12.3	Receipt and Inspection	The Contractor shall establish and maintain a receiving operations program to effectively and safely inspect and receive applicable gasses in accordance with NASA regulations.	400 receipts per year.	See below.
		The Contractor shall inspect to ensure the correct quantity is received against each order. Verify accurate information is provided, correct signatures are present, specifications are met, and that Material	Nothing additional.	Upon inspection and prior to receipt, verify completely and accurately all information on item being

ITEM NO.	PERFORMANCE REQUIREMENT	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
		Safety Data Sheet (MSDS) is provided by the vendor.		received.
		The Contractor shall make accurate and complete distribution of all documentation. A copy of the certificate of Gas Analysis shall accompany the cylinder and be included in any document distribution concerning that cylinder. The original copy of the certificate of Gas Analysis provided by the vendor shall go to the inventory manager (IM) of the item to be placed in the official procurement file.	Nothing additional.	Make distribution on the same workday as received.
9.12.4	Storage, Issue, and Handling	The Contractor shall establish and maintain a Government-approved system for the effective storage, issue, and handling of compressed gasses for maintenance and testing at the Center.	4,000 cylinders located at SSC (annual average).	See below.
9.12.5	Data Base for Tracking Gas Cylinders	The Contractor shall maintain and utilize the data records in the Cylinder Demurage (CYLDEM) application for the tracking of all gas cylinders. The data elements include, but are not limited to, purchase order (PO) number, date of PO, cylinder identification numbers, location, user, and disposition.	12,00 entries per year.	Provide current and accurate tracking and status of all gas cylinders located at SSC.
		The Contractor shall update the CLYDEM for all gas cylinders.	Nothing additional.	Data base shall be updated on the same workday any change in status occurs.
9.12.6	Triennial Inventory	Perform triennial inventory per **NASA Series 4100, NASA Materials Inventory Management**, utilizing the CLYDEM System. Notify the Supply and Equipment Management Officer of the results.	1 inventory every 3 years. Last inventory was December 31, 1997.	Complete inventory every 3 years. Notify Supply and Equipment Management Officer within 1 week after completion.

ANNEX 9.13

PROGRAM STOCK

ANNEX 9.13
PROGRAM STOCK

9.13 PROGRAM STOCK

9.13.1 General Information

9.13.1.1 Annex Description

This Annex identifies the requirements for the receipt, storage, and issue of Program Stock items at the John C. Stennis Space Center (SSC). Program Stock is material acquired by direct purchases or by issuance from store stock for a specific program or project.

9.13.1.2 Authorized Signatures

The Contractor shall maintain current ownership data within the NASA Supply Management System (NSMS) for managers. The Contractor shall not accept authorized signature information directly from the using organization.

ANNEX 9.13
PROGRAM STOCK

ITEM NO.	PERFORMANCE REQUIREMENT	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
9.13.2	Program Stock Receipts	The Contractor shall process receipts into Program Stock in accordance with ****NASA Series 4100, NASA Materials Inventory Management****, Processing includes, inspection, ensuring all material meets criteria for Program Stock , count, stamp and documentation requirements, and updating NSMS.	20,125 ***line items** per year.	The entire receipt process shall be completed within 2 workdays after receipt of paperwork.
		The Contractor shall perform a QA Inspection on all coded receipts. Discrepancies shall be addressed to the initiator of the receipt paperwork or SR&QA, whichever is appropriate.	Nothing additional.	QA Inspection must be performed in accordance with the SSC Quality Assurance Plan.
		The Contractor shall perform an accurate count of all receipts. All manufacturer's packages must be opened and all pieces counted, unless directed otherwise in writing by, the owner of the hardware or the Supply and Equipment Management Officer.	Nothing additional.	Every item on each receipt must be counted unless it meets the exceptions listed under the related work requirements column.
		The Contractor shall place the material in a storage location.	Nothing additional.	The material shall be stored in a safe, secure manner, providing easy identification and access.
		The Contractor shall process the receipt in NSMS and annotate the electronically assigned transaction number on the source document paperwork.	Nothing additional.	Maintain continuous, accurate identification and accountability of material located in stock.

9.13.3	Restricted Issue	Activity on restricted material shall be processed in NSMS under the appropriate ownership code designated for that specific program manager.	Nothing additional.	Material shall be tracked under the correct ownership code at all times.
9.13.4	Program Stock Issues	The Contractor shall process issues per the NASA Series 4100. The Contractor shall ensure all requesting paperwork contains the signature of the Program Manager or Official Designee for that project. If a problem exists, the Contractor shall contact the Program Manager for resolution.	Issues per year.	Issues must be completed 2 workdays after request for issue is received
9.13.5	Customer Service	The Contractor shall respond to oral or written customer service requests, which could include, part number verification, asset availability, inventory count of an individual item, and requests to physically view material.	3,500 requests per year.	Assistance shall be provided within 8 workhours after request is made.

ANNEX 9.14

RECEIVING

9.14 RECEIVING

9.14.1 General Information

9.14.1.1 Annex Description

This Annex identifies the receiving operations at the John C. Stennis Space Center (SSC) which includes a central receiving function responsible for the total processing and inspection of inbound Government shipments to SSC and subsequent delivery to customers or to supply warehouse locations. This operation shall be run by personnel knowledgeable in the receipt and inspection of inbound Government freight. Such personnel must be designated by the SSC Supply and Equipment Management Officer (SEMO) as authorized receiving agents for the United States Government. The receiving function includes the identification of controlled equipment and it's subsequent tagging, processing of non-stock receipts for Center employees, and replenishment of the supply warehouse by designated receipts.

Receipts for stocked supply will be entered accurately into the NASA Supply Management System (NSMS) and the subsequent transaction number from NSMS will be annotated on each shipping or acquisition document for each item.

For additional receipt requirements of critical spare, refer to Annex 9.15.

ANNEX 9.14
RECEIVING

ITEM NO.	PERFORMANCE REQUIREMENT	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
9.14.2	Receive Inbound Freight	The Contractor is responsible for receiving all inbound freight ***shipments** consigned to SSC. The Contractor shall perform initial receipt and inchecking inspection of all inbound freight and process all transportation documentation. The inspection shall include, annotating and resolving any visible overages, shortages, or damages (OS&D); ensuring the number of pieces reflected on the delivery document matches the number actually received; routing the material to the customer or to inspection; and ensuring material received has proper and expeditious disposition.	45,500 Line Items per year.	See below.
		The Contractor shall review documents to determine if shipment is properly consigned.		***Shipments** may be refused if not properly consigned.
		The Contractor shall identify incoming material against the applicable documentation. All freight not identifiable to a document will be considered "frustrated" freight. The Contractor shall hold frustrated shipments pending correct paperwork.		Appropriate paperwork shall accompany freight through receipt processing.
		For all OS&D occurrences, the Contractor employee discovering the discrepancy shall promptly notify his/her supervisor, the carrier, and the SSC Transportation Officer or designee; and obtain a claim number.		Same workday as OS&D discovery.
		Claims will be processed in accordance with Federal Property Management Regulation (FPMR) 101-70.7, Reporting and Adjusting Discrepancies in		

ITEM NO.	PERFORMANCE REQUIREMENT	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
		Government Shipments. The Contractor shall prepare a claim folder and ****SF 361, Transportation Discrepancy Report****, and include them with the freight bills for that day.		
		The Contractor shall maintain inbound freight claim data which provides SSC Transportation Officer and the Contractor with the current status on all open claims. The Contractor shall notify the Transportation Officer or designee monthly. The notification shall include, but is not limited to, the Purchase Request (PR) number, date the discrepancy was discovered, description of the freight involved, claim number, type of discrepancy, carrier, quantity or number and weight of freight involved, value of freight involved, Free on Board (FOB) point as stated on the PR, and remarks, to include date claim was closed and resolution.	Notify Transportation Officer monthly.	Data shall be current and accurate at all times. Notify the Transportation Officer of the status of open claims as requested.
		The Contractor shall ensure special handling instructions are complied with for all inbound freight. Special handling instructions include:	Nothing additional.	See below.
		a. The receipt of medical items or drugs shall be rigidly controlled. The Contractor shall notify the SSC Medical Officer for pickup of receipt and store the material in a secure location until pick up		Notification to the SSC Medical Officer and secure storage action shall be accomplished the same workday as medical items or drugs are received.

ITEM NO.	PERFORMANCE REQUIREMENT	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
		b. The Contractor shall promptly refrigerate packages requiring refrigeration and the items shall be kept refrigerated until processed and delivered to destination. The Contractor shall contact the customer for delivery or pick-up information as applicable. Refrigeration shall continue until material is picked up by customer or delivered to destination.		Material requiring refrigeration shall be refrigerated within 30 minutes after physical receipt at SSC . All film will be processed through delivery prior to close of business the same workday the film is received. All material requiring refrigeration will be moved to applicable storage location within 4 workhours of receipt processing.
		c. The Contractor shall physically segregate chemicals and caustic substances from other stock during the inspection process, additionally ensuring they are physically segregated for compatibility purposes.		Segregation of chemicals and caustic substances from other stock shall begin immediately upon physical receipt,, and shall be adhered to continuously as long as the Contractor is in possession of the material.
		d. Upon arrival of radioactive material, the		Receipt verification, proper

ITEM NO.	PERFORMANCE REQUIREMENT	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
		Contractor shall verify the material with accompanying documentation. The Contractor shall store the material in a refrigerator designated for radioactive material, where it shall remain until pick up. The Contractor shall contact the consignee for pick up.		storage, and contact of the consignee shall be accomplished within 4 workhours of receipt of freight.
		e. Class A and B explosives shall be off-loaded at consignee area. The Contractor shall accompany the shipment to the consignee area to process the receipt. Materials shall be kept in an explosive container until delivery.		Delivery and receipt processing of Class A and B explosives shall be accomplished within 30 minutes of notification of delivery of freight.
		f. Class C explosives shall be off-loaded and processed through the receiving area, and be kept in an explosive container until delivery to the consignee.		Receipt processing and delivery of Class C explosives shall be accomplished within 4 workhours of receipt of freight.
		g. The Contractor shall ensure pilferable items are secure during the entire receipt process to guard against theft. Pilferable items shall be stored in a secure location until delivered to destination.		Processing, delivery and/or storage of pilferable items shall be completed within 2 workdays of receipt.
		h. The Contractor shall ensure precious metals remain in constant surveillance from the time of receipt until pick up. Immediately after inspection, the Contractor shall notify SSC Security for escort,		Processing of precious metals shall be accomplished within 4 workhours of receipt.

ITEM NO.	PERFORMANCE REQUIREMENT	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
		and shall secure the freight until arrival by SSC Security to escort the delivery.		
		i. The Contractor shall notify the recipient for pick up of personal items obtained with personal funds. The Contractor shall attach the standard memo from the Supply and Equipment Management Officer (SEMO) regarding deliveries of personal property.		Notify the recipient of personal items within 3 workdays.
		j. The Contractor shall unload, inspect, and process large, unique, hazardous, or delicate shipments at the ultimate point of usage or storage to eliminate duplicate handling and possible damage.		Unloading, inspection, and processing of large, unique, hazardous, or delicate shipments at the point of usage or storage shall be accomplished the same workday as receipt of freight.
		k. The Contractor shall follow proper procedures needed for receipt/storage of hazardous materials and ensure required Material Safety Data Sheets (MSDS's) accompany the material.		If MSDS does not accompany freight as required, contact the Occupational Health Office within 4 workhours of delivery. If item is stocked item, ensure MSDS is filed in warehouse.
		l. The Contractor shall forward flight hardware to the appropriate bonded storage room for inspection and acceptance.		Flight hardware shall be forwarded within 4 workhours.

ANNEX 9.14
RECEIVING

ITEM NO.	PERFORMANCE REQUIREMENT	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
9.14.3	Processing SSC Supply Items	The Contractor shall enter into NSMS all receipts that are to replenish SSC supply inventory or are direct delivery stock items to customers.	45,600 ***line items** per year.	Enter receipts into NSMS at the time of inspection. Stage for delivery to warehouse or customer within 1 workday of receipt being processed in NSMS. Contractor shall maintain the NASA performance standard of 2 workdays for receipt processing time.
		The Contractor shall enter and suspend all discrepant receipts in NSMS, ensuring comments are made on the suspended transaction. Concealed damage receipts will be filed with Traffic Management for a claim number and subsequent processing Once the discrepancy is corrected, the Contractor shall process the receipt in NSMS.	Nothing additional.	Discrepant receipts will be suspended in NSMS at the time of inspection. Comments shall be entered on all receipt suspension transactions in NSMS, and shall be in a manner that someone not familiar with that particular receipt could understand the cause for the suspense. File concealed damage receipts with the Transportation Management on the same workday that the discrepancy is discovered.

ITEM NO.	PERFORMANCE REQUIREMENT	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
		The Contractor shall maintain a data base to record and track material returns. The data base shall contain the following elements: sequential return control number, stock number, stock status, warehouse or demand item, noun, quantity, location of material, document number, organization returning the item, reason for return, disposition, date returned, and date of disposition. The database shall have at least first and second sort capability on the stock number and organization fields. The database shall be electronically available, or the Contractor shall notify the Supply and Equipment Management Officer or designee on a monthly basis of the status of all material returned in that month. The Contractor shall process customer returns, ensuring the appropriate transaction occurs in NSMS to record the return as applicable. The Contractor shall segregate returned material from normal receipts until disposition is determined. Material will be returned to stock or disposed of through Redistribution and Utilization (R&U).	223 returns per year.	Input return information into data base within 1 workday of material return. Complete entire process within 3 workdays of the return.
9.14.4	Non-Stock, Non-Equipment Receipts	The Contractor shall process SSC non-stock, non-equipment receipts, which are items that are purchased in support of the Center but are not replenishing stocked supplies. These items shall be inspected by the Contractor and forwarded to the recipient, as applicable. Material will be inspected and the Account Payable Procurement and Receipts System shall be updated.	37,262 ***line items** per year.	Material will be inspected and staged for delivery within 1 workday of receipt of material. Data shall be input into APPR same day as

ITEM NO.	PERFORMANCE REQUIREMENT	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
				received.
9.14.5	Non-Stock Equipment Receipts	The Contractor shall be responsible for processing equipment received at SSC, assigning and maintaining voucher numbers for the acquisition documents, and physically tagging equipment that meets the tagging criteria with an Equipment Control Number (ECN) tag, or if the tagging criteria is not met, identifying the property or equipment as U. S. Government owned. The Contractor shall prepare a claim folder for the Transportation Officer when concealed damage is discovered during inspection.	See below.	Property and equipment shall be processed in accordance with the ****NASA Series 4200, NASA Equipment Management**.** Promptly notify the Transportation Officer or designee of concealed damage and prepare claim folder on the same workday discrepancy is discovered.
		The Contractor shall maintain and operate the Equipment Receipt Control Register, or a similar data base that provides at least the same data elements and capabilities. Data elements include, but are not limited to, D-Voucher number, date received, item noun of first line item, number of line items, sending organization, consignee and mail code, daily total of D-Voucher numbers assigned and number of line items.	2,760 D-Voucher numbers assigned per month.	Data base shall be kept current at all times.
		If equipment meets criteria for tagging, the Contractor shall affix a NASA NEMS tag to the item. The Contractor shall annotate the receiving	3,200 tagging actions per year.	Hand carry receiving documents and appropriate copies to the Property and Equipment Branch daily.

ITEM NO.	PERFORMANCE REQUIREMENT	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
		documentation with the ECN number and the item's serial number of the attached tag for each line item on the document.		
		If equipment does not meet the criteria for tagging, the Contractor shall affix a NASA Form 1517, Property of U. S. Government decal to the item and annotate "Meatballed" on the receiving document.	Nothing additional.	Nothing additional.
		The Contractor shall etch items that bar code tags cannot be affixed to.		
		If equipment is delivered directly to the customer's building without inspection, the Contractor shall inspect and tag equipment at the delivered location.	Nothing additional.	Complete process on the same workday as receipt.

ITEM NO.	PERFORMANCE REQUIREMENT	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
9.14.6	**Warranty Administration**	The Contractor shall be responsible for warranty administration of U.S. Government property. At the point of receipt, the Warranty Administrator shall affix a warranty label, SSC Form 558A onto the property. He/she shall obtain two copies of the operations and maintenance manuals. One set of manuals shall be forwarded to Central Engineering Files (CEF) for permanent retention. The second set of manuals shall be sent to the user. When an item of U.S. Government property fails that is under warranty, the Warranty Administrator verifies the original procurement information through the equipment control records. He/she then interfaces with the vendor, manufacturer or original contractor to resolve the problem. He/she is responsible for insuring that the DD1149 is properly executed and is responsible for follow up with the custodian of the property to make sure the problem has been resolved.	Average warranty cases per annum 240	Warranty actions to be initiated with vendor, manufacturer or original contractor within 3 workdays of notice of equipment failure.

ANNEX 9.15

CRITICAL SPARES PROGRAM

ANNEX 9.15
CRITICAL SPARES PROGRAM

9.15 Critical Spares Program

9.15.1 General Information

9.15.1.1 Annex Description

This Annex identifies critical spares, also known as standby-stock, requirements at John C. Stennis Space Center (SSC). Critical spares are replacement items determined by the Government to be essential to ensure minimal mission impact in the event of equipment failures. Critical spares will typically be expensive or long procurement lead items. Further, critical spares are normally mission impact items held for emergencies for which there is no normal recurring demand but which must be immediately available to preclude delay which might result in loss, damage, or destruction of Government property or personnel, or substantial financial loss to the Government due to an interruption of operations. All critical spares will be maintained in the NASA Supply Management System (NSMS). There are approximately 3222 items designated as critical spares in the ****Critical Spares Catalog****.

9.15.1.2 Proper Storage and Handling

The Contractor shall provide training and necessary equipment to facilitate the proper handling and storage of critical spares. Due to the nature of critical spare material, storage may be required for extended lengths of time.

9.15.1.3 Special Requirements

Requirements in Annex 1.5 for acquisition and item management apply to critical spares. Annex 5.6.2.4.2 discusses critical spare parts management as it relates to the scheduled maintenance and repair program.

ITEM NO.	PERFORMANCE REQUIREMENT	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
9.15.2	Identification and Condition	Upon receipt of critical spare items, whether from new purchase or from turn-in, the Contractor shall inspect each item to validate the identity and condition to ensure there has been no damage during shipment and to determine if test and certification is required. Catalog specifications and Specification Control Drawing (SCD) requirements must match to material being received. The Contractor shall perform receiving inspection, verify proper documentation and affix a quality stamp on the Receiving Report.	650 items inspected per year.	Identification and condition should be validated within 8 workhours if item is a new receipt and within 4 workhours if item is a customer turn-in.
9.15.3	Certification and Testing of Valves and Motors	The Contractor shall be responsible for the certification of all new valves and reworked valves and motors. The Contractor shall determine and accomplish any special preservation requirements for both motors and valves. Contractor shall maintain complete records of inspected material.	100 motors and 425 valves annually.	Test and certification process must begin within 8 workhours after receipt of item, and must be completed within 5 workdays.
		The Contractor shall verify proper certification prior to the receipt being processed into NSMS. Certification includes compliance with published specifications both physical and functional; rework reports, proof test reports, material composition reports, and clean level certifications.	Nothing additional.	All required "Certifications" shall be attached to the Receiving Report for processing into NSMS.
		The Contractor shall process the receipt in NSMS once the test and/or certification process is complete.	Nothing additional.	Items must be properly certified prior to receipt and delivery to stock. The receipt process shall be completed within 5 workdays after the test and certification is completed.
		Material not found to be in compliance with the requirements of the procurement document shall be reported as discrepant via a Supplier Corrective Action Report and will be forwarded to purchasing for action	100 SCAR's annually	SCAR's should be initiated within 1 day of receipt .

ITEM NO.	PERFORMANCE REQUIREMENT	RELATED REQUIREMENTS OR INFORMATION	WORKLOAD DATA	MINIMUM STANDARDS
9.15.4	Critical Spares Recertification	In accordance with the ****NHB 4100, NASA Materials Inventory Management Manual**, and the Federal Property Management Regulation, Subchapter E, Subpart 101-27.304, the Contractor shall perform a biennial review of items designated as critical spares. A listing will be furnished to the appropriate Engineering Division for review. The Contractor shall indicate on the listing which items shall be retained, any changes in levels, additions, and deletions. The Contractor shall return the annotated listing to the Supply and Equipment Management Officer (SEMO) or designee. Any item marked for retention must state for what purpose contingency items are being held.	The biennial listing will contain 12,350 ***line items** for review.	The annotated listing shall be returned to SEMO within 45 workdays after the Contractor received the listing. All necessary changes will be marked legibly.
9.15.5	Program Critical Stock Item Requirements	The Contractor shall identify and make available for Supply and Equipment Management Officer or designee's approval, items considered to be Program critical.	3,772 **line items** per year.	Program Critical list shall be available for approval within 10 days after contract start and shall be updated within 2 workdays anytime a change occurs. The Contractor shall procure all designated program critical items, taking into account considerations such as lead times, uniqueness, and availability so as to maintain a 90% stock level.

PERFORMANCE REQUIREMENTS SUMMARY

CONTRACTS REQUIREMENTS			PERFORMANCE REQUIREMENTS				
(1) ITEM NO.	(2) CONTRACTS REQUIREMENT	(3) WEIGHT (%)	(4) SURVEILLANCE METHOD	(5) WORK REQUIREMENT	(6) WEIGHT (%)	(7) STANDARD OF PERFORMANCE	(8) MAD
Annex 9.0 Logistics							
1	Supply Management	25%	PI, UPI, VCC, RR	(a)Maintain accurate and timely supply system to include material receipt, warehousing issue and delivery	50%	Complies with NASA standard fill rate of 90%	10%
				(b)Maintain accurate inventory management system (Inventory Adjustment Voucher's) IAV's	25%	Contractor shall ensure integrity of material's inventory. In compliance with NASA Series 4100.	No more than .5% of inventory adjustments on operation errors
			RR	(c)Maintain timely material receipt processing time	25%	Contractor shall comply with NASA standard for receipt processing time of 2 day's	10%

PERFORMANCE REQUIREMENTS SUMMARY

CONTRACTS REQUIREMENTS			PERFORMANCE REQUIREMENTS				
(1) ITEM NO.	(2) CONTRACTS REQUIREMENT	(3) WEIGHT (%)	(4) SURVEILLANCE METHOD	(5) WORK REQUIREMENT	(6) WEIGHT (%)	(7) STANDARD OF PERFORMANCE	(8) MAD
	Annex 9.0 Logistics						
2	Equipment Management	25%	PI, UPI, VCC, RR	(a)Maintain accurate, timely equipment management system to include: Equipment Control Re-utilization and Disposal	50%	Contractor shall process equipment transactions within 5 workdays of receipt. Actions to be processed into appropriate NASA property system (NEMS) equipment control (NPDMS) re-utilization and disposal	No more than 20% of transactions may exceed 5 workdays for input
				(b)Contractor shall develop and administer procedures to safeguard from loss and/or destruction the IAGP property assigned to the contractor.	25%	Contractor shall not lose and/or damage government property	Loss rate shall be no more that .5% of each account inventoried
				(c) Contractor shall stay within dollar limitation for repair and maintenance of IAGP (class exception).	25%	Dollar limitation schedule not exceeded	Dollar limitation shall not exceed 10% of schedule
3	General Transportation Services	25%	PI, UPI, VCC RR	(a)Contractor shall pick up, deliver, load, transport, unload, and/or rearrange between and within SSC, government equipment, materials, and supply items.	50%	Contractor shall schedule and accomplish each work order as per due date requested by the customer. If no due date accomplish within 5 workdays.	No more than 20% of deliveries, moves may exceed scheduled due date

PERFORMANCE REQUIREMENTS SUMMARY

CONTRACTS REQUIREMENTS			PERFORMANCE REQUIREMENTS				
(1) ITEM NO.	(2) CONTRACTS REQUIREMENT	(3) WEIGHT (%)	(4) SURVEILLANCE METHOD	(5) WORK REQUIREMENT	(6) WEIGHT (%)	(7) STANDARD OF PERFORMANCE	(8) MAD
	Annex 9.0 Logistics						
				(b)Contractor shall provide safe, courteous, timely taxi, visitor center and passenger shuttle services.	50%	Safe, courteous passenger transportation services shall be performed on date and time requested by customers. Taxi shall respond within 15 minutes of call.	No more than: 15% can be outside time schedule 1% tolerance for safety and courteous deficiencies.
4	Acquisition Management (Acquire Materials, Supplies, and Services)	25%	PI, UPI, RR	Respond to Material Request (MR)	100%	Order is placed within number of days after receipt of MR: LEVEL I: 2 workdays LEVEL II: 5 workdays LEVEL III: 10 workdays LEVEL IV: 14 workdays LEVEL V: 30 workdays	10%

PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

Attachment J-2

DATA PROCUREMENT DOCUMENT

NAS13-99030
CONTRACT/RFP

Mississippi Space Services

J-2
ATTACHMENT NUMBER

FACILITY OPERATING SERVICES AT SSC
PROJECT/SYSTEM

DATA PROCUREMENT DOCUMENT

NOTES

Data Procurement Document Forms:

Cover
Introduction, Statement of General Requirements
Data Requirements List
Data Requirement
Data Requirement (Continuation Page)

Codes used on The Data Requirement Form are defined as follows:

Block 5, Type. Type of data code

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

Block 6, Frequency of Submission

CODE	DESCRIPTION	CODE	DESCRIPTION
AD	As Directed	PI	Per Equipment End Item
AN	Annually	PJ	Per Project
AR	As Required	PL	Per Launch
BE	Biennially (Every other year)	PS	Per System
BM	Bimonthly (Every other month)	PT	Per Test
BW	Biweekly (Every other week)	PV	Per Vehicle
DA	Daily	QU	Quarterly
DD	Deferred Delivery	RD	As Released
MO	Monthly	RT	One Time and Revisions
OT	One Time	SA	Semiannually (Once every six months
PC	Per Contract	TY	Three Per Year
PD	Per Failure	UR	Upon Request
PE	Per Event	WK	Weekly
PF	Per Facility		

Block 9, as of data. Entries indicate cutoff date for inputs and document due date. For example, 15/1 indicates an input cutoff date on the 15th and a document due data on the 1st.

INTRODUCTION

1. SCOPE

This Data Procurement Document (hereinafter called DPD), is the basic contract document that shall govern all data required by and for Contract NAS13-_ . The Contractor shall furnish all data described by the Data Requirements listed on the Data Requirements List (SSC Forms 165 and 166, hereinafter called DR's and DRL), attached hereto and a part of this DPD. Such data shall be prepared, maintained, and delivered to NASA in accordance with the requirements set forth within this DPD.

2. DESCRIPTION

This DPD consists of a Statement of General Requirements, the DRL and DR's.

2.1 Statement of General Requirements (SGR), SSC Form 164

The SGR prescribes those general requirements applicable to the preparation, maintenance, and delivery of data that are better defined in aggregate than in the individual data requirements documents.

2.2 Data Requirements List (DRL), SSC Form 165

Throughout the performance of the contract, the DRL at all times provides a complete listing of the data requirements of the contract. The DRL is not presented as an entity, but rather, is segmented into separate categorized listings that precede each section of DR's (See Paragraph 2.3).

2.3 Data Requirement (DR), SSC Forms 166, 167

Each data requirement listed on the DRL is given complete definition by the DR. The DR prescribes content, format, maintenance instructions and submittal requirements.

For the purpose of classification and control, DR's are grouped into the following broad functional management categories:

CATEGORY SYMBOL	DESCRIPTION
CM	Configuration Management
DM	Documentation Management
FA	Facilities
GA	Operations
LS	Logistics/Support
MA	Program Management
MF	Manning and Financial
MT	Mission Oriented Training
PC	Procurement/Contracts
RA	Reliability and Quality Assurance
SA	Safety/Health
SC	Schedules

The symbol representing these categories forms the prefix of the DR identification number. To

facilitate the usage and maintenance of the DPD, the DR's have been sectionalized in accordance with these data categories.

Each section contains all DR's within a specific data category. The DR's are filed in numerical sequence and are listed on a DRL page (or pages) that precedes, and is part of, the section.

3. Maintenance

Revisions to this DPD shall be accomplished by contractual direction (e.g., Change Order, Supplemental Agreement). Typographical errors may be corrected by means of a Contract Office notification letter.

STATEMENT OF GENERAL REQUIREMENTS

1.0 GENERAL DATA REQUIREMENTS

1.1 Deferred Delivery

NASA reserves the right to reasonably defer the dates of delivery of any or all data required to be submitted by this DPD. Such right may be exercised at no increase in the contract amount. In the event that NASA defers delivery of a data item, resulting in a cost impact to the total contract cost, the contract amount shall be subject to equitable adjustment in accordance with the contract clause entitled "Changes".

1.2 Excusable Delays

The validity of the data delivered hereunder is directly dependent upon the validity of the technical data made available by the Government. When non-availability, delayed availability or subsequent revision of the pertinent technical data result in delayed delivery of the required data, then such delay shall be deemed to be subject to the Government Property clause of the contract.

In the event contractual submittal dates are not met by the contractor due to the non-availability or delayed availability of Government Furnished Services, or due to any other cause within the control of the Government, then such delay shall be deemed to be subject to the Government Property clause of the contract.

1.3 Cost of Data

Except as otherwise provided in this contract, the cost of data to be furnished in response to this DPD is included in the total cost of this contract and shall be reimbursed in accordance with the Schedule of the Contract.

1.4 Data Not Required by the DPD

Data generated within the normal course of the contracted work, and not a part of the data required by DPD, shall be made available in accordance with the requirements of this contract.

1.5 Referenced Documents

Documents referenced in this DPD are the issue in effect at the time of contract award, unless otherwise specified, and form a part of the DPD to the extent specified herein.

STATEMENT OF GENERAL REQUIREMENTS (Continued)

2.0 DOCUMENT PREPARATION STANDARDS

2.1 Contractor's Internal Documents

Insofar as practicable, the contractor's internal documents shall be used to meet the data requirements of this DPD. These documents shall not be rewritten for the sake of meeting the minimum requirements as specified in the applicable DR. In instances where minor differences in content and format exists between DPD requirements and contractor's document, action will be taken to resolve these differences and, where appropriate, a change in requirements will be effected.

2.2 Document Identification

Documents published by the Contractor and submitted in response to the data requirements of this DPD shall be identified within an organized identification numbering system prescribed by the Contractor. Documents submitted in response to the data requirements of the DPD, that are to be subsequently published by NASA, shall be identified as prescribed by NASA. All document submittals shall be clearly marked with the contract number and applicable DR number except that Drawings and Engineering Change Proposals (ECP's) need not include applicable DR Number. Documents that satisfy the requirements of more than one DR shall be marked with all applicable DR numbers. Successive issues or revisions of documents shall be identified in the same manner as the basic issue and shall include appropriate change identification.

2.3 Reference to Other Documents in Data Submittals

References to other documents in documents submitted in response to the data requirements of the DPD are permissible. Referenced documents must be adequate and include such identification elements as title and number. When a document to be referenced would only be applicable to a minor or limited extent, every effort shall be made to include the applicable information in the response document rather than using the reference. All referenced documents shall be made readily available to the cognizant NASA organization upon request.

2.4 Printing Requirements

Printing of formal reports and data in book format shall be in accordance with the following general specifications:

(a) Method of reproduction - offset
(b) Finished size - 8 1/2" X 11"
(c) Paper - 60 pound opaque bond
(d) Cover - Litho cover stock
(e) Pages will be printed on both sides, blank pages will be avoided when possible
(f) Oversize pages will be avoided when possible, but if necessary will be folded to 8 1/2" X 11"
(g) Additional color shall be used only upon written approval by the Contracting Officer's Representative.
(h) Binding shall be the most economical method commensurate with the size of the report and its intended use.

STATEMENT OF GENERAL REQUIREMENTS (Continued)

2.5 Maintenance of Documents

2.5.1 Revisions to documentation may be accomplished either by individual page revision or a complete reissue of the document with the exception of drawings which shall be revised in accordance with minimum Configuration Management Requirements.

2.5.2 Individual page revision shall be made as deemed necessary by the Contractor or as directed by the Contracting Officer.

2.5.3 The document shall be completely reissued when in the opinion of the Contractor and/or Government the document has been revised to the extent that it is unusable in its present state, or when directed by the Procuring Activity. When complete reissues are made, the entire contents of a document shall be brought up to date.

2.5.4 Changes of a minor nature to correct typing errors, misspelled words, etc. shall only be made whenever a technical change is made, unless the accuracy of the document is affected.

2.5.5 All revised pages shall be identified by placing a revision symbol and data in the upper right-hand corner of the page. Each document shall contain a log or revised pages that will identify the revision status of each page with the revision symbol. This list shall follow the table of contents in each document. The line or lines revised in the margin of the page, and the change authority shall be indicated adjacent to the change.

2.5.6 Contractor reports shall not be submitted containing pen and ink markups which correct, add to, or change the text, unless schedule problems exist and approval is obtained in writing from the Contracting Officer's Representative. Such markups, however, shall not exceed 20% of the page content and shall be acceptable provided that the reproduced copies are legible. In addition, hand drawn schematics, block diagrams, data curves and similar charts may be used in original reports, in lieu of formally prepared art work. Acceptability will be determined by the Contracting Officer's Representative performing the quality inspection function.

DATA REQUIREMENTS (DR) INDEX
(STENNIS SPACE CENTER)

ANNEX	DR#	TITLE
1.0	1-CM01	Plan, Configuration Management
	1-DM01	Plan Documentation & Records Management Program
	1-DM02	Index Document
	1-DM03	Request, Data Deviation
	1-DM04	Index, Records Master List/Files
	1-GA01	Report, Monthly Activity
	1-GA02	Customer Guide to Facility Operating Services (FOS)
	1-GA03	Plan, Emergency Preparedness
	1-MA01	Report, Equal Employment Opportunity
	1-MA02	List Owners, Officers, Directors & Executive Personnel
	1-MA03	Plan, Conflict of Interest Avoidance
	1-MA07	Functional Metrics Report
	1-MF01	Reports, Contractor Financial Management
	1-MF02	Report, Work Order Status Report
	1-MF03	Report, Detail Monthly Cost Data
	1-MF04	Report, Contract Monthly Operating Status
	1-MF05	Report, Occupancy
	1-PC01	Report, Subcontractor Litigation
	1-PC02	Report, Liability to Third Person(s)
	1-PC03	Report, Certificate of Insurance
	1-PC04	Notification, Advance Subcontract
	1-PC05	Reports, Subcontract
	1-PC06	Reports, Davis-Bacon
	1-PC07	Report, Geographic Economic Impact
	1-PC08	Metrics, Purchasing and Subcontracting
	1-RA01	Manual, Quality
3.0	3-FA01	Report/Plan, Space Utilization
	3-FA02	List, Real Property Inventory
	3-FA03	Facilities by Floor Type
4.0	4-GA01	Profit and Loss Statement
	4-GA02	Plan, NASA Three -Year Comprehensive Printing, Duplicating, Copying and Publishing Management
	4-GA03	Report, Annual Information Reproduction Management
	4-GA04	Report, Annual Audiovisual
	4-GA05	Report, Copier Management
	4-LS01	Report, Direct Accountability Penalty Mail & Meter
	4-LS02	Material List (Custodial)
	4-MA01	Status/Tracking Report of Print & Broadcast Media
	4-MA02	Weekly Activity Report
	4-MA03	Visitors Center Comment Card Response Results
	4-MA04	Report of the Number & Description of Visitors Center Guests
	4-MA05	Off-Site Information Form
	4-MA06	Off-Site Report Card
	4-MA07	Off-Site Exhibit Evaluation Form
	4-MA08	Footprint & Location Map of Off Site Exhibits
	4-MA09	Summer Reading Program Plan Schedule
	4-MA10	Plan, Visitor's Center Awareness Campaign
	4-MA11	Report, Multimedia Production and Cost Data

ANNEX	DR#	TITLE
	4-MT01	Report, Training Schedule & Personnel Qualifications
	4-SA01	Emergency Response
	4-SA02	Report, Inspection/Testing Discrepancy
	4-SA03	Equip Testing & Maintenance Schedules & Records
	4-SA04	Report, Quarterly Report of Fire Activities at MSAAP
	4-SC01	NASA SSC Mail Management Guide & Mailroom Delivery Schedule
	4-SC02	Cleaning Schedule
	5-DM01	Grounds Maintenance & History Report
5.0	5-FA01	BMAR Database Annual Work Plan & 5 Year Plan
	5-FA02	List, Preventative Maintenance Document
	5-FA03	Facility Inspection Plan and Schedule
	5-FA04	Plan, Preventive Maintenance
	5-FA05	Plan, Utility Process
	5-FA06	BMAR Database and Annual Work Plan
	5-FA07	Document Readings on Meters
	5-GA01	Report, Fuel Forecast (Annual)
	5-GA02	Report, Energy Management Control System
	5-GA03	Report, Fuel Receipt (Monthly)
	5-GA04	Report, Fuel Utilization
	5-GA06	Report, HVAC Water Treatment
	5-GA07	NASA Refrigerant Inventory
	5-GA08	List Availability Documentation
	5-GA09	Procedures, Standard Op & Op Manuals
	5-GA10	Plan, Utilities Operations
	5-GA11	Plan, Marine Operations
	5-GA12	Report, Refuse Pickup Schedule
	5-GA13	Solid Waste Disposal Report
	5-GA15	Operations Plan for Test Complex
	5-GA16	Env & Econ Practices on Fed Landscape
	5-GA17	Integrated Pest Management Plan and Work Schedules
	5-GA18	Energy Consumption and Cost Report
	5-GA19	Master Maintenance Schedule Data Input
	5-GA20	Test Complex Reports
	5-GA21	Report, Pesticide Usage
	5-GA22	Plan, Energy Management
	5-GA23	Report, Maintenance History
	5-GA24	Report, Critical System Breakdown
6.0	6-RA01	Plan, Personnel Certification
	6-RA03	List, Material Review Board (MRB) Members
	6-RA04	List, Nonconforming Products/Services
	6-RA06	Plan, Reliability Program
	6-RA08	Report, Reliability Program Self-Assessment and Implementation
	6-RA09	Report, GIDEP Usage
	6-SA01	Plan, Safety and Health

ANNEX	DR#	TITLE
	6-SA02	Report, Safety and Environmental Health Program Self-Assessment and Implementation
	6-SA04	Report, System Safety Database
	6-SA05	Report, OSHA Annual
	6-SA06	Report, NASA Occupational Health Self Assessment
	6-SA10	Report, Facility Safety and Environmental Inspection
	6-SA11	Report, Confined Space Inventory
	6-SA12	Report, Radiation Source Inventory and Audit Activities
	6-SA13	Mishap Notification, Investigation, and Corrective Action Report (NF 1627)
	6-SA14	Input, Incident Reporting Information System
	6-SA15	Report, Accident/Incident Summary
	6-SA17	Plan, SSC Safety and Health Awareness
	6-SA18	Report, SSC Safety & Environmental Training and Certification
	6-SA20	Report, Food Service Sanitation Inspections
	6-SA22	Report, SSC Employee Environmental Database
	6-SA28	Report, Workplace Monitoring Database
	6-GA01	Report, Groundwater Usage
	6-GA02	Report, Toxic Release Inventory (TRI)
	6-GA03	Report, Public Health Water Supply Survey, Public Water Questionnaire and Operating Agreement
	6-GA04	Report, Resident Agency Hazardous Waste Activity
	6-GA05	Report, UST/AGST Inventory Database
	6-GA06	Report, Non-hazardous Solid Waste Survey
	6-GA07	Report, CFC/Halon Consumption
	6-GA08	Plan, Environmental Resource Document
	6-GA09	Report, Industrial Water System Usage
	6-GA10	Report, Asbestos/Lead Drawings and Database Update
	6-GA11	Plan, Integrated Contingency
	6-GA12	Report, Permit Status
	6-GA13	Report, Federal Facilities Compliance and Inspection & Profile
	6-GA14	Plan, SSC Hazardous Waste and Solid Waste Management
	6-GA15	Plan, SSC Asbestos Hazard Control
	6-GA16	Request, Section 7.0 Consultation
	6-GA18	Plan, Chlorofluorocarbon (CFC) and Halon Compounds Reduction and Phase-Out
	6-GA19	Report, RCRA Affirmative Procurement Program
	6-GA20	Plan, SSC Lead Hazard Control Program
	6-GA21	Plan, Environmental Operations Update
	6-GA22	Report, Chemical Procurement Reviews
	6-GA23	Report, Title V Air Permit State Summary Fee
	6-GA24	Report, E-Complex Air Emissions Quarterly
	6-GA25	Report, Records of Environmental Consideration

ANNEX	DR#	TITLE
	6-GA26	Report, Facility Compliance Audits
	6-GA27	Report, Annual NASA Environmental Self Assessment Action
	6-GA28	Report, Corrective Action Report on Environmental Self-Assessment
	6-GA29	Report, Air Emission Inventory Management
	6-GA30	Report, RCRA 3016
	6-GA31	Report, Off-site Treatment, Storage and Disposal (TSD) Facility Audit
	6-GA32	Report, Landfill Inspection and Storm Water Report
	6-GA33	Plan, Pollution Prevention Program Implementation
	6-GA34	Report, Annual Pollution Prevention Progress
	6-GA35	Report, Annual Recycling Implementation and Activities Questionnaire
	6-GA36	Report, Environmental Facility Inspection Implementation
	6-GA37	Report, Hazardous Waste Collection and Shipments
	6-GA38	Report, Asbestos O&M Notification
	6-GA39	Report, State Asbestos Demolition/Renovation Notification
	6-GA40	Report, Federal Facility Compliance Audits (Quarterly Inspection of Landfill/Rubbish Site)
	6-GA41	Report, PCB Management Status
	6-GA42	Report, EPCRA Notification and Submissions
	6-GA43	Report, Quarterly Surveillance Inspection of Logtown and Gainesville
	6-GA44	Log, General Permit Wetland Authorization
	6-GA45	Report, Annual SHPO Cultural Resources Activity
	6-GA46	Report, Superfund Amendments Reauthorization Action (Tier II)
	6-GA47	Report, Hazardous Waste Activities
	6-GA48	Report, Incident Spill
	6-GA49	Permit, Environmental Media Renewals or Waivers
	6-GA50	Report, CERCLA Oversight and System Operations
	6-GA51	Report, Facility Compliance Audits (Open Occupational Health and Environmental Issues Requiring Resolution)
	6-GA52	Report, Title V Compliance
8.0	8-MF01	Report, Occupational Health Program Cost
	8-MF02	Manual, SSC Medical Services
	8-RA01	Plan, Bloodborne Pathogens Exposure Control
	8-SA01	Report, Medical Data
	8-SA02	Report, Occupational Health International Travel Sv
	8-SA03	Report, Wellness/Fitness Center Status
	8-SA04	Report, Federal Employee Assistance Programs Annual

ANNEX	DR#	TITLE
9.0	9-LS01	Report, Semiannual Management Reporting of Property and Supply Operations
	9-LS02	Property Held by Property Disposal Officer
	9-LS03	Annual Report of Exchange/Sale Transactions
	9-LS04	Report of Activities Generating Precious Metals
	9-LS05	Annual Report of Personal Property Provided to Non-Federal Recipients
	9-LS06	Report, Performance Measures
	9-LS07	Semi-Annual Report of Personal Property Management Operations (Disposal Management)
	9-LS08	Park-N-Fly Operations Summary
	9-LS09	Report, Cost and Vehicle Data
	9-LS10	Report, Vehicle Validation

National Aeronautics and Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document
1. Number Issue

2. Title:	3. Operator:	4. DR Number Page Date Rev.
Plan, Configuration Management	RA00	1-CM01 1 of 2

SUBMITTAL REQUIREMENTS

5. Type:
2

6. Frequency of Submission:
RT

7. Distribution:
3 copies

8. Initial Submission:
Initial plan to be submitted not later than 120 days after start of contract.

9. As of Date:
August 28, 1999

One (1) copy to be submitted to Code RA00, Center Operations and Support Directorate; one (1) copy submitted to Code QA00 Safety and Mission Assurance; one (1) copy to DA00 (Contracting Officer)

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:	12. Standard DRD Number Rev. Page Date
Plan, Configuration Management	

13. Use:	14. Interrelationship:	15. Reference:
To describe and outline the methods used in assuring proper configuration identification, control and accounting as related to the SSC facilities, documentation, records And equipment for which the Services for Facility Operations Contractor has responsibility.	All Annexes Annex 3.1.3.7	Annex 1.4.2.4

16. Preparation Information:

16.1 SCOPE: This Data Requirement establishes the requirements for the preparation and submittal of a Configuration Management Plan. The Plan shall provide the contractor with operating procedures and controls required to assure compliance with established SSC configuration management policies.

16.2 APPLICABLE DOCUMENTS: RA-97-02 - Facilities Construction ConfigurationManagement Manual, PTD-OI-E21 – Configuration Control of Critical Propulsion Test Systems, SLP-05 – Document and Data Control, SLP-16 – Control of Quality Records, SPC 1152.1 – SSC/NASA Boards, SPG 8730.1 – Customer Service Manual SSC-STD-66-500 – SSC Facility Engineering Documentation Standard

National Aeronautics and Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)
Continuation Sheet

Data Procurement Document 1. Number	Issue

2. Title:	3. Operator:	4. DR Number Page Date Rev.
Plan, Configuration Management	RA00	1-CM01 2 of 2

DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Standard DRD Title:	12. Standard DRD Number Rev. Page Date
Plan, Configuration Management	

16. Preparation Information:

16.3 CONTENTS: The plan shall include, as a minimum the following information:
a. General policy statements defining the overall objectives, relationship to the SSC Center Director, and individual and section responsibilities.
b. Procedures for formal change request initiation, information required, routing and approval requirements.
c. Procedures and audit systems utilized for baseline control.
d. Procedures utilized for the control and release of sketch engineering drawings.
e. Procedures utilized for documentation of change completion and status accounting.
f. Procedures for the control of equipment identification and records.

16.4 FORMAT: The plan shall be prepared in book form on 81/2" x 11" paper with appropriate cover and binding.

16.5 MAINTENANCE: Plan shall be reviewed yearly and RA00 advised as to requirement for updating.

16.6 EXCEPTIONS/ADDITIONS TO THIS STANDARD DRD: None

National Aeronautics and Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document
1. Number Issue

2. Title:	3. Operator:	4. DR Number Page Date Rev.
Plan, Documentation and Records Management Program	LA00	1-DM01 1 of 2

SUBMITTAL REQUIREMENTS

5. Type:
1

6. Frequency of Submission:
Reviewed Quarterly and necessary revisions submitted for approval.

7. Distribution:
3 copies (RA20)
1 copy (DA00)
1 copy (LA00)

8. Initial Submission:
120 days following start of contract.

9. As of Date:

10. Remarks:

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:	12. Standard DRD Number Rev. Page Date
Plan, Documentation and Records Management Program	1-DM01

13. Use:	14. Interrelationship:	15. Reference:
To define the total program required to establish, administer, maintain, disposition, and control Documentation and Records Management.	Annex 1.4.2.4 1-DM04	NPD 1440.6 NPG 1441.1 NARA General Records Schedules (GRS) 36 CFR, Chapter XII Annex 1.4.2.4

16. Preparation Information:

16.1 SCOPE: This Data Requirement Description establishes the requirement for the preparation of a Documentation Management Program Plan covering the contractor's policies and objectives for the organization, implementation and control of documentation required for operation and/or support of the SSC. Provide records outline/index from each Division and staff office, including Multimedia Services, with descriptions of NASA records maintained, the records retention authority and disposition.

16.2 APPLICABLE DOCUMENTS: NASA Records Management, NPD 1440.6, NASA Records Retention (NRRS), NPG 1441.1 NARA General Records Schedules (GRS);
36 CFR, Chapter XII, Subchapter B, Records Management; Annex 1.4, Documentation and Records Management.

16.3 CONTENTS: This plan shall provide the identity of all elements of program function including organizational pattern (i.e. relationship to line and staff), implementation policy and procedures, the subcontractor interface, and the reporting and control system for functions outlined in the plan.

16. Preparation Information:

16.3 CONTENTS (Continued): The outlined program shall provide the assurances, the planning, maintenance, and control that documentation requirements of the contract as specified in the DPD shall be determined and satisfied throughout all phases of contract performance.

The plan shall outline the contractor's proposed controls and processes, as necessary to define the documentation distribution control system. The plan shall define, but not be limited to, the following:

A. Requirements, including implementation and operational methods.

B. The plan shall list all acronyms used.

C. The plan will depict a hierarchy of documents from contracts requirements through implementing and operational documents.

D. The plan shall describe all document processes used and shall include flow charts.

E. The plan shall depict the process of document initiation, approval, implementation, and methods of revision.

F. Reporting and submittal.

G. Modifications or changes.

H. The plan will address a system for the management of records and disposition of files.

The type of documents to be placed on automatic distribution, specials, and single outputs shall be clearly defined as an integral part of the control plan. The distribution flow plan shall also be included in the initial presentation of the plan.

16.4 FORMAT: The plan shall be submitted on book form 81/2" x 11" paper with appropriate cover. The plan shall outline with the definitive measures Electronic Data Processing, including the type format for input and output printouts. The use of charts, graphs, forms, etc., shall be used as necessary to provide definition and clarity of process.

16.5 MAINTENANCE: The plan shall be reviewed at least quarterly and necessary revisions submitted for approval.

16.6 EXCEPTIONS/ADDITIONS TO THIS STANDARD DRD: None.

National Aeronautics and Space Administration
John C. Stennis Space Center

Data Procurement Document
Issue

2. Title:	3. Operator:	4. DR Number Page Date Rev.
Index, Document	DA00	1-DM02 1 of 2

SUBMITTAL REQUIREMENTS

5. Type:	6. Frequency of Submission:
3	Monthly
7. Distribution: 1 (DA00) 1 (LA00)	
	8. Initial Submission:
9. As of Date:	*

10. Remarks:
*Submit updated index 30 days following contract award. One copy of basic document and all changes will be submitted to Code DA00, and one copy to LA00 due 15th of each month for previous month.

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:	12. Standard DRD Number Rev. Page Date
Index, Document	1-DM02

13. Use:	14. Interrelationship:	15. Reference:
To provide an index, cross reference, and status of all controlled documents generated as a result of the DPD.	All Data Requirements All Annexes	Annex 1.4.2.4

16. Preparation Information:

16.1 SCOPE: The Contractor shall prepare and submit an index of all controlled documents generated as a result of the DPD. The index shall be sectionalized and include status of all data requirements.

16.2 APPLICABLE DOCUMENTS: None

16.3 CONTENTS: DPD identified documents. This section shall contain an alpha-numeric listing of document numbers and corresponding document titles. The following minimum information shall be included in this section:

1. Document identification, including number and title.
2. Frequency of document, submission.
3. Document due date, including date submitted and identificaiton of past due document items.
4. Identificaiton of document originator.
5. Identification of document office of primary responsibility.
6. Identification of system or activity using document.

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DATA REQUIREMENT (DR)
Continuation Sheet

Data Procurement Document	
1. Number	Issue

2. Title:	3. Operator:	4. DR Number Page Date Rev.
Index, Document	DA00	1-DM02 2 of 2

DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Standard DRD Title:	12. Standard DRD Number Rev. Page Date
Index, Document	1-DM02

16. Preparation Information:

16.4 FORMAT: Preparation of the index may be an electronic data processing printout if desired.

16.5 MAINTENANCE: The contractor shall maintain the master copy of the index current on a day-to-day basis.

16.6 EXCEPTIONS/ADDITIONS TO THIS STANDARD DRD: None

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DATA REQUIREMENT (DR)

Data Procurement Document
1. Number Issue

2. Title:	3. Operator:	4. DR Number Page Date Rev.
Request, Data Deviation	DA00	1-DM03 1 of 2

SUBMITTAL REQUIREMENTS

5. Type:	6. Frequency of Submission:
1	AR
7. Distribution: 3 Copies	
	8. Initial Submission: N/A
9. As of Date: N/A	

10. Remarks:
Submit one (1) copy to the individual office noted as OPR for concurrence and the Contracting Officer for approval.

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:	12. Standard DRD Number Rev. Page Date
Request, Data Deviation	

13. Use:	14. Interrelationship:	15. Reference:
To provide an instrument for review of contractor to deviate from established contractual requirements in the DPD. To provide information for updating of Government Approved Documents and/or the Contractor's Specification and Deviation documents (SDD).	Contractor's listing of contractual requirements documents.	Annex 1.4.2.4

16. Preparation Information:

16.1 SCOPE: This Data Requirement Description (DRD) establishes the requirements for preparation of data delineating proposed deviations to existing DPD.

16.2 APPLICABLE DOCUMENTS: None

16.3 CONTENTS: The data shall include, as a minimum, the following:

A. To, from, and date information.
B. Deviation Request Number.
C. Contract Number.
D. Contractual Document number against which the deviation is requested.
E. Applicable equipment affected, if required.
F. Effectivity, if required.
G. Supporting Data.
H. Description and justification of change - in such detail to allow comprehensive evaluation.
I. Remarks - as necessary.

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DATA REQUIREMENT (DR)
Continuation Sheet

Data Procurement Document 1. Number	Issue

2. Title:	3. Operator:	4. DR Number Page Date Rev.
Request, Data Deviation	DA00	1-DM03 2 of 2

DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Standard DRD Title:	12. Standard DRD Number Rev. Page Date
Request, Data Deviation	

16. Preparation Information:

16.4 FORMAT: The format of the data deviation request shall be as specified in Paragraph 2.4 of the Statement of General Requirements.

16.5 MAINTENANCE: N/A

16.6 EXCEPTIONS/ADDITIONS TO THIS STANDARD DRD: None

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DATA REQUIREMENT (DR)

Data Procurement Document
1. Number Issue

2. Title:	3. Operator:	4. DR Number Page Date Rev.
Index, Records Master List/Files	LA00	1-DM04 1 of 2

SUBMITTAL REQUIREMENTS

5. Type:	6. Frequency of Submission:
1	AN
7. Distribution: 1 (LA00)	
	8. Initial Submission:
9. As of Date: End of the Calendar Year	120 days following start of the contract

10. Remarks:

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:	12. Standard DRD Number Rev. Page Date
Index, Records Master List/Files	1-DM04 1 of 2

13. Use:	14. Interrelationship:	15. Reference:
To identify NASA records and establish a files system, administer, maintain, disposition, and control Records generated in the performance of the contract.	1-DM01	Annex 1.4

16. Preparation Information:

16.1 SCOPE: This Data Requirement Description provides the requirement for the establishment of a files system and the development of a records master list/files index from each division and staff office, including Multimedia Services and shall include the Agency File Scheme (AFS) number, descriptions of NASA records maintained, the records disposition and authority per NPG 1441.1.

16.2 APPLICABLE DOCUMENTS: NASA Records Management, NPD 1440.6; NASA Records Retention (NRRS), NPG 1441.1; NARA General Records Schedules (GRS); 36 CFR, Chapter XII, Subchapter B, Records Management; System Level Procedure (SLP) 16; Annex 1.4, Documentation and Records Management.

16.3 CONTENTS: This index shall provide the identity of all NASA records being generated in the performance of the contract and shall include the Agency File Scheme (AFS) number, the descriptions of NASA records maintained, the records disposition and authority per NPG 1441.1.

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DATA REQUIREMENT (DR)
Continuation Sheet

Data Procurement Document	
1. Number	Issue

2. Title:	3. Operator:	4. DR Number Page Date Rev.
Index, Records Master List/Files	LA00	1-DM04 2of 2

DATA REQUIREMENT DESCRIPTION – CONTINUATION

11. Standard DRD Title:	12. Standard DRD Number Rev. Page Date
Index, Records Master List/Files	1-DM04 2 of 2

16. Preparation Information:

16.4 FORMAT: The records master list/plans, index shall be submitted in accordance with format in Appendix B of System Level Procedure (SLP.16)

16.5 MAINTENANCE: The Index shall be updated annually and submitted for review/approval.

16.6 EXCEPTIONS/ADDITIONS TO THIS STANDARD DRD: None.

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DATA REQUIREMENT (DR)

Data Procurement Document
1. Number Issue

2. Title:	3. Operator:	4. DR Number Page Date Rev.
Report, Monthly Activity	RA00	1-GA01 1 of 1

SUBMITTAL REQUIREMENTS

5. Type:	6. Frequency of Submission:
3	MO
7. Distribution: 3 copies	
	8. Initial Submission:
9. As of Date:	30 days after start of operational performance

10. Remarks:
Report to be submitted within 10 days following reporting period.
One (1) copy each to be submitted to QA00, RA00, DA00 (Contracting Officer); VA00, and EA00.

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:	12. Standard DRD Number Rev. Page Date
Report, Monthly Activity	RA01 1 of 1

13. Use:	14. Interrelationship:	15. Reference:
To provide NASA with visibility of contract performance and accomplishments compared with planned activities.	All Annexes	Annex 1.4.2.4

16. Preparation Information:

16.1 SCOPE: This Data Requirement (DR) establishes the requirement for the preparation and submittal of a monthly activity report.

16.2 APPLICABLE DOCUMENTS: None

16.3 CONTENTS: Activity reporting shall address major accomplishments, events of special significance, difficulties, and progress toward meeting contract requirements. Reports shall be in narrative form, brief, and informal in content. Monthly reports shall include an indication of any current problem which may impede performance and proposed corrective action.

16.4 FORMAT: 8 1/2" x 11" bond paper.

16.5 MAINTENANCE: N/A

16.6 EXCEPTIONS/ADDITIONS TO THIS STANDARD DRD: None.

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DATA REQUIREMENT (DR)

Data Procurement Document 1. Number	Issue

2. Title:	3. Operator:	4. DR Number Page Date Rev.
Customer Guide to Facility Operating Services (FOS)	DA00	1-GA02 1 of 1

SUBMITTAL REQUIREMENTS

5. Type:	6. Frequency of Submission:
3	AN
7. Distribution: See Distribution List	
	8. Initial Submission:
9. As of Date:	60 days after contract award

10. Remarks:
Annual updates due September 15th

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:	12. Standard DRD Number Rev. Page Date
Customer Guide to Facility Operating Services (FOS)	

13. Use:	14. Interrelationship:	15. Reference:
To describe the capabilities and services of the FOS for users who may require facility operating services and to stimulate tenant involvement as paying customers of facility operating services at SSC.	Schedule Article H-26	Annex 1.2.2

16. Preparation Information:

The information may be documented on any media that may be widely disseminated and is readily obtainable by current and potential users (e.g., hardcopy, Internet, viewgraphs, etc.). The document shall identify:

1. The steps required by the user to obtain support
2. The full range of capabilities offered by the Contractor, to include:
- descriptions of services
- system descriptions
- locations
- operating characteristics
- illustrations
- inventories
- operator certifications/requirements
3. Pricing Guide (loaded costs for each type service)
4. Method by which customer feedback is collected and assessed

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DATA REQUIREMENT (DR)

Data Procurement Document
1. Number Issue

2. Title:	3. Operator:	4. DR Number Page Date Rev.
Plan, Emergency Preparedness	RA00	1-GA03 1 of 1

SUBMITTAL REQUIREMENTS

5. Type:

6. Frequency of Submission:
Annual
SA updates of key contact list

7. Distribution:
Each Agency/ Organization

8. Initial Submission:
Within 30 days after start of contract.

9. As of Date:

10. Remarks:
Provide one copy to each agency/organization at SSC. Submit Emergency Plan to RA20, Institutional Services, for review and approval. One copy and updates to Contracting Officer (Code: DA00)

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:	12. Standard DRD Number Rev. Page Date
Plan, Emergency Preparedeness	

13. Use:	14. Interrelationship:	15. Reference:
To provide information for use during emergencies, including plans of action to be taken to protect life and property and facility recovery after emergencies.	Annex 1.1.11 & 5.4.5.2	SPG 1040.1D and current revisions

16. Preparation Information:

16.1 SCOPE: This Data Requirement establishes the requirement for the preparation of a plan for the reasonable protection of SSC personnel and facilities, including services, utilities, and personal property that may be damaged during an emergency arising from Natural or unnatural causes.

16.2 APPLICABLE DOCUMENTS: SPG 1040.1D and current revisions.

16.3 CONTENTS: The plan shall contain actions to be taken during all emergencies identified in SPG 1040.1D, including Community Disaster/Recovery Plan, Power Failure Plan, Flood Plan, Spill Plan, Employee Strike Plan, Freeze Plan, Threat of Potable Water Contamination Plan, and related emergencies. Include levels of disaster, evacuation routes, list emergency equipment/supplies, update key contact list every 6 months, identify local medical facilities, radio and TV outlets, and other local and satae key contacts. Provide training, orientation, and exercises of the plans on an annual basis to maintain proficiency.

16.4 FORMAT: The plan shall be in book form, with easy inserts for updates, on 8.5" x 11"

16.5 MAINTENANCE: See block 10, 15, 16.3

16.6 EXCEPTIONS: None

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John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document
1. Number Issue

2. Title:	3. Operator:	4. DR Number Page Date Rev.
Report, Equal Employment Opportunity	AA00	1-MA01 1 of 1

SUBMITTAL REQUIREMENTS

5. Type:
3

6. Frequency of Submission:
QU, Reports shall be provided not later than the 7th of each month following the end of a calendar quarter.

7. Distribution:
2 Copies

8. Initial Submission:
90 days after contract start.

9. As of Date:

10. Remarks:
Original to NASA/SSC/EEO Officer with one (1) copy to Contracting Officer (DA00)

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:	12. Standard DRD Number Rev. Page Date
Report, Equal Employment Opportunity	MA05

13. Use:	14. Interrelationship:	15. Reference:
This document will be used by the Government to assess the Contractor's equal employment and affirmative action management of Contract effort.	All Annexes	FAR 22.802; FAR Clause 52.222-26 Annex 1.4.2.4

16. Preparation Information:

16.1 SCOPE: This Data Requirement Description(DRD) establishes the requirement for the preparation and submittal of a quarterly EEO reports.

16.2 APPLICABLE DOCUMENTS: SSC Form 697, Quarterly Equal Opportunity Statistical Report and SSC Form 697A, Quarterly Equal Opportunity Counseling Report.

16.3 CONTENTS: Format and content of report specified in applicable documents.

16.4 FORMAT: Utilize SSC Forms for quarterly reporting (Note: Contractor may reproduce forms). Also, provide a Quarterly Narrative Report for Equal Opportunity Activities with the following contents.

A. Training and Career Development
B. Awards and Recognition Activities
C. Community Activities
D. Recruiting Activities
E. Special Events
F. Other

16.5 MAINTENANCE: None

16.6 EXCEPTIONS/ADDITIONS TO THIS STANDARD DRD: None

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DATA REQUIREMENT (DR)

Data Procurement Document
1. Number Issue

2. Title:	3. Operator:	4. DR Number Page Date Rev.
List, Owners, Officers, Directors and Executive Personnel	RA20	1-MA02 1 of 2

SUBMITTAL REQUIREMENTS

5. Type:	6. Frequency of Submission:
3	AR
7. Distribution: Original and 2 Copies	8. Initial Submission: N/A
9. As of Date: N/A	

10. Remarks:

Original to be mailed directly to cognizant Defense Investigative Services office with copy to RA20, Security Officer and DA00, Contracting Officer.

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:	12. Standard DRD Number Rev. Page Date
List, Owners, Officers, Directors and Executive Personnel	MA02 1 of 2

13. Use:	14. Interrelationship:	15. Reference:
To provide the Defense Investigative Services cognizant security officer with current listing of owners, officers, directors and executive personnel in accordance with the Industrial Security Manual DOD 5220.22-M	All Annexes	DSA Form 406 Industrial Security DOD 5220.22-M Annex 1.4.2.4

16. Preparation Information:

16.1 SCOPE: This Data Requirement establishes the requirement for the submittal of a list of owners, officers, directors, and executive personnel in accordance with DOD ISM 5220.22-M.

16.2 APPLICABLE DOCUMENTS: DSA Form 406
Industrial Security Manual DOD 5220.22-M.

16.3 CONTENTS: A list will be submitted when there is any change in officers, directors, partners, regents, trustees, or executive personnel, including as appropriate, the names of the individuals they are replacing. In addition,, a statement shall be made indicating: (i) whether the new officers, directors, partners, regents, trustees, or executive personnel are cleared, and, if so, to what level, when, their date and place of birth, and their citizenship; (ii) whether they have been excluded from access in accordance with the provisions of paragraph paragraph 22e; or (iii) whether they have been temporarily excluded from access pending the granting of their personnel clearance.

16.4 FORMAT: DSA Form 406 will be used.

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DATA REQUIREMENT (DR)
Continuation Sheet

Data Procurement Document	
1. Number	Issue

2. Title:	3. Operator:	4. DR Number Page Date Rev.
List, Owners, Officers, Directors and Executive Personnel	RA20	1-MA02 2 of 2

DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Standard DRD Title:	12. Standard DRD Number Rev. Page Date
List, Owners, Officers, Directors and Executive Personnel	1-MA02 2 of 2

16. Preparation Information:

16.5 MAINTENANCE: List will be updated whenever there is a change as defined in paragraph 16.3.

16.6 EXCEPTIONS/ADDITIONS TO THIS STANDARD DRD: None

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DATA REQUIREMENT (DR)

Data Procurement Document
1. Number Issue

2. Title:	3. Operator:	4. DR Number Page Date Rev.
Plan, Conflict of Interest Avoidance	DA00	1-MA03 1 of 2

SUBMITTAL REQUIREMENTS

5. Type:	6. Frequency of Submission:
2	OT
7. Distribution: REPRO 5	8. Initial Submission:
9. As of Date:	10 days after contract start

10. Remarks:

Original and 4 copies to DA00 (Contracting Officer); one copy to CA00 (Chief Counsel).

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:	12. Standard DRD Number Rev. Page Date
Plan, Conflict of Interest Avoidance Plan	1-MA03 1 of 1

13. Use:	14. Interrelationship:	15. Reference:
To anticipate all potential organizational conflicts of interest	Schedule Article H-7, Limitation of Future Contracting (NFS 1852.209-71)	Annex 1.4.2.4

16. Preparation Information:

16.1 SCOPE: This Data Requirement (DR) establishes the requirement for the preparation of a Conflict of Interest Avoidance Plan that identifies any potential conflicts, including conflicts with competing organizations, particularly with regard to conflicts arising out of support to the testing of propulsion hardware and technology, or technology transfer activities

16.2 APPLICABLE DOCUMENTS: N/A

16.3 CONTENTS: The plan should take into account past, present, and future contracts that would cause the offeror to have a conflict of interest in carrying out the terms of this contract. Specifically, the plan shall include:

- The types of conflicts that might occur if the offeror if awarded this contract, including the contract numbers and names of Contracting Officers for any contracts that would be included as part of the plan.
- A description of how potential conflicts would be identified, reported and avoided or mitigated.
- The manner in which the Contractor would protect against the unauthorized use or disclosure of proprietary or other restricted data of other companies received in connection with work under this contract.

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2. Title:	3. Operator:	4. DR Number Page Date Rev.
Plan, Conflict of Interest Avoidance	DA00	1-MA03 2 of 2

DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Standard DRD Title:	12. Standard DRD Number Rev. Page Date
Plan, Conflict of Interest Avoidance	

16. Preparation Information:

16.4 FORMAT: The plan shall be on 8 ½ x 11 inch bond paper with paper cover.

16.5 MAINTENANCE: None

16.6 EXCEPTIONS/ADDITIONS TO THIS STANDARD DRD: None

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DATA REQUIREMENT (DR)

Data Procurement Document
1. Number Issue

2. Title:	3. Operator:	4. DR Number Page Date Rev.
Functional Metrics	DA00	1-MA07 1 of 2

SUBMITTAL REQUIREMENTS

5. Type:

6. Frequency of Submission:
MO
The Contractor shall continuously maintain electronic on-line access to the most recent data required in this data requirement. The access shall be formally reported by the 10th of each month.

7. Distribution:
2 Hard Copies
1 Electronic Copy

8. Initial Submission:
90 days after contract award

9. As of Date:

10. Remarks:
Submit 2 hard copies and 1 electronic copy to CO/COTR

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:	12. Standard DRD Number Rev. Page Date
Functional Metrics	1-MA07

13. Use:	14. Interrelationship:	15. Reference:
To establish PWS functional performance metrics and document trends. Assures compliance with contract requirements and provides the Government with access to Contractor generated metrics for performance requirements against Performance Requirement Summary Summary (PRS).	All Annexes	All Annexes Schedule Article H-27 Annex 1.6

16. Preparation Information:

16.1 SCOPE: The Contractor shall plan, implement, accomplish, and submit one consolidated metrics data base to cover all work requirements in Section C of the contract, as further specified in Attachment J-1, PWS (Annexes); metric requirements in Data Requirements; and correlate these metrics to the Government's PRS. The Contractor may propose and include metrics that are deemed by the Government and Contractor to be meaningful in measuring performance. The Contractor is encouraged to be innovative in implementing and submitting an efficient and effective funcitonal metrics reporting system.

16.2 APPLICABLE DOCUMENTS: All Annexes (Attachment J-1) and associated PRS.

16.3 CONTENTS: The attached metrics are required in addition to the metrics covering all work requirements in Section C of the contract, as further specified in Attachment J-1, PWS (Annexes) and any other metrics on-line electronic data, reports, and submittals that are specifically required in the various annexes. The metrics for work performed in all Annexes shall be reported to the 2nd indenture level:

16. Preparation Information:

16.3 CONTENTS (Continued):

The Contractor shall maintain and provide Government electronic on-line access to the back-up detail data that supports all data requirements and the levels specified above. The available back-up detail data that includes, but is not limited to, sub-line items within each Annex, customer equipment identification, etc., will be available to the Government and will permit analysis and trending to various focused levels and details. The intent is that other on-line data be accessible that readily supports all data submitted with this data requirement and that the Government will have full and unlimited access to that data.

16.4 FORMAT: The Contractor and the CO/COTR shall jointly agree on the format of data and reporting. Changes in format and content shall be expected from time to time to improve use, application and meaningfulness of metrics. Electronic format to be on Microsoft Windows based software. Data elements are to be reported and maintained in Microsoft Excel.

Data Requirement 1-MA07

Annex 1 – (Administrative Services)

1.2 Work Control

	Current Month	Contract Year-to-Date
Number of New SWR's Received		
Number of Amendments to SWRs		
Number of Closed SWRs		
Total SWRs		

	Current Month	Contract Year-to-Date
$ Estimates for New SWRs		
$ Estimates for SWR Amendments		
Total SWR $ Estimates		

	Current Month	Contract Year-to-Date
SWRs Completed Within Original $ Estimates		
SWRs Not Completed Within Original $ Estimates		

	Current Month	Contract Year-to-Date
SWRs Completed Within Estimated Schedule		
SWRs Not Completed Within Estimated Schedule		

1.3 Documentation and Records Management

	Current Month	Contract Year-to-Date
Number Data Requirements Submitted on Time		
Number Data Requirements Not Submitted on Time		
Total Data Requirements Submitted		

Annex 3 (Engineering Services)

Design – submit a and b every 6 months; c quarterly.

a. Actual number of designs by construction categories.
b. Average design turnaround schedules by construction categories
c. Project Management Plan (PMP) revisions (provide in a 2x3 table)
    1. Number of PMP revisions caused by:
        a. Schedule change

b. Construction cost change

1. Reason for the PMP revision
   a. Customer scope or schedule changes
   b. Government PE scope of schedule change
   c. FOS scope or schedule change

As-Building – submit quarterly.

a. Actual number of work requests and projects updated per year
b. Actual number of drawings as-built by drawing categories
c. Average as-building turnaround schedules by construction categories
d. Number of remaining backlogged redline drawings
e. Number of master facility drawings in CAD (vector format, Raster format) and in hardcopy

9.7.12 Installation Accountable Government Property (IAGP)

IAGP Attachment J-10 List 2 (Class Exceptions)

1. Monthly maintenance cost data on all IAGP as follows:

	ECN	Labor	Materials	Total
Maintenance cost:	_____	_____	_____	_____

2. Monthly repair cost data on all IAGP as follow:

	ECN	Labor	Materials	Total
Repair cost:	_____	_____	_____	_____

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DATA REQUIREMENT (DR)

Data Procurement Document
1. Number Issue

2. Title:	3. Operator:	4. DR Number Page Date Rev.
Reports, Contractor Financial Management	EA00	1-MF01 1 of 2

SUBMITTAL REQUIREMENTS

5. Type:	6. Frequency of Submission:
3	*MO-Monthly **QU-Quarterly
7. Distribution:	
Original and 5 Copies	
	8. Initial Submission:
9. As of Date:	Per Block 10 after start of contract
Last Friday of SSC Accounting Month	

10. Remarks:

*533M Due on the third Monday following the close of each fiscal month.
**533Q Due on the 15th operating day of the month preceding the quarter being projected.
Original – EA00, 1 Copy EA10, 1 Copy EA20, 1 Copy each C.O., COTR, DCMC (ACO); and also provide an electronic data file to EA10.

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:	12. Standard DRD Number Rev. Page Date
Report, Contractor Financial Management	

13. Use:	14. Interrelationship:	15. Reference:
To assure that dollar and labor resources are reported at sufficient detail to allow realistic evaluation of contractor resource utilization performance.	NASA Forms 533M, 533Q, NPG 9501.2, NFS 1852.242-73	Annex 1.3.7.1

16. Preparation Information:

16.1 SCOPE: This Data Requirement Description (DRD) establishes the requirements for the preparation of a report covering accumulated and forecasted dollar expenditures required to perform the Contractual effort. It will be prepared against elements of cost data for each Annex and summarized for a contract total. A separate 533 report is required for the Contract Year and "Since Inception" from the initiation of the basic contract.

16.2 APPLICABLE DOCUMENTS: NASA Forms 533M, 533Q, and NPG 9501.2

16.3 CONTENTS: This report shall be prepared in accordance with the NFS 1852.242-73, "NASA Financial Management Reporting."

16.4 FORMAT: See Attached Format (or as required by IFMP file format)

16.5 MAINTENANCE: N/A

16.6 EXCEPTIONS/ADDITIONS TO THIS STANDARD DRD: None

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DATA REQUIREMENT (DR)
Continuation Sheet

Data Procurement Document
1. Number Issue

2. Title:	3. Operator:	4. DR Number Page Date Rev.
Reports, Contractor Financial Management	EA00	1-MF01 2 of 2

DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Standard DRD Title:	12. Standard DRD Number Rev. Page Date
Reports, Contractor Financial Management	

16. Preparation Information:

16.4 FORMAT:
Hours:
Prime ST
Prime OT
Subcontractor ST
Subcontractor OT

Full Time Equivalents:
Prime ST
Prime OT
Subcontractor ST
Subcontractor OT

Labor Dollars:
Straight Time
Overtime
Overtime Premiums
Total Labor

Pay Related Costs
Subcontractor Costs
Construction
Material

ODC:
Travel
Training
Relocation
Recruiting
Services/Leases
Total ODC

GSA Transportation
G & A
Total Cost
Reimbursements

Provisional Fee
Additional Potential Fee
Fee Earned

Open Commitment Carryover (Outstanding Job Orders)
Total Cost & Fee

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John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document
1. Number Issue

2. Title:	3. Operator:	4. DR Number Page Date Rev.
Report, Work Order Status Report		1-MF02 1 of 1

SUBMITTAL REQUIREMENTS

5. Type:	6. Frequency of Submission:
	Monthly
7. Distribution: Original and 2 copies	
	8. Initial Submission: After start of contract
9. As of Date: COB 3rd Monday After each Fiscal month	

10. Remarks:
Original to EA00
1 copy to COTR
1 copy SWR Initiator

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:	12. Standard DRD Number Rev. Page Date
Report, Work Order Status Report	

13. Use:	14. Interrelationship:	15. Reference:
To monitor monthly status of work orders from 85% to completion.	Annex 1.3.7.5	

16. Preparation Information:

16.1 SCOPE: This Data Requirement (DR) establishes the requirement for preparation of a monthly report identifying all open work orders which are 85% complete through completion.

16.2 CONTENTS: Data elements work order number, work order estimate, costs incurred, and percentage of completion.

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DATA REQUIREMENT (DR)

Data Procurement Document
1. Number Issue

2. Title:	3. Operator:	4. DR Number Page Date Rev.
Report, Detail Monthly Cost Data	EA22	1-MF03 1 of 1

SUBMITTAL REQUIREMENTS

5. Type:
3

6. Frequency of Submission:
Mo-Monthly

7. Distribution:
1 data (flat) file

8. Initial Submission:
N/A

9. As of Date:
COB Tuesday following the close of SSC fiscal month

10. Remarks:

Cost data is due to Computer Operations support contractor for download into the MASS Release 1 and Mass Release 2 NLT the Tuesday following the end of NASA's Fiscal Month end. The flat file layout is attached as an Annex to this DR.

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:	12. Standard DRD Number Rev. Page Date
Data File, Contractor Cost	

13. Use:	14. Interrelationship:	15. Reference:
For the monthly inclusion of cost data into the NASA accounting systems (MASS Release 1 and MASS Release 2 and later for IFMP)	Annex 1.3.3	Annex 1.3.7.3

16. Preparation Information:

16.1 SCOPE: This Data Requirement (DR) establishes the requirement and related criteria for providing the monthly cost data in a flat file format in the format as delineated in the attached Annex. The contractor will provide the data to the Computer Operations support contractor for download into the NASA accounting system(s) NLT the Tuesday following the fiscal month end.

16.2 CONTENTS AND FORMAT: The data file shall be provided in the format as delineated in the attached Annex to this DR.

FLAT FILE LAYOUT		
FIELD	LENGTH	TYPE
'Element of Cost	2	Alpha
Function Code	6	Alpha
Work Request No.	10	Alpha
Contributing Unit	4	Alpha
Current Week Amount	*11	Alpha
Current Week Hours	*11	Alpha
Filler	88	Alpha

The file needs to be a Text File.
*Right justified with floating leading negative, implied decimal.
(e.g. - $125.59 would be sent as '-12559' [11 chars]) same applies for hours

HEADER RECORD LAYOUT		
Current Month	2	Numeric
Current Day	2	Numeric
Current Year	2	Numeric
Contract Number	11	Alpha
Filler	115	Alpha

Examples:

Element of Cost - indicates type of work performed (e.g. 100103)

10 - Labor
20 - S/C Labor
40 - Materials
50 - O:D.C.

Function Code - indicates type of work performed (e.g. 100103)

Work Request No. - WBS (TWR, FSR, SWR, etc.) used to request work from contractor

Contributing Unit - OBS (contributing contractor units) (e.g. 4752)

National Aeronautics and Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document
1. Number Issue

2. Title:	3. Operator:	4. DR Number Page Date Rev.
Report, Contract Monthly Operating Status	EA10	1-MF04 1 of 1

SUBMITTAL REQUIREMENTS

5. Type:
3

6. Frequency of Submission:
MO

7. Distribution:
1 Copy
1 Data File

8. Initial Submission:
N/A

9. As of Date:
COB/3rd Monday after close of SSC fiscal month

10. Remarks:
Report is due by noon on the second Friday following the close of the Stennis Space Center fiscal month.

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:	12. Standard DRD Number Rev. Page Date
Report, Occupational Monthly Operating Status	

13. Use:	14. Interrelationship:	15. Reference:
For the monthly detailed review of operations cost against the established FY Operating Budget Line Items	Annex 1.3.7.2	Annex 1.3.7.2

16. Preparation Information:

16.1 SCOPE: This Data Requirement (DR) establishes the requirement of the preparation of a summary report against the established FY Operating Budget (costs and manpower) with narrative explanations for monthly and cumulative variances against each line item. The data will be provided to NASA SSC Office of the Chief Financial Officer data file utilizing the NIPS (NASA Interactive Planning System) or IFMP replacement which resides on the Stennis Space Center administrative computer.

16.2 CONTENTS AND FORMAT: The report shall provide detail cost and manpower expenditured, accumulated and forecasted, for the performance of the approved Fiscal Year Budget.

16.3 MAINTENANCE: None

16.4 EXCEPTIONS/ADDITIONS TO THIS STANDARD DRD: None

National Aeronautics and Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document
1. Number Issue

2. Title:	3. Operator:	4. DR Number Page Date Rev.
Report, Occupancy		1-MF05 1 of 1

SUBMITTAL REQUIREMENTS

5. Type:	6. Frequency of Submission:
	Annually
7. Distribution: 2 Copies	
	8. Initial Submission: After start of contract
9. As of Date: November 15	

10. Remarks:

Sample format is attached.

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:	12. Standard DRD Number Rev. Page Date
Report, Occupancy	

13. Use:	14. Interrelationship:	15. Reference:
To facilitate the development of the annual occupancy rate.	Annex 1.3.7.4	Annex 1.3.7.4

16. Preparation Information:

16.1 SCOPE: This Data Requirement (DR) establishes the requirement for preparation of an annual report identifying all costs incurred by the contractor on NASA work orders.

16.2 CONTENTS: Data elements include:
All costs incurred in fiscal year by budget line item and workorder
Cost breakdown by Labor, Material, ODC, Total
Subtotal by benefitor within budget line item
Subtotal by budget line item
Grand total
Summary – Total cost to each BLI with Grand Total

Occupant Report

Budget Line Item Number	Budget Line Item Name	Stennis Work Request Number	Tot Hrs	Labor	Material	ODC	Sub-Cont	Total

National Aeronautics and Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document
1. Number Issue

2. Title:	3. Operator:	4. DR Number Page Date Rev.
Report, Subcontractor Litigation	DA00	1-PC01 1 of 1

SUBMITTAL REQUIREMENTS

5. Type:	6. Frequency of Submission:
3	AR
7. Distribution: Original and 1 Copy	
	8. Initial Submission:
9. As of Date: *	N/A

10. Remarks:

*Report to be made within 15 days after filing of action or suit. Submit original to Chief Counsel (CA00) and 1 copy to Contracting Office (DA00).

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:	12. Standard DRD Number Rev. Page Date
Report, Subcontractor Litigation	

13. Use:	14. Interrelationship:	15. Reference:
To promptly advise the Chief Counsel and Contracting Officer of any actual or possible litigation between contractor and subcontractor.	Annex 1.4.2.4	

16. Preparation Information:

16.1 SCOPE: This Data Requirement Description (DRD) establishes the requirement for the preparation of a report covering any action or suit filed, and prompt notice of any claim made against the Contractor by any subcontractor or vendor which, in the opinion of the Contractor, may result in litigation, related in any way to this contract.

16.2 APPLICABLE DOCUMENTS: None.

16.3 CONTENTS: Same as Paragraph 16.1 "Scope."

16.4 FORMAT: Letter form.

16.5 MAINTENANE: N/A.

16.6 EXCEPTIONS/ADDITIONS TO THIS STANDARD: None