

**PART III -
LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS**

SECTION J

LIST OF ATTACHMENTS

J.1 PUBLICATIONS REFERENCED

NASA Online Library. <http://www.ssc.nasa.gov/itsclibrary>

Offeror will need to register for access to this site.

J.2 LIST OF ATTACHMENTS

1. Acronym List
2. DD Form 254
3. NASA Data Requirements List (DRL)
4. Installation Accountable Government Property
5. Incentive Fee Plan
6. SSC Form 746 - Performance Evaluation Worksheet
7. Department of Labor Wage Determination
8. Statement of Equivalent Rates for Federal Hires

(END OF CLAUSE)

(END OF SECTION)

ATTACHMENT J-1
ACRONYMNS AND DEFINITIONS

ACRONYMNS

CAR – Corrective Action Request

CIF – Cost Incentive Fee

CIFP – Cost Incentive Fee Pool

CIP – Critical Infrastructure Protection

CO – Contracting Officer

CDW – Cost Data Warehouse

COTR – Contracting Officer Technical Representative

CMM – Capability Maturity Model

CPIF – Cost Plus Incentive Fee

DCAA - Defense Contract Audit Agency

DCMA – Defense Contract Management Agency

DODISS – DOD Index of Specifications and Standards

DOT – Department of Transportation

DR – Data Requirement

EAP – Emergency Awareness Program

EDS – Energy-Dispersive Spectrometry

EMS – Environmental Management System

EPP – Emergency Preparedness Program

FAS – Funds Availability System

FOS – Facility Operations Services

FSS – Federal Supply Service

GSA – General Services Administration

IAM – Integrated Asset Management

IFM – Integrated Financial Management

INRMP – Integrated National Resource Management Plan

IRIS – Incident Reporting Information System

LDE – Lifting Device and Equipment

LSC – Laboratory Services Contract

MAP – Measurement Assurance Program

MCWG – Metrology Calibration Working Group

MEI – Mission Essential Infrastructure

NIST – National Institute of Standards and Technology

NPDES – National Pollutant Discharge Elimination System

NPR – NASA Procedural Requirements

NRP – National Research Protection

OAC – Other Accumulated Cost

ODC – Other Direct Cost

OSHA – Occupational Safety and Health Administration

PIF – Performance Incentive Fee

PIFP – Performance Incentive Fee Pool

POP – Program Operating Plan

PRS – Performance Requirement Summary

QAE – Quality Assurance Evaluator

QMS – Quality Management System

RCM – Reliability Centered Maintenance

S&MA – Safety and Mission Assurance

SCWI – Stennis Common Work Instruction

SLA – Service Level Agreements

SOMRD – Stennis Operations and Maintenance Responsibility Database

SOP – Standard Operating Procedure

SPD – Stennis Policy Directive

SPG – Stennis Procedures and Guidelines

SRS – Stennis Request System

SWR – Stennis Work Request

WDS – Wavelength-Dispersive Spectrometry

WI – Work Instruction

DEFINITIONS

Demand Work – Any work that falls outside of the SSC base facility environmental work.

Mishap – Any unplanned occurrence, event, or anomaly that meets one of the criteria in the following Class/Type “A” or “B” definitions. Injury to a member of the public while on NASA/SSC facilities is also defined as a NASA mishap.

- Class/Type “A” Mishap: A mishap causing death and/or damage to equipment or property equal to or greater than \$1,000,000.00. Mishaps resulting in damage to aircraft or space hardware, i.e. flight and ground support hardware, meeting this criteria are included. Mishaps of Type A also includes a test failure if the damage was unexpected and unanticipated, or if the damage is likely to have a significant program impact or visibility.

- **Class/Type "B" Mishap:** A mishap resulting in permanent disability to one or more persons, hospitalization (for other than observation) of three or more persons, and/or damage to equipment or property equal to or greater than \$250,000.00 but less than \$1,000,000.00. Mishaps resulting in damage to aircraft or space hardware that meet these criteria are included, as are test facilities where the damage was unexpected or unanticipated.

Quality Assurance Evaluator – NASA representatives who perform surveillance of contractor activities and evaluates the contractor's performance.

**DEPARTMENT OF DEFENSE
CONTRACT SECURITY CLASSIFICATION
SPECIFICATION**

(The requirements of the DoD Industrial Security Manual apply to all security aspects of this effort.)

1. CONTROL AND SAFEGUARDING

a. FACILITY CLEARANCE REQUIRED

Secret

b. LEVEL OF SAFEGUARDING REQUIRED

Secret

2. THIS SPECIFICATION IS FOR: (X and complete as applicable)

<input type="checkbox"/>	a. PRIME CONTRACT NUMBER	
<input type="checkbox"/>	b. SUBCONTRACT NUMBER	
<input checked="" type="checkbox"/>	c. SOLICITATION OR OTHER NUMBER RFP NNS04ZBA001R	Due Date (YYMMDD) 05/26/2004

3. THIS SPECIFICATION IS: (X and complete as applicable)

<input checked="" type="checkbox"/>	a. ORIGINAL (Complete date in all cases)	Date (YYMMDD) 051404
<input type="checkbox"/>	b. REVISED (Supersedes All previous specs)	Revision No. Date (YYMMDD)
<input type="checkbox"/>	c. FINAL (Complete item 5 in all cases)	Date (YYMMDD)

4. IS THIS A FOLLOW-ON CONTRACT? YES NO. If Yes, complete the following:
Classified material received or generated under _____ (Preceding Contract Number) are transferred to this follow-on contract.

5. IS THIS A FINAL DD FORM 254? YES NO. If Yes, complete the following:
In Response to the contractor's request dated _____, retention of the identified classified material is authorized for the period of _____.

6. CONTRACTOR (Include Commercial and Government Entity (CAGE) Code)

a. NAME, ADDRESS, AND ZIP CODE Applied Geo Technologies, Inc. 390 Industrial Road Choctaw, MS 39350-4259	B. CAGE CODE 3DY06	C. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)
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7. SUBCONTRACTOR

a. NAME, ADDRESS, AND ZIP CODE	B. CAGE CODE	C. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)
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8. ACTUAL PERFORMANCE

a. NAME, ADDRESS, AND ZIP CODE John C. Stennis Space Center Stennis Space Center, MS 39529	B. CAGE CODE 00GK2	C. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code) Defense Security Service P.O. Box 52289 New Orleans, LA 70182-2289
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9. GENERAL IDENTIFICATION OF THE PROCUREMENT

(U) Engineering/Manufacturing/Testing of Remote Sensor Equipment.

10. THIS CONTRACT WILL REQUIRE ACCESS TO:	YES	NO	11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:	YES	NO
a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. RESTRICTED DATA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	b. RECEIVE CLASSIFIED DOCUMENTS ONLY	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	c. RECEIVE AND GENERATE CLASSIFIED MATERIAL	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. FORMERLY RESTRICTED DATA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e. INTELLIGENCE INFORMATION:			e. PERFORM SERVICES ONLY	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(1) Sensitive Compartmented Information (SCI)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(2) Non-SCI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f. SPECIAL ACCESS INFORMATION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	h. REQUIRE A COMSEC ACCOUNT	<input type="checkbox"/>	<input checked="" type="checkbox"/>
g. NATO INFORMATION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	i. HAVE TEMPEST REQUIREMENTS	<input type="checkbox"/>	<input checked="" type="checkbox"/>
h. FOREIGN GOVERNMENT INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS	<input type="checkbox"/>	<input checked="" type="checkbox"/>
i. LIMITED DISSEMINATION INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE	<input type="checkbox"/>	<input checked="" type="checkbox"/>
j. FOR OFFICIAL USE ONLY INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	l. OTHER (Specify)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
k. OTHER (Specify)	<input type="checkbox"/>	<input checked="" type="checkbox"/>			

See Special Access Continuation Sheet

12. PUBLIC RELEASE. Any information (classified or unclassified) pertaining to this contract shall not be released for public dissemination except as provided by the Industrial Security Manual or unless it has been approved for public release by appropriate U.S. Government authority. Proposed public releases shall be submitted for approval prior to release

Direct Through (Specify): NASA, Stennis Space Center, MS 39529-6000, Attn: IA10/Linda Theobald, Public Affairs Officer

to the Office of Public Affairs, National Aeronautics and Space Administration, Washington, DC 20546, for review.
 * In the case of non-DoD User Agencies, requests for disclosure shall be submitted to that agency.

13. Security Guidance. The security classification guidance needed for this classified effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes: to challenge the guidance or the classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation of this guidance to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. (Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any documents/guides/extracts referenced herein. Add additional pages as needed to provide complete guidance.)

- a. Issuance of this document will serve as written notice of the letting of a Classified Service Contract. The highest level of classification for the contract is SECRET.
- b. Contract performance is restricted primarily to the John C. Stennis Space Center. Support may be required from the parent office.
- c. Personnel security clearances required or requested for work assignments on this contract will be limited strictly to those required to perform the assigned function. The Contractor will be guided by Chapter 2 of the National Industrial Security Program Operating Manual (NISPOM), and confer with the responsible official prior to assigning employees in-house.
- d. Personnel assigned to work in-house must comply with all pertinent DoD, U.S. Navy, NASA, and SSC Security Regulations.
- e. Security specification for each task will be detailed in the Stennis Work Request (SWR) issued for that task.
- f. This document shall be reviewed NLT one year from date of issuance (May 14, 2005).

14. ADDITIONAL SECURITY REQUIREMENTS. Requirements identify the pertinent contracted clauses in the contract document itself, or provide an appropriate statement which identifies the additional requirements. Provide a copy of the requirements to the cognizant security office. Use Item 13 if additional space is needed.)

<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
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15. INSPECTIONS. Elements of this contract are outside the inspection responsibility of the cognizant security office. (If Yes, explain and identify specific areas or elements carved out and the activity responsible for inspections. Use item 13 if additional space is needed.)

<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
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16. CERTIFICATION AND SIGNATURE. Security requirements stated herein are complete and adequate for safeguarding the classified information to be released or generated under this classified effort. All questions shall be referred to the official named below.

a. TYPED NAME OF CERTIFYING OFFICIAL

Cynthia W. Aubin

b. TITLE

NASA Physical Security Officer

c. TELEPHONE (Include Area Code)

(228) 688-3529

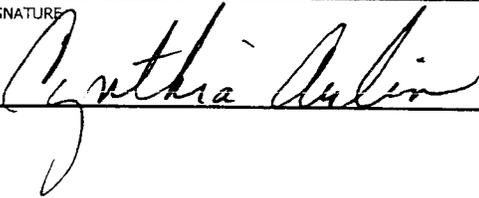
d. ADDRESS (Include Zip Code)

John C. Stennis Space Center
 Stennis Space Center. MS 39529-6000

17. REQUIRED DISTRIBUTION

- a. CONTRACTOR
- b. SUBCONTRACTOR
- c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR
- d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION
- e. ADMINISTRATIVE CONTRACTING OFFICER
- f. OTHERS AS NECESSARY: NASA HQ/Code X

e. SIGNATURE



ATTACHMENT J-3

DATA REQUIREMENT LIST (DRL)

DOCUMENTATION MANAGEMENT (DM)

- DM03 - Plan, Document and Records Management Program
- DM04 - Index, Records Master List/Files

ENVIRONMENTAL (EN)

- ✓EN01 - Report, Drinking Water, Microbiological
- ✓EN02 - Report, Wetlands Mitigation Monitoring
- ✓EN03 - Report, National Pollution Discharge Elimination System (NPDES)
- ✓EN04 - Report, Semi-Annual Groundwater
- ✓EN05 - Report, Laboratory Certification Program
- ✓EN06 - Report, CERCLA Long Term Monitoring

LOGISTICS/SUPPORT (LS)

- LS01 - Procedures, Property Control and Administration

PROGRAM MANAGEMENT (MA)

- MA02 - List, Owners, Officers, Directors & Executives
- MA04 - Plan, Emergency
- MA05 - Report, Equal Employment Opportunity

WORKFORCE AND FINANCIAL (MF)

- MF01 - Report, Contractor Financial Management (Form 533)
- MF02 - Report, Monthly Cost and Workforce Management
- MF03 - Report, Cost and Electronic Labor
- MF04 - Report, Cost of Operations
- MF06 - Report, Cost Exceeding 85% of SWR Estimate

- MF07- Report, Cost Exceeding 100% of SWR Estimate
 - MF09 - Report, Occupancy
 - MF10- Report, Cost Allocation for Supplies, Materials, and Services
 - MF11 - (cost) Report, Cost*
 - MF12 - (cost) Report, 533*
- PROCUREMENT/CONTRACTS (PC)**

- PC01 - Notification, Proposed Subcontract
- PC02 - Report, Subcontractor Litigation
- PC03 - Report, Patent & Copyright, Infringement
- PC04 - Report, Liability to Third Person(s)
- PC05 - Insurance, Certificate/Policy
- PC07 - Notice, Patent Application

PROPULSION TEST (PT)

- PT01 - Plan, 5 Year Equipment
- PT03 - Report, Automated Information Security Incident
- PT07 - Plan, Automated Information Security

RELIABILITY AND QUALITY ASSURANCE (RA)

- RA01 - Plan, *Surveillance Quality Program*
- RA02 - Plan, Personnel ~~Training, Qualification, and~~ Certification
- RA03 - Report, ~~Software~~ Quality Assurance Status

SAFETY (SA)

- SA01 - Plan, Safety and Health
- SA02 - Procedures, Safety
- SA03 - Report, Accident/Incident
- SA04 - Report, Accident Experience

DATA REQUIREMENT

DR Number, Date Revised

DM03

Contract Number & Date

Title

Plan, Documentation & Records
Management Programs

Responsible Office

Information Management
Division

SUBMITTAL REQUIREMENTS

Distribution Instructions

Electronic Distribution in accordance with Contract Article H.5.C:

Approval – Information Management Division, Records Manager

Concur – COTR

Information – BA20

Initial Submittal Date

120 days following start of contract.

As of Milestone

Start of contract or revisions thereof.

Frequency of Submittal

Reviewed Quarterly and necessary revisions submitted for approval. *If no revisions necessary, submit letter in CDS stating completion of quarterly review.

DATA REQUIREMENT DESCRIPTION

Purpose

To define the total program required to establish, administer, maintain, disposition, and control Documentation and Records Management.

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 Video Services, with descriptions of NASA records maintained, the records retention authority and disposition.

References

DM04, NASA Records Management, NPD 1440.6, NASA Records Retention Schedules (NRRS), NPG 1441.1; NAR General Records Schedules (GRS); 36 CFR, Chapter XII, Subchapter B, Records Management; SOW, Documentation and Records Management

Exceptions/Additions to Referenced Requirements

None

Preparation Instructions

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.

The outlined program shall provide the assurances, planning, maintenance, and control of documentation requirements of the contract as specified in this DPD.

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.

The plan shall be submitted on 8 ½ x 11" paper, with appropriate cover as required and electronic word format. The use of charts, graphs, forms, etc., shall be used as necessary to provide definition and clarity of process. The plan shall be reviewed at least quarterly and necessary revisions submitted for approval.

Remarks

None

DATA REQUIREMENT

DR Number, Date Revised

DM04

Contract Number & Date

Title

Index, Records Master List/Files

Responsible Office

Center Operations
Directorate

SUBMITTAL REQUIREMENTS

Distribution Instructions

Electronic Distribution in accordance with Contract Article H.5.C:

Approval –Chief, Information Management Division TO, Office of the Chief
Information Officer
Concur – Records Manager

Initial Submittal Date

120 days following start of contract.

As of Milestone

December 31.

Frequency of Submittal

Annually

DATA REQUIREMENT DESCRIPTION

Purpose

To provide an index of all records generated and maintained under the contract that show disposition and archival requirements in accordance with federal regulations and NASA requirements.

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 Video Services and shall include the Agency File Scheme (AFS) number, descriptions of NASA records maintained, the records disposition and authority per NPG 1441.1.

References

DM03, NASA Records Management, NPD 1440.6, NASA Records Retention Schedules (NRRS), NPG 1441.1; NARA General Records Schedules (GRS); 36 CFR, Chapter XII, Subchapter B, Records Management.

Exceptions/Additions to Referenced Requirements

None

Preparation Instructions

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

The records master list/plan shall be submitted in accordance with format in Appendix B of System Level Procedure (SLP.16) and entered in the SSC Master Records Index (MRI) database.

The Index shall be updated as changes occur and/or reviewed and updated by December 31st each year.

Remarks

None

DATA REQUIREMENT

DR Number, Date Revised

EN01

Contract Number and Date

Title

Report, Drinking Water
Microbiological

Responsible Office

Environmental
Management Office

SUBMITTAL REQUIREMENTS

Distribution Instructions

Approval – Environmental Officer
Information –Assistant, Aerospace Environmental Control Techniques.

Initial Submittal Date

COB/Sept. 22, 2004

As of Milestone

22nd of each month.

Frequency of Submittal

Monthly

DATA REQUIREMENT DESCRIPTION

Purpose

To provide the Government and the Mississippi Department of Health with a summary report of the microbiology data for the SSC drinking water. The Official File Number 8530.16.G

Scope

This Data Requirement (DR) establishes the requirement for the monthly submittal of microbial data for the potable water supply system.

References

Safe Drinking Water Act (SDWA) Title 49 Chapter 17 of Mississippi Safe Drinking Water Law of 1976. Mississippi Health Department Form Number 425.

Exceptions/Additions to Referenced Requirements

Subject to regulatory requirement revisions.

Preparation Instructions

This report summarizes the monthly microbiological analyses for the potable (drinking) water.

Report will be submitted on Mississippi Health Department Form Number 425, original and forwarding cover letter to NASA Environmental Office. Second copy submitted into NASA Contract Deliverable System with cover letter stating delivery of original to NASA Environmental Office.

Data Retained by respondent to be made available to procuring activity upon request. The respondent shall furnish a list to procuring activity upon request.

Remarks

Submission of one (1) original each to Environmental Officer. DRD will not be considered complete without the following: 1) Cover letter ready for signature of NASA Official. 2) SSC Official File Number and copy ready to be filed in SSC Environmental Files.

DATA REQUIREMENT

DR Number, Date Revised

EN02

Contract Number and Date

Title

Reports, Wetland
Mitigation Monitoring

Responsible Office

Environmental
Management Office

SUBMITTAL REQUIREMENTS

Distribution Instructions

Hard Copy Distribution:

Approval – Environmental Officer

Information – Assistant, Aerospace Environmental Control Techniques.

Initial Submittal Date

September 15, 2004.

As of Milestone

As of the end of the month.

Frequency of Submittal

Annually

DATA REQUIREMENT DESCRIPTION

Purpose

To provide the Government a report summary of mitigation monitoring activities for submission to the Corps of Engineers, Official File Numbers are: 8530.17.E.7, 8530.17.G.3, 8530.17.G.5.

Scope

This Data Requirement (DR) establishes the requirement for upgrading of Mitigation Plans for conducting annual monitoring activities at each of the mitigation areas covered by the three (3) permits listed in item 14. Provide reports of this monitoring for the three permits.

References

Permit #CELMK-OD-FE14-1031-17, CELMK-OD-FE14-10R31-14, & CELMK-OD-FE14-GPD.

Exceptions/Additions to Referenced Requirements

Subject to regulatory requirement revisions.

Preparation Instructions

This report provides the monitoring data summary for the wetland mitigation areas.

Report will be submitted electronically in format required by each referenced permit.

Data submitted to procuring activity for review no later than three weeks prior to project implementation. Data shall be considered approved unless contractor has been notified of disapproval prior to project implementation.

Remarks

Submission of one (1) copy each to Environmental Officer. DRD will not be considered complete without the following: 1) Cover letter ready for signature of NASA Official. 2) SSC Official File Number and copy ready to be filed in SSC Environmental Files.

DATA REQUIREMENT

DR Number, Date Revised

EN03

Contract Number and Date

Title

Report, National Pollutant
Discharge Elimination System
(NPDES)

Responsible Office

Environmental
Management Office

SUBMITTAL REQUIREMENTS

Distribution Instructions

Hard Copy Distribution:
Approval – Environmental Officer
Information – Assistant, Aerospace Environmental Control Techniques

Initial Submittal Date

September 20, 2004

As of Milestone

20th of each month.

Frequency of Submittal

Monthly

DATA REQUIREMENT DESCRIPTION

Purpose

To provide the Government and Mississippi Department of Environmental Quality (MDEQ) a summary of analyses from specific outfall discharge points as identified in the NPDES Permit. The Government shall receive a copy of data for each sample date. The Official File Number 8530.10.E.

Scope

This Data Requirement (DR) is required in the Environmental Laboratory Services Section of the contract and establishes the requirement for documenting, developing and submittal of monthly reports to summarize the lab analyses from specific outfalls per parameters listed in the Permit. Additionally, the contractor shall develop and maintain the SSC Sampling Plan.

References

3.1.6, SOW; Clean Water Act (CWA) & NPDES Permit #MS0021610; EPA Form # 3320-1.

Exceptions/Additions to Referenced Requirements

Subject to regulatory requirement revisions.

Preparation Instructions

This report provides the summary data for specific outfalls as well as for each sample collection period.

Report will be submitted on EPA Form #3320-1, original and forwarding cover letter to NASA Environmental Office. Second copy submitted into NASA Contract Deliverable System with cover letter stating delivery of original to NASA Environmental Office.

Data submitted to procuring activity for review no later than three weeks prior to project implementation. Data shall be considered approved unless contractor has been notified of disapproval prior to project implementation.

Remarks

Submission of one (1) copy each to Environmental Officer. DRD will not be considered complete without the following: 1) Cover letter ready for signature of NASA Official. 2) SSC Official File Number and copy ready to be filed in SSC Environmental Files.

DATA REQUIREMENT

DR Number, Date Revised

EN04

Contract Number and Date

Title

Report, Semi-Annual
Groundwater

Responsible Office

Environmental
Management Office

SUBMITTAL REQUIREMENTS

Distribution Instructions

Approval – Environmental Officer
Information – Assistant, Aerospace Environmental Control Techniques

Initial Submittal Date

As of Milestone

As of 20th of the month.

Frequency of Submittal

Twice yearly in January and August.

DATA REQUIREMENT DESCRIPTION

Purpose

For NASA Environmental Office records and submission to Mississippi Department of Environmental Quality (MDEQ) Official File Number 8530.9.F.

Scope

This Data Requirement establishes the requirement for the collection and analysis of samples from the SSC landfill area. The data must be statistically evaluated and developed into a report for submission to MDEQ.

References

Resource Conversation & Recovery Act (RCRA). Permit #SW 02401B0376.

Exceptions/Additions to Referenced Requirements

None

Preparation Instructions

The data shall be based on six months of groundwater monitoring well data from pertinent landfill locations, as identified in the SSC Landfill Groundwater Monitoring Plan. The report is based on the requirements of the MDEQ and reflects the statistical evaluation of collected data.

Report will be submitted on 8-1/2" x 11" paper. Data should be stored electronically.

Data submitted to procuring activity for review no later than three weeks prior to project implementation. Data shall be considered approved unless contractor has been notified of disapproval prior to project implementation.

Remarks

Submission of one (1) copy each to Environmental Officer. DRD will not be considered complete without the following: 1) Cover letter ready for signature of NASA official. 2) SSC Official File Number and copy ready to be filed in SSC Official Environmental Files. SSC Official File Number.

DATA REQUIREMENT

DR Number, Date Revised

EN05

Contract Number and Date

Title

Report, Laboratory
Certification Program

Responsible Office

Environmental
Management Office

SUBMITTAL REQUIREMENTS

Distribution Instructions

Electronic Distribution in accordance with Contract Article H.5.C:
Hard Copy Distribution:
Approval – Environmental Officer
Information – Assistant, Aerospace Environmental Control Techniques

Initial Submittal Date

When requested by Environmental Officer.

As of Milestone

As of date of request.

Frequency of Submittal

As requested.

DATA REQUIREMENT DESCRIPTION

Purpose

Provides QA certification results, along with corrective actions if required. Official File Number 8530.16.C.1 and 8530.16.C.2 respectively.

Scope

This Data Requirement (DR) establishes the requirement for the submittal of maintenance of laboratory data for the Mississippi Department of Health certification of the SSC Environmental Laboratory.

References

Mississippi Department of Health. Safe Drinking Water Act (SDWA) Title 49 Chapter 17 of Mississippi Safe Water Law of 1976. EPA Certification Manual for Laboratories Analyzing Drinking Water.

Exceptions/Additions to Referenced Requirements

Subject to regulatory requirements & revisions.

Preparation Instructions

The report summarizes the QA activity and all pertinent supporting documentation.

8 ½ x 11 paper or electronically per the direction on the Government of the U.S. Environmental Protection Agency.

Data retained by respondent to be made available to procuring activity upon request. The respondent shall furnish a list to procuring activity upon request.

Remarks

One (1) copy each must be delivered with 1) Cover letter ready for signature of NASA Official and 2) SSC Official File Number and copy ready to be filed in SSC Official Environmental Files.

DATA REQUIREMENT

DR Number, Date Revised

EN06

Contract Number and Date

Title

Report, CERCLA Long
Term Monitoring

Responsible Office

Environmental
Management Office

SUBMITTAL REQUIREMENTS

Distribution Instructions

Hard Copy Distribution:

Approval – Environmental Officer

Information – Assistant, Aerospace Environmental Control Techniques

Initial Submittal Date

One (1) copy each must be delivered with 1) Cover letter ready for signature of NASA Official and 2) SSC Official File Number and copy ready to be filed in SSC Official Environmental Files.

When requested by the Environmental Officer.

As of Milestone

As of date of request.

Frequency of Submittal

As requested by the Environmental Officer.

DATA REQUIREMENT DESCRIPTION

Purpose

For NASA Environmental Office records and submission to Mississippi Department of Environmental Quality (MDEQ), Official File number 8530.20.H.

Scope

This Data Requirement (DR) establishes the requirement for the collection and analysis of samples from the SSC Hazardous Waste Clean Up Areas. The data must be evaluated and developed into a report for submission to MDEQ.

References

Resource Conservation and Recovery Act (RCRA). CERCLA Program Documents (Decision Documents for Clean Up Areas A-1). SSC Long-Term Monitoring Program Plan.

Exceptions/Additions to Referenced Requirements

None

Preparation Instructions

The data shall be based on a prescribed groundwater monitoring program for each of the pump and treat systems. This is also applicable to any other wells associated with the SSC Long Term Monitoring Program for the Clean Up Areas.

8 1/2 x 11 paper, data should be stored electronically.

Data submitted to procuring activity for review no later than three weeks prior to project implementation. Data shall be considered approved unless contractor has been notified of disapproval prior to project implementation.

Remarks

One (1) copy each must be delivered with 1) Cover letter ready for signature of NASA Official and 2) SSC Official File Number and copy ready to be filed in SSC Official Environmental Files.

DATA REQUIREMENT

DR Number, Date Revised

LS01

Contract Number and Date

Title

Procedures, Property
Control & Administration

Responsible Office

Institutional Services
Division

SUBMITTAL REQUIREMENTS

Distribution Instructions

Electronic Distribution

Approval – Supply & Equipment Management Office

Initial Submittal Date

60 days after contract start.

As of Milestone

As of start of contract & revisions thereof.

Frequency of Submittal

One time and revisions.

DATA REQUIREMENT DESCRIPTION

Purpose

To identify the methods of controlling and administering property at SSC.

Scope

This Data Requirement Description (DRD) establishes the requirements for the preparation of procedures covering the contractor's methods of implementing all elements of an integrated property control and administration program.

References

SOW 1.2.6; NPR 4100.1, NASA Materials Inventory Management Manual; NPR 4200.1, NASA Equipment Management Manual; NPR 4200.2, Equipment Management Manual for Property Custodians; NPR 4300.1, NASA Personal Property Disposal Procedures and Guidelines, NPR 4310.1, Identification and Disposition of NASA Artifacts; NASA FAR Supplement Part 1852.245-71, Installation Provided Government Property.

Exceptions/Additions to Referenced Requirements

None

Preparation Instructions

The procedures shall include, as a minimum, the contractor's methods of implementing the intent of the applicable documents in the "References" section above. Other procedures shall be included as required, to fully define and identify the system of property control.

Remarks

None

DATA REQUIREMENT

DR Number, Date Revised

MA02

Contract Number and Date

Title

List, Owners, Officers,
Directors, and Executive
Personnel

Responsible Office

Security Office

SUBMITTAL REQUIREMENTS

Distribution Instructions

Hard Copy Distribution:
Approval – Security Officer

Initial Submittal Date

Start of contract.

As of Milestone

August 31 or as revised.

Frequency of Submittal

Annually or as required.

DATA REQUIREMENT DESCRIPTION

Purpose

To provide the Defense Security Services (DSS) cognizant security officer with current listing of owners, officers, directors and executive personnel in accordance with the National Industry Security Program Operating Manual (NISPOM), DOD 5220.22-M

Scope

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

References

DSA Form 406, NISPOM, DOD 5220.22-M.

Exceptions/Additions to Referenced Requirements

None

Preparation Instructions

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 22e; or (iii) whether they have been temporarily excluded from access pending the granting of their personnel clearance.

DSA Form 406 will be used.

Remarks

Original to be mailed directly to cognizant office with a copy to the Security Officer.

DATA REQUIREMENT

DR Number, Date Revised

MA04

Contract Number and Date

Title

Plan, Emergency

Responsible Office

Operations and
Maintenance Division

SUBMITTAL REQUIREMENTS

Distribution Instructions

Electronic Distribution in accordance with Contract Article H.5.C: Hard Copy Distribution:

Information – Submit to Operations and Maintenance Division with one copy each to the Office of the Director, Support Services Contracting Division, and Office of Safety and Mission Assurance. Submit to the SSC TechDoc System.

Initial Submittal Date

90 days after contract start.

As of Milestone

December 1.

Frequency of Submittal

Annual Review and Update

DATA REQUIREMENT DESCRIPTION

Purpose

To provide a course of action including procedures to be followed by the contractor in the event of a disaster.

Scope

This data requirements description establishes the requirements for the preparation of a Plan for the reasonable protection of the Government facilities and related utilities, for which the Service Contractor is responsible, to prevent or minimize personnel casualties, damage or destruction of the facilities, related utilities and privately owned property resulting from a national or domestic emergency, including but not limited to acts of sabotage, labor disturbances, riots, fire, explosions, and acts of God, as outlined in the SSC Emergency Plan referenced above.

References

SPG 1040.1

Exceptions/Additions to Referenced Requirements

None

Preparation Instructions

The Plan shall include, but is not limited to, the following:

- A. Levels of disaster
- B. Routes of evacuation
- C. Color-codes and signals the Contractor will execute in case of a disaster.
- D. Provisions for maintenance of up-to-date records of the physical location of all site personnel at all times.
- E. Provisions for immediate notification of next of kin in case of a catastrophic occurrence.
- F. Identification of hospitalization, first-aid areas, emergency vehicles, and qualified medical personnel capabilities.
- G. Indoctrination and training techniques proposed to insure adequate execution of the disaster plan.
- H. Provide a vital records program to allow survival of essential records during disaster conditions.
- I. Provisions for survival equipment and supplies.

Electronic 8 1/2 X 11 format compatible with Microsoft Word.

Maintain per GRS Schedule 5 Disposition 1, A1 NPG 1441.1.

Remarks

Contractor will review annually updating to maintain currency. In the event no changes are required to the plan a letter format report will be submitted stating the fact that the plan is current, and that no revisions are required.

DATA REQUIREMENT

DR Number, Date Revised

MA05

Contract Number and Date

Title

Report, Equal Employment
Opportunity

Responsible Office

Equal Employment
Opportunity Office

SUBMITTAL REQUIREMENTS

Distribution Instructions

Hard Copy Distribution:
Information – Equal Employment Opportunity Office, Contracting Officer

Initial Submittal Date

90 days after contract start

As of Milestone

Reports shall be provided not later than the 5th of each month following the end of a calendar year quarter.

Frequency of Submittal

Quarterly.

DATA REQUIREMENT DESCRIPTION

Purpose

This document will be used by the Government to assess the Contractor's equal employment and affirmative action management of Contract effort.

Scope

Data Requirement Description (DRD) establishes the requirement for the preparation and submittal of a quarterly EEO report.

References

FAR 22.802; FAR Clause 52.222-26, Narrative Reports

Exceptions/Additions to Referenced Requirements

None

Preparation Instructions

Format and content of report specified in applicable document.

See applicable documents (Note: Contractor may reproduce forms, or obtain from NASA EO Office a diskette which will enable them to generate the forms through the use of PC Software.

Remarks

None

DATA REQUIREMENT

DR Number, Date Revised

MF01 See Mod #1

Contract Number and Date

Title

Report, Contractor
Financial Management

Responsible Office

Office of Chief Financial
Officer

SUBMITTAL REQUIREMENTS

Distribution Instructions

NASA Contract Deliverable System
Approval: Financial Management Division, Cost Accountant
Information: Lead – Resources Management Division, Lead – Financial
Management Division, Contracting Officer, Contracting Officer Technical Rep

Initial Submittal Date

533M, 533Q

As of Milestone

John C. Stennis Space Center Fiscal Calendar Month End Date.

Frequency of Submittal

533M plus detail Due COB Tuesday after SSC Fiscal month, 533Q Due Quarterly
(Monthly is also due when Quarterly is submitted).

DATA REQUIREMENT DESCRIPTION

Purpose

To assure that dollar and labor resources realistically support the schedule and to evaluate Contractor cost performance. The 533M reporting level is at the total contract. Detail costs will be reported at the work authorization level by NASA Center. The reporting baseline is against total contract value.

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.

References

NASA Form 533M & 533Q; NPD 9501.1, NASA Contractor Financial management

Exceptions/Additions to Referenced Requirements

None

Preparation Instructions

The report shall be prepared in accordance with the General Provision Clause (NASA Financial Management Reporting on NASA Form 533M or 533Q).

Remarks

533M due on the 3rd Monday following the close of each fiscal month. 533Q due on the 20th day of each month preceding the quarter being projected. All supporting 533's from Team Members should accompany the total contract 533.

DATA REQUIREMENT

DR Number, Date Revised

MF02

Contract Number and Date

Title

Report, Monthly Cost
and Workforce
Management

Responsible Office

Resources Management
Division

SUBMITTAL REQUIREMENTS

Distribution Instructions

NASA Contract Deliverable System
Approval: Resources Management Division, Lead
Concurrence:
Information – Contracting Officer, Contracting Officer Technical Representative,
Resources Management Division Institution Sr. Analysis, Financial Management
Division, Earth Sciences Applications Tech. Manager, and IT Technical Manager
(The original is to be submitted to the Contracting Officer)

Initial Submittal Date

After start of contract.

As of Milestone

John C. Stennis Fiscal Calendar Month End

Frequency of Submittal

Monthly, due no later than 10 calendar days following the close of each NASA/SSC month.

DATA REQUIREMENT DESCRIPTION

Purpose

Reporting of cost and workforce for both the prime and all subcontractors to SSC management and NASA Headquarters.

Scope

This Data Requirement Description (DRD) establishes the requirements for the preparation of the monthly workforce report that provides monthly status (dollars and workforce) against the approved operating budget line items.

References

None

Exceptions/Additions to Referenced Requirements

None

Preparation Instructions

Cost (dollars) and workforce reported by SSC operating budget programmatic line items via on electronic format.

DATA REQUIREMENT

DR Number, Date Revised

MF03

Contract Number and Date

Title

Report, Cost and
Electronic Labor

Responsible Office

Office of the Chief
Financial Officer

SUBMITTAL REQUIREMENTS

Distribution Instructions

Distribution:
Approval: Financial Cost Accountant
Concurrence:
Information – Contracting Division Contracting Officer and Contracting Officer
Technical Rep.

Initial Submittal Date

After start of contract.

As of Milestone

End of NASA/SSC fiscal month.

Frequency of Submittal

Monthly, Wednesday after NASA/SSC fiscal month end

DATA REQUIREMENT DESCRIPTION

Purpose

To provide reporting of cost, workforce, work year equivalent and hours to SSC management and NASA.

Scope

This Data Requirement Description (DRD) establishes the requirements for the preparation of a monthly cost and workforce report that provides monthly status (dollars, work year equivalent and hours) against the approved operating budget and contract.

References

None

Exceptions/Additions to Referenced Requirements

None

Preparation Instructions

Information input directly to NASA in a flat file format. The contractor's system shall interface with OAC to provide cost by master element (e.g., labor, material, Other Direct Cost) and workforce data at the SWR level. Cost shall also be distributed based on the functional definition specified in Financial Management Manual 9121-52A, (reference: <http://www.nasa.gov/fmm>). The cost shall be provided — accumulated to meet the fiscal year requirement for inclusion in the SSC Cost Reporting System in an electronic flat file format (reference DR MF04). The contractor's system shall distribute all direct and indirect costs to the SWR that describes the actual work performed. The end of the month cost data is due by close of business Wednesday following the end of the SSC fiscal month. (The NASA SSC Financial Management Division publishes SSC's fiscal year calendar before the beginning of each fiscal year. A copy will be provided to the contractor before October 1 of each year.) The contractor's system shall be capable of allocating other SSC costs (non-contract) against SWRs either as a direct charge or as an add-on (adders to task order costs). These adders shall be developed by a cooperative effort between the contractor and the government and shall be approved by the COTR before being implemented. The contractor's system shall provide the capability to distribute non-Task Order costs with no impact to the Task Order (i.e., monthly occupancy distribution). Letter format report to the NASA Contract Deliverables System stating date of delivery to Computer Operations.

Remarks

DATA REQUIREMENT

DR Number, Date Revised

MF04

Contract Number and Date

Title

Report, Cost of Operations

Responsible Office

Financial Management
Division

SUBMITTAL REQUIREMENTS

Distribution Instructions

Hard Copy Distribution:
Approval: Financial Management Division, Cost Accountant
Concurrence:
Information – FOSC, ODIN, Security Contractor Financial Officer, TOC, and Financial
Management Division, Lead

Initial Submittal Date

After start of contract.

As of Milestone

NASA/SSC Accounting Month End.

Frequency of Submittal

Monthly, Report due 5 calendar days following the close of the SSC fiscal month
being reported, or the first Friday of the next fiscal month.

DATA REQUIREMENT DESCRIPTION

Purpose

To provide SSC Management and resident users with a Summary for Cost of
Operations.

Scope

This Data Requirement Description (DRD) establishes the requirement for providing the following tabular Cost of Operations Summary and Detail Report. 1). Cost of Operations – Detail, 2). Cost of Operations Verification Report, 3). Combined invalid Shop Order/IMS Error Report.

References

SOW 1.1.3; and SSC MI 9200.1

Exceptions/Additions to Referenced Requirements

None

Preparation Instructions

Information will be submitted in accordance with the format identified in the SSC NASA-OAC-Sitewide file and FAS interface requirements.

Remarks

Report due 5 calendar days following the close of the SSC fiscal month being reported, or the first Friday of the next fiscal month.

DATA REQUIREMENT

DR Number, Date Revised

MF06

Contract Number and Date

Title

Report, Cost Exceeding
85% of SWR Estimate

Responsible Office

Financial Management
Division

SUBMITTAL REQUIREMENTS

Distribution Instructions

NASA Contract Deliverable System
Approval: Lead, General Accounting Branch, Contracting Officer Technical Representation
Concurrence:
Information – Contracting Officer, Work Ordering Office

Initial Submittal Date

No earlier than 45 days after contract start

As of Milestone

NASA/SSC Fiscal Accounting Month End.

Frequency of Submittal

Monthly, COB Wednesday after SSC Fiscal month end

DATA REQUIREMENT DESCRIPTION

Purpose

To identify any work orders with actual cost within 85% of the customer's "not to exceed" cost estimate.

Scope

1. Provide a monthly report to separately identify reimbursable work orders with cost within 85% of Customer's "Not-To-Exceed" cost estimate.
2. Provide a monthly report to separately identify all non-reimbursable work orders with cost within 85% of Customer's "Not-to-Exceed" cost estimate.

References

Task Order Section C.2.1 (h)

Exceptions/Additions to Referenced Requirements

NOTE: Current practice is to report cost overruns.

Preparation Instructions

The report shall provide a tabular listing that identifies the home unit SWR number and description. The report will also provide TOC, TTSC/TSC, FOS and total cost comparison to funding. SWRs should not be removed from the report until the SWR is out of a deficit status.

The report will include a narrative of corrective actions taken to resolve cost overruns.

Remarks

The report is due COB Wednesday after SSC Fiscal month end.

DATA REQUIREMENT

DR Number, Date Revised

MF07

Contract Number and Date

Title

Report, Cost Exceeding
100% of SWR Estimate

Responsible Office

Financial Management
Division

SUBMITTAL REQUIREMENTS

Distribution Instructions

NASA Contract Deliverable System
Approval: Lead, General Accounting Branch, Contracting Officer Technical Representation
Concurrence:
Information – Contracting Officer, Work Ordering Office

Initial Submittal Date

No earlier than 45 days after contract start

As of Milestone

NASA/SSC Fiscal Accounting Month End.

Frequency of Submittal

Monthly, COB Wednesday after SSC Fiscal month end

DATA REQUIREMENT DESCRIPTION

Purpose

To identify any work orders with actual cost in excess of the customer's "not to exceed" cost estimate.

Scope

1. Provide a monthly report to separately identify reimbursable work orders with cost in excess of Customer's "Not-To-Exceed" cost estimate.
2. Provide a monthly report to separately identify all non-reimbursable work orders with cost in excess of Customer's "Not-to-Exceed" cost estimate.

References

None

Exceptions/Additions to Referenced Requirements

NOTE: Current practice is to report cost overruns.

Preparation Instructions

The report shall provide a tabular listing that identifies the home unit SWR number and description. The report will also provide TOC, TTSC/TSC, FOS and total cost comparison to funding. SWRs should not be removed from the report until the SWR is out of a deficit status.

The report will include a narrative of corrective action taken to resolve cost overruns.

Remarks

The report is due COB Wednesday after SSC Fiscal month end.

DATA REQUIREMENT

DR Number, Date Revised

MF09

Contract Number and Date

Title

Report, Occupancy

Responsible Office

Office of the Chief
Financial Officer

SUBMITTAL REQUIREMENTS

Distribution Instructions

Hard Copy Distribution:

Approval – General Accounting – Lead, General Accounting

Initial Submittal Date

November 1st

As of Milestone

Fiscal year end.

Frequency of Submittal

Annually

DATA REQUIREMENT DESCRIPTION

Purpose

To facilitate the development of the annual occupancy rate.

Scope

This Data Requirement Description (DRD) establishes the requirement for preparation of an annual report identifying all costs incurred by the contractor on NASA and reimbursable work orders.

References

SSC OAC procedures.

Exceptions/Additions to Referenced Requirements

None

Preparation Instructions

The report will be in two parts. Part 1 will be a summary listing of BLI, year-to-date cost, and year-to-date hours for the previous fiscal year. Part 2 will provide detail data elements including all costs incurred in previous fiscal year by work order and budget line item; cost breakdown by Labor, Material, ODC, Total; total hours; subtotal by benefitor within budget line item; subtotal by budget line item; and grand total.

Remarks

None

DATA REQUIREMENT

DR Number, Date Revised

MF10

Contract Number and Date

Title

Cost Allocation for Supplies,
Materials and Services

Responsible Office

Financial Management
Division

SUBMITTAL REQUIREMENTS

Distribution Instructions

NASA Contract Deliverable System

Approval: Financial Management Division, Resources Management Division

Concurrence:

Information – Operations Contracting Division, Contracting Officer, Center Operations
Directorate, Propulsion Test Directorate, Earth Science Applications Directorate

Initial Submittal Date

60 days post contract award.

As of Milestone

N/A

Frequency of Submittal

One time initial submission. If initial submission is draft, then approved final submission is required within 30 days. Resubmission if changed during course of contract

DATA REQUIREMENT DESCRIPTION

Purpose

To document to NASA the internal procedure used by the Contractor to assure all costs are properly allocated.

Scope

This Data Requirement Description (DRD) establishes the requirement for the preparation of a procedure delineating the process used for allocation of cost incurred as required by Stennis Policy Directive (SPD) 9230.1, Cost Allocation for Supplies, Materials, and Services on Support Services Contracts.

References

SPD 9230.1

None

Exceptions/Additions to Referenced Requirements

The procedure shall be prepared in electronic format (MS Word preferred) suitable for posting in the NAIS Contract Deliverable Systems.

Preparation Instructions

Procedure must address all aspects of cost allocations, and address how the ITS informs FOS and other Contractors of draw account, bench stock, and related resource consumption within the ITS when the costs reside within the FOC or another contract.

Remarks

DATA REQUIREMENT

DR Number, Date Revised

PC01

Contract Number and Date

Title

Notification, Proposed
Subcontract

Responsible Office

Support Services
Contracting Division

SUBMITTAL REQUIREMENTS

Distribution Instructions

Electronic Distribution:

Approval – Contracting Officer (Original)

Information – Contracting Officers Technical Representative

Initial Submittal Date

Two weeks prior to any proposed subcontract.

As of Milestone

As of date of submittal.

Frequency of Submittal

As Required.

DATA REQUIREMENT DESCRIPTION

Purpose

To provide the Contracting Officer with advance notification of proposed subcontracts.

Scope

This Data Requirement Description (DRD) establishes the requirements for the preparation of written, advance notification of at least two (2) weeks of any proposed subcontract which (1) is on a cost, cost-plus, time and material, or labor hour basis, or (2) is on a fixed price basis exceeding the greater of the simplified acquisition threshold or 5% of the total estimated cost of the contract.

References

FAR 52.244.2 Subcontracts (Cost Reimbursement and Letter Contracts)

Exceptions/Additions to Referenced Requirements

None

Preparation Instructions

Letter format containing the information appearing in the clause FAR 52.244-2 (f) (1).

Remarks

None

DATA REQUIREMENT

DR Number, Date Revised

PC02

Contract Number and Date

Title

Report, Subcontractor
Litigation

Responsible Office

Office of the Chief
Counsel

SUBMITTAL REQUIREMENTS

Distribution Instructions

NASA Contract Deliverable System
Approval – Chief Counsel
Information – Contracting Officer

Initial Submittal Date

When, in contractors opinion, litigation may result and within 15 days after filing of action or suit.

As of Milestone

As of date of report.

Frequency of Submittal

As Required.

DATA REQUIREMENT DESCRIPTION

Purpose

To advise the Chief Counsel and Procurement Office of any actual or possible litigation between the contractor and subcontractor.

Scope

This Data Requirement Description (DRD) establishes the requirements for the preparation of a report covering any action of suit filed, and prompt notice of any claim 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 with respect to which the Contractor may be entitled to reimbursement from the Government.

References

FAR 52.244.2 (h) Subcontracts (Cost reimbursement and Letter contracts).

Exceptions/Additions to Referenced Requirements

None

Preparation Instructions

Letter format detailing all pertinent facts surrounding actual or potential litigation.

Remarks

Report to be made within 15 days after filing of action or suit.

DATA REQUIREMENT

DR Number, Date Revised

PC03

Contract Number and Date

Title

Report, Patent and
Copyright, Infringement

Responsible Office

Office of the Chief
Counsel

SUBMITTAL REQUIREMENTS

Distribution Instructions

Electronic Distribution in accordance with Contract Article H.5.C:
Hard Copy Distribution:
Approval – Chief Counsel
Information – Contracting Officer

Initial Submittal Date

When a notice or claim of patent or copyright infringement occurs.

As of Milestone

As of date of report.

Frequency of Submittal

As Required.

DATA REQUIREMENT DESCRIPTION

Purpose

To inform the Chief Counsel and Acquisition Management Office of suspected infringements on patents and copyrights.

Scope

This Data Requirement Description (DRD) establishes the requirements for the preparation of a report covering each notice or claim of patent or copyright infringement based on performance of the contract as required by the "Notice and Assistance Regarding Patent and Copyright Infringement" clause of the General Provisions.

References

FAR 52.227-2 Notice and Assistance regarding Patent and Copyright Infringement and General Provision clauses.

Exceptions/Additions to Referenced Requirements

None

Preparation Instructions

Letter format detailing all notices or claims on patent or copyright infringements based on performance of the contract.

Remarks

None

DATA REQUIREMENT

DR Number, Date Revised

PC04

Contract Number and Date

Title

Report, Liability to
Third Person(s)

Responsible Office

Office of the Chief
Counsel

SUBMITTAL REQUIREMENTS

Distribution Instructions

Electronic Distribution in accordance with Contract Article H.5.C:
Hard Copy Distribution:
Approval – Chief Counsel
Information – Contracting Officer

Initial Submittal Date

When any suit or action is filed against the contract.

As of Milestone

As of date of report.

Frequency of Submittal

As Required.

DATA REQUIREMENT DESCRIPTION

Purpose

To inform the Contracting Officer on any liability by the contractor to a third person(s), which may or may not be covered by the contractor's insurance.

Scope

This Data Requirement Description (DRD) establishes the requirement for the preparation of a report covering any suit or action filed, or any claim made, against the contract as required by the "Insurance-Liability to Third Persons" clause of the Contract.

References

FAR 52.228-7; NASA FAR Supplement 1852.228-75, entitled "Insurance to Third Persons".

Exceptions/Additions to Referenced Requirements

None

Preparation Instructions

Letter format detailing any suit or action filed, or any claim made, against the contractor by a third person(s) arising from the performance of the contract.

Remarks

Report to be made within 15 days after filing of action or claim.

DATA REQUIREMENT

DR Number, Date Revised

PC05

Contract Number and Date

Title

Certificate/Policy,
Insurance

Responsible Office

Support Services
Contracting Division

SUBMITTAL REQUIREMENTS

Distribution Instructions

Electronic Distribution
Approval – Contracting Officer
Information – Chief Counsel

Initial Submittal Date

15 days after award of contract.

As of Milestone

Start of contract or revisions thereof.

Frequency of Submittal

Certificate/Policy shall be provided within 15 days after award of contract. Any revisions in coverage changes shall be submitted at least 30 days prior to implementation.

DATA REQUIREMENT DESCRIPTION

Purpose

Certificate shall describe the type and amount of insurance coverage maintained by the contractor during the period of the contract. Complete policy shall also be provided to ensure insurance requirements of the contract are met.

Scope

This Data Requirement Description (DRD) establishes the requirement for submittal of a certificate and detailed insurance policy with coverage and contents specified in FAR 52.228-7 "Insurance-Liability to Third Persons" and NASA FAR Supplement clause 1852.228-75 "Minimum Insurance Coverage".

References

FAR 52.228-7; NASA FAR Supplement 1852.228-75.

Exceptions/Additions to Referenced Requirements

None

Preparation Instructions

As required by the Article of Contract entitled "Insurance". Certificate and Policy provided by Insurance company.

Data submitted to procuring activity for review not later than three weeks prior to project implementation. Data shall be considered approved unless contractor has been notified of disapproval prior to project implementation.

Remarks

None

DATA REQUIREMENT

DR Number, Date Revised

PC07

Contract Number and Date

Title

Notice, Patent
Application

Responsible Office

Office of the Chief
Counsel

SUBMITTAL REQUIREMENTS

Distribution Instructions

Hard Copy Distribution:

Approval – Chief Counsel

Information – Contracting Officer, Technology Transfer Officer in accordance with
Contract Article G.6

Initial Submittal Date

Upon contractor's intention to file a patent application which discloses classified
subject matter of the contract.

As of Milestone

As of report date.

Frequency of Submittal

As Required.

DATA REQUIREMENT DESCRIPTION

Purpose

To inform the Contracting Officer of the contractor's intent to file a patent application
which discloses a subject invention as defined in NASA FAR Supplement 1852.227-
70, New Technology, and/or classified subject matter of the contract, as defined in
52.227-10(as modified by NASA FAR Supplement 1852.227-11)

Scope

This Data Requirement Description (DRD) establishes the requirement for the
preparation of a notice covering proposed patent applications dealing with subject
inventions developed under the contract, and/or classified information as required
by the "Filing of Patent Applications-Classified Subject Matter" clause of the
Contract.

References

NASA FAR Supplement 1852.227-70, New Technology FAR 52.227-10 (As modified by NASA FAR Supplement 1852.227-11). Filing of Patent Applications-Classified Subject Matter clause of the Contract.

Exceptions/Additions to Referenced Requirements

None

Preparation Instructions

As defined in applicable reference documents.

Remarks

None

DATA REQUIREMENT

DR Number, Date Revised

PT01

Contract Number and Date

Title

Plan, Five Year
Equipment

Responsible Office

Operations and
Maintenance Division

SUBMITTAL REQUIREMENTS

Distribution Instructions

~~Electronic Distribution in accordance with Contract Article H.5.C:~~
Hard Copy Distribution:
Approval – Support Services Administration
Information – Contracting Officer, Contracting Officer Technical Representative

Initial Submittal Date

September 1, 2004

As of Milestone

As of date of submittal

Frequency of Submittal

Annual

DATA REQUIREMENT DESCRIPTION

Purpose

The purposes of the Five Year Equipment Plan are: (1) Development of the Center equipment procurements and (2) Development of Center resource plans.

Scope

This Data Requirement Description (DRD) establishes the requirement for the preparation and submittal of a Five Year Equipment Plan. The plan shall provide the requirements and procedures for the preparation of the equipment procurement requirements necessary to performing the assigned program at SSC.

References

None listed.

Exceptions/Additions to Referenced Requirements

None

Preparation Instructions

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

- A. Equipment Requirement Index. This index includes the following elements: Contractor ID, Contractor Priority, Submitting Organization, Submitting Organization Priority, Equipment Name, New or Replace Equipment, Quantity, Cost.
- B. Individual Equipment Requirement Data Sheet. An Equipment Requirement Data Sheet will be developed for each line item of equipment required. The equipment requirement data sheet shall include: Header information as shown in paragraph A above, Equipment Name, Justification of Need, Submitting Organization Contact, NASA Technical Manager Concurrence and, where required, Approval of Project Manager.

Following review by NASA and Contractor, the equipment plan will be approved by the NASA Equipment Modernization Manager.

Remarks

This plan constitutes one element of the center equipment plan. Implementation is based on resources. All equipment needs of the contractor including information technology shall be included in the plan regardless of funding source or program and/or resident agency sponsorship.

DATA REQUIREMENT

DR Number, Date Revised

PT03

Contract Number and Date

Title

Report, Automated
Information Security Incident

Responsible Office

Office of Chief Information
Officer

SUBMITTAL REQUIREMENTS

Distribution Instructions

Electronic Distribution in accordance with Contract Article H.5.C:Hard Copy Distribution:
Approval – Chief, Information Technology (IT) Security Manager
Information – Information Management Division

Initial Submittal Date

As IT Security incidents occur.

As of Milestone

As IT Security incidents occur.

Frequency of Submittal

When an IT security incident occurs meeting the criteria specified in NPG 2810.1, Sec 4.4. IT Security Incidents Reporting and Handling, it must be documented and transmitted within three (3) days.

DATA REQUIREMENT DESCRIPTION

Purpose

Reports on IT security incidents will be used to alert NASA and NASA contractor Computer Security Officials (CSO) and Information Processing Service Organizations (IPSO) security official(s) of computer system vulnerabilities, unauthorized access to computer systems, and other problems adversely affecting NASA and NASA contractors.

Scope

This Data Requirement Description (DRD) establishes the requirements for preparation and submittal of an IT Security Follow-on Incident Report.

References

NPG 2801.1, Sec. 4.4, IT Security Incidents Reporting and Handling, Security of Information Technology, Security of Information Technology, NPG 2810.1 and SSC Information Technology Security Incident Reporting and Handling Procedure, SPG 2810.

Exceptions/Additions to Referenced Requirements

None

Preparation Instructions

The report shall include, as a minimum, the following information: Incident Category, Date and time of incident notification Name of person or organization providing the incident notification, Date and time of incident Name, IP address, and SSC tag number of the SSC computer system and identification of any non-SSC computer system, Location of the computer system (building and room number), Type of computer system, Operating system (name and version), Cognizant organization, Identification of the computer system CSO, Primary function of the computer system, Classification of the computer system (sensitivity level and configuration), Method of penetration or virus infection, if known, Characterization of perpetrator(s) thought to be involved (i.e. insider, outsider), Preliminary estimate of damage, if known, and/or potential damage, Immediate corrective actions taken, Corrective actions planned, Organizations/personnel contacted, e.g. technical support, law enforcement, legal counsel, and public relations.

Remarks

None

DATA REQUIREMENT

DR Number, Date Revised

PT07

Contract Number and Date

Title

Plan, Automated
Information Security

Responsible Office

Office of Chief Information
Office

SUBMITTAL REQUIREMENTS

Distribution Instructions

Electronic Distribution in accordance with Contract Article H.5.C:
Hard Copy Distribution:

Approval – IT Security Manager (ITSM)
Information – Chief Information Officer
Contracting Officer
Chief Information Management

Initial Submittal Date

90 days after start of contract.

As of Milestone

September 30.

Frequency of Submittal

The Plan will be reviewed on an annual basis and an updated (if needed) will be submitted by the end of September of each year.

DATA REQUIREMENT DESCRIPTION

Purpose

This Plan establishes the security requirements governing contractor and government data on government supplied computer systems at SSC and of contractor owned computer systems at SSC.

Scope

This Data Requirement Definition (DRD) establishes the requirements for preparation and submittal of a Contractor IT Security Plan specific to Contractor's operation at Stennis

References

NPG 2810.1

Exceptions/Additions to Referenced Requirements

None

Preparation Instructions

The Plan shall contain, as a minimum, the following information: IT risk assessments for the security of contractor and government data on government supplied systems utilized by Contractor at SSC and of contractor owned computer systems at SSC. Applicable security requirements. Requirements for personnel screening. Requirements and techniques to assess the protective measures for the security of contractor and government data on government supplied systems utilized by Contractor at SSC and of contractor owned computer systems at SSC. Requirements for control of individual access and establishing the accountability of the individual related to the security of contractor data on government supplied systems utilized by Contractor at SSC and of contractor owned computer systems at SSC. Procedures to minimize the impact of incidents or disasters related to the security of contractor and government data on government supplied systems utilized by Contractor at SSC and of contractor owned computers. MS Word electronic format (SSC standard). The plan will be reviewed on an annual basis and updated as required. If no update is required, notification of the review process is required.

Remarks

None

DATA REQUIREMENT

DR Number, Date Revised

RA01 M 0 0 1

Contract Number and Date

Title

Plan, Quality Assurance

Responsible Office

Office of Safety and
Mission Assurance and
Center Operations

SUBMITTAL REQUIREMENTS

Distribution Instructions

Electronic Distribution in accordance with Contract Article H.5.C:
Hard Copy Distribution:
Approval – Office Of Safety & Mission Assurance
Information – Contracting Officer
Concurrence – Contracting Officer Technical Representative

Initial Submittal Date

30 days before contract start date

As of Milestone

As required.

Frequency of Submittal

Initial as per "Initial Submittal Date" and revisions for significant changes after contract award and as changes are made throughout life of Contract/Task Order.

DATA REQUIREMENT DESCRIPTION

Purpose

To outline the overall Quality Assurance Plan to be prepared and implemented by the contractor for monitoring the following: QA and Software Assurance services/activities, programs, processes, and procedures.

Scope

This data requirement description establishes the requirement for the preparation of a Quality Assurance Plan, which covers the surveillance of contract Quality and Software Quality Assurance services/activities, processes, and procedures. Activities shall as a minimum, consist of the following: Quality Assurance Reviews/Inspections, documentation of Software Assurance and Software Quality Assurance activities and results, documentation/records of Software Testing/Acceptance results and documentation of Software Verification & Validation results/status, and ISO 9001 Implementation and Documentation. The authority and duties of persons and organizations performing Inspection/Audit and Safety functions shall be clearly established and delineated and shall have sufficient authority and organizational freedom to identify problems as well as initiate, recommend or provide solutions.

References

Software quality and safety activities shall meet the requirements of NASA Software Assurance Standard NASA -STD-8739.8 and NASA Software Safety Standard NASA-STD-8719.13B refer to <http://www.hq.nasa.gov/office/codeq/doctree/qdoc.htm>

Exceptions/Additions to Referenced Requirements

The Plan shall outline the proposed system for providing the following:

- A. Identify and document in a standard format the Services, Activities, and Work Processes.
- B. Sampling inspection to determine hardware/software conformance.
- C. A comprehensive system of planned and periodic audits shall be carried out to verify compliance with all aspects of Quality Plan, Agency/SSC standards/procedures and ISO processes/procedures.
- D. Documentation of quality assurance/control procedures.
- E. Documentation of Software Assurance processes and Software testing.
- F. Compliance to ISO 9001 and configuration control of ISO documents.
- G. Software Management Plan shall be developed for all controlled software developed for NASA and it must address all the elements required in the standard for the appropriate class.

Electronic 8 1/2 X 11 format compatible with SSC Microsoft Office Suite.

TechDocSystem upon QA00 approval with notice of TechDoc posting submitted to NASA Contracts Deliverables System.

Preparation Instructions

Maintain per GSA Schedule 5 Disposition Item 1, A1 NPR 1441.1D.

Remarks

Update Plan and submit for approval as required.

DATA REQUIREMENT

DR Number, Date Revised

RA02 *See Mod 1*

See Mod 1

Contract Number and Date

Title

Plan, Personnel
Training, Qualification,
and Certification

Responsible Office

Office of Safety and
Mission Assurance

SUBMITTAL REQUIREMENTS

Distribution Instructions

Electronic Distribution in accordance with Contract Article H.5.C: Hard Copy Distribution:

Approval – ~~Office Of Safety & Mission Assurance~~ *SSC Training & Cert. Dept. Sec.*
Information – Contracting Officer *Mod 1*

Initial Submittal Date

Thirty (30) days after contract start.

As of Milestone

As required.

Frequency of Submittal

Per "Initial Submission Due" and revisions for significant changes in requirements.

DATA REQUIREMENT DESCRIPTION

Purpose

To define the total program requirements to establish, administer and control proficiency levels of special process personnel, as specified in the contract agreement.

Scope

This contractor shall prepare and submit a Plan implementing the development and maintenance of a training and certification program. It shall be required for those personnel participating in or responsible for controlling special processes having a significant effect upon product quality or safety and/or involving essentially hazardous and/or critical operations.

References

SPG 8715.1, OSHA 29 CFR Parts 1910 and 1926.

Exceptions/Additions to Referenced Requirements

None

Preparation Instructions

The Personnel Certification Plan shall include the following items:

- A. Personnel who satisfy certification requirements shall be issued a badge, certification card or other device as evidence of certification that shall be worn or carried with the person while performing these duties.
- B. Certification shall be for a specific period of time with recertification requiring retesting.
- C. Records shall be maintained indicating individuals and processes, which have been certified.
- D. The program shall include provisions for monitoring personnel performance as well as work quality and physical testing requirements to ensure their continued ability to meet all criteria.

Electronic 8 1/2 format compatible with SSC Microsoft Office Suite.

Update as required. Maintain per GRS Schedule 5 Disposition Item 1, A1 NPR 1441.1D.

Remarks

Submit plan for approval to the NASA SSC Certification Board and an information copy to the Contracting Office.

DATA REQUIREMENT

DR Number, Date Revised

RA03

Contract Number and Date

Title

Report, Software
Quality Assurance
Status

Responsible Office

Office of Safety and
Mission Assurance

SUBMITTAL REQUIREMENTS

Distribution Instructions

Electronic Distribution in accordance with Contract Article H.5.C: Hard Copy Distribution:

Approval – Office Of Safety & Mission Assurance

Information – Contracting Officer

Contracting Officer Technical Representative

Initial Submittal Date

Fifteen (15) days following fiscal month end.

As of Milestone

Reported data through fiscal month end; Report submitted no later than 15th of following month.

Frequency of Submittal

Monthly

DATA REQUIREMENT DESCRIPTION

Purpose

To provide current software quality program status, including the progress, setbacks/problems and future planning of activities.

Scope

This data requirement description establishes the requirement for the preparation of a monthly software quality assurance report containing narrative comments, recommendations and a summary of corrective actions performed during the reporting period.

References

NASA approved Surveillance Plan.

Exceptions/Additions to Referenced Requirements

None

Preparation Instructions

The data contained in the report shall be categorized in these general areas:

- A. Software Assurance Major Accomplishments.
- B. Software Quality Assurance Activities
- C. Software Verification and Validation Activities
- D. Potential Software and Hardware/Process Problems and Resolutions: A separate summary of each problem in narrative or other suitable format.
- E. Setbacks and Problems: A summary of significant quality related setbacks and existing problems encountered by the contractor during the reporting period.
- F. Plans for Quality Improvement.
- G. Audits/Surveys.
- H. Corrective Actions and Follow-Up Actions.
- I. Weekly or monthly totals of manhours summary with corresponding SWR numbers.
- J. Tracking and Disposition of Nonconformances.
- K. Preventive Actions.
- L. Personnel Training Status.
- M. Staff Changes, i.e., Management, Software Assurance & Software Safety Personnel.
- N. Report status and changes in Ranked List of Projects Based on the Criticality of Software Under Development of Maintenance (Reference NASA Software Safety Standard NASA-STD-8719.13B and NASA Software Assurance Standard NASA-STD-8739.8 (both in draft at this writing) refer to website at <http://www.hq.nasa.gov/office/codeq/doctree/qdoc.htm>

Electronic 8 1/2 format compatible with SSC Microsoft Office Suite.

Maintain per GSA Schedule 5 Disposition Item 1, A1 NPR 1441.1D.

Remarks

None

DATA REQUIREMENT

DR Number, Date Revised

SA01

Contract Number and Date

Title

Plan, Safety and Health

Responsible Office

Office of Safety and
Mission Assurance

SUBMITTAL REQUIREMENTS

Distribution Instructions

Electronic Distribution in accordance with Contract Article H.5.C:

Hard Copy Distribution:

Approval – Office Of Safety & Mission Assurance
Information – Contracting Officer

Initial Submittal Date

Submitted with offeror proposal.

As of Milestone

Start of contract and revisions thereof.

Frequency of Submittal

Initial as per "Initial Submittal Date" and revisions for significant changes in requirements or scope.

DATA REQUIREMENT DESCRIPTION

Purpose

To describe a program of activities and related controls designed for the protection of personnel, equipment and facilities.

Scope

This data requirement description established the requirements for the preparation of a Plan covering safety controls to be applied by the contractor for the protection of life and health of employees and other persons, and for the prevention of damage to property, materials, supplies and equipment.

NFS Clause 1852.223-73, SPG 8715.1, and NASA Software Safety Standard NASA-STD-8719.13B <http://www.hq.nasa.gov/office/codeq/doctree/qdoc.htm>

References

None

The Plan shall be based upon the following standards to the extent that they are applicable to the contractor's operations.

- A. OSHA 29 CFR 1910.
- B. CFR Part 49.
- C. U.S. Environmental Protection Agency 40 CFR 61, Subpart M.
- D. National Fire Protection Association, National Fire and Electrical Codes.
- E. American National Standards Institute (ANSI, Safety series).
- F. SSC Safety Manual.
- G. NASA Safety Manual.
- H. American Society of Mechanical Engineers, Boiler and Unfired Pressure Vessel Code.
- I. Accident Prevention Manual for Industrial Operations (NSC).
- J. National Fire Prevention Association Handbook for Fire Protection.
- K. National Building Code.
- L. Southern Building Code.
- M. Industrial Ventilation Guide.
- N. Illumination Engineering Society Handbook.
- O. Heating, Ventilation Guide.
- P. Factory Mutual Engineering Division Requirements.

The Contractor shall identify and document appropriate program areas to ensure the prevention of accidents and establish procedural documentation to insure compliance with contract safety, health and fire requirements. The Plan shall insure that required procedures are developed to indicate the condition of the overall safety program and identify needed areas of improvement. The Plan will include as an appendix an Asbestos Control Program Plan, which describes in detail the work practices and precautions to be used to ensure asbestos fiber control. This Plan will include procedures for above ceiling entries or work where asbestos fibers may be in a friable form and state necessary personnel protective clothing and equipment for those buildings containing spray applied insulation.

Electronic 8 1/2 format compatible with SSC Microsoft Office Suite.

Maintain per GRS Schedule 5 Disposition Item 1, A1 NPR 1441.1D.

Remarks

Update approved Plan when 10% of any page requires changing or sooner if the nature of the change warrants special consideration.

DATA REQUIREMENT

DR Number, Date Revised

SA02 - Revised
11/20/94

Contract Number and Date

Title

Procedures, Safety

Responsible Office

Office of Safety and
Mission Assurance

SUBMITTAL REQUIREMENTS

Distribution Instructions

Electronic Distribution in accordance with Contract Article H.5.C:
Hard Copy Distribution:

Approval – Office Of Safety & Mission Assurance
Information – Contracting Officer
Post approved document to SSC TechDoc System

Initial Submittal Date

Submitted within 30 working days after contract start date.

As of Milestone

As of start of contract.

Frequency of Submittal

Initial as per "Initial Submittal Date" and submitted thereafter to keep the procedures current.

DATA REQUIREMENT DESCRIPTION

Purpose

To provide safety controls, in procedural form, for the protection of personnel and property at particular facilities.

Scope

This data requirement description establishes the requirements for the preparation of procedures that define the execution of a safety program for use at SSC.

References

Contractor Safety and Health Plan. SPG 8715.1, OSHA 29 CFR 1910 and 1926.

Exceptions/Additions to Referenced Requirements

None

Preparation Instructions

The Procedures shall describe safety methods that apply to the prevention of damage to property, supplies, and equipment, and the overall protection of personnel. The procedures shall provide for the monitoring/inspection of SSC industrial operations to determine the adequacy of system safety and identify hazard criteria. Also, the procedures shall enhance safety training and traffic safety.

Electronic 8 1/2 format compatible with SSC Microsoft Office Suite.

Maintain per GRS Schedule 5 Disposition Item 1, A1 NPR 1441.1D.

Remarks

Revisions will be submitted as required to keep the procedures current.

DATA REQUIREMENT

DR Number, Date Revised

SA03 See Mod 1

Contract Number and Date

Title

Report, Accident/Incident

Responsible Office

Office of Safety and
Mission Assurance

SUBMITTAL REQUIREMENTS

Distribution Instructions

Hard Copy Distribution:

Approval – Office Of Safety & Mission Assurance

Information – Contracting Officer

Contracting Officer Technical Representative

Chief Counsel

Technical Managers of each of the Offices and Directorates

Initial Submittal Date

Within 24 hours of mishap.

As of Milestone

As of mishap.

Frequency of Submittal

Accidents/incidents determined to be a Class A, B or C or critical close calls or mission failures will be reported using NASA Form 1627. Part 1 of Form 1627 is required within 24 hours with the completed Form submitted within 10 days.

DATA REQUIREMENT DESCRIPTION

Purpose

To report accidents or mishaps and to identify the cause and corrective action.

Scope

These requirements apply to all activities and employees under the scope of this contract whether on SSC or at other locations.

References

Accident Reporting, Trend Analysis and Corrective Action, SPG 8715.1, OSHA 29 and CFR 1910.

Exceptions/Additions to Referenced Requirements

None

Preparation Instructions

Telephone reports will contain information required by NASA Form 1627 and followed up by that form. Within 24 hours, Class A, B, C mishaps or critical close calls and mission failures will be reported using Part 1 of Form 1627. The complete form is required within 10 days after initial report. NASA Form 1627, IRIS. Form 1627 will be retained for 5 years.

Remarks

Use NASA Mishap Report Form 1627.

DATA REQUIREMENT

DR Number, Date Revised

SA04

Contract Number and Date

Title

Report, Accident
Experience

Responsible Office

Office of Safety and
Mission Assurance

SUBMITTAL REQUIREMENTS

Distribution Instructions

Electronic Distribution in accordance with Contract Article H.5.C:
Hard Copy Distribution:
Approval – Office Of Safety & Mission Assurance
Information – Contracting Officer

Initial Submittal Date

10 days after first month of Contract.

As of Milestone

Reported data through fiscal month end; Report submitted no later than 15th of following month.

Frequency of Submittal

Monthly

DATA REQUIREMENT DESCRIPTION

Purpose

To provide a monthly summary of manhours, mishaps, lost-time accidents, accident frequency and average number of employees.

Scope

This report provides a monthly summary of the contractor manhours and injuries, for injury statistical reporting.

References

Safety and Accident Prevention Plan, Mishap Reporting, Corrective Action System Program, SPG 8715.1

Exceptions/Additions to Referenced Requirements

None

Preparation Instructions

This data requirement description establishes the requirements for the preparation and submittal of a report which provides a statistical summary of fatalities, manhours, mishaps, and average number of employees by month. Electronic 8 1/2 X 11 format compatible with SSC Microsoft Office Suite. Maintain per GRS Schedule 5 Disposition Item 1, A1 NPR 1441.1D.

Remarks

Use local SSC format.