

JSC Engineering, Technology and Science Contract

Data Requirements List (DRL) and Data Requirements Descriptions (DRD)

Attachment J-2

**Data Requirements List
and
Data Requirements Descriptions
(Based on JSC-STD-123)**

The following pages set out the documentation requirements of this contract, starting with a DRL, which is an index to the DRDs. Each DRD prescribes the required data product content, schedule, type, and other particulars for specific data submission requirements.

Subject to the Clause 52.227-14, Rights in Data - General, this document sets forth the data requirements in each Data Requirements Description (DRD) and shall govern that data required for this contract. The contractor shall furnish data defined by the DRDs listed on the Data Requirements List (DRL) by category of data. Such data shall be prepared, maintained, and delivered to NASA in accordance with the requirements set forth within this document. In cases where data requirements are covered by a Federal Acquisition Regulation (FAR) or NASA FAR Supplement (NFS) regulation or clause, the regulation will take precedence over this document, per FAR 52.215.33. NASA-Owned/Contractor-Held records shall be managed by the Contractor in accordance with Title 36 of the code of Federal Regulations, Chapter XII B, Records Management, and NMI 1440.6, NASA Records Management Program. The records shall be organized in accordance with the instructions in NHB 1442.1, NASA Uniform Files index, as applicable. The contractor shall disposition records and non-records in accordance with NHB 1441.1, NASA Retention Schedules, which has been approved by NASA and the National Archives and Records Administration (NARA). All questions on records management issues shall be directed through the Contracting Officer to the JSC Records Management Officer.

Documents included as applicable documents in the data requirements form a part of this document to the extent specified herein. References to documents other than applicable documents in the data requirements of this document may sometimes be utilized. These do not constitute a contractual obligation on the contractor. They are to be used only as a possible example or to provide related information to assist the contractor in developing a response to that particular data requirement.

DESCRIPTION

This document identifies and defines the requirements and data types for information and data required under this contract.

The Data Requirement Descriptions (DRDs), along with the Data Requirements List (DRL), define, by an individual Data Requirement, the information and data required for each deliverable document.

The data types are used to identify the approval and control required for each DRD. The Data Requirements List (DRL) is an index of all the DRDs by category and includes additional requirements for each DRD and the data types, as described below.

Documentation submitted pursuant to this clause may incorporate references to other current approved documentation, provided the references are adequate and include such identification elements as title, document number, and approval date (where applicable). However, if the pertinent information is of relatively minor size, the contractor shall incorporate the information itself, in lieu of using a reference. The contractor shall assure that any referenced information is readily available to appropriate users of the submitted document.

NUMBER OF COPIES AND DISTRIBUTION REQUIREMENTS

The contractor shall submit data product required in each DRD in compliance with the standard distribution list shown in Block 8 of the DRLs. Additional distribution shall be made as directed, in writing, by the Contracting Officer. The number of copies required will not exceed the limits set forth in Clause 1852.208-81, Restrictions on Printing and Duplicating, without prior Contracting Officer approval. Electronic Data Transmittal Forms will be used to confirm delivery of electronically resident DRD deliverables.

ELECTRONIC FORMAT

All the data requirements shall be delivered in the format as depicted in each DRD and compatible with JSC software loads.

FURTHER EXPLANATION OF DRL

Contract Start is defined as February 1, 2013.

Block 3 – Frequency of submittal/Maintenance:

<u>Code Description</u>	<u>Code Description</u>	<u>Code Description</u>
AD As Directed	DA Daily	RD As Released
AN Annually	DD Deferred Delivery	RT One Time and Revisions as Required
AR As Required	MO Monthly	SA Semi Annually
BE Biannually	OT One Time	TY Three Per Year
BM Bimonthly	PV Per Vehicle	UR Upon Request
BW Biweekly	QU Quarterly	WK Weekly

Block 4 – As of Date- If reports are of a recurring nature, an as of date will be included in this block (cutoff date and due date: e.g., 15/1 indicated input cutoff date of 15th and due date of 1st)..

Block 5 – 1st Submittal Date

Block 6 – Copies –
a. Type

<u>Copies Type Code Description</u>	
E	Electronic
HC	Hard Copy

b Number – Number of copies required for each type of copy furnished.

Block 7 – Data Type

For the purpose of this clause, the following information/documentation types are applicable:

- (1) Type1 - Written approval -- Data and changes thereto requiring written approval by the NASA Office of Primary Responsibility (OPR) before formal release or implementation
- (2) Type2 - Mandatory submittal -- Data provided to NASA for coordination, information, review, and/or management control
- (3) Type3 - Submitted upon request -- Data prepared and retained under a specific contract to be made available to NASA upon request

Type 1 submissions shall be marked "TYPE 1 PRELIMINARY pending NASA approval or Type 1 APPROVED BY NASA, as appropriate." Additional special designations and deviations may be required on specific submissions in accordance with configuration management requirements.

Type 2 submissions shall be marked "TYPE 2 PRELIMINARY - RELEASE TARGET DATE, xx/xx/xx" or "TYPE 2 FINAL - NASA COMMENTS INCLUDED" or "TYPE 2 FINAL DOCUMENT," where NASA comments were not received.

NOTE: Documents submitted under this clause, even though directly (Type 1) or implicitly (Type 2) approved by NASA, shall not take precedence over the specifications as set out in Section C, Statement of Work.

The contractor shall normally deliver a complete revised Type 1 or Type 2 data requirement with NASA comments incorporated within 45 days of receipt of comments.

Type 3 submissions shall be marked "TYPE 3 DOCUMENT - FOR INFORMATION, SURVEILLANCE, REVIEW OR MANAGEMENT CONTROL".

Block 8 – Distribution

All electronic copies delivered to DDMS will be automatically distributed.

Block 9 – Remarks: Additional requirements, clarification or amplification of requirements from other blocks.

DRD GROUPS:

The DRDs are grouped into categories for clarity of purpose and ease of use. The groups are defined as follows:

- MGMT = Management – these documents address contract management processes and employee compensation
- IT = Information Technology – these documents address IT requirements.
- BP = Business Processes – these documents address non technical business processes.
- SMA = Safety and Mission Assurance – these documents include safety assessments, problem reporting, parts assessments and requirements. They also include parts, safety, quality, reliability, and configuration management plans.
- RV = Planning, requirements, and verification documentation – these are project planning documents, systems requirements, specifications, and verification.
- SW = Software Specific – these documents are software requirements, design, development, and testing documents.
- TD = Technical Products and Data Packages – these documents capture the results of design reviews, testing, and analysis.

Table 1 - DRL Reference

NUMBER	TITLE
SECTION 1.0	Contract Management
MGMT-01	Contract Management Plan
MGMT-02	Work Breakdown Structure and Dictionary
MGMT-03	Contract Management Report
MGMT-04	Staffing and Critical Skills Plan
MGMT-05	Contract Phase-In Plan
MGMT-06	Reserved
MGMT-07	Labor Relations Plan
MGMT-08	Notification of Potential Labor Dispute and Contingency Strike Plan
MGMT-09	Total Compensation Plan
MGMT-10	External Customer Plan
MGMT-11	Technology, Innovation, and Process Improvement Plan
MGMT-12	Organizational Conflict of Interest Mitigation Plan
MGMT-13	Small Business Subcontracting Plan and Reports
MGMT-14	Contract Closeout Plan
SECTION 1.1	Information Technology
IT-01	Information Technology (IT) Capital Planning and Investment Control (CPIC)
IT-02	Information Technology (IT) Security Plan and Reports
SECTION 1.2	Business Processes
BP-01	NASA Contractor Financial Management Report
BP-02	Data Management Plan
BP-03	Flights Products Configuration Management Plan
BP-04	RESERVED
BP-05	RESERVED
BP-06	Patent Rights Retention
BP-07	Reports Required for Logistics
BP-08	RESERVED
BP-09	Government Property Management Plan
BP-10	Re-procurement Data Package
SECTION 1.3	Safety and Mission Assurance
SMA-01	Quality Plan
SMA-02	Electrical, Electronic, and Electromechanical (EEE) Parts Control Plan
SMA-03	Safety and Health Plan
SMA-04	Safety and Health Program Self Evaluation
SMA-05	Lessons Learned Program Plan and Lessons Learned
SMA-06	Problem Reporting and Corrective Action (PRACA) for the JSC Government Furnished Equipment (GFE) and Flight Products
SMA-07	Government-Industry Data Exchange Program (GIDEP) and NASA Advisory Problem Data Sharing and Utilization Program Documentation and Reporting
SECTION 2.0	Planning, Requirements, and Verification Documentation
RV-01	Project Schedule
RV-02	Regular Status Report/Summary Review
RV-03	Project Technical Requirements Specification (PTRS)

NUMBER	TITLE
RV-04	Project Requirements and Verification Document (PRVD)
RV-05	Certification and Acceptance Requirements Document (CARD)
RV-06	Interface Control Document (ICD)
RV-07	End Item Specification
RV-08	Engineering Drawings and Model Files
RV-09	Flight Projects Authorization to Proceed Record
RV-10	Flight Products Verification and Validation Plan
RV-11	Flight Products Qualification Plan
RV-12	Flight Products Qualification Test Procedures
RV-13	Flight Products Acceptance Test Procedures
RV-14	Flight Products Qualification Report
SECTION 2.1	Software Requirements and Verification Documentation
SW-01	Software Requirements Document
SW-02	Software Development Plan
SW-03	Software Design Document
SW-04	Software Code
SW-05	Software Quality Assurance Plan
SW-06	Software Test Description
SW-07	Software Test Plan
SW-08	Version Description Document (Software and/or Firmware)
SECTION 2.2	Technical Products and Data Packages
TD-01	Flight Products System Requirements Review (SRR) Data Package
TD-02	Preliminary Design Review (PDR) Data Package
TD-03	Flight Products Critical Design Review (CDR) Data Package
TD-04	Acceptance Data Package (ADP)
TD-05	Limited Life Items List
TD-06	Certification Data Package
TD-07	Flight Products User's Guide
TD-08	Engineering Analysis
TD-09	Flight Products Verification and Validation Report
TD-10	Space Station Reliability and Maintainability Predictions Report
TD-11	Test Report
TD-12	Delivery and Acceptance Report
TD-13	Government Certification Approval Request (GCAR)
TD-14	Flight Products Workmanship Specification List
TD-15	Electrical, Electronic, and Electromechanical (EEE) Parts List and Analysis Report
TD-16	Space Station Hardware Failure Modes and Effects Analysis (FMEA) and Critical Items List (CIL)
TD-17	Space Station Payload Safety Data Package
TD-18	Space Station Hazard Reports (HRs)
TD-19	Risk Assessment Executive Summary Report
TD-20	Non Conformance Record (NCR)
TD-21	Flight Products Failure Analysis Report
TD-22	Engineering Design Change Proposal

a. Title of Contract, Project, SOW, etc. JSC Engineering and Technical Services (JETS) – Unrestricted		b. Contract/RFP No. NNJ13HA01C		c. DRL Date/Mod Date (mm/dd/yyyy) 12/01/2011		
SECTION 1.0 – Contract Management						
1. Line item no. MGMT-01	2. DRD Title Contract Management Plan	3. Frequency RT	4. As-of-date --	5. 1st subm. date Due with Proposal	6. Copies	
					a. Type E HC	b. Number 1 1
7. Data type: <input checked="" type="checkbox"/> (1) Written Approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request						
8. Distribution Electronic copy delivered to the Design Data Management System (DDMS).			9. Remarks - Annual review required. Block 3: Update at contract start + 30 days. Revisions shall be submitted within 45 days after major changes to the content of the JETS contract.			
1. Line item no. MGMT-02	2. DRD Title Work Breakdown Structure and Dictionary	3. Frequency RT	4. As-of-date --	5. 1st subm. date Due with Proposal	6. Copies	
					a. Type E HC	b. Number 1 1
7. Data type: <input checked="" type="checkbox"/> (1) Written Approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request						
8. Distribution Electronic copy delivered to the DDMS.			9. Remarks - Annual review required. Block 3: Revisions shall be submitted within 45 days after major changes to the content of the JETS contract.			
1. Line item no. MGMT-03	2. DRD Title Contract Management Report	3. Frequency MO	4. As-of-date 30/15	5. 1st subm. date 45 days after contract start date	6. Copies	
					a. Type E	b. Number 1
7. Data type: <input type="checkbox"/> (1) Written Approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request						
8. Distribution Electronic copy delivered to the DDMS.			9. Remarks Correction to a monthly Contract Management Report shall be identified and changes made, if applicable, in the subsequent monthly Contract Management Report.			

1. Line item no. MGMT-04	2. DRD Title Staffing and Critical Skills Plan	3. Frequency RT	4. As-of-date --	5. 1st subm. date Due with Proposal	6. Copies	
					a. Type E HC	b. Number 1 1
7. Data type: <input checked="" type="checkbox"/> (1) Written Approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request						
8. Distribution Electronic copy delivered to the DDMS.			9. Remarks - Annual review required. Block 3: First update 30 days after contract start date. Subsequent revisions as required.			
1. Line item no. MGMT-05	2. DRD Title Contract Phase-In Plan	3. Frequency OT	4. As-of-date --	5. 1st subm. date Due with Proposal	6. Copies	
					a. Type E HC	b. Number 1 2
7. Data type: <input checked="" type="checkbox"/> (1) Written Approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request						
8. Distribution Electronic copy delivered to the DDMS.			9. Remarks			
1. Line item no. MGMT-06	2. DRD Title Reserved	3. Frequency	4. As-of-date --	5. 1st subm. date	6. Copies	
					a. Type	b. Number
7. Data type: <input type="checkbox"/> (1) Written Approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request						
8. Distribution			9. Remarks			

1. Line item no. MGMT-07	2. DRD Title Labor Relations Plan	3. Frequency RT	4. As-of-date --	5. 1st subm. date Contract start date + 30 days	6. Copies	
					a. Type E HC	b. Number 1 2
7. Data type: <input checked="" type="checkbox"/> (1) Written Approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request						
8. Distribution Electronic copy delivered to the DDMS.			9. Remarks			
1. Line item no. MGMT-08	2. DRD Title Notification of Potential Labor Dispute and Contingency Strike Plan	3. Frequency AR	4. As-of-date --	5. 1st subm. date --	6. Copies	
					a. Type E HC	b. Number 1 2
7. Data type: <input type="checkbox"/> (1) Written Approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request						
8. Distribution Electronic copy delivered to the DDMS.			9. Remarks - A Contingency Strike Plan must be submitted at contract start and updated if there is any indication of potential labor unrest or potential picketing activity - A notification of potential labor dispute must be delivered at first indication of potential labor unrest and 45 days prior to the expiration of any Collective Bargaining Agreement (CBA). A new notification is required for every instance. - Copies of all CBA must be provided within 30 days of ratification or modification to the Contracting Officer, and Contractor Industrial Relations Officer.			
1. Line item no. MGMT-09	2. DRD Title Total Compensation Plan	3. Frequency RT	4. As-of-date --	5. 1st subm. date Due with Proposal	6. Copies	
					a. Type E HC	b. Number 1 2
7. Data type: <input checked="" type="checkbox"/> (1) Written Approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request						
8. Distribution Electronic copy delivered to the DDMS.			9. Remarks Block 3: Final submittal due at contract start.			

1. Line item no. MGMT-10	2. DRD Title External Customer Plan	3. Frequency RT	4. As-of-date --	5. 1st subm. date See Block 9	6. Copies	
					a. Type E HC	b. Number 1 2
7. Data type: <input checked="" type="checkbox"/> (1) Written Approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request						
8. Distribution 1) Electronic copy delivered to the DDMS. 2) Hard copy submitted to JSC Legal Office.			9. Remarks - Annual review required. Block 5: Initial partial submittal due with Proposal contains only data specified in the RFP. Initial complete submittal due 120 days after contract start date.			
1. Line item no. MGMT-11	2. DRD Title Technology, Innovations, and Process Improvement Plan	3. Frequency AN	4. As-of-date See Block 9	5. 1st subm. date Due with Proposal	6. Copies	
					a. Type E HC	b. Number 1 1
7. Data type: <input checked="" type="checkbox"/> (1) Written Approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request						
8. Distribution Electronic copy delivered to the DDMS.			9. Remarks Block 3: First update due 60 days after contract start. Block 4: Anniversary of Contract Start + 30 days.			
1. Line item no. MGMT-12	2. DRD Title Organizational Conflicts of Interest (OCI) Mitigation Plan	3. Frequency RT	4. As-of-date --	5. 1st subm. date Due with Proposal*	6. Copies	
					a. Type E HC	b. Number 1 2
7. Data type: <input checked="" type="checkbox"/> (1) Written Approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request						
8. Distribution 1) Electronic copy delivered to the DDMS. 2) Hard copy submitted to JSC Legal Office.			9. Remarks - Annual review required. Block 3: Revisions shall be submitted within 30 days after identification of new potential OCI. Block 5: Submit along with Past Performance Volume.			
1. Line item no. MGMT-13	2. DRD Title Small Business Subcontracting Plan and Reports	3. Frequency RT	4. As-of-date --	5. 1st subm. date Due with Proposal	6. Copies	
					a. Type E HC	b. Number 1 1
7. Data type: <input checked="" type="checkbox"/> (1) Written Approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request						
8. Distribution Electronic copy delivered to the DDMS.			9. Remarks - Annual review required. Block 3: Update as requested by CO. Block 7: Plan is Data Type 1; Reports are Data Type 2.			

1. Line item no. MGMT-14	2. DRD Title Contract Close-Out Plan	3. Frequency OT	4. As-of-date --	5. 1st subm. date One year prior to contract end date	6. Copies	
					a. Type E HC	b. Number 1 1
7. Data type: <input checked="" type="checkbox"/> (1) Written Approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request						
8. Distribution Electronic copy delivered to the DDMS.			9. Remarks Block 5: One year prior to end date of contract, unless otherwise directed by the Contracting Officer.			
SECTION 1.1 – Information Technology						
1. Line item no. IT-01	2. DRD Title Information Technology (IT) Capital Planning and Investment Control (CPIC)	3. Frequency AN	4. As-of-date See Block 9	5. 1st subm. date Contract start	6. Copies	
					a. Type E	b. Number 1
7. Data type: <input checked="" type="checkbox"/> (1) Written Approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request						
8. Distribution Delivered to NASA Engineering Targeted Tools (ET2) database. Notification of delivery submitted to the DDMS.			9. Remarks Block 3 & 4: Annual CPIC data call during PPBE per OCIO schedule. Execution year spend plan annually prior to Fiscal Year start.			
1. Line item no. IT-02	2. DRD Title Information Technology (IT) Security Program Plan and Reports	3. Frequency See Block 9	4. As-of-date --	5. 1st subm. date Contract start	6. Copies	
					a. Type E	b. Number 1
7. Data type: <input checked="" type="checkbox"/> (1) Written Approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request						
8. Distribution Electronic copy delivered to the DDMS.			9. Remarks Block 3: One time for Plan, Annual for Reports Block 7: Plan is Data Type 1; Reports are Data Type 2			

SECTION 1.2 – Business Processes						
1. Line item no.	2. DRD Title	3. Frequency	4. As-of-date	5. 1 st subm. date	6. Copies	
					a. Type	b. Number
BP-01	NASA Contractor Financial Management Report	MO	See DRD	Contract start + 30 days	E HC	3 1
7. Data type: <input type="checkbox"/> (1) Written Approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request						
8. Distribution 1) Electronic copy delivered to the DDMS. 2) Electronic copy submitted to LE/Contract Business Management. 3) Electronic copy submitted to LF6/Cost Accounting.			9. Remarks Blocks 6b & 8: A Year-end Hard Copy submitted to LE/Contract Business Manager.			
1. Line item no.	2. DRD Title	3. Frequency	4. As-of-date	5. 1 st subm. date	6. Copies	
BP-02	Data Management Plan	RT	--	Contract start + 30 days	E	1
7. Data type: <input checked="" type="checkbox"/> (1) Written Approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request						
8. Distribution Electronic copy delivered to the DDMS.			9. Remarks - Annual review required. Block 3: Update as needed from annual review.			
1. Line item no.	2. DRD Title	3. Frequency	4. As-of-date	5. 1 st subm. date	6. Copies	
BP-03	Flight Products Configuration Management Plan	RT		Contract start + 45 days	E	1
7. Data type: <input checked="" type="checkbox"/> (1) Written Approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request						
8. Distribution Electronic copy delivered to the DDMS.			9. Remarks Block 3: Update as required or as needed from annual review.			
1. Line item no.	2. DRD Title	3. Frequency	4. As-of-date	5. 1 st subm. date	6. Copies	
BP-04	Financial Reporting Contractor-Held Property	MO	--	March 2014 Submission	E	1
7. Data type: <input type="checkbox"/> (1) Written Approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request						
8. Distribution Electronic delivery via the instructions within the DRD.			9. Remarks			

1. Line item no. BP-05	2. DRD Title RESERVED	3. Frequency	4. As-of-date	5. 1 st subm. date	6. Copies	
					a. Type	b. Number
7. Data type: <input type="checkbox"/> (1) Written Approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request						
8. Distribution			9. Remarks			
1. Line item no. BP-06	2. DRD Title Patent Rights Retention	3. Frequency See Block 9	4. As-of-date	5. 1 st subm. date Contract start + 12 months	6. Copies	
					a. Type E HC	b. Number 1 1
7. Data type: <input type="checkbox"/> (1) Written Approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request						
8. Distribution Electronic copy delivered to the DDMS.			9. Remarks Block 3: As required by the DRD			
1. Line item no. BP-07	2. DRD Title Reports Required for Logistics	3. Frequency See Block 9	4. As-of-date --	5. 1 st subm. date See Block 9	6. Copies	
					a. Type E HC	b. Number 1 2
7. Data type: <input type="checkbox"/> (1) Written Approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request						
8. Distribution 1) Electronic copy delivered to the DDMS. 2) Hard copy submitted to the Supply and Equipment Management Office (SEMO).			9. Remarks 1. Reports of Personnel Property Management Operations: 3/25 and 9/25.* 2. Analysis of Fixed Inventory Assets: 3/25 and 9/25.* 3. Physical Inventory of Materials Annual Report: 9/25. 4. Quarterly Report of contractor-acquired material: 15 days after the end of fiscal quarters.** 5. Annual report of Exchange/Sale: 15 days after the end of the Government Fiscal Year. * Initial reports shall be delivered by 9/25/2013 and semiannually (every six months) thereafter. ** The delivery of the first quarterly report shall be due on or before 7/15/2013.			
1. Line item no. BP-08	2. DRD Title RESERVED	3. Frequency	4. As-of-date --	5. 1 st subm. date	6. Copies	
					a. Type	b. Number
7. Data type: <input type="checkbox"/> (1) Written Approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request						
8. Distribution			9. Remarks			

1. Line item no. BP-09	2. DRD Title Government Property Management Plan	3. Frequency RT	4. As-of-date --	5. 1st subm. date Due with Proposal	6. Copies	
					a. Type E HC	b. Number 1 1
7. Data type: <input checked="" type="checkbox"/> (1) Written Approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request						
8. Distribution Electronic copy delivered to the DDMS.			9. Remarks Block 3: First update plan due at contract start + 30 days. Revisions shall be submitted within 45 days after major changes to the content of the JETS contract. Update as needed from annual review.			
1. Line item no. BP-10	2. DRD Title Re-procurement Data Package	3. Frequency OT	4. As-of-date --	5. 1st subm. date See block 9	6. Copies	
					a. Type E HC	b. Number 1 1
7. Data type: <input type="checkbox"/> (1) Written Approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request						
8. Distribution Electronic copy delivered to the DDMS.			9. Remarks Block 5: Initial package due 1 year prior to contract end or at the Contracting Officer's direction. Final package due at end of period of performance: submission of current version of all models, tools and supporting documentation which have been updated since initial submission.			
<i>SECTION 1.3 – Safety and Mission Assurance</i>						
1. Line item no. SMA-01	2. DRD Title Quality Plan	3. Frequency RT	4. As-of-date --	5. 1st subm. date Due with Proposal	6. Copies	
					a. Type E HC	b. Number 1 2
7. Data type: <input checked="" type="checkbox"/> (1) Written Approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request						
8. Distribution 1) Electronic copy delivered to the DDMS. 2) Hard copy submitted to NT4/Chief, Quality Engineering Branch.			9. Remarks Block 3: Update as requested by the COTR.			

1. Line item no. SMA-02	2. DRD Title Electrical, Electronic, and Electromechanical (EEE) Parts Control Plan	3. Frequency RT	4. As-of-date --	5. 1st subm. date Contract start + 30 days	6. Copies	
					a. Type E	b. Number 1
7. Data type: <input checked="" type="checkbox"/> (1) Written Approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request						
8. Distribution Electronic copy delivered to the DDMS.			9. Remarks Block 3: Update as requested by the COTR.			
1. Line item no. SMA-03	2. DRD Title Safety and Health Plan	3. Frequency RT	4. As-of-date --	5. 1st subm. date Due with Proposal	6. Copies	
					a. Type E HC	b. Number 1 3
7. Data type: <input checked="" type="checkbox"/> (1) Written Approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request						
8. Distribution 1) Electronic copy delivered to the DDMS. 2) Hard copy submitted to NS1/Chief, JSC Safety and Test Operations Division. 3) Hard copy submitted to the JSC Occupational Health Officer			9. Remarks - Review annually. Block 3: Update as requested by the COTR or as needed by the annual review.			
1. Line item no. SMA-04	2. DRD Title Safety and Health Program Self Evaluation	3. Frequency AN	4. As-of-date September 30 th	5. 1st subm. date Contract start + 365 days	6. Copies	
					a. Type E HC	b. Number 1 5
7. Data type: <input type="checkbox"/> (1) Written Approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request						
8. Distribution 1) Electronic copy delivered to the DDMS. 2) Hard copy submitted to NS1/Chief, JSC Safety and Test Operations Division (2 copies). 3) Hard copy submitted to JSC Occupational Health Officer. 4) Hard copy submitted to JSC Emergency Preparedness Office.			9. Remarks			

SECTION 2.0 – Planning, Requirements and Verification Documentation						
1. Line item no. RV-01	2. DRD Title Project Schedule	3. Frequency RT	4. As-of-date --	5. 1st subm. date Per direction in Task Order	6. Copies	
					a. Type E	b. Number 1
7. Data type: <input type="checkbox"/> (1) Written Approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request						
8. Distribution Deliver to the respective Task Order folder in the DDMS.			9. Remarks			
1. Line item no. RV-02	2. DRD Title Regular Status Report/Summary Review	3. Frequency AD	4. As-of-date --	5. 1st subm. date Per direction in Task Order	6. Copies	
					a. Type E	b. Number 1
7. Data type: <input type="checkbox"/> (1) Written Approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request						
8. Distribution Deliver to the respective Task Order folder in the DDMS.			9. Remarks			
1. Line item no. RV-03	2. DRD Title Project Technical Requirements Specification (PTRS)	3. Frequency AD	4. As-of-date --	5. 1st subm. date Per direction in Task Order	6. Copies	
					a. Type E	b. Number 1
7. Data type: <input checked="" type="checkbox"/> (1) Written Approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request						
8. Distribution Deliver to the respective Task Order folder in the DDMS.			9. Remarks			
1. Line item no. RV-04	2. DRD Title Project Requirements and Verification Documentation (PRVD)	3. Frequency AD	4. As-of-date --	5. 1st subm. date Per direction in Task Order	6. Copies	
					a. Type E	b. Number 1
7. Data type: <input type="checkbox"/> (1) Written Approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request						
8. Distribution Deliver to the respective Task Order folder in the DDMS.			9. Remarks			

1. Line item no. RV-09	2. DRD Title Flight Projects Authorization to Proceed Record	3. Frequency AR	4. As-of-date --	5. 1 st subm. date See Block 9	6. Copies	
					a. Type E HC	b. Number 1 1
7. Data type: <input checked="" type="checkbox"/> (1) Written Approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request						
8. Distribution 1) Electronic copy delivered to the DDMS.			9. Remarks Block 5: Submitted within 90 days after PDR or as defined in the Task Order.			
1. Line item no. RV-10	2. DRD Title Flight Products Verification and Validation Plan	3. Frequency AR	4. As-of-date --	5. 1 st subm. date See Block 9	6. Copies	
					a. Type E	b. Number 1
7. Data type: <input checked="" type="checkbox"/> (1) Written Approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request						
8. Distribution Deliver to the respective Task Order folder in the DDMS.			9. Remarks Block 5: At PDR or as directed in the Task Order. Block 7: Data Type 1: Plan. Data Type 2: Results.			
1. Line item no. RV-11	2. DRD Title Flight Products Qualification Plan	3. Frequency AR	4. As-of-date --	5. 1 st subm. date See Block 9	6. Copies	
					a. Type E	b. Number 1
7. Data type: <input checked="" type="checkbox"/> (1) Written Approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request						
8. Distribution Deliver to the respective Task Order folder in the DDMS.			9. Remarks Block 5: At CDR or as directed in the Task Order.			
1. Line item no. RV-12	2. DRD Title Flight Products Qualification Test Procedures	3. Frequency RT	4. As-of-date --	5. 1 st subm. date See Block 9	6. Copies	
					a. Type E	b. Number 1
7. Data type: <input checked="" type="checkbox"/> (1) Written Approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request						
8. Distribution Deliver to the respective Task Order folder in the DDMS.			9. Remarks Block 5: One month before initiation of formal Qualification testing.			
1. Line item no. RV-13	2. DRD Title Flight Products Acceptance Test Procedures	3. Frequency AR	4. As-of-date --	5. 1 st subm. date See Block 9	6. Copies	
					a. Type E	b. Number 1
7. Data type: <input checked="" type="checkbox"/> (1) Written Approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request						
8. Distribution Deliver to the respective Task Order folder in the DDMS.			9. Remarks Block 5: One month before initiation of formal Acceptance testing.			

1. Line item no. RV-14	2. DRD Title Flight Product Qualification Report	3. Frequency AR	4. As-of-date --	5. 1st subm. date See Block 9	6. Copies	
					a. Type E	b. Number 1
7. Data type: <input type="checkbox"/> (1) Written Approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request						
8. Distribution Deliver to the respective Task Order folder in the DDMS.			9. Remarks Block 5: At System Acceptance Review or as directed in the Task Order.			
<i>SECTION 2.1 – Software Requirements and Verification Documentation</i>						
1. Line item no. SW-01	2. DRD Title Software Requirements Document	3. Frequency RT	4. As-of-date --	5. 1st subm. date As directed in the Task Order	6. Copies	
					a. Type E	b. Number 1
7. Data type: <input checked="" type="checkbox"/> (1) Written Approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request						
8. Distribution Deliver to the respective Task Order folder in the DDMS.			9. Remarks			
1. Line item no. SW-02	2. DRD Title Software Development Plan	3. Frequency RT	4. As-of-date --	5. 1st subm. date As directed in the Task Order	6. Copies	
					a. Type E	b. Number 1
7. Data type: <input type="checkbox"/> (1) Written Approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request						
8. Distribution Deliver to the respective Task Order folder in the DDMS.			9. Remarks			
1. Line item no. SW-03	2. DRD Title Software Design Documents	3. Frequency RT	4. As-of-date --	5. 1st subm. date As directed in the Task Order	6. Copies	
					a. Type E	b. Number 1
7. Data type: <input type="checkbox"/> (1) Written Approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request						
8. Distribution Deliver to the respective Task Order folder in the DDMS.			9. Remarks			
1. Line item no. SW-04	2. DRD Title Software Code	3. Frequency RT	4. As-of-date --	5. 1st subm. date As directed by the Task Order	6. Copies	
					a. Type E	b. Number 1
7. Data type: <input type="checkbox"/> (1) Written Approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request						
8. Distribution Deliver to the respective Task Order folder in the DDMS.			9. Remarks			

1. Line item no. TD-02	2. DRD Title Preliminary Design Review (PDR) Data Package	3. Frequency RT	4. As-of-date --	5. 1st subm. date See Block 9	6. Copies	
					a. Type E	b. Number 1
7. Data type: <input type="checkbox"/> (1) Written Approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request						
8. Distribution Deliver to the respective Task Order folder in the DDMS.			9. Remarks Block 5: Submit 14 days before PDR or as directed by Task Order			
1. Line item no. TD-03	2. DRD Title Flight Product Critical Design Review (CDR) Data Package	3. Frequency RT	4. As-of-date --	5. 1st subm. date See Block 9	6. Copies	
					a. Type E	b. Number 1
7. Data type: <input type="checkbox"/> (1) Written Approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request						
8. Distribution Deliver to the respective Task Order folder in the DDMS.			9. Remarks Block 5: Submit 14 days before CDR or as directed by Task Order			
1. Line item no. TD-04	2. DRD Title Acceptance Data Package (ADP)	3. Frequency RT	4. As-of-date --	5. 1st subm. date Delivery of End Item	6. Copies	
					a. Type E HC	b. Number 1 1
7. Data type: <input checked="" type="checkbox"/> (1) Written Approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request						
8. Distribution 1) Deliver to the DDMS for all Flight Products. 2) Hardcopy submitted with end item.			9. Remarks The DD 250 is the form used for the final approval of the ADP and the product delivered.			
1. Line item no. TD-05	2. DRD Title Limited Life Items List	3. Frequency RT	4. As-of-date --	5. 1st subm. date See Block 9	6. Copies	
					a. Type E	b. Number 1
7. Data type: <input type="checkbox"/> (1) Written Approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request						
8. Distribution Deliver to the respective Task Order folder in the DDMS.			9. Remarks Block 5: Submit at SAR or as directed in the Task Order			
1. Line item no. TD-06	2. DRD Title Certification Data Package	3. Frequency RT	4. As-of-date --	5. 1st subm. date As directed in the Task Order	6. Copies	
					a. Type E	b. Number 1
7. Data type: <input checked="" type="checkbox"/> (1) Written Approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request						
8. Distribution Deliver to the respective Task Order folder in the DDMS.			9. Remarks			

1. Line item no. TD-07	2. DRD Title Flight Product User's Guide	3. Frequency AD	4. As-of-date --	5. 1st subm. date As directed in the Task Order	6. Copies	
					a. Type E	b. Number 1
7. Data type: <input type="checkbox"/> (1) Written Approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request						
8. Distribution Deliver to the respective Task Order folder in the DDMS.			9. Remarks The User's Guide shall be updated as required by configuration change to the products or the product interfaces. Flight crew experiences when using the guide and corrections of technical content may be some of the sources for updates.			
1. Line item no. TD-08	2. DRD Title Engineering Analysis	3. Frequency RT	4. As-of-date --	5. 1st subm. date See Block 9	6. Copies	
					a. Type E	b. Number 1
7. Data type: <input type="checkbox"/> (1) Written Approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request						
8. Distribution Deliver to the respective Task Order folder in the DDMS.			9. Remarks Block 5: At System Acceptance Review or as directed in the Task Order.			
1. Line item no. TD-09	2. DRD Title Flight Products Verification and Validation Report	3. Frequency RT	4. As-of-date --	5. 1st subm. date See Block 9	6. Copies	
					a. Type E	b. Number 1
7. Data type: <input type="checkbox"/> (1) Written Approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request						
8. Distribution Deliver to the respective Task Order folder in the DDMS.			9. Remarks Block 5: The initial report is provided at qualification or 1st flight unit completion. The V&V report is completed at the Systems Acceptance Review.			
1. Line item no. TD-10	2. DRD Title Space Station Reliability and Maintainability Predictions Report	3. Frequency RT	4. As-of-date	5. 1st subm. date As directed in the Task Oder	6. Copies	
					a. Type E	b. Number 1
7. Data type: <input type="checkbox"/> (1) Written Approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request						
8. Distribution Deliver to the respective Task Order folder in the DDMS.			9. Remarks			
1. Line item no. TD-11	2. DRD Title Test Report	3. Frequency RD	4. As-of-date --	5. 1st subm. date As directed in the Task Order	6. Copies	
					a. Type E	b. Number 1
7. Data type: <input type="checkbox"/> (1) Written Approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request						
8. Distribution Deliver to the respective Task Order folder in the DDMS.			9. Remarks			

1. Line item no.	2. DRD Title	3. Frequency	4. As-of-date	5. 1 st subm. date	6. Copies	
					a. Type	b. Number
TD-22	Engineering Design Change Proposal	AR	--	--	E	1
7. Data type: <input type="checkbox"/> (1) Written Approval <input type="checkbox"/> (2) Mandatory Submittal <input checked="" type="checkbox"/> (3) Submitted upon request						
8. Distribution Deliver to the respective Task Order folder in the DDMS.		9. Remarks				