

# Attachment J-17

## Data Requirements Description (DRD) Sheets



National Aeronautics and Space Administration



Johnson Space Center (JSC)  
Mission Operations Directorate (MOD)

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## **Data Requirements Description (DRD)**

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## **Facilities Development and Operations Contract (FDOC)**



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1. DRD Title Contract Work Breakdown Structure and Dictionary	2. Date of current version 5/9/2008	3. DRL line item no. DRD-FDOC-0001	RFP/Contract No. (Procurement completes) NNJ09HD46C
4. Use <i>(define need for, intended use of, and/or anticipated results of data)</i> To organize the tasks to be accomplished in this contract in a service-oriented structure. The CWBS and dictionary shall provide the framework for structuring the program implementation plans, establishing and tracking budgets, preparing schedules, developing work force and material estimates, preparing work authorization documents, and reporting contract performance.		5. DRD Category: <i>(check one)</i> <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References <i>(Optional)</i> None.		7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i> SOW 2.1	

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

- a. Data Type: 1
- b. Scope: The CWBS shall encompass all the services required to achieve all the requirements of this contract. The CWBS shall subdivide the work to be accomplished into elements that serve as the basis for detailed planning and control, and in addition, permit collection of cost and schedule data for each element.
- c. Content: The CWBS shall graphically depict the CWBS tree. The dictionary shall contain a concise description of contract tasks to be performed and products to be delivered, subdivided by CWBS element. A CWBS element may represent an identifiable product, a set of data, a service, a task, or a budget function. The structure shall be at the RFP SOW level with additional levels as required by the Contractor. Lower levels of detail, which the Contractor uses for its own management purposes to validate information reported to NASA, shall be compatible with NASA requirements and be accessible by NASA. The relationship between the CWBS and the Contractor's internal organizations and processes shall also be provided.
- d. Format: The CWBS tree is to be in organization chart format and the associated CWBS narrative (CWBS dictionary) in text form, arranged as depicted by the CWBS tree. The CWBS tree and dictionary shall be provided in both electronic and hard copy form.
- e. Distribution: Per Contracting Officer's letter.
- f. Submission:
  - i. Initial – Due with proposal.
  - ii. Final – Due at contract start.
  - iii. Approval – Due 90 calendar days from contract start.
  - iv. Frequency – Each CWBS update.
- g. Maintenance: Revisions shall be incorporated by change page or complete reissue.

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1. DRD Title <b>Integrated Management Plan</b>	2. Date of current version 5/9/2008	3. DRL line item no. DRD-FDOC-0002	RFP/Contract No. (Procurement completes) NNJ09HD46C
4. Use <i>(define need for, intended use of, and/or anticipated results of data)</i> To provide a comprehensive plan ("roadmap") that integrates all aspects of the SOW to accomplish efficient and effective management.			5. DRD Category: <i>(check one)</i> <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References <i>(Optional)</i> None.			7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i> SOW 2, 2.2.1

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

- a. Data Type: 1
- b. Scope: The Integrated Management Plan shall describe the basis for the Contractor's management approach, organization, and systems for accomplishing and managing all services and functions described in the SOW. It shall provide a comprehensive integration of all management systems of the prime, subcontractors, and major vendors, including Small and Small Disadvantaged business goals. The systems shall include those specifically required to accomplish the Statement of Work, as well as those systems and procedures that are to be set in place by the Contractor.
- c. Content: The Contractor shall address the following elements as a minimum:
  - i. Schedule
    - 1. Describe adherence to established and fluctuating schedules.
    - 2. Describe the tools utilized to evaluate and track schedules.
  - ii. Budget
    - 1. Describe how individual program/activity/project budgets will be tracked and maintained.
    - 2. Describe tools utilized to maintain the budget.
    - 3. Describe the process for indirect cost management.
  - iii. Staffing
    - 1. Describe the method for attracting and hiring qualified personnel.
      - a. Identify critical skills.
    - 2. Describe the process for maintaining staffing levels and minimizing turnover throughout the life of the contract.
    - 3. Describe the process for employee recognition and reward for exceptional performance.
    - 4. Describe how to maintain staffing flexibility to accommodate changes in requirements and fluctuations in workloads.
  - iv. Organizational Structure
    - 1. Describe the internal and external organizational structure to explain roles and responsibilities, and lines of communication to NASA, subcontractors, parent corporations and other organizations.
    - 2. Describe lines of authority to parent organizations and subcontractors to include degree of local autonomy and decision-making authority.
    - 3. Describe how work with subcontractors will be scheduled, controlled, reported and reviewed.
    - 4. Describe methods of communication with other contractors as listed in Attachment H-9 Associate Contractor Agreement for FDOC Activities.
    - 5. Identify by name and position the key personnel.
  - v. Approach to Work

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1. Describe with rationale the technical metrics to be collected during the performance of this contract.
  2. Describe the approach to support NASA and affiliated organizations regarding technical and schedule information.
  3. Describe the approach to collaborate with NASA to meet cost saving objectives.
  4. Describe approach to provide an environment that fosters innovation and opens the channels of communication from anyone in the organization to recommend possible synergies.
  5. Identify or propose with rationale opportunities to incorporate current and emerging technologies and processes to streamline and enhance systems/processes currently in use.
  6. Describe the strategy for cross-training and flex utilization of personnel.
  7. Describe the approach to prioritize anomaly resolution.
- vi. Materials and Property
1. Describe the process to administer stock and critical spares to ensure items are available upon request.
  2. Describe the process to purchase store stock and critical spare assets for use by NASA and differentiate between purchases made on behalf of NASA and Contractor purchases of items required in the performance of work identified in the SOW.
  3. Describe the process for logistics if any Government Furnished Property is to be stored at an off-site location.
  4. Describe the process to track, investigate, document, and adjust records associated with property loss.
  5. Describe the process for pickup, initial receipt and disposition of excess property to include Government Donation Programs, GSA sales and scrap.
  6. Describe the approach to use Commercial Off the Shelf (COTS) products and tools.
- vii. Safety, Health, and Quality Assurance
1. Describe the approach to identify safety risk and methods to protect personnel and property from injury and harm.
  2. Describe the approach to comply with environmental and energy consumption regulations.
  3. Describe the approach to ensure quality work and products in all aspects of the SOW.
  4. Describe the approach to identify, track and report risk.
- viii. Management
1. Describe the distribution and roles of management to ensure effective accomplishment of the FDOC effort.
  2. Describe the approach to maintain the appropriate percentages of work distributed to small businesses and the various small disadvantaged businesses throughout the life of the contract.
- d. Format: Contractor's electronic format is acceptable.
- e. Distribution: Per Contracting Officer's letter.
- f. Submission:
- i. Initial – Due with proposal.
  - ii. Final – Due 90 calendar days after contract award.
  - iii. Approval – From start of contract + 180 calendar days.
  - iv. Frequency – As required.
- g. Maintenance: Revisions shall be incorporated by change page or complete reissue.

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1. DRD Title Risk Management Plan	2. Date of current version 5/9/2008	3. DRL line item no. DRD-FDOC-0003	RFP/Contract No. (Procurement completes) NNJ09HD46C
4. Use <i>(define need for, intended use of, and/or anticipated results of data)</i> To describe the Contractor's implementation approach for performing and reporting risk management, in conformance with the processes that are defined by the Government provided guidelines NPR 7120.5, latest version.			5. DRD Category: <i>(check one)</i> <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References <i>(Optional)</i> NPR 7120.5D, NASA Space Flight Program and Project Management Requirements			7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i> SOW 2.12

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

- a. Data Type: 1
- b. Scope: The risk management plan defines the Contractor's method to accomplish proactive end-to-end risk analysis management and abatement, throughout the contract duration. Risk management includes risk: identification, analysis, handling, mitigation, tracking, controlling, and risk communication.
- c. Content: Present a structured, integrated risk management and abatement implementation approach that correlates with the proposed integrated architecture evolution. The plan shall address the risk sources, magnitude and mitigation, and actions directed toward its elimination or reduction to an acceptable level. The plan shall take into account technical, programmatic, supportability, cost, and schedule concerns for the solution implementation, and it shall take into consideration impacts due to external influences, e.g., major schedule delays, NASA funding cuts, and mission set adds/deletes. The plan shall specify how the risks are documented, communicated, and reported to the Contractor and NASA management.
- d. Format: Contractor's electronic format is acceptable.
- e. Distribution: Per Contracting Officer's letter.
- f. Submission:
  - i. Initial – Start of contract + 15 calendar days.
  - ii. Final – Start of contract + 45 calendar days.
  - iii. Approval – From start of contract + 60 calendar days.
  - iv. Frequency – As required.
- g. Maintenance: Revisions shall be incorporated by change page or complete reissue.

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1. DRD Title Contract Configuration Management Plan	2. Date of current version 5/9/2008	3. DRL line item no. DRD-FDOC-0004	RFP/Contract No. (Procurement completes) NNJ09HD46C
4. Use <i>(define need for, intended use of, and/or anticipated results of data)</i> To describe the Contractor's method for accomplishing the configuration management of the contract.		5. DRD Category: <i>(check one)</i> <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References <i>(Optional)</i> None.		7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i> SOW 2.14.4	

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

- a. Data type: 1
- b. Scope: The plan shall describe the Contractor's management approach and planned implementation methods for accomplishing the Configuration Management (CM) of the contract.
- c. Content: The plan shall describe the Contractor's CM organization, policies, procedures, implementation approach, and control systems that are to be used to ensure proper contract CM activities.
- d. Format: Contractor's electronic format is acceptable.
- e. Distribution: Per Contracting Officer's letter.
- f. Submission:
  - i. Initial – Due at contract award + 2 business days.
  - ii. Final – Due at contract start.
  - iii. Approval – Due at contract start + 30 calendar days.
  - iv. Frequency – As required.
- g. Maintenance: Revisions shall be incorporated by change page or complete reissue.

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1. DRD Title Phase-In Plan	2. Date of current version 5/9/2008	3. DRL line item no. DRD-FDOC-0005	RFP/Contract No. (Procurement completes) NNJ09HD46C
4. Use (define need for, intended use of, and/or anticipated results of data) To provide an approach and rationale for transition of human space flight operations activities to the FDOC.			5. DRD Category: (check one) <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References (Optional) None.			7. Interrelationships (e.g., with other DRDs) (Optional) None.

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

- a. Data Type: 1
- b. Scope: The FDOC Transition Plan provides plans for the transfer of all anticipated on-going operations and development activities along with supporting logic and rationale.
- c. Content: The Transition Plan shall describe the overall plan for transition. As a minimum, it shall address:
  - i. Schedule with key milestones,
  - ii. Approach and rationale for implementing the plans, procedures, and processes required for performance of the contract, including property, personnel, facilities, and security,
  - iii. Metrics used to determine progress for contract transition,
  - iv. Property control transfer,
  - v. Property location moves for GFP in the following locations:
    - 1. Ground Support Development Environment (GSDE) currently located at 595 Gemini, Houston, TX,
    - 2. USA Logistics Facility currently located at 17155 Feathercraft Lane, Webster, TX,
    - 3. Lockheed Martin Logistics Facility currently located at 901 Bay Area Blvd, Houston, TX,
    - 4. SSTF Development String currently located at 600 Gemini, Houston, TX,
    - 5. Software Engineering Environment (SWEN) currently located at 600 Gemini, Houston, TX,
    - 6. Workstation Development Environment (WADE) currently located at 600 Gemini, Houston, TX.
  - vi. Software control transfer,
  - vii. Documentation control transfer,
  - viii. Facilities responsibility transfer,
  - ix. Incorporation of existing AR, SR, and Ops Note data.
  - x. Mission assurance considerations,
  - xi. Security considerations,
  - xii. Classified document control transfer,
  - xiii. Risk mitigation strategy,
  - xiv. Configuration management considerations.
- d. Format: Contractor format is acceptable.
- e. Distribution: Distribution specified below plus additional distribution per Contracting Officer's letter:
  - i. Initial – As specified in the proposal instructions.
  - ii. Final – Contracting Officer, COTR, each Project Manager, and User Applications Project Manager.
- f. Submission:
  - i. Initial – Due with proposal.
  - ii. Final – Contract award + 5 calendar days.
  - iii. Approval – Contract award + 10 calendar days.
- g. Maintenance: Revisions shall be incorporated by change page or complete reissue.

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1. DRD Title <b>Earned Value Measurement (EVM) Plan and Reports</b>	2. Date of current version 5/9/2008	3. DRL line item no.  DRD-FDOC-0006	RFP/Contract No. (Procurement completes)  NNJ09HD46C
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4. Use (define need for, intended use of, and/or anticipated results of data)  The Earned Value Measurement (EVM) Plan shall define measures and measurement methodologies to assess the Contractor's cost, schedule, and technical performance relative to an integrated and time-correlated work and budget baseline. The EVM Reports shall document the results of the planned measures using the established measurement methodologies over the applicable period of time.	5. DRD Category: (check one) <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
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6. References (Optional)  a. NPR 7120.5D, NASA Space Flight Program and Project Management Requirements b. Contract Work Breakdown Structure (CWBS) c. DI-MGMT-81466A, Contract Performance Report (CPR) d. JSC-27450, Performance Measurement System Handbook – Version 1.1 e. NASA/SP-6105, NASA Systems Engineering Handbook	7. Interrelationships (e.g., with other DRDs) (Optional)  SOW 2.1.4
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<p>8. Preparation Information (Include complete instructions for document preparation)</p> <p>a. Data Type: Plan – 1, Reports – 2</p> <p>b. Scope: The EVM Plan shall identify the CWBS elements included in the performance measurement baseline, describe the earned value measures to be recorded, summarize the EVM methodologies, and explain the reports and assessment rationale. This information shall collectively constitute the Contractor's integrated measurement system for assessing and responding to cost and schedule performance as a function of technical progress. The scope of measurement shall include all products, services, and processes specified in the Statement of Work (SOW) regardless of the performing organization, (e.g. prime, subcontractor).</p> <p>c. Content: The EVM Plan shall specify Earned Value Measurement in accordance with the SOW. The composite set of measures, measurement frequency, and response thresholds should constitute a comprehensive set of information that is reliable and useful for technical and managerial decision making and for surveillance and evaluation by the Government.</p> <p>The EVM Reports shall explain cost, schedule, and earned value variances in accordance with the SOW. In addition, the Reports shall include projections of the Estimate to Complete (ETC) and Estimate at Completion (EAC) for the allocated work and budget. EVM reporting shall be limited to each element of the CWBS. CPR Format 2 – Organizational Categories is not required to be delivered.</p> <p>d. Format: The EVM Plan shall be in the Contractor's selected format. EVM Reports shall conform to ANSI-EIA-748.</p> <p>e. Distribution: Per Contracting Officer's letter.</p> <p>f. Submission:</p> <p>i. EVM Plan:</p> <ol style="list-style-type: none"> <li>1. Initial – Due at contract award + 2 business days.</li> <li>2. Final – Due at contract start.</li> <li>3. Approval – Due at contract start + 30 business days.</li> <li>4. Frequency – As required.</li> </ol> <p>ii. EVM Report:</p> <ol style="list-style-type: none"> <li>1. Initial – Due 10 business days following close of the first period after approval of the Plan.</li> <li>2. Final – Due at Contract completion.</li> </ol>
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<p>1. DRD Title</p> <p>Technical Metrics Plan and Reports</p>	<p>2. Date of current version</p> <p>5/9/2008</p>	<p>3. DRL line item no.</p> <p>DRD-FDOC-0007</p>	<p>RFP/Contract No. (Procurement completes)</p> <p>NNJ09HD46C</p>
<p>4. Use (define need for, intended use of, and/or anticipated results of data)</p> <p>The Technical Metrics Plan shall define measures and measurement methodologies to assess the Contractor's schedule and technical performance relative to key system and process attributes. The Technical Metrics Reports shall document the results of the planned technical measures using the established measurement methodologies over the applicable period of time. Technical Metrics and Reports shall be provided at NASA project integration and status meetings, and as requested by NASA.</p>		<p>5. DRD Category: (check one)</p> <p><input type="checkbox"/> Technical</p> <p><input checked="" type="checkbox"/> Administrative</p> <p><input type="checkbox"/> SR&amp;QA</p>	
<p>6. References (Optional)</p> <p>a. NPR 7123.1A, NASA Systems Engineering Processes and Requirements</p> <p>b. JSC-27450, Performance Measurement System Handbook – Version 1.1</p> <p>c. NASA/SP-6105, NASA Systems Engineering Handbook</p> <p>d. JSC-63756, Mission Operations Directorate Software Management Plan</p>		<p>7. Interrelationships (e.g., with other DRDs) (Optional)</p> <p>SOW 2.1.4, 2.3, 3.1.6, 3.1.7, 3.1.9, 3.2.6.5, and 3.2.11.9</p>	
<p>8. Preparation Information (Include complete instructions for document preparation)</p> <p>a. Data Type: Plan – 1, Reports – 2</p> <p>b. Scope: The Technical Metrics Plan shall identify the systems and processes to be measured, describe the measures to be recorded, summarize the measurement methodologies, and explain the reports and measurement assessment rationale. This information shall collectively constitute the Contractor's integrated measurement system for assessing and responding to schedule, and technical performance relative to key system and process attributes. The scope of measurement shall include all products, services, and processes specified in the Statement of Work (SOW) regardless of the performing organization, (e.g. prime, subcontractor). The Technical Metrics Reports shall provide the values of the measures specified in the Technical Metrics Plan relative to prescribed thresholds for response. Additionally, the Technical Metrics Reports shall summarize any trends, notable values, and variances in the measurement data.</p> <p>c. Content: The Technical Metrics Plan shall include key technical metrics that the Contractor uses to manage schedule and technical performance on the Contract. The planned measures shall include the technical metrics defined in the Statement of Work (SOW) for assessment against the thresholds established uniquely for each facility.</p> <p>Technical Metrics Status Reports shall include, but not be limited to the following:</p> <ul style="list-style-type: none"> <li>i. Support Request (SR) status,</li> <li>ii. System/subsystem availability,</li> <li>iii. System/subsystem utilization,</li> <li>iv. System/subsystem performance,</li> <li>v. Anomaly Report status by system/subsystem,</li> <li>vi. Operations Notes status by system/subsystem,</li> <li>vii. Process Integrity Metrics,</li> <li>viii. Status Reports, as defined by NASA.</li> </ul> <p>d. Format: Technical Metrics Plan and Reports shall be in the Contractor's selected format, unless otherwise specified by NASA.</p> <p>e. Distribution: Per Contracting Officer's letter.</p> <p>f. Submission:</p> <ul style="list-style-type: none"> <li>i. Technical Metrics Plan: <ul style="list-style-type: none"> <li>1. Initial – Due at contract award + 2 business days.</li> </ul> </li> </ul>			

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2. Final – Due at contract start.
  3. Approval – Due at contract start + 30 calendar days.
  4. Frequency – As required.
- ii. Technical Metrics Reports:
1. Initial – Due 10 calendar days following close of the first period after approval of the Plan.
  2. Final – Due at Contract completion.
  3. Approval – N/A.
  4. Frequency – third Thursday of each month.
- g. Maintenance:
- i. Technical Metrics Plan – Change pages or complete reissue.
  - ii. Technical Metrics Reports – N/A.

**ATTACHMENT J-17  
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<p>1. DRD Title Government Property Management Plan</p>	<p>2. Date of current version 5/9/2008</p>	<p>3. DRL line item no. DRD-FDOC-0008</p>	<p>RFP/Contract No. (Procurement completes) NNJ09HD46C</p>
<p>4. Use <i>(define need for, intended use of, and/or anticipated results of data)</i> To describe the method of administering Government property.</p>		<p>5. DRD Category: <i>(check one)</i>  <input type="checkbox"/> Technical  <input checked="" type="checkbox"/> Administrative  <input type="checkbox"/> SR&amp;QA</p>	
<p>6. References <i>(Optional)</i>  a. FAR 45, Government Property  b. NFS 1845, Government Property  c. FAR 52.245 &amp; NFS 1852.245 government property clauses</p>		<p>7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i> SOW 2.15.1</p>	
<p>8. Preparation Information <i>(Include complete instructions for document preparation)</i></p> <p>a. Data Type: 1</p> <p>b. Scope: The Government Property Management plan defines the Contractor's use, maintenance, repair, protection, and preservation of Government property. It shall describe the Contractor's approach to receiving, handling, stocking, maintaining, protecting, and issuing Government property.</p> <p>c. Content: This plan shall consist of those procedures which constitute the Contractor's Property Management Manual and shall include at a minimum the following categories:</p> <ul style="list-style-type: none"> <li>i. Property Management,</li> <li>ii. Acquisition,</li> <li>iii. Receiving,</li> <li>iv. Identification,</li> <li>v. Records,</li> <li>vi. Movement,</li> <li>vii. Storage,</li> <li>viii. Physical Inventories,</li> <li>ix. Reports,</li> <li>x. Consumption,</li> <li>xi. Utilization,</li> <li>xii. Maintenance,</li> <li>xiii. Subcontractor Control,</li> <li>xiv. Disposition,</li> <li>xv. Reconcile Contractor Records with Financial Records,</li> <li>xvi. Center – Unique Considerations,</li> <li>xvii. Contractor Closeout,</li> <li>xviii. Facility.</li> </ul> <p>d. Format: Contractor's electronic format is acceptable.</p> <p>e. Distribution: Per Contracting Officer's letter.</p> <p>f. Submission:</p> <ul style="list-style-type: none"> <li>i. Initial – Due with proposal.</li> <li>ii. Final – Due 90 calendar days after contract award.</li> <li>iii. Approval – From contract award + 180 calendar days.</li> <li>iv. Frequency – As required.</li> </ul> <p>g. Maintenance: Revisions shall be incorporated by change page or complete reissue.</p>			

**ATTACHMENT J-17  
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1. DRD Title <b>Small Business Subcontracting Plan and Reports (Deviation)</b>	2. Date of current version 2/6/2014	3. DRL line item no. DRD-FDOC-0009	RFP/Contract No. (Procurement completes) NNJ09HD46C
4. Use <i>(define need for, intended use of, and/or anticipated results of data)</i> To describe the Contractor's planned approach to Small Business Subcontracting and their reporting against this plan.		5. DRD Category: <i>(check one)</i> <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References <i>(Optional)</i> a. FAR 19.702, Statutory requirements b. FAR 52.219-8, Utilization of Small Business Concerns c. FAR 52.219-9 (Deviation), Small Business Subcontracting Plan d. NFS 1852.219-76, NASA 8 Percent Goal		7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i> SOW 2.2.1	
8. Preparation Information <i>(Include complete instructions for document preparation)</i>			
a. Data Type: Plan – 1, Report – 2 b. Scope: The Small Business Subcontracting Plan shall be in compliance with FAR 52.219.9 (Deviation). c. Content: The Subcontracting plan must include the approach that the Contractor intends to use in meeting the subcontracting goals. Subcontractors whose bid is part of this proposal should be identified. For each subcontractor, the percentage of the proposal and any small or small business subcategory classification should be identified. For areas of potential future subcontracting, the Contractor should identify the area of work, the percentage of contract that this is expected to encompass, potential subcontractors and their small business or small business subcategory classification. Describe the management approach to subcontracting with small, small disadvantaged 8(a), Women-owned, HUBZoned, Veteran owned, and Service disabled veteran owned companies and HBCU/MIs. d. Format: Contractor format is acceptable for the plan. e. Distribution: Per Contracting Officer Letter. f. Submission: i. Subcontracting Plan: 1. Initial – Due with proposal. 2. Approval – Prior to contract award. 3. Frequency – Subcontracting Plan to be updated in accordance with FAR 19.702. ii. Reports: 1. All reports shall be submitted in accordance with FAR 52.219-9 (Deviation). 2. In lieu of submitting a paper copy of the SF 294 and SF 295 Subcontracting Report for Individual Contracts. The offer shall submit annually and at contract completion to the NASA/JSC Contracting Officer electronically version of this data. 3. Contractors are required to submit subcontracting data in the Electronic Subcontracting Reporting System (eSRS) which has replaced the paper Standard Form 294 and SF 295 Summary Subcontracting Reports. 4. All contractors are required to register and file both types of subcontracting reports using the eSRS system. The website to register is <a href="http://www.esrs.gov">http://www.esrs.gov</a> . g. Maintenance: Revisions shall be incorporated by change page or complete reissue.			

**ATTACHMENT J-17  
DATA REQUIREMENTS DESCRIPTION SHEETS**

1. DRD Title Information Technology (IT) Plan and Reports	2. Date of current version 5/9/2008	3. DRL line item no. DRD-FDOC-0010	RFP/Contract No. (Procurement completes) NNJ09HD46C
4. Use <i>(define need for, intended use of, and/or anticipated results of data)</i> To document the Contractor's compliance with Federal and NASA IT Planning and Reporting regulations and requirements.		5. DRD Category: <i>(check one)</i> <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References <i>(Optional)</i> a. JSC-27201, Standard Facilities Practices and Technologies Handbook – Version 1.0 b. Information Technology Management Reform Act of 1996 c. CIO Information Resources Management Strategic Plan (Sept. 2007) d. Office of Management and Budget (OMB) Circular A-11, Preparing, Submitting, and Executing the Budget e. Office of Management and Budget (OMB) Circular A-130, Appendix III, Security of Federal Automated Information Resources f. H.R. 2458-48, Federal Information Security Management Act of 2002 g. NPR 2810.1A, Security of Information Technology h. Executive Order 12845, Requiring Agencies To Purchase Energy Efficient Computer Equipment i. The Rehabilitation Act of 1973: Section 508 j. JSC Capital Planning and Investment Control (CPIC) Process k. JSC-62818, Information Technology Management Plan l. NASA HQ CIO Network Discovery Template m. NASA HQ CIO Data Center Discovery Template n. NASA Application Tracking Tool (NATT) Definitions Document o. NASA Information Discovery Guidance Document		7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i> SOW 2.1.5, 2.14	
8. Preparation Information <i>(Include complete instructions for document preparation)</i>			
a. Data Type: Plan – 1, Reports – 2 b. Scope: The plan shall document the Contractor's compliance with Federal and NASA IT planning and reporting regulations and requirements. c. Content: The Contractor's Information Technology plan defines the Contractor's method to accomplish meeting IT PPBE, FY IT Plans, IT Capital Planning and Investment Control, and IT Standards. The plan shall also address the collection and maintenance of the NASA Data Center IT template, Network IT template, and the online NASA Application Tracking Tool (NATT) information. d. Format: Plan – As outlined in the MOD Information Technology Management Plan document and the NASA Information Discovery Guidance Document. e. Distribution: Per Contracting Office's letter. f. Submission: i. Plan Initial – Due at contract award + 2 business days. ii. Plan Final – Due 30 calendar days after contract award. iii. Plan Approval – Start of contract + 30 calendar days. iv. Plan Frequency – As required by the MOD Information Technology Management Plan. v. Report Frequency – Per COTR TIRF. g. Maintenance: Revisions shall be incorporated by change page or complete reissue.			

**ATTACHMENT J-17  
DATA REQUIREMENTS DESCRIPTION SHEETS**

<p>1. DRD Title</p> <p><b>Emergency Preparedness and Disaster Recovery Plan</b></p>	<p>2. Date of current version</p> <p>5/9/2008</p>	<p>3. DRL line item no.</p> <p>DRD-FDOC-0011</p>	<p>RFP/Contract No. (Procurement completes)</p> <p>NNJ09HD46C</p>
<p>4. Use <i>(define need for, intended use of, and/or anticipated results of data)</i></p> <p>To describe the Contractor's approach for emergency preparedness and disaster recovery for all facilities in this SOW.</p>		<p>5. DRD Category: <i>(check one)</i></p> <p><input type="checkbox"/> Technical</p> <p><input checked="" type="checkbox"/> Administrative</p> <p><input type="checkbox"/> SR&amp;QA</p>	
<p>6. References <i>(Optional)</i></p> <p>a. NPD 8710.1, Emergency Preparedness Program</p> <p>b. JSC-05900, JSC Emergency Preparedness Plan</p> <p>c. NPR 2810.1A, Security of Information Technology</p> <p>d. Office of Management and Budget (OMB) Circular A-130, Appendix III, Security of Federal Automated Information Resources</p> <p>e. NPD 2810.1C, NASA Information Security Policy</p> <p>f. Homeland Security Presidential Directive/HSPD-12 Subject: Policy for a Common Identification Standard for Federal Employees and Contractors</p>		<p>7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i></p> <p>SOW 2.6.1</p>	
<p>8. Preparation Information <i>(Include complete instructions for document preparation)</i></p> <p>a. Data Type: 1</p> <p>b. Scope: The Emergency Preparedness and Disaster Recovery Plan describe the Contractor's approach for emergency preparedness and disaster recovery.</p> <p>c. Content: Content shall include the following:</p> <p style="margin-left: 20px;">i. A risk analysis of all facilities/systems,</p> <p style="margin-left: 20px;">ii. Identification of specific equipment/facilities that require backup or alternate sites,</p> <p style="margin-left: 20px;">iii. Identification of backup strategies,</p> <p style="margin-left: 20px;">iv. Emergency response plans,</p> <p style="margin-left: 20px;">v. Backup facility/alternate sites operating plans.</p> <p>d. Format: Contractor's electronic format is acceptable.</p> <p>e. Distribution: Per Contracting Officer's letter.</p> <p>f. Submission:</p> <p style="margin-left: 20px;">i. Initial – Start of contract + 15 calendar days.</p> <p style="margin-left: 20px;">ii. Final – Start of contract + 45 calendar days.</p> <p style="margin-left: 20px;">iii. Approval – Start of contract + 90 calendar days.</p> <p style="margin-left: 20px;">iv. Frequency – Annually, no later than May 24<sup>th</sup> of each calendar year.</p> <p>g. Maintenance: Revisions shall be incorporated by change page or complete reissue.</p>			

**ATTACHMENT J-17  
DATA REQUIREMENTS DESCRIPTION SHEETS**

1. DRD Title Status Reports and Reviews	2. Date of current version 5/9/2008	3. DRL line item no. DRD-FDOC-0012	RFP/Contract No. (Procurement completes) NNJ09HD46C
4. Use (define need for, intended use of, and/or anticipated results of data) To provide information necessary for NASA's insight function.		5. DRD Category: (check one) <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References (Optional) JSC-63756, Mission Operations Directorate Software Management Plan		7. Interrelationships (e.g., with other DRDs) (Optional) SOW 2.1, 2.14.3, and 3.1.9	

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

- a. Data Type: 2
- b. Scope: This DRD establishes the activity reporting for the Contractor's progress and accomplishments as well as performance and utilization of facilities/systems.
- c. Content:
  - i. Status Reports and Reviews shall include quantitative descriptions of overall technical and administrative progress, and status, of significant activities relating to the accomplishments of the contractual objectives. Risks to the accomplishment of contractual objectives shall also be identified. The report shall also include performance and utilization data for major facilities and systems.
  - ii. Activity Report items covered shall include significant accomplishments, high level run reports for simulations, tests, problems encountered, quality assurance results, corrective actions, as well as significant facility problems or mishaps.
  - iii. Metrics Report items shall be in accordance with DRD-FDOC-0006, Earned Value Measurement (EVM) Plan and Reports and DRD-FDOC-0007, Technical Metrics Plan and Reports. All reports shall be of sufficient depth and clarity to permit understanding and evaluation of progress made. Supporting data in the form of charts, graphs, etc. may be included as appropriate.
  - iv. Program Manager Status Review (PMSR) – A monthly review to document accomplishments; changes in plans; problems being worked and proposed solutions consistent with the requirements of DRD-FDOC-0006. The discussion of plans, progress and problems shall include variance analysis and reporting cause, impact and corrective action. Technical issues shall be covered in terms of performance goals (metrics), exit criteria, schedule progress and/or cost impact. The review shall include current status, year-end estimate and cover upcoming major events.
  - v. Surveillance Report should include the following information – description of the surveillance methodology for internal and supplier surveillance; internal and supplier surveillance performed in the evaluation period; internal and supplier surveillance findings; internal and supplier corrective action request issued; and plans for improvement.
  - vi. Status Reports shall include, but not be limited to:
    1. Daily Reports:
      - a. Facility Status Report,
      - b. MOD Facility Status Teleconference.
    2. Weekly or As Required Reports:
      - a. Weekly Activity Report,
      - b. Facility Control Boards (CB),
      - c. User Application Control Boards,
      - d. Equipment Replacement Working Group (ERWG),
      - e. MOD Flight Operations and Integration Group (FOIG),
      - f. Operational Readiness Test (ORT) working group meeting,

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**ATTACHMENT J-17**  
**DATA REQUIREMENTS DESCRIPTION SHEETS**

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- g. Test and Operations Board (T&O),
  - h. MOD Integrated Scheduling meeting,
  - i. MOD Product Integration Board (MPIB),
  - j. MOD Subsystem User and status meetings,
  - k. Delivery Schedules,
  - l. Work plan.
3. Monthly Reports:
- a. Project Integration meetings ,
  - b. Program Manager Status Review (PMSR),
  - c. Progress Report,
  - d. Delivery Schedules Report,
  - e. Work Plan Report,
  - f. DRD Status Report,
  - g. Technical Cost and Schedule Reviews (TCSR),
  - h. Security reports,
  - i. QA reports.
  - j. SQA Monthly Report (IAW NASA-STD-8739.8, Sec 6.7)
  - k. Surveillance Report
4. Quarterly Reports:
- a. Process Integrity Metrics Review (PIMR).
5. Reports due with special frequency:
- a. DD and Contractor management status meeting – Twice a month.
  - b. MOD Flight Readiness Review (FRR) – Per flight and increment.
6. Reviews and Meetings
- a. Monthly:
    - i. Program Manager Review – Monthly.
    - ii. Program Manager Status Review – Monthly.
  - b. As required:
    - i. Operating Plan Review.
    - ii. PPBE Review.
- d. Format: To be determined by mutual agreement with the COTR.
- e. Distribution: Per Contracting Officer's letter.
- f. Submission:
- i. Initial – Due at the end of the first reporting period after contract award.
  - ii. Final – Due at the end of the final reporting period.
  - iii. Approval – N/A.
  - iv. Frequency – Due on the last day of the applicable period for Status Reports covering periods of time less than or equal to one week. Due 10 calendar days following close of the applicable period for all Status Reports covering periods of time greater than one week.
- g. Maintenance: Revisions shall be incorporated by change page or complete reissue.

**ATTACHMENT J-17  
DATA REQUIREMENTS DESCRIPTION SHEETS**

<p>1. DRD Title <b>Reprocurement Data Package</b></p>	<p>2. Date of current version 7/20/2015</p>	<p>3. DRL line item no. DRD-FDOC-0013</p>	<p>RFP/Contract No. (Procurement completes) NNJ09HD46C</p>
<p>4. Use <i>(define need for, intended use of, and/or anticipated results of data)</i> Provide content and format requirements for delivery to NASA of all analytical models, tools, supporting documentation, equipment, data items and resource/cost information used to perform future reprocurement activities. Data contained in Paragraph 8.c.i, "Labor Resources", Paragraph 8.c.ii, "Non-labor Resources", and Paragraph 8.c.iii may be marked "Lockheed Martin Proprietary Data" and "Competition Sensitive". Data contained in Paragraph 8.c.iv, "Technical and Process Information", and 8.c.v "ECMS" may be disclosed to competing offerors in the future.</p>		<p>5. DRD Category: <i>(check one)</i>  <input type="checkbox"/> Technical  <input checked="" type="checkbox"/> Administrative  <input type="checkbox"/> SR&amp;QA</p>	
<p>6. References <i>(Optional)</i> None.</p>		<p>7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i> None.</p>	
<p>8. Preparation Information <i>(Include complete instructions for document preparation)</i></p> <p>a. Data Type: 2</p> <p>b. Scope: Analytical models, unique tools, supporting documentation, equipment, and resource/cost information shall be submitted in accordance with this DR.</p> <p>c. Content: Data package containing the following:</p> <p style="margin-left: 20px;">i. Labor resources:</p> <p style="margin-left: 40px;">1. List of all direct labor skills by labor category, segregated by current work breakdown structure (WBS)</p> <p style="margin-left: 40px;">2. An estimate of the number of indirect labor skills such as business or computer support normally charged through an indirect expense pool or through a service center expense</p> <p style="margin-left: 40px;">3. Current annual average wage rates for each labor category and when these wages were last adjusted for escalation. Also indicate whether any adjustments are projected to be made prior to contract expiration</p> <p style="margin-left: 40px;">4. The number of FTEs (Full Time Equivalents) and the estimated number of productive hours for each labor category currently on contract, segregated by current WBS.</p> <p style="margin-left: 40px;">5. Seniority level of all skills on the current contract</p> <p style="margin-left: 20px;">ii. Non-labor resources:</p> <p style="margin-left: 40px;">1. List of all materials, equipment, travel, supplies, etc., and the incurred annual cost by WBS. Only include significant items that are used to perform the technical requirements of this contract.</p> <p style="margin-left: 40px;">2. Provide a discussion associated with the major items identified above, such as the materials estimate includes a prompt payment discount of TBD% due to large volume discounts you have negotiated with your vendors.</p> <p style="margin-left: 20px;">iii. The projected liability cost associated with unused accrued paid leave associated with non-exempt personnel. Provide a copy of any Collective Bargaining Agreements in place and a current status of any upcoming negotiations with a union.</p> <p style="margin-left: 20px;">iv. Technical and Process Information:</p> <p style="margin-left: 40px;"><u>Data Requirement Descriptions (DRDs):</u>  DRD-FDOC-0002, Integrated Management Plan  DRD-FDOC-0007, Technical Metrics Plan and Reports  DRD-FDOC-0008, Government Property Management Plan  DRD-FDOC-0010, Information Technology (IT) Plan and Reports  DRD-FDOC-0012, Status Reports and Reviews (excluding Program Manager Status Review charts)  DRD-FDOC-0044, Configuration Management Plan</p>			

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**ATTACHMENT J-17**  
**DATA REQUIREMENTS DESCRIPTION SHEETS**

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DRD-FDOC-0045, Level A and B Requirements  
DRD-FDOC-0046, Interface Control Document  
DRD-FDOC-0048, Equipment Replacement Plan  
DRD-FDOC-0055, Design Specifications

v. Electronic Contract Management System (ECMS):

Provide the latest version of the ECMS SharePoint Workflow tool via electronic media, including but not limited to the following modules: Transmittal/Information Request Form (TIRF), DRD, Task Order, and Delivery Order. In addition to the actual workflows, documentation and server hardware and software configuration shall also be provided.

- d. Format: Electronic format of all submissions shall be compatible with IRD provided desktop standard applications or other ISS standard tools. Organizational format of the supporting documentation shall be the Contractor's format.
- e. Distribution: Per Contracting Officer's letter.
- f. Submission:
- i. Initial/Final – One deliverable for items c.i through c.iv at the Contracting Officer's direction.  
Final delivery of item c.v required 60 days prior to the end of the contract
  - ii. Approval – N/A.
  - iii. Frequency – No periodic submissions required per this Data Requirement (DR) (this does not relieve the requirement for periodic or incremental deliveries per other DRs).

Maintenance: All models/tools and data items shall be maintained electronically. All documentation developed to support the use of each model/tool and data items shall also be maintained electronically. Both the models and the supporting documentation shall be updated as necessary to perform the assessments for which they were developed.

**ATTACHMENT J-17  
DATA REQUIREMENTS DESCRIPTION SHEETS**

1. DRD Title Property Financial Reporting	2. Date of current version 5/9/2008	3. DRL line item no. DRD-FDOC-0014	RFP/Contract No. (Procurement completes) NNJ09HD46C
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4. Use (define need for, intended use of, and/or anticipated results of data) To report NASA Property in the custody of Contractor.	5. DRD Category: (check one) <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
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6. References (Optional) a. Procurement Information Circular (PIC) 03-14, Contract Modifications for Interim Property Information b. Procurement Information Circular (PIC) 04-12, Contract Modifications for Monthly Property Financial Reporting c. NFS 1845.7101, Instructions for Preparing NASA Form 1018	7. Interrelationships (e.g., with other DRDs) (Optional) SOW 2.15.1
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8. Preparation Information (Include complete instructions for document preparation) a. Data Type: 2 b. Scope: i. Monthly Property Financial Reports are required to be submitted using CHATS. Monthly Financial Report will be submitted in accordance with PIC 04-12. ii. Annual Property NF 1018 reports shall be submitted using the NF 1018 Electronic Submission System (NESS). iii. The NF1018 shall be completed in accordance with NASA FAR Supplement (NFS) Subpart 1845.7101 and any supplemental guidance provided by the Contracting Officer. c. Content: i. Monthly Report General Instructions: 1. Monthly property financial reports are required with item level supporting data. This data shall be submitted for all items in the Contractor's and its subcontractors' possession with an acquisition cost of \$100,000 or more, in the following classifications: real property, equipment, special test equipment, special tooling, and agency peculiar property. Monthly reporting is not required for property in the above classifications with an acquisition cost under \$100,000. Monthly data shall also be submitted for items of any acquisition cost in the classifications of materials and contract work-in-process (WIP). Itemized monthly data is required for materials and WIP line items of \$100,000 and over. Summary monthly data is required for materials and WIP line items under \$100,000. The monthly reports shall be electronically submitted using the Contractor-Held Asset Tracking System (CHATS) ( <a href="http://nasachats.gsfc.nasa.gov/">http://nasachats.gsfc.nasa.gov/</a> ) using the format described in the CHATS user's manual. 2. Acquisition costs shall be developed using actual costs to the greatest extent possible, especially costs directly related to fabrication such as labor and materials. Supporting documentation shall be maintained and available for all amounts reported, including any amounts developed using estimating techniques. 3. All Adjustments shall be thoroughly explained and directly related to a specific fiscal year. If the fiscal year cannot be determined, the default shall be the previous fiscal year. ii. NF 1018 Reports: 1. Contractors shall report all NASA-owned property in US dollars, regardless of location. 2. Negative reports are required. 3. This reporting shall be completed in accordance with the NFS Subpart 1845.7101 and any supplemental guidance provided by the Contracting Officer. d. Distribution:	
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**ATTACHMENT J-17**  
**DATA REQUIREMENTS DESCRIPTION SHEETS**

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- i. The monthly reports shall be electronically submitted using the Contractor-Held Asset Tracking System (CHATS) (<http://nasachats.gsfc.nasa.gov/>) using the format described in the CHATS user's manual.
  - ii. NASA Form (NF) 1018 reports shall be submitted using the NF 1018 Electronic Submission System (NESS) (<http://ness.gsfc.nasa.gov/>).
- e. Submission:
- i. The data required for the monthly submission is due the 21<sup>st</sup> day after the close of the month. Example due dates for the monthly submission are as follows:
    - 1. August 21 for the month ending July 31.
    - 2. September 21 for the month ending August 31.
    - 3. October 21 for the month ending September 30.
  - ii. The due date for the Financial Property annual submission (NASA Form 1018) is November 30.
  - iii. All reports shall be submitted electronically through the Contractor Held Asset Tracking System (CHATS).
- f. Maintenance: Revisions shall be incorporated by change page or complete reissue.

**ATTACHMENT J-17  
DATA REQUIREMENTS DESCRIPTION SHEETS**

1. DRD Title <b>Customer Cost Reporting</b>	2. Date of current version 5/9/2008	3. DRL line item no. DRD-FDOC-0015	RFP/Contract No. (Procurement completes) NNJ09HD46C
4. Use (define need for, intended use of, and/or anticipated results of data) The Customer report provides insight into the fully loaded cost per Contractor Work Breakdown Structure (CWBS) Element enabling it for use in the JSC IEMP system.		5. DRD Category: (check one) <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References (Optional) NPD 9501.1H, NASA Contractor Financial Management Reporting System NPR 9501.2D, NASA Contractor Financial Management Reporting		7. Interrelationships (e.g., with other DRDs) (Optional) SOW 2.1.2	

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

- a. Data Type: Initial Baseline Report – 1, Monthly Report – 2
- b. Format:
  - i. Baseline Report (establishes and documents the load allocation agreement per CWBS)
    - 1. Monetary information shall be reported thru “Adjusted Total: Cost Plus Fee”.
    - 2. Header information required includes, with the title, the accounting calendar period start and end dates (i.e. 06/23/09 – 07/30/09).
    - 3. Separate Cost, EPs, and Hours reports shall include a summary roll up of 4<sup>th</sup> level CWBS at the Project level (as defined by NASA) by program (in accordance with NASA's financial coding structure) and CWBS. The source data file for these three reports, which includes separate Material, Labor, and ODC costs that reflect the Project level (as defined by NASA) by program (in accordance with NASA's financial coding structure) and CWBS, shall also be included in the electronic copy to the MOD Resources Office.
    - 4. Data required – Columns:
      - a. Month by Month Plan: Hours, Dollars, EPs (2080 hours/year for EP calculation),
      - b. GFY Plan Total: Hours, Dollars, EPs.
    - 5. Data required – Rows:
      - a. Cost, Hours, EPs,
      - b. Allocated line items,
      - c. Total Adjusted Cost.
  - ii. Monthly Report
    - 1. Monetary information shall be reported thru “Adjusted Total: Cost Plus Fee”.
    - 2. Header information required includes, with the title, the accounting calendar period start and end dates (i.e. 06/23/09 – 07/30/09).
    - 3. Separate Cost, EPs, and Hours reports shall include a summary roll up of 4<sup>th</sup> level CWBS at the Project level (as defined by NASA) by program (in accordance with NASA's financial coding structure) and CWBS. The source data file for these three reports, which includes separate Material, Labor, and ODC costs that reflect the Project level (as defined by NASA) by program (in accordance with NASA's financial coding structure) and CWBS, shall also be included in the electronic copy to the MOD Resources Office. Any revised reports shall be resubmitted to the MOD Resources Office prior to closure of the NASA accounting system.
    - 4. Data required – Columns:
      - a. Current Month Estimate: Hours, Dollars, EPs (2080 hours/year for EP calculation),
      - b. Current Month Actuals: Hours, Dollars, EPs (2080 hours/year for EP calculation),
      - c. FY Cum-to-Date Actuals: Dollars, Hours,
      - d. Inception-to-Date (ITD) Actuals: Dollars, Hours,

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**ATTACHMENT J-17**  
**DATA REQUIREMENTS DESCRIPTION SHEETS**

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- e. Next Month Estimate: Hours, Dollars, EPs (2080 hours/year for EP calculation),
  - f. Next Month Estimated (NME) Plan: Hours, Dollars, EPs (2080 hours/year for EP calculation),
  - g. Balance GFY: Hours, Dollars, EPs (2080 hours/year for EP calculation),
  - h. Estimate at Complete (EAC): Hours, Dollars, EPs (2080 hours/year for EP calculation), \*Mod 10 – this requirement is hereby waived for FY09\*.
  - i. GFY Plan through Current Month: Hours, Dollars, EPs.
5. Data required – Rows
- a. Cost, Hours, EPs in accordance with NASA's financial coding structure,
  - b. Allocated line items in accordance with NASA's financial coding structure,
  - c. Total Adjusted Cost in accordance with NASA's financial coding structure.
- iii. Cost Report Narrative: The Cost Report Narrative page shall be the first page of the Customer Cost Report following the cover page. Operating Days and Effective Hours (i.e. 19 days / 133 hrs) shall be included in the Narrative, as well as identification and explanation for any significant or unique events at the Project level by program (in accordance with NASA's financial coding structure) and CWBS.:
- 1. Prior Period Rate Adjustment; i.e., direct/indirect rates, G&A, etc.,
  - 2. Miscellaneous adjustments; i.e., accounting correction, etc.
  - 3. A +/- 10% variance from previous reporting period for the Prior Month's Estimate, the End of Year Estimate (EOY), the Estimate At Complete (ETC), etc.
  - 4. A +/- 10% variance of monthly actual costs from Fiscal Year Operating Plan.
- iv. The NF533M will be the official control document for actuals expended to date, and the Customer Cost Report will reconcile to the NF533M current month's and cum-to-date actuals. The estimate to complete (ETC) and estimate at complete (EAC) shall be adjusted to reflect a change in the current month's estimate and/or out-months.
- c. Distribution: Per Contracting Officer's letter.
- d. Submission:
- i. Baseline Report:
    - 1. Initial – 30 business days prior to contract start.
    - 2. Approval – Initial contract – 12/15/08; Subsequent – Annually, as required by COTR Letter.
    - 3. Frequency – Annually, as required by COTR letter.
  - ii. Monthly Report:
    - 1. Initial – Synchronized with NF533M report.
    - 2. Final – Synchronized with NF533M report.
    - 3. Frequency –
      - a. Monthly; due no later than 10 business days following the close of the Contractor's monthly accounting period. Exception: January 2009 month-end data report is due February 12, 2009. The initial due date requiring EVM data is changed to May 8, 2009.
      - b. The due dates reflect the date the Customer reports are received by personnel on the distribution list, not the date the reports are generated or mailed by the Contractor. It is critical that the Customer reports are submitted in a timely manner to ensure adequate time for NASA to analyze and record the cost into the NASA accounting system.
      - c. The Contractor shall submit the Customer Cost Report prepared in accordance with instructions contained in NPD 9501.1H and NPR 9501.2D as amended or revised. Cost shall be identified and recorded in the period of time when the benefit is received or incurred without regard to the date of payment. Monthly forecast costs should reflect the most current and reliable data recognized by both technical community and finance personnel.

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**ATTACHMENT J-17**  
**DATA REQUIREMENTS DESCRIPTION SHEETS**

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**JSC DATA REQUIREMENTS DESCRIPTION (DRD) FDOC-0016**

(Based on JSC-STD-123)

**Reviewed By:**

(Original signed by)	11-2-07
Chief, Cost Accounting, Reports, and Property Branch Financial Management Division	Date

**Concurred By:**

(Original signed by)	11-2-07
Chief Financial Officer	Date

**ATTACHMENT J-17  
DATA REQUIREMENTS DESCRIPTION SHEETS**

<p>1. DRD Title NF533 M Cost Reporting</p>	<p>2. Date of current version 5/9/2008</p>	<p>3. DRL line item no. DRD-FDOC-0016</p>	<p>RFP/Contract No. (Procurement completes) NNJ09HD46C</p>
<p>4. Use (define need for, intended use of, and/or anticipated results of data)</p> <p>To provide Contractor Cost Reporting. The NASA Form 533 (NF533) reports provide data necessary for the following:</p> <ol style="list-style-type: none"> <li>Projecting costs and hours to ensure that dollar and labor resources realistically support project and program schedules.</li> <li>Evaluating Contractors' actual cost and fee data in relation to negotiated contract value, estimated costs, and budget forecast data.</li> <li>Planning, monitoring, and controlling project and program resources.</li> <li>Accruing cost in NASA's accounting system, providing program and functional management information, and resulting in liabilities reflected on the financial statements.</li> </ol> <p>Cost is a financial measurement of resources used in accomplishing a specified purpose, such as performing a service, carrying out an activity, acquiring an asset, or completing a unit of work or project. NPR 9501.2D, NASA Contractor Financial Management Reporting, identifies the cost reporting requirements for a contract.</p>		<p>5. DRD Category: (check one)</p> <p><input type="checkbox"/> Technical</p> <p><input checked="" type="checkbox"/> Administrative</p> <p><input type="checkbox"/> SR&amp;QA</p>	
<p>6. References (Optional)</p> <ol style="list-style-type: none"> <li>NFS 1852.242-73, NASA Contractor Financial Management Reporting</li> <li>NPD 9501.1H, NASA Contractor Financial Management Reporting System</li> <li>NPR 9501.2D, NASA Contractor Financial Management Reporting</li> </ol>		<p>7. Interrelationships (e.g., with other DRDs) (Optional)</p> <p>SOW 2.1 and 2.1.1</p>	
<p>8. Preparation Information (Include complete instructions for document preparation)</p> <ol style="list-style-type: none"> <li>Data Type: Initial Baseline Reports – 1, NASA Forms 533 M – 2</li> <li>NASA is required by law to maintain accrual accounting, which requires cost to be reported in the period in which benefits are received, without regard to time of payment. Examples of accrual accounting for common cost elements reported on the NF533 follow: <ol style="list-style-type: none"> <li><i>Labor</i>: Reported to NASA as hours are incurred.</li> <li><i>Equipment &amp; Materials</i> (commercial off the shelf): Generally reported to NASA when received and accepted by the Contractor.</li> <li><i>Manufactured Equipment</i>: Defined as any equipment that is produced to specific requirements that make it useless to anyone else without rework. Cost should be reported to NASA as the equipment is being manufactured. The straight-line method for estimating accrued costs or the use of supplemental information obtained from the vendor are acceptable methods used to calculate the cost accrual amount.</li> <li><i>Leases</i>: Reported to NASA using a proration over the life of the lease.</li> <li><i>Travel</i>: Reported to NASA as costs are incurred.</li> <li><i>Subcontracts</i>: Actual and estimated costs reported by prime contractors shall include subcontractors' incurred costs for the same accounting period. Where subcontract costs are material, they should be separately identified on NF533 reports. The prime contractor shall include in the total cost of each subdivision of work the accrued cost (including fee, if any) of related subcontractor effort. Subcontractors should, therefore, be required to report cost to the prime contractor, using the accrual method of accounting. If the G&amp;A and fee reported by a subcontractor are at the total subcontractor level, these costs must be allocated to specific sub-divisions of work. Data submitted by the subcontractor should be structured similar to the prime contractor's NF533 to enable the prime contractor to properly report to NASA. For Firm Fixed Price subcontracts with a contract value greater than \$500,000, the prime contractor is required to document the methodology used to generate the sub-contractor costs reported and provide this information to the Contracting Officer and Center Deputy Chief Financial Officer (Finance).</li> </ol> </li> </ol>			

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**ATTACHMENT J-17**  
**DATA REQUIREMENTS DESCRIPTION SHEETS**

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- vii. *Unfilled Orders*: Reported as the difference between the cumulative cost incurred to date and amounts obligated to suppliers and subcontractors.
  - viii. *Fee*: Should be accrued as earned using a consistent and auditable method to determine the amount. For example: an acceptable method would be to use historical data to determine the amount to accrue each month. Fee should be reported on the NF533 following the "Total Cost" line. Award fee must be reported by the following categories: Base Fee, Fee Earned, Interim Fee, Provisional Fee, Potential Additional Fee, and Total Fee. If any of the above fee categories do not pertain, they should not be included in the NF533.
  - ix. *Prompt Payment Discounts*: Cumulative cost reported to NASA should be the full-incurred cost. The prompt payment discount amount taken should be reported as a separate line item on the NF533 below the cumulative cost amounts for the contract.
- c. The NF533 reports are the official cost documents used at NASA for cost type, price determination, and fixed price incentive contracts. The data contained in the reports must be auditable using Generally Accepted Accounting Principles. Supplemental cost reports submitted in addition to the NF533 must be reconcilable to the NF533.
  - d. Uncompensated overtime hours worked should be reported on NF533 reports as a separate line item or in the footnotes.
  - e. An initial NF533 report is required in the NF533Q format to be used as a baseline for the life of the contract. In addition to the initial (baseline) report, monthly NF533 reporting shall begin no later than 30 business days after the incurrence of cost.
  - f. Column 7b (planned cost incurred/hours worked for the month) and 7d (cumulative planned cost incurred/ hours worked) of the NF533M represent the negotiated baseline plan for the contract. There may not be a relationship between the estimates provided in columns 8 of the NF533M to columns 7b and 7d. Columns 7b and 7d represent the legally binding contract negotiated baseline plan plus all authorized changes.
  - g. Short and long-term cost estimates, which include all data entered in columns 8 and 9a on the NF533M report, shall be based on the most current and reliable information available.
  - h. Prior period cost adjustments should be reported in column 7a and 7c of NF533M with a footnote discussing the reasons for and amounts of the adjustments.
  - i. Monthly NF533 reporting is no longer required once the contract is physically complete, provided the final cost report includes actual cost only (no estimates or forecasts). The Contractor must continue to submit monthly NF533 reports as long as estimates for the following period are included. If the final cost of a contract changes after the submission of the "final" contractor cost report, the Contractor must submit a revised NF533 report in the month the cost change is recognized.
  - j. Format: (See attached) The reports shall be prepared in accordance with NPD 9501.1H or its most current revision and NFS 1852.242-73 and as defined in the statement of work and by contracting officer's letter. All reports shall be provided electronically and in hard copy form. The Contractor shall report cost and hours via electronic submission or diskette and shall be compatible with Microsoft Excel. A hardcopy of the data shall accompany either method and shall be signed by the same person who signs the hard copy NF533. The totals of the submitted data shall agree with the NF533 totals.
    - i. Format Adjustments:
      - 1. Information on all 533M pages is reported thru "Adjusted Total: Cost Plus Fee".
      - 2. Addition of Government Fiscal Year (GFY) information:
        - a. GFY Cum-to-Date,
        - b. GFY EAC,
        - c. Balance of GFY.
      - 3. 533 reports header section will contain the following information with title:
        - a. Accounting Calendar Period (i.e. July 20xx),
        - b. Accounting Calendar Period start and end dates (i.e. mm/dd/yy – mm/dd/yy),
        - c. Operating Days and Effective Hours (i.e. 19 days / 133 hrs).

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**DATA REQUIREMENTS DESCRIPTION SHEETS**

- ii. Electronic NF533 Requirement: In addition to submitting the NF533M in a hardcopy format, the Contractor, upon request, shall submit the NF533 electronically by the same due date as the hardcopy. The data shall be submitted via email using the Government prescribed flat file format (see attached Agency Defined File Format for an example of the layout details) and shall include the following header information from the hardcopy:

Data Element	Description
Contract Number	NASA assigned contract number
Modification Number	Latest definitive Modification Number
Accrual Date	Date the data was generated for
Report Period End Date	Period ending date of the NF533
Operating Days	Number of operating days for the current NF533
Date Received/Submitted	Date the report is submitted
CCR Format	Monthly (NF533M)
Cost Unit of Measure	Unit of measure used to report cost on the NF533 report
HR/WYE Unit of Measure	Unit of measure used to report Hours/Work Year Equivalents (WYEs) on the NF533 report
Authorized Contractor Representative	Name of Contractor Approving Officer
Authorized Contractor Representative Date Signed	Date the NF533 is approved and signed by the authorized Contractor Representative
Monthly Grand Total Cost Incurred (7a)	Grand Total Actual Monthly cost for the prior month (column 7a on the NF533)
Monthly Grand Total HR/WYE (7a)	Grand Total Actual monthly hours/WYEs for the prior month (column 7a on the NF533)
Monthly Grand Total Cost Planned (7b)	Prior month planned cost (column 7b on the NF533)
Grand Total Cost Incurred ITD (7c)	Grand total contract cost from Inception to Date (ITD) (column 7c on the NF533)
Grand Total Planned Cost (7d)	Grand total planned contract cost (column 7d on the NF533)
Grand Total Estimated Cost (8a)	Grand total current month cost estimate (column 8a on the NF533)
Grand Total Estimated HR/WYE (8a)	Grand total current month HR/WYE estimate (column 8a on the NF533)
Grand Total Next Month Estimated Cost (8b)	Grand total next month cost estimate (column 8b on the NF533)
Grand Total Balance of Contract (8c)	Contract Balance for the remaining estimate to complete (column 8c on the NF533)
Grand Total Contractor Estimate (9a)	Contractor estimate to complete entire scope of contract (column 9a on the NF533)
Grand Total Contract Value (9b)	Contractor distribution of contract value by the reporting categories (column 9b on the NF533)
Grand Total Unfilled Orders Outstanding (10)	Unfilled order outstanding at the end of the reporting period (column 10 on the NF533)

The flat file will also contain detail information for each Reporting Category (RC). A Reporting Category correlates to a task order, delivery order, or Work Breakdown Structure (WBS) and is the level at which cost is reported. Each RC can have Sub-Reporting Category line items (detailed cost elements) that add up to a RC.

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**ATTACHMENT J-17**  
**DATA REQUIREMENTS DESCRIPTION SHEETS**

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**The Contractor is required to coordinate with the NASA Resource Analyst assigned to the contract in order to establish and maintain the Reporting Categories the Contractor shall use to comply with this data requirement.** The chart below describes the data elements to be included in this section of the flat file (see attached Agency Defined File Format for specific layout details).

Data Element Name	Description
Reporting Category (RC)	Task, Delivery Order, Work Breakdown Structure
Cost Incurred for Month (7a)	Prior month actual cost incurred for each RC (column 7a on NF533)
HR/WYE Incurred for Month (7a)	Prior month actual HR/WYE incurred for each RC (column 7a on NF533)
Contract prior month planned cost (7b)	Planned cost for prior month for each RC (column 7b on NF533)
Contract ITD cost (7c)	Contract ITD cost for each RC (column 7c on NF533)
Contract planned ITD cost (7d)	Contract planned ITD cost for each RC (column 7d on NF533)
Current month estimated cost (8a)	Cost estimate for the current month for each RC (column 8a on NF533)
Current month estimated HR/WYE (8a)	HR/WYE estimate for the current month for each RC (column 8a on NF533)
Next month estimated cost (8b)	Estimated cost for next month for each RC (column 8b on NF533)
Balance of Contract (8c)	Balance of contract for the remaining estimate to complete for each RC (column 8c on NF533)
Contractor Estimate (9a)	Contractor estimate for the total estimate to complete entire scope of contract for each RC (column 9a on NF533)
Contract Value (9b)	Contract value based upon contract modifications for each RC (column 9b on NF533)
Unfilled orders outstanding (10)	Unfilled orders outstanding at the end of the reporting period for each RC (column 10 on NF533)
Reporting Category level	Used by NASA's accounting system to determine the RC level
Reporting Category Identifier	Identifies if the RC is a actual Reporting Category or a Sub-Reporting

The flat file shall be saved as a text file with no extension (do not include .txt after the file name) and named in strict accordance with the specific format described in the attached Agency Defined File Format document.

File names must be provided in a specific format. Each file name will begin with the SAP 2 charter center abbreviation listed below. The contract number and date will be included in the file name as well. Example: **JOCFPS001\_NAS00-0001\_yyyy\_mm\_dd**

SAP 2 Charter Center Abbreviations:

Headquarters	HQ
Ames	AM
Dryden	DR
Glenn	GL
Goddard	GO
Johnson	JO
Kennedy	KE
Langley	LA

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**ATTACHMENT J-17**  
**DATA REQUIREMENTS DESCRIPTION SHEETS**

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**ATTACHMENT J-17  
DATA REQUIREMENTS DESCRIPTION SHEETS**

Example File Format

CCR Extension Data Element	Description	Contractor Initial Data Mapping	NF 533 Required/ Optional	OTHER CCR Required/ Optional	Field Name	St Pos	EndPos	Len	Formt
<b>HEADER:</b>									
Record Type	Used by eGate to determine record type	'HD' for Header	Required	Required	RECORD_TYPE	1	2	2	CHAR
Contract Number	Contract Number (1b)	Header field—submitted with CONTRACTOR data or defaulted by interface or extension	Required	Required	CONTRACT_NUMBER	3	12	10	CHAR
	Latest definitive Modification Number(CR8197)				MOD_NUMBER	13	18	6	CHAR
Accrual Date	Date the data was generated for. Used by SAP as part of Oracle table key	Accrual Date. MM01YYYY, where MM is the Accrual Month and YYYY is the fiscal year	Required	Required	ACCRUAL_DATE	19	26	8	DATE MM01YYYY
Report Period End Date	Report Period End Date is a date(2)	Header field—submitted with CONTRACTOR data or defaulted by interface or extension	Required	Required	REP_END_DATE	27	34	8	DATE
Operating Days	Operating days(2).	Header field—submitted with	Required	Optional unless	OPER_DAYS	35	40	6	NUMERIC

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DATA REQUIREMENTS DESCRIPTION SHEETS**

CCR Extension Data Element	Description	Contractor Initial Data Mapping	NF 533 Required/Optional	OTHER CCR Required/Optional	Field Name	St Pos	EndPos	Len	Formt
		CONTRACTOR data		Required by contract					
Date Received	Date Received (1d)	System Date upon which the cost data is loaded into the CCR Extension	Required	Required	DATE_REC	41	48	8	DATE
CCR Format	'M' for Monthly and 'Q' for Quarterly (SIR2047)	Submitted with CONTRACTOR data	Required	Required	CCR_FORMAT	49	49	1	CHAR
Cost Unit of Measure	Cost Unit of Measure (SIR2047)	Submitted with CONTRACTOR data	Required	Required	COST_UOM	50	51	2	CHAR
HR/WYE Unit of Measure	Hour/Work-Year-Equivalent Unit of Measure (SIR2047)	Submitted with CONTRACTOR data	Required	Required	HR_WYE_UOM	52	53	2	CHAR
	Authorized Contractor Representative – Name of Contractor Approving Officer (CR 8197)				AUTH_SIGNATURE	54	78	25	CHAR
	Authorized Contractor Representative Date Signed –				AUTH_SIGNATURE_DATE	79	86	8	DATE MMDDYYYY

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**DATA REQUIREMENTS DESCRIPTION SHEETS**

CCR Extension Data Element	Description	Contractor Initial Data Mapping	NF 533 Required/ Optional	OTHER CCR Required/ Optional	Field Name	St Pos	EndPos	Len	Formt
	Date CCR is approved/signed by authorized contractor representative(CR 8197)								
Grand Total Cost Incurred Month (7a)	The Grand Total Contract Prior Month Actual Dollars Column 7a reports actual costs for the prior month.	Submitted with CONTRACTOR data	Required.	Optional. Only required if lower detailed line item data is submitted in monthly batch file.	GT_COST_INCUR_MONTH	87	99	13	CURRENCY(2)
Grand Total HR/WYE (7a)	The Grand Total Contract Prior Month Actual Hours Column 7a reports actual HR or WYE for the prior month.	Submitted with CONTRACTOR data	Required if detailed line item data is submitted in monthly batch file.	Required if detailed line item data is submitted in monthly batch file.	GT_HRWYE_PRIOR_MONTH	100	109	10	NUMERIC(1)
	The Grand Total Contract Prior Month Planned Dollars Column (7b) reports planned costs for the prior month. (CR8197)				GT_COST_PLANNED_MONTH	110	122	13	CURRENCY (2)

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**DATA REQUIREMENTS DESCRIPTION SHEETS**

CCR Extension Data Element	Description	Contractor Initial Data Mapping	NF 533 Required/ Optional	OTHER CCR Required/ Optional	Field Name	St Pos	EndPos	Len	Formt
Grand Total Cost Incurred ITD (7c)	The Grand Total Contract Cost Dollars Column 7c which represents Contract Cost Inception to Date	Submitted with CONTRACTOR data	Required. Does not require detailed line item data if provided from Cost Incurred Month (7a)	Required if detailed line item data is provided for this column	GT_ITD_COST	123	135	13	CURRENCY (2)
	Grand Total Contract Planned Cost Dollars Column (7d) which represents Planned Contract Cost Inception to Date(CR 8197)				GT_COST_PLANNED_ITD	136	148	13	CURRENCY (2)
Grand Total Estimated Cost (8a)	The Grand Total Contract Estimated Cost for first upcoming month, or Current Month Estimate for cost.	Submitted with CONTRACTOR data	Required	Required if detailed line item data is provided for this column	GT_EST_COST	149	161	13	CURRENCY (2)
Grand Total HR/WYE (8a)	The Grand Total Contract Estimated Hours for first upcoming month, or Current Month Estimate for HR/WYE.	Submitted with CONTRACTOR data	Required if detailed line item data is provided for this column	Required if detailed line item data is provided for this column	GT_HRWYE_FIRST_MONTH	162	171	10	NUMERIC (1)

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DATA REQUIREMENTS DESCRIPTION SHEETS**

CCR Extension Data Element	Description	Contractor Initial Data Mapping	NF 533 Required/ Optional	OTHER CCR Required/ Optional	Field Name	St Pos	EndPos	Len	Formt
Grand Total Next Month Estimated Cost (8b)	The Grand Total Contract Estimated Cost for second upcoming month or Next Month Estimate for cost.	Submitted with CONTRACTOR data	Required if detailed line item data is provided for this column	Required if detailed line item data is provided for this column	GT_NEXT_MONTH_EST	172	184	13	CURRENCY (2)
	Grand Total Balance of Contract for the remaining estimate to complete (CR 8197)				GT_BALANCE_CONTRACT	185	197	13	CURRENCY (2)
	Grand Total Contractor Estimate for the total estimate to complete entire scope of contract (CR 8197)				GT_BALANCE_CONTRACTOR_ESTIMATE	198	210	13	CURRENCY (2)
	Grand Total Contract Value based upon Contract Modifications (CR 8197)				GT_CONTRACT_VALUE	211	223	13	CURRENCY (2)
	Grand Total Unfilled Orders Outstanding at end of reporting period (CR 8197)				ST_UNFILLED_ORDERS	224	236	13	CURRENCY (2)

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**ATTACHMENT J-17**  
**DATA REQUIREMENTS DESCRIPTION SHEETS**

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- iii. Effective 10/1/14, the costs collected on WBS 1.4.12.X (Consolidated Facility Services) shall be allocated to and reported on WBS 1.4.2.X and WBS 1.4.5.X. The allocation percentages and projects shall be provided by NASA via TIRF. Each fourth level 1.4.12.X WBS (i.e. WBS 1.4.12.1) will be allocated to the corresponding fourth level 1.4.2.X and 1.4.5.X WBS (i.e., 1.4.2.1. and 1.4.5.1).
  
- k. Distribution: Per Contracting Officer's letter.
  
- l. Submission: The due dates for the NF533M reports are outlined in Chapter 3 of NPD 9501.1H. The following is a summary of the NF533 due date requirements.
  - i. Initial –
    - 1. NASA Form 533M – No later than 30 business days after the incurrence of cost.
    - 2. Initial Baseline Reports – An initial NF533 report is required in the NF533Q format to be used as a baseline for the life of the contract. The initial report shall reflect the original contract value detailed by negotiated reporting categories and shall be the original contract baseline plan.
  - ii. Final – N/A (see item 8.i.).
  - iii. Approval – Due 90 business days from contract start.
  - iv. Frequency –
    - 1. 533M – Due not later than 10 business days following the close of the Contractor's monthly accounting period. Exception: The January 2009 month-end report due date is February 12, 2009.
    - 2. The due dates reflect the date the NF533 reports are received by personnel on the distribution list, not the date the reports are generated or mailed by the Contractor. It is critical that the NF533 reports are submitted in a timely manner to ensure adequate time for NASA to analyze and record the cost into the NASA accounting system.
  
- m. Maintenance: Change pages or complete reissue shall incorporate changes.

**ATTACHMENT J-17  
DATA REQUIREMENTS DESCRIPTION SHEETS**

1. DRD Title Wage/Salary and Fringe Benefit Data	2. Date of current version 5/9/2008	3. DRL line item no. DRD-FDOC-0017	RFP/Contract No. (Procurement completes) NNJ09HD46C
4. Use (define need for, intended use of, and/or anticipated results of data) The Wage/Salary and Fringe Benefit Data shall be used by the NASA Contracting Officer and the Contract Labor Relations Office to provide the necessary data for submittal of Standard Form (SF) 98, Notice of Intention to Make a Service Contract and Response to Notice, to the Department of Labor, and to assist in the monitoring of Service Contract Act compliance.			5. DRD Category: (check one) <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References (Optional)			7. Interrelationships (e.g., with other DRDs) (Optional) SOW 2.1; FAR 52.222-41, Service Contract Act of 1965

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

- a. Data Type: 2
- b. Scope: The Wage/Salary and Fringe Benefit Data shall be submitted by the Contractor, and any subcontractors, which are subject to the provisions of the Service Contract Act, to the Contracting Federal Agency. In accordance with FAR regulations 22.1007 and 22.1008, the Contracting Officer is required to submit an electronic form 98 to the Department of Labor, Wage and Hour Division.
- c. Content: The Wage/Salary and Fringe Benefit Data shall contain the data included in the enclosed DRD forms, titled "Wage/Salary Rate Information", "Fringe Benefit for Service Employees", and Fringe Benefits per Collective Bargaining Agreement". The Wage/Salary Rate Information shall contain a listing of all exempt and nonexempt labor classifications on the contract. Separate forms shall be utilized for classifications working in different geographic areas and for each subcontractor. Wage determination numbers, appropriate labor organization names, and subcontractor names, shall be reflected. All nonexempt labor classifications shall be matched to wage determination classes or to Collective Bargaining Agreement (CBA) classifications if union represented employees are working on the contract. Annotate exempt or nonexempt and union or nonunion. The current hourly rates shall reflect the actual lowest and highest paid employees, along with a computed average rate. State the number of employees in each labor category. Separate Fringe Benefit forms shall be completed for non-represented classifications and for each separate CBA, if applicable. A separate form shall be completed for the prime and each subcontractor. Three hardcopies of each CBA are required if organized labor is represented on your contract.
- d. Format: The Wage/Salary and Fringe Benefit Data shall be in a format substantially the same as enclosed with this DRD. (Forms 2, 3, and 3A enclosed).
- e. Distribution: Per Contracting Officer's Letter - BH/Contracting Officer BA/Contract Industrial Relations Officer
- f. Submission:
  - i. Initial – 30 calendar days following contract start.
  - ii. Frequency – Annually, 90 calendar days prior to the anniversary date of the contract.
- g. Maintenance: Changes shall be incorporated as required by change page or complete reissue.

**ATTACHMENT J-17**  
**DATA REQUIREMENTS DESCRIPTION SHEETS**

FORM 2

WORK SHEET FOR E-98 DATA  
WAGE RATE INFORMATION

<u>CONTRACTORS LABOR CLASSIFICATION</u>	<u>WAGE DETERMINATION CLASSIFICATION</u>	<u>EXEMPT OR NONEXEMPT</u>	<u>UNION OR NONUNION</u>	<u>CURRENT HOURLY RATE</u>	<u>MYE NO OF EMPLOYEES</u>
Illustration of required data:					
Project Manager	Not Required	E	N	\$25.00	1
Supervisor	Not Required	E	N	\$20.00	1
Electrical Engineer	Not Required	E	N	\$16.50 - \$20.00	3
Technician, Jr	Elect Tech Main 1	N	U	\$12.78 - \$15.50	12
Technician, Sr	Elect Tech Main II	N	U	\$18.20 - \$20.00	4
Secretary	Secretary I	N	N	\$11.11 - \$12.50	2
File Clerk	General Clerk II	N	N	\$8.29	1
Clerical Data Entry	Word Processor I	N	N	\$9.25 - \$10.90	3

Submit data in the above-illustrated format for all labor classifications used, or planned to be used, on this contract.

All contractor labor classifications shall be matched to wage determination classes listed in CBA's represented classes or classes shown in WD 2005-2516 for nonrepresented classes.

<u>CONTRACTORS LABOR CLASSIFICATION</u>	<u>WAGE DETERMINATION CLASSIFICATION</u>	<u>EXEMPT OR NONEXEMPT</u>	<u>UNION OR NONUNION</u>	<u>CURRENT HOURLY RATE</u>	<u>MYE NO OF EMPLOYEES</u>
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FORM 3  
Page 1 of 2

FRINGE BENEFITS PER COLLECTIVE BARGAINING AGREEMENT

For period from \_\_\_\_\_ to \_\_\_\_\_

Contractor:

Contract Number:

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**ATTACHMENT J-17**  
**DATA REQUIREMENTS DESCRIPTION SHEETS**

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Number of employees in bargaining unit \_\_\_\_\_

Total number of employees on contract \_\_\_\_\_

1. Shift Differential: (Describe any pay over and above base rates for 2nd, 3rd, weekend, or other shifts.)
  
2. Health and Welfare Items and Other Fringe Items: (Indicate whether or not coverage is provided to employees and state current average hourly cost per employee covered by a Collective Bargaining Agreement.)

<b>Item</b>	<b>Coverage Provided (Yes or No)</b>	<b>Average Hourly Cost</b>
a. Life Insurance		
b. Accidental Death		
c. Disability		
d. Medical and Hospital		
e. Dental		
f. Retirement Plan		
g. Savings/Thrift Plan		
h. Sick Leave		
i. Tuition		
j. Other (Describe)		
TOTAL		

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**ATTACHMENT J-17**  
**DATA REQUIREMENTS DESCRIPTION SHEETS**

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FORM 3  
Page 2 of 2

3. Paid Absences:

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

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

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

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

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Signature of Company Representative

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Date

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**ATTACHMENT J-17**  
**DATA REQUIREMENTS DESCRIPTION SHEETS**

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FORM 3A

Page 1 of 1

**FRINGE BENEFITS FOR SERVICE EMPLOYEES**

For Period from \_\_\_\_\_ to \_\_\_\_\_

Contractor: \_\_\_\_\_

Number of nonexempt employees on contract: \_\_\_\_\_

Total number of employees on contract: \_\_\_\_\_

1. Health and Welfare Items and Other Fringe Items:  
(Indicate whether or not coverage is provided to employees and state current average hourly cost per service employee.)

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

2. Paid Absences

	<u>Service Requirement</u>	<u>Days per Year</u>
a. Vacation		
b. Holidays		
c. Sick Leave		
d. Jury Leave		
e. Funeral Leave		
f. Military Leave		
g. Other (Describe)		

\_\_\_\_\_  
Signature of Company Representative

\_\_\_\_\_  
Date

**ATTACHMENT J-17**  
**DATA REQUIREMENTS DESCRIPTION SHEETS**

<p>1. DRD Title</p> <p>Fiscal Year (FY) Operating Plan and Planning, Programming, Budgeting, and Execution (PPBE)</p>	<p>2. Date of current version</p> <p>5/9/2008</p>	<p>3. DRL line item no.</p> <p>DRD-FDOC-0018</p>	<p>RFP/Contract No. (Procurement completes)</p> <p>NNJ09HD46C</p>
<p>4. Use <i>(define need for, intended use of, and/or anticipated results of data)</i></p> <p>The Contractor shall provide a separate annual FY Operating Plan and PPBE addressing all of the services under this contract.</p>		<p>5. DRD Category: <i>(check one)</i></p> <p><input type="checkbox"/> Technical</p> <p><input checked="" type="checkbox"/> Administrative</p> <p><input type="checkbox"/> SR&amp;QA</p>	
<p>6. References <i>(Optional)</i></p> <p>None.</p>		<p>7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i></p> <p>SOW 2.1.3, 2.16, 3.1.2, and 3.1.3</p>	
<p>8. Preparation Information <i>(Include complete instructions for document preparation)</i></p> <p>a. Data Type: Op Plan – 1, PPBE – 2</p> <p>b. Scope: The FY Operating Plan and PPBE will include a detailed analysis of the content and cost for the future Government Fiscal Year(s). The PPBE will contain a multi-year forecast as specified by requesting letter.</p> <p>c. Content: The FY Operating Plan and PPBE shall include the plans associated with development, modification, sustaining, program support, and architecture and engineering support. Estimates of the resources required to perform the specified services of the contract. Estimates shall be provided by CWBS and shall include labor in EP and \$, material in \$ segregated by maintenance contracts, software licenses, spares, logistics and consumables, and contract total price in \$. EP, labor hour, and \$ estimates shall also be provided by source of funding, such as SSP, ISS, Cx, etc. A plan summary shall be provided which compares the total resources estimated by funding source to specified funding marks, and to the negotiated contract value.</p> <p>The FY Operating Plan shall include estimates by month. Technical work content to be achieved within the plan shall be described by list of tasks to be performed under Development, Modification, and Systems Engineering services. Each task shall be separately described by resource estimates for hardware and software engineering, committed or estimated completion dates, and external dependencies. The Contractor shall provide and maintain a master integrated facility schedule which identifies all projects and internal and external project dependencies.</p> <p>The PPBE shall designate estimates by FY. Technical work content to be achieved within the plan shall be described by list of equipment replacement and any other major projects to be performed under modification and systems engineering services. Each project shall be separately described with major milestones, external dependencies, and estimated completion dates.</p> <p>d. Format: Electronic copy and hardcopy, as specified by NASA via TIRF.</p> <p>e. Distribution: Per Contracting Officer's letter.</p> <p>f. Submission:</p> <p style="margin-left: 20px;">i. Initial – FY Op Plan: As required by TIRF; PPBE: As required by TIRF.</p> <p style="margin-left: 20px;">ii. Final – FY Op Plan: As required by TIRF; PPBE: As required by TIRF.</p> <p style="margin-left: 20px;">iii. Approval – FY Op Plan: 30 calendar days following submittal; PPBE: N/A.</p> <p style="margin-left: 20px;">iv. Frequency – FY Op Plan: As required; PPBE: As required.</p> <p>g. Maintenance: N/A.</p>			

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1. DRD Title Travel Plan	2. Date of current version 5/9/2008	3. DRL line item no. DRD-FDOC-0019	RFP/Contract No. (Procurement completes) NNJ09HD46C
4. Use <i>(define need for, intended use of, and/or anticipated results of data)</i> To describe the Contractor's projected travel requirements in support of objectives per fiscal year.		5. DRD Category: <i>(check one)</i> <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References <i>(Optional)</i> None.		7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i> SOW 2.1.3 and 3.3	

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

- a. Data Type: 1
- b. Scope: The Travel Plan shall describe the travel plans and purpose required to meet the objectives per fiscal year.
- c. Content: The Travel Plan shall address the Contractor's plans by SOW item. Identifying purpose, dates and duration for travel.
- d. Format: Contractor's electronic format is acceptable.
- e. Distribution: Per Contracting Officer's letter.
- f. Submission:
  - i. Initial – Start of contract + 30 calendar days.
  - ii. Final – Start of contract + 45 calendar days.
  - iii. Approval – Start of contract + 60 calendar days.
  - iv. Frequency – Annually, with DRD-0018, Fiscal Year (FY) Operating Plan and Planning, Programming, Budgeting, and Execution (PPBE).
- g. Maintenance: Revisions shall be incorporated by change page or complete reissue.

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1. DRD Title Workforce Reports	2. Date of current version 5/9/2008	3. DRL line item no. DRD-FDOC-0020	RFP/Contract No. (Procurement completes) NNJ09HD46C
4. Use <i>(define need for, intended use of, and/or anticipated results of data)</i> To provide workforce information by geographic location.		5. DRD Category: <i>(check one)</i> <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References <i>(Optional)</i> None.		7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i> SOW 2.1	

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

- a. Data Type: 2
- b. Scope: The reports provide workforce data by geographic location. There are two types of reports:
  - i. Monthly Workforce Report by location,
  - ii. As Requested Workforce Report.
- c. Content: The monthly workforce report should provide Equivalent Personnel (EPs) by location, specifically on or off site (JSC), and by State for workforce outside of the Clear Lake area. The data should be reconcilable to other financial deliverables. The content of the As Requested Workforce Report will vary based on specific direction provided by NASA Headquarters to support congressional inquiries. Its most common form is an annual request to provide workforce by zip code.
- d. Format: Specific formatting to be tailored by NASA and the Contractor.
- e. Distribution: Per Contracting Officer's letter.
- f. Submission:
  - i. Initial – 10 business days after initial month end.
  - ii. Final – N/A.
  - iii. Approval – Due 90 business days from contract start.
  - iv. Frequency –
    - 1. Monthly Workforce Report: Monthly, no later than the 10th day following the close of the accounting period.
    - 2. As Requested Workforce Report: As directed.
    - 3. With the FY Operating Plan and PPBE (reference DRD-FDOC-0018).
- g. Maintenance: Changes shall be incorporated by change page or complete reissue.

**ATTACHMENT J-17  
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<p>1. DRD Title <b>Safety and Health Plan</b></p>	<p>2. Date of current version 5/9/2008</p>	<p>3. DRL line item no. DRD-FDOC-0021</p>	<p>RFP/Contract No. (Procurement completes) NNJ09HD46C</p>
<p>4. Use <i>(define need for, intended use of, and/or anticipated results of data)</i> Establishes Safety and Health Compliance Plan for contractors providing support to JSC organizations. ***The Office of Primary Responsibility for this DRD is the JSC Safety and Test Operations Division. <u>NOTE: UPON NASA APPROVAL, THE CONTRACTOR'S SAFETY AND HEALTH COMPLIANCE PLAN ("The Plan") BECOMES A CONTRACTUAL REQUIREMENT.</u></p>		<p>5. DRD Category: <i>(check one)</i>  <input type="checkbox"/> Technical  <input type="checkbox"/> Administrative  <input checked="" type="checkbox"/> SR&amp;QA</p>	
<p>6. References <i>(Optional)</i></p> <ul style="list-style-type: none"> <li>a. NPR 8715.3B, NASA General Safety Program Requirements</li> <li>b. NPR 8621.1B, Mishap and Close Call Reporting, Investigating, and Recordkeeping</li> <li>c. JPR 1700.1, JSC Safety and Health Handbook</li> <li>d. JSC-17773, Preparing Hazard Analyses for Johnson Space Center (JSC) Ground Operations (Safety Package)</li> <li>e. OSHA CSP 03-01-003, Voluntary Protection Programs (VPP): Policies and Procedures Manual</li> <li>f. FED-STD-313, Material Safety Data, Transportation Data, and Disposal Data for Hazardous Materials Furnished to Government Activities</li> <li>g. Texas Department of Health, Health &amp; Safety Code, Chapter 505, Manufacturing Facility Community Right-To-Know Act</li> <li>h. Texas Department of Health, Health &amp; Safety Code, Chapter 506, Public Employer Community Right-To-Know Act</li> <li>i. Texas Department of Health, Health &amp; Safety Code, Chapter 507. Nonmanufacturing Facilities Community Right-To-Know Act</li> </ul>		<p>7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i> SOW 2.9</p>	
<p>8. Preparation Information <i>(Include complete instructions for document preparation)</i></p> <ul style="list-style-type: none"> <li>a. Data Type: 1</li> <li>b. Content: The requirements for this plan as detailed in the instructions on plan content below include instructions for specific reports and data to be submitted to the Government. These instructions are to be included in the plan and represent contractual commitments by the Contractor to provide this information.</li> </ul> <p style="text-align: center;"><b>1. MANAGEMENT LEADERSHIP AND EMPLOYEE PARTICIPATION</b></p> <ul style="list-style-type: none"> <li>1.1 Policy: Provide the Contractor's safety and health compliance policy statement with the plan. Compare the Contractor's policy statement with those of NASA and OSHA and discuss any differences.</li> <li>1.2 Goals and Objectives. Describe your approach to the following: <ul style="list-style-type: none"> <li>1.2.1 Specific annual safety and health goals and objectives to be met.</li> <li>1.2.2 Methods to be used, if any, to improve on the Days Away Case Rate (DACR), the Total Recordable Injury Rate (TRIR), and the total Days Away plus Restricted Duty plus Job Transfer (DART).</li> </ul> </li> <li>1.3 Management Leadership. Describe management's procedures for implementing its sustaining commitment to safety and health compliance through visible management activities and initiatives including a commitment to exercise management prerogatives to ensure workplace safety and health. Describe processes and procedures to making this visible in all Contract and subcontract activities and products. Include a statement from the project manager or designated safety official indicating that the plan will be implemented as approved and that the project manager will take personal responsibility for its implementation.</li> </ul>			

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- 1.4 Employee Involvement. Describe procedures to promote, implement, and sustain employee (e.g., non-supervisory) involvement in safety and health compliance program development, implementation and decision-making. Describe the scope and breadth of employee participation to be achieved so that approximate safety and health risk areas of the Contract are equitably represented. Describe methods to be used to obtain employee buy in and address the behavioral aspects of safety.
- 1.5 Assignment of Responsibility. Describe line and staff responsibilities for safety and health program implementation. Identify any other personnel or organization that provides safety services or exercises any form of control or assurance in these areas. State the means of communication and interface concerning related issues used by line, staff, and others (such as documentation, concurrence requirements, committee structure, sharing of the work site with NASA and other Contractors, or other special responsibilities and support). As a minimum, the Contractor will identify the following:
  - 1.5.1 Safety Representative – identify by title, the individual who will be trained and certified in accordance with JPR 1700.1 to be responsive to Center-wide safety, health and fire protection concerns and goals, and who will participate in meetings and other activities related to the JSC Safety and Health program.
  - 1.5.2 Company Physician/Occupational Injury/illness case manager – identify a point of contact who is responsible for the transfer or receipt of company medical data and who will be the primary contact for the company in the event any employee suffers a work related injury or illness (such as the company physician) by name, address, and telephone number to the JSC Occupational Medicine Clinic, mail code SD32. This will facilitate communication of medical data to Contractor management. Prompt notification to the JSC Occupational Medicine Clinic shall be given of any changes that occur in the identity of the point of contact.
  - 1.5.3 Building Fire Wardens – provide a roster of fire wardens at the start of each Contract year (their names, telephone numbers and pagers, and mail codes). Contractor fire wardens are needed to facilitate the JSC fire safety program, including coordination of related issues with NASA facility managers and emergency planning and response officials and their representatives. Fire wardens will be trained in accordance with JPR 1700.1. The Roster shall be maintained by letter to the JSC Safety and Test Operations Division, mail code NS2, with copies to the Contracting Officer and the Contracting Officers Technical Representative. The initial letter shall be received by the Government not later than 15 days after contract start.
  - 1.5.4 Designated Safety Official – identify by title the official(s) responsible for implementation of this plan and all formal contacts with regulatory agencies and with NASA.
- 1.6 Provision of Authority. Describe consistency of the plan for compliance with applicable NASA and JSC requirements and contractual direction as well as applicable Federal, State, and Local regulations and how compliance will be maintained throughout the life of the contract.
- 1.7 Accountability. Describe procedures for ensuring that management and employees will be held accountable for implementing their tasks in a safe, healthful, and environmentally compliant manner. The use of traditional and/or innovative personnel management methods (including discipline, motivational techniques, or any other technique that ensures accountability) will be referenced as a minimum and described as appropriate.
- 1.8 Program Evaluation. Describe your approach to safety and health program evaluation. The program evaluation consists of:
  - 1.8.1 [Reserved]
  - 1.8.2 A written self-evaluation report to be delivered once per year. The self evaluation shall be provided for the Contractor performance evaluation. The self-evaluation shall follow the VPP program evaluation report format found in OSHA CSP 03-01-003, Voluntary Protection Program (VPP): Policies and Procedures Manual, Appendix C, “Format for Annual Submissions”, as mandated by the cognizant OSHA regional office. Contractors who have submitted a written self-

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- evaluation as a VPP site may submit their original report to OSHA in lieu of writing a new self-evaluation provided that all action plans and status are updated. The self-evaluation shall as a minimum cover the elements of the approved safety and health plan.
- 1.9 Miscellaneous Reports. The Contractor will acknowledge the following as standing requests of the Government and to be handled as described below.
- 1.9.1 Roster of Terminated Employees. Identify personnel terminated by the contractor. Send to the JSC Occupational Health Officer, no later than 30 days after the end of each contract year. At the contractor's discretion, the report may be submitted for personnel changes during the previous year or cumulated for all years. Information required:
- a. Date of report, Contractor identity, and Contract number.
  - b. For each person listed, provide name, social security number, and date of termination.
  - c. Name, address, and telephone number of Contractor representative to be contacted for questions or other information.
- 1.9.2 Material Safety Data Sheets (MSDS). The Contractor shall prepare and/or deliver MSDS for hazardous materials brought onto Government property or included in products delivered to the Government. This data is required by the Occupational Safety and Health Administration (OSHA) regulation, 29 CFR 1910.1200, "Hazard Communication", EPA "Emergency Planning and Community Right-to-Know (EPCRA, ref. 40 CFR 302, 311, 312); and the Texas Department of Health (TDH, ref. Chapters 505-507 of the Health and Safety Code), and Federal Standard 313 (or FED-STD-313), "Material Safety Data, Transportation Data and Disposal Data for Hazardous Materials Furnished to Government Activities", as revised. This inventory is also required by JPR 1700.1, "JSC Safety and Health Handbook", as revised. 1 copy of each MSDS will be sent upon receipt of the material for use on NASA property to the JSC Central MSDS Repository, maintained by the JSC Occupational Medicine Occupational Health contractor, along with information on new or changed locations and/or quantities normally stored or used. If the MSDS arrive with the material and is needed for immediate use, the MSDS shall be delivered to the Central MSDS Repository by close of business of the next working day after it enters the site.
- 1.9.3 Hazardous Materials Inventory. The Contractor shall compile an inventory report of all hazardous materials it has located on Government property quarterly, and which is within the scope of 29 CFR 1910.1200, "Hazard Communication"; and Federal Standard 313 (or FED-STD-313), "Material Safety Data, Transportation Data and Disposal Data for Hazardous Materials Furnished to Government Activities", as revised. This inventory is also required by JPR 1700.1, "JSC Safety and Health Handbook", as revised. The call for this inventory and instructions for delivery will be issued by the JSC Occupational Medicine Occupational Health contractor, mail code SD33. This information shall use the format used by JSC for chemical inventory compilation to provide the following:
- a. The identity of the material (product number, chemical, manufacturer, and NSN as available).
  - b. The location of the material by building, room, and area/cabinet number.
  - c. The quantity of each material normally kept at each location (number of containers, container size, type container, unit of measure, conversion factor, storage temp & pressure, physical state/form, specific gravity, total pounds).
  - d. Peak quantity stored.
  - e. Actual or estimated rate of annual usage of each chemical.
- 1.10 Government Access to Safety and Health Program Documentation. The Contractor shall recognize, in its plan, that all safety and health documentation (including relevant personnel records) be available for inspection or audit at the Government's request. Electronic access by the Government to this data is preferred as long as Privacy Act requirements are met and Government safety and health professionals and their representatives have full and unimpeded access for review and audit purposes. For Contractor activities conducted on NASA property, the

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Contractor will identify what records will be made available to the Government in accordance with the criteria of OSHA as implemented in JPR 1700.1, "JSC Safety and Health Handbook", as revised. For the purpose of this plan, safety and health documentation includes but is not limited to: logs, records, minutes, procedures, checklists, statistics, reports, analyses, notes, or other written or electronic document which contains in whole or in part any subject matter pertinent to safety, health, or emergency preparedness.

- 1.11 Review and Modification of Safety Requirements. The Contractor may be requested to participate in the review and modification of safety requirements that are to be implemented by the Government including any referenced documents therein. This review activity will be implemented at the direction of the NASA Contracting Officer's Technical Representative (COTR) in accordance with established contractual procedures.
- 1.12 Procurement. Identify procedures used to assure that procurements are reviewed for safety and health compliance considerations and that specifications contain appropriate safety criteria and instructions. Set forth authority and responsibility to assure that safety tasks are clearly stated in subcontracts.
- 1.13 Certified Professional Resources. Discuss your access to certified professional resources for safety and health protection. Discuss their roles in motivation/awareness, worksite analysis, hazard prevention and control, and training.

**2. WORKSITE ANALYSIS**

- 2.1 Analysis of Worksite Hazards. Contractor worksite hazards shall be systematically identified through a combination of surveys, analyses, and inspections of the workplace, investigations of mishaps and close calls, and the collection and trend analysis of safety and health data such as: records of occupational injuries and illnesses, findings and observations from preventive maintenance activities, facilities related incidents related to partial or full loss of systems functions; etc. Describe how hazards identified by any of the techniques identified below shall be ranked, processed, and mitigated in accordance with JPR 1700.1. All hazards on NASA property, which are immediately dangerous to life or health, shall be reported immediately to the Safety and Test Operations Division. All safety engineering products that address operations, equipment, etc., on NASA property will be subject to JSC Safety and Test Operations Division review and concurrence unless otherwise waived by the JSC Safety and Test Operations Division.
- 2.2 Industrial Hygiene. Describe your industrial hygiene program and how it will be coordinated with the JSC Government provided resources for industrial hygiene. In the event corporate resources are used to determine workplace exposures, copies of all monitoring data shall be provided to JSC Occupational Medicine Occupational Health contractor within 15 days of receipt of results.
- 2.3 Hazard Identification. Describe the procedures and techniques to be utilized to compile an inventory of hazards associated with the work to be performed on this Contract. This inventory of hazards shall address the work specified in this Contract as well as operations and work environments in the vicinity or in close proximity to Contract operations. The results will be reported to the Government in a manner suitable for inclusion in facilities baseline documentation as a permanent record of the facility. Specific techniques to be considered include:
  - 2.3.1 Comprehensive Survey – A "wall to wall" engineering assessment of the Contractor's worksite, which includes the Government furnished facilities to be used by the contractor and the immediate vicinity in which contractual work or tasks will be performed. This assessment encompasses facilities, equipment, materials, and processes.
  - 2.3.2 Change (Pre-use) Analysis – Typically addresses modifications in facilities, equipment, processes, and materials (including waste); and related procedures for operations and maintenance. Change analyses periodically will be driven by new or modified regulatory and NASA requirements.

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- 2.3.3 Hazard Analysis – May address facilities, systems/subsystems, operations, processes, materials (including waste), and specific tasks or jobs. Analyses and report formats will be in accordance with JSC-17773, "Preparing of Hazard Analyses for JSC Ground Operations."
- 2.3.4 The Contractors safety plan will describe the flow of the findings of the comprehensive survey of hazards into hazard analyses and job hazard analyses and subsequently into controls such as design, operations, processes, procedures, performance standards, and training. The contractor will discuss its approach to notify NASA and other parties external to the contract work of its identified hazards and subsequent analyses and controls.
- 2.4 Inspections. Includes assignments, procedures, and frequency for regular inspection and evaluation of work areas for hazards and accountability for implementation of corrective measures. The Contractor will describe administrative requirements and procedures for control of regularly scheduled inspections for fire and explosion hazards. The Contractor has the option, in lieu of this detail, to identify policies and procedures with the stipulation that the results (including findings) of inspections conducted on NASA property or involving Government furnished property will be documented in safety program evaluations or the monthly Accident/Incident Summary reports. Inspections will identify:
- a. Discrepancies between observed conditions and current requirements, and,
  - b. New (not previously identified) or modified hazards.
  - c. Use of JSC's Hazard Abatement Tracking System to manage hazards onsite at JSC (see paragraph 3.12 below).
- 2.5 Protective Equipment – Set forth procedures for obtaining, inspecting, and maintaining all appropriate protective equipment, as required, or reference written procedures pertaining to this subject. Set forth methods for keeping records of such inspections and maintenance programs.
- 2.6 Employee Reports of Hazards – Identification of methods to encourage employee reports of hazardous conditions (e.g., close calls) and analyze/abate hazards. The Contractor will describe steps it will take to create reprisal-free employee reporting with emphasis on management support for employees and describe methods to be used to incorporate employee insights into hazard abatement and motivation/awareness activities.
- 2.7 Accident and Record Analysis
- 2.7.1 Mishap Investigation – identification of methods to assure the reporting and investigation of mishaps including corrective actions implemented to prevent recurrence. The Contractor will describe the methods to be used to report and investigate mishaps on NASA property and on Contractor or third party property. The Contractor will describe its procedures for implementing immediate notification of NASA using the call tree in 2.7.1.a below. The use of the quick incident reports found at the lower center of the home page of the NASA Incident Reporting Information System (IRIS) at <https://nasa.ex3host.com/iris/newmenu/login.asp> and use of NASA forms as specified in JPR 1700.1 or any alternate forms used by Contractor. The contingency plan will emphasize timely notification of NASA; preliminary and formal investigation procedures; exercise of jurisdiction over a mishap investigation involving NASA and other contractor personnel; preparation and submission of a formal report to NASA; follow up of corrective actions; communication of lessons learned to NASA; and solutions to minimize duplications in reporting and documentation including use of alternate forms, etc. The Contractor will discuss its procedures for immediate notification requirements for fires, hazardous materials releases, and other emergencies. The Contractor will include appropriate details to address the following:
- Note: the NASA Form 1627 is not attached since it is a three part carbonless form not conducive to reproduction. This form is NOT available from JSC or NASA forms management; it can be obtained from the following link: <http://jschandbook.jsc.nasa.gov/>.
- a. The Contractor will include a mishap contingency plan as part of the Safety and Health Plan which meets the requirements of NPR 8621.1B, "NASA Procedural Requirement for Mishap and Close Call Reporting, Investigating, and Recordkeeping", and JPR 1700.1, "JSC Safety

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and Health Handbook.” The plan will identify the method of immediately notifying NASA in the advent of a type A or B mishap or C property damage mishap and close call with equivalent potential so NASA may take custody of the mishap scene and initiate its investigation as soon as it is safe following the mishap. The Contractor will immediately contact the JSC Safety and Test Operations Division at 281-483-1935 for guidance when a Type A or B mishap or Type C property damage mishap occurs in the course of performing work on a NASA Contract in whole or in part. The contingency plan will clearly identify the Government investigation as taking precedence over any contractor investigation.

- b. For Type C injuries and all lower level mishaps, the Contractor will perform its own investigation and submit a report to NASA in accordance with the requirements of NPR 8621.1. The Contractor will ensure that NASA is promptly notified of any Type D mishap so that NASA provides a civil servant to oversee the investigation in an ex officio capacity prior to start of any formal investigation. All initial reports and selected follow up reporting will be accomplished using IRIS.
  - c. When a NASA investigation is required, witnesses will be identified and their names and contact information provided to NASA investigator but witness statement must be requested and collected by NASA. Such statements will be retained by the Government as part of the mishap file in accordance with NPR 8621.1.
  - d. The Contractor will deliver to NASA mishap reports which shall include the data specified in NPR 8621.1 for the level of mishap. NASA approval and endorsements will be required as specified in NPR 8621.1 and included in the approved Safety and Health Plan.
- 2.7.2 Trend Analysis – Describe approach to performing trend analysis of data (occupational injuries and illnesses; facilities, systems, and equipment performance; maintenance findings; etc.). Discuss methods to identify and abate common causes indicated by trend analysis. In support of site-wide trend analysis to be performed by the Government, the Contractor will discuss method of providing data as follows.
- a. Accident/Incident Summary Report – The Contractor shall prepare and deliver Accident/Incident Summary Reports as specified on JSC Form 288, “Accident/Incident Statistics” as revised. All new and open mishaps, including vehicle accidents, incidents, injuries, fires, and close calls shall be described in summary form along with current status. Negative reports are also required monthly. Report frequency is monthly; date due is the 10<sup>th</sup> days of the month following each month reported. Report to be delivered to the JSC S & MA Directorate through the Safety and Test Operations Division, mail code NS2, by fax to 281-244-0426 or by attaching to an e-mail and transmitting to JSC-Safety-Report-Submittals@mail.nasa.gov.
  - b. Log of Occupational Injuries/Illnesses
    - i. For each establishment on and off NASA property that performs work on this Contract, the Contractor shall deliver, to the Government, a copy of its annual summary of occupational injuries and illnesses (OSHA 300A or equivalent) as described in Title 29, Code of Federal Regulations, Subpart 1904.5 If the Contractor is exempt by regulation from maintaining and publishing such logs, equivalent data in Contractor’s format is acceptable (such as loss runs from insurance carrier) which contains the data required by JSC Form 288.
    - ii. Data shall be compiled and reported by calendar year and provided to the Government within 45 days after the end of the year to be reported (e.g. not later than February 15 of the year following).

**3. HAZARD PREVENTION AND CONTROL**

- 3.1 Identified hazards must be eliminated or controlled. In the multiple employer environment of the Center, it is required that hazards including discrepancies and corrective actions be collected in a

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- Center wide information system Hazard Abatement Tracking System (HATS) for risk management purposes. Describe your approach to implementing this requirement.
- 3.2 Appropriate Controls. Discuss approach to consideration and selection of controls. Discuss use of hazard reduction precedence sequence (see JPR 1700.1). Discuss approach to identifying and accepting any residual risk. Discuss implementation of controls including verifying effectiveness. Discuss scope of coverage (hazardous chemicals, equipment, energies, etc.). Discuss need for coordination with safety, health, and emergency authorities at NASA.
- 3.3 Hazardous Operations and Processes. Establish methods for notification of personnel when hazardous operations and processes are to be performed in their facilities or when hazardous conditions are found to exist during the course of this Contract. JPR 1700.1 will serve as a guide for defining, classifying, and prioritizing hazardous operations; 29 CFR 1910.119 will be the guide for hazardous processes when the material or process meets the requirements therein. Develop and maintain a list of hazardous operations and processes to be performed during the life of this Contract. The list of hazardous operations and processes will be provided to JSC as part of the plan for review and approval. JSC and the Contractor will decide jointly which operations and processes are to be considered hazardous, with JSC as the final authority. Before hazardous operations or processes commence, the Contractor will develop a schedule to develop written procedures with particular emphasis on identifying the job safety steps required. NASA will have access on request to any Contractor data necessary to verify implementation. For all identified operations or processes that may have safety or health implications outside Contract operations, the Contractor shall identify such circumstances to the JSC Safety and Test Operations Division and Occupational Health Officer who will provide additional instructions for further NASA management review and approval.
- 3.4 Written Procedures. Identification of methods to assure that the relevant hazardous situations and proper controls are identified in documentation such as inspection procedures, test procedures, etc., and other related information. Describe methods to assure that written procedures are developed for all hazardous operations, including testing, maintenance, repairs, and handling of hazardous materials and hazardous waste. Procedures will be developed in a format suitable for use as safety documentation (such as a safety manual) and be readily available to personnel as required to correctly perform their duties.
- 3.5 Hazardous Operations Permits. Identify facilities, operations, and/or tasks where hazardous operations permits will be required as specified in JPR 1700.1 such as confined space entry, hot work, etc. Set forth guidance to adhere to established NASA JSC procedures. Clearly state the role of the safety group or function to control such permits.
- 3.6 Operations Involving Potential Asbestos Exposures. Set forth method by which compliance is assured with JSC Asbestos Control Program as established in JPR 1700.1, as revised.
- 3.7 Operations Involving Exposures to Toxic or Unhealthful Materials. Such operations must be evaluated by the JSC Occupational Health Office and must be properly controlled as advised by same. JSC Occupational Medicine must be notified prior to initiation of any new or modified operation potentially hazardous to health.
- 3.8 [Reserved]
- 3.9 Baseline Documentation. Discuss the Contractor's responsibilities for maintaining facilities baseline documentation in accordance with JSC requirements. The Contractor will implement any facilities baseline documentation tasks (including safety engineering) as provided in the Contractor's plan approved by NASA or as required by Government direction.
- 3.10 Preventive Maintenance. Discuss approach to preventive maintenance. Describe scope, frequency, and supporting rationale for your preventive maintenance program including facilities and/or equipment to be emphasized or de-emphasized. Discuss methods to promote awareness in the NASA community (such as alerts, safety flashes, etc.) when preventive maintenance reveals design or operational concerns in facilities and equipment (and related processes where applicable).

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- 3.11 Medical (Occupational Healthcare) Program. Discuss the Contractor's medical surveillance program and injury/illness case management to evaluate personnel and workplace conditions to identify specific health issues and prevent degradation of personnel health as a result of occupational exposures. Discuss approach to Cardiopulmonary Resuscitation (CPR), first aid, and, return to work policies and the use of Government provided medical and emergency facilities for the initial treatment of occupational injuries/illnesses.
- 3.12. Hazard Correction and Tracking. Discuss your system for correcting and tracking safety, health, and environmental hazards with particular emphasis on integration with JSC's Hazard Abatement Process (found online @ <http://www.srqa.jsc.nasa.gov/HATS/>). (The scope is restricted to establishments at JSC, Sonny Carter Training Facility, and Ellington Field.) This includes the following:
  - 3.12.1 Personnel Awareness of Hazards. Discuss your approach to communicate unsafe conditions and approved countermeasures to your employees. Discuss your approach to communicating such conditions to the Government and other Contractors whose personnel may be exposed to such unsafe conditions. Discuss communications with Facility Managers. Discuss use of the NASA Lessons Learned Information System for both obtaining lessons from other sources and as a repository for lessons learned during performance of the Contract.
  - 3.12.2 Interim and Final Abatement Plans – Describe how you will approach interim and final abatement of hazards. Describe how you will provide data to the JSC HATS for all hazards within Contractor-occupied facilities that are not finally abated (all interim and final abatement actions completed) within 30 days of discovery. Discuss your approach to posting such plans using JSC Form 1240, "JSC Notice of Safety or Health and Action Plan", or equivalent. Discuss compatibility of your system with JSC's role of facility managers in abatement planning, implementation, and verification.
- 3.13 Disciplinary System. Describe your system for ensuring safety and health discipline in your personnel (including subcontractors). Describe your approach to modifying personnel behaviors when personnel are exhibiting discrepant safety and health performance.
- 3.14 Emergency Preparedness. Discuss approach to emergency preparedness and contingency planning which addresses fire, explosion, inclement weather, etc. Discuss compliance with 29 CFR 1910.120 (HAZWOPER) and role in JSC Incident Command System (see JPR 1700.1 for details). Discuss methods to be used for notification of JSC emergency forces including emergency dispatcher, safety hotline, director's safety hotline, etc. Discuss establishment of pre-planning strategies through procedures, training, drills, etc. Discuss methods to verify emergency readiness.

**4. SAFETY AND HEALTH TRAINING**

- 4.1 Describe the Contractor's training program including identification of responsibility for training employees to assure understanding of safe work practices, hazard recognition, and appropriate responses for protective and/or emergency countermeasures, including training to meet Federal, State, and Local regulatory requirements.
- 4.2 Describe approach to identifying training needs including traceability to exercises such as job safety analyses, performance evaluation profiles, hazard analyses, mishap investigations, trend analyses, etc.
- 4.3 Describe approach to training personnel in the proper use and care of personal protective equipment (PPE).
- 4.4 Discuss tailoring of training towards specific audiences (management, supervisors, and employees) and topics (safety orientation for new hires, specific training for certain tasks or operations).
- 4.5 Discuss approach to ensure that training is retained and practiced. Discuss personnel certification programs. Certifications should include documentation that training requirements

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and physical conditions have been satisfied (examples include physical examination, testing, and on-the-job performance).

- 4.6 Address utilization of JSC safety and health training resources (such as asbestos worker training/certification, hazard communication, confined space entry, lockout/tagout, etc.) as appropriate with particular emphasis on programs designed for the multiple employer work environment on NASA property. If the Contractor wishes to train their personnel in any regulatory mandated training, an agreement will be secured with JSC Occupational Safety Branch and Occupational Health and Test Operations Division and the JSC Occupational Health Officer Support office prior to beginning training. The agreement will ensure that safety and health training resources available from NASA are utilized where appropriate.
- 4.7 Discuss approach to making all training materials and training records available to NASA, and other Federal, state, and local agencies for their review upon request.

c. Format:

- i. Cover page – To include as a minimum, blocks for the signatures of Contractor's project manager and designated safety official; NASA COTR; JSC Safety and Test Operations Division; JSC Occupational Health Officer; and the NASA Contracting Officer. Other signatures may be required at the discretion of the Government. Once approved by NASA, signatures will be collected and the plan placed on the contract.
- ii. Table of Contents – See content above.
- iii. Body of plan – As required. Contractor's format is acceptable but shall be traceable to the elements of the content above.
- iv. When preparing its plan, the Contractor is expected to review all the items above and tailor its plan accordingly. The plan shall clearly identify those resources to be provided by the Contractor and proposed resources to be provided by the Government. This review and supporting rationale is to be made available to the Government as part of this plan. It can be documented as a checklist or outline, inserted directly in the body of the plan, or in any format developed by the Contractor that clearly conveys the results of this review including the basis for any underlying assumptions.

d. Distribution: Per Contracting Officer's letter.

e. Submission:

- i. Initial – Due with proposal.
- ii. Final – Due 60 calendar days after contract award.
- iii. Approval – Start of contract.
- iv. Frequency – As required.

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

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1. DRD Title <b>Safety and Health Program Self-Evaluation</b>	2. Date of current version 5/9/2008	3. DRL line item no. DRD-FDOC-0022	RFP/Contract No. (Procurement completes) NNJ09HD46C
4. Use <i>(define need for, intended use of, and/or anticipated results of data)</i> Self evaluation of Contractor's safety and health program performance.		5. DRD Category: <i>(check one)</i> <input type="checkbox"/> Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> SR&QA	
6. References <i>(Optional)</i> JPR 1700.1, JSC Safety and Health Handbook		7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i> SOW 2.9	
8. Preparation Information <i>(Include complete instructions for document preparation)</i>			
a. Data Type: 2			
b. Scope: The Contractor shall conduct an annual self-evaluation of its safety and health program as required by its safety and health plan.			
c. Content:			
i. The internal assessment of safety and health program effectiveness during the report period (i.e., the previous year) indicating the status of goals or objectives previously established and areas of strength and weakness in Contractor safety program performance.			
ii. Safety and health concerns and resolutions relating to JSC operations, which may have been identified during the report period.			
iii. Unresolved safety and health concerns relating to JSC operations which the Contractor feels merit attention of JSC safety and health management.			
iv. The goals and objectives of the Contractor safety and health program for the next report period.			
v. An analysis of the Contractor's performance, at JSC-administered establishments, in each of the 32 Voluntary Protection Program sub-elements as found in the Federal Register of July 24, 2000 (available at the following link): <a href="http://www.osha-slc.gov/FedReg_osha_data/FED20000724A.html">http://www.osha-slc.gov/FedReg_osha_data/FED20000724A.html</a>			
vi. Action plans shall be attached for identified problem areas. Action plans shall include schedule for periodic progress reports to the Government. Frequency of status reports shall to be agreed to by the Government and the Contractor for each problem area.			
d. Format: As specified in OSHA TED 8.1, "Revised Voluntary Protection Programs (VPP) Policies and Procedures Manual", Appendix H (Program Evaluation Report), Attachment 2 (VPP Onsite Evaluation Format for Safety and Health Programs) for a STAR work site which is found at the following link: <a href="http://www.osha-slc.gov/OshDoc/Directive_data/TED_8_1A.html">http://www.osha-slc.gov/OshDoc/Directive_data/TED_8_1A.html</a> . Also, as mandated by the cognizant OSHA regional office. Contractors who have submitted a written self-evaluation as a VPP site may submit their original report to OSHA in lieu of writing a new self-evaluation provided that all action plans and status are updated.			
e. Distribution: Per Contracting Officer's letter.			
f. Submission:			
i. Initial – N/A.			
ii. Final – September 30 of each year.			
iii. Approval – N/A.			
iv. Frequency – Annually.			
g. Maintenance: N/A.			

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1. DRD Title Monthly Safety and Health Metrics	2. Date of current version 5/9/2008	3. DRL line item no. DRD-FDOC-0023	RFP/Contract No. (Procurement completes) NNJ09HD46C
4. Use (define need for, intended use of, and/or anticipated results of data) Establishes selected Safety and Health Program metrics. The Office of Primary Responsibility for this DRD is the JSC Safety and Mission Assurance Directorate.			5. DRD Category: (check one) <input type="checkbox"/> Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> SR&QA
6. References (Optional) Refer to JPR 1700.1, JSC Safety and Health Handbook and OSHA requirements for definitions of terms below			7. Interrelationships (e.g., with other DRDs) (Optional) SOW 2.9 DRD-FDOC-0021

8. Preparation Information (Include complete instructions for document preparation)
- a. Data Type: 2
  - b. Scope: The scope of the information required is limited to the JSC-administered establishments of Houston Texas at NASA Parkway, Sonny Carter Training Facility, and Ellington Field.
  - c. Content:
    - i. Management Commitment and Employee Involvement.

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

Include electronic copies of minutes or representative information.

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

Include electronic copies of minutes or representative information.

- ii. Worksite Analysis. Refer to JPR 1700.1 for definitions of terms.

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

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

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

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

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

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

- d. Format: Electronic to Occupational Safety Branch, Occupational Health Officer; hard copy to COTR. Send as Excel spreadsheet or in tables compatible with MS Word.
- e. Distribution: Per Contracting Officer's letter.
- f. Submission:
  - i. Initial – One month after contract start.
  - ii. Final – At contract end.
  - iii. Approval – N/A.
  - iv. Frequency – Monthly by 10<sup>th</sup> of month following month being reported.
- g. Maintenance: N/A.

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<p>1. DRD Title</p> <p><b>System Safety Program Plan</b></p>	<p>2. Date of current version</p> <p>5/9/2008</p>	<p>3. DRL line item no.</p> <p>DRD-FDOC-0024</p>	<p>RFP/Contract No. (Procurement completes)</p> <p>NNJ09HD46C</p>
<p>4. Use <i>(define need for, intended use of, and/or anticipated results of data)</i></p> <p>Establishes system safety tasks and activities to identify, evaluate, and eliminate or control hazards associated with space flight hardware and related operations.</p>		<p>5. DRD Category: <i>(check one)</i></p> <p><input type="checkbox"/> Technical</p> <p><input type="checkbox"/> Administrative</p> <p><input checked="" type="checkbox"/> SR&amp;QA</p>	
<p>6. References <i>(Optional)</i></p> <p>a. NPR 8715.3B, NASA General Safety Program Requirements</p> <p>b. JPR 1700.1, JSC Safety and Health Handbook</p> <p>c. MIL-STD-882, Department Of Defense, Standard Practice For System Safety</p> <p>d. JSC-17773, Preparing Hazard Analyses for Johnson Space Center (JSC) Ground Operations (Safety Package)</p> <p>e. JESA 30000, Section 9, Joint Program Definition and Requirements Document (JPDRD) – Product Assurance Requirements</p> <p>f. SSP-30309, Safety Analysis and Risk Assessment Requirements Document</p>		<p>7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i></p> <p>SOW 2.9</p>	
<p>8. Preparation Information <i>(Include complete instructions for document preparation)</i></p> <p>a. Data Type: 1</p> <p>b. Scope: Detailed System Safety requirements differ according to different flight programs. The elements of a System Safety Program Plan (SSPP) as outlined below are generic; refer to the appropriate applicable references listed above for specific program requirements. System Safety Program Plans are to be tailored for individual safety engineering projects as integral parts of a formal, disciplined system safety program plan implemented by the Contractor.</p> <p>c. Content: System Safety Program Plan Requirements:</p> <p>i. Source Documents. The initial issue of the documents cited herein (including those of any applicable amendments and revisions) shall be as reflected in the contract schedule.</p> <p>ii. General. The System Safety Program Plan shall be documented in narrative format and shall:</p> <ol style="list-style-type: none"> <li>1. Describe the scope of the project for which the safety engineering activity is to be tailored.</li> <li>2. Describe any interrelationships to other contract requirements, tasks and functional elements including appropriate cross references to minimize duplication.</li> <li>3. List the Contractor and NASA documents, which shall be applied either as directives or as guidance in the conduct of the SSPP and related system safety tasks.</li> <li>4. Identify the system safety engineering requirements, tasks, and responsibilities on an item-by-item basis in accordance with the schedule.</li> </ol> <p>iii. Content:</p> <ol style="list-style-type: none"> <li>1. System Safety Engineering Organization. The SSPP shall describe: <ol style="list-style-type: none"> <li>a. The system safety organization or function within the organization of the contract including charts to show the organizational and functional relationships and lines of communication.</li> <li>b. The responsibility, authority, and accountability of system safety personnel and other Contractor organizational elements (including subcontractors) involved in the system safety effort. Identify each organizational unit responsible for executing each task. Identify the authority in regard to resolution of all identified hazards. Include the title, address, and telephone number of the System Safety Program Manager.</li> <li>c. The staffing of the system safety organization for the duration of the project including manpower loading and qualifications of assigned key personnel.</li> <li>d. The procedures by which the Contractor shall integrate and coordinate the system safety efforts. Include methods of dissemination of system safety requirements to action organizations and subcontractors; coordination of subcontractors' system safety programs;</li> </ol> </li> </ol>			

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- integration of hazard analyses; management and engineering reviews; program status reporting; and the identities and charters of any system safety groups.
- e. The process through which contractor management decisions shall be made to include notification and subsequent actions for the following: critical and catastrophic hazards; corrective actions taken; mishaps or malfunctions; waivers to safety requirements; and program deviations.
  - f. The interfaces between the system safety organization and all other applicable disciplines such as Engineering, Occupational Safety and Health, Reliability, Quality Assurance, Medical Support, etc., at all levels of the project (NASA, contractor, and subcontractor.)
2. System Safety Project Milestones. The SSPP shall:
    - a. Identify safety milestones required accomplishing evaluations of the effectiveness of the system safety effort at critical safety checkpoints (such as design reviews, self-evaluations, operational readiness reviews, audits, etc.)
    - b. Provide a contract schedule of safety tasks showing start and completion dates, reports, review, and man loading, in relationship to other contract milestones.
    - c. To preclude duplication identify integrated system activities (i.e., design analyses, test, demonstrations, etc.) applicable to the system safety program but specified within other engineering tasks. Include as part of this section the estimated system safety manpower loading required to accomplish these integrated tasks.
  3. System Safety Requirements. The SSPP shall:
    - a. Describe or reference the methods that shall be used to identify and apply hazard control requirements and criteria for the design and operation of equipment, software, and facilities, and for procedures covering all phases of acquisition specified in the schedule. List the safety standards and system specifications, which are the sources of safety requirements with which the contractor either is required to comply or intends to adopt as a requirement.
    - b. Describe the risk assessment procedures including the hazard severity categories, hazard probability (or frequency) levels, and the precedence to be followed in satisfying safety requirements. State any qualitative or quantitative measures of system safety, which the contractor is required to meet, including a description of the acceptable risk levels. Include system safety definitions, which are in addition to those in JSC documents or are unique to the project covered by the SSPP.
    - c. Describe the management controls that shall be used to ensure compliance or justify waivers and deviations with general design and operational safety criteria and the closed loop procedures to ensure hazard resolution and control.
  4. Hazard Analyses. The SSPP shall describe:
    - a. The analysis techniques and format that shall be used in qualitative and quantitative analysis to identify hazards, their causes and effects, and recommended corrective actions.
    - b. The depth to which each analysis technique shall be used within the system, operation, or scenario being analyzed. This description shall include identification of hazards associated with the system, subsystem, components, personnel, support equipment, government furnished equipment, facilities, and their interrelationships in the logistics support, training, maintenance, transportability, operational environments, and phase out or disposal.
    - c. The integration of subcontractor hazard analyses and techniques within the overall project including contractor hazard analyses.
    - d. The techniques to be used to establish a single closed loop tracking system.
  5. System Safety Data. The SSPP shall:
    - a. Describe the approach for researching, disseminating, and analyzing pertinent historical hazard or mishap data.
    - b. Identify deliverable data and the level of approval required for customer acceptance. Attach a copy of the appropriate sheets from the data requirements list (DRL) of the schedule.

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- c. Identify safety related non-deliverable data and describe the procedures for accessibility by NASA and the retention of data.
6. Safety Verification and Audits. The plan shall describe:
    - a. The verification and audit requirements and procedures for ensuring that the objectives and requirements of the system safety program have been adequately demonstrated and implemented.
    - b. The procedures for ensuring feedback of safety-pertinent information for management and engineering review and analysis.
    - c. The review procedures established by the contractor's system safety organization to ensure safe conduct of hazardous tests with particular emphasis on those involving human test subjects.
  7. Training. Describe techniques and procedures to be used by the contractor to ensure that the objectives and requirements of the system safety program are implemented in training for engineers, test subjects, technicians, operators, and support (including maintenance) personnel.

Authority: NFS 1852.223-70, 1852.223-73, 1852.223-73 (Alt 1); JPI 52.223-92, JSC Hazardous Materials Use
- d. Format: Contractor's electronic format is acceptable.
  - e. Distribution: Per Contracting Officer's letter.
  - f. Submission:
    - i. Initial – Due at contract award + 2 business days.
    - ii. Final – Due 30 calendar days before start of contract.
    - iii. Approval – Start of contract.
    - iv. Frequency – As required.
  - g. Maintenance: Revisions shall be incorporated by change page or complete reissue.

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1. DRD Title <b>Quality Plan and Reports</b>	2. Date of current version 5/9/2008	3. DRL line item no. DRD-FDOC-0025	RFP/Contract No. (Procurement completes) NNJ09HD46C
4. Use <i>(define need for, intended use of, and/or anticipated results of data)</i> The Quality Plan is used to document the specific details of the Contractor's Quality Management System (QMS) related to a specific product or process.		5. DRD Category: <i>(check one)</i> <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References <i>(Optional)</i> a. ANSI/ISO/ASQ Q9001-2000, Quality Management Systems Requirements b. AS9100: Quality Systems – Aerospace – Model for Quality Assurance in Design, Development, Production, Installation, and Servicing c. DD-UWI-0013 - MOFD Contractor Solder Document d. DD-UWI-0014 - MOFD Contractor Fiber Optic Document e. DD-UWI-0015 - MOFD Contractor Cable Assembly Document f. ANSI/ESD S20.20-2007, ESD Association Standard for the Development of an Electrostatic Discharge Control Program for Protection of Electrical and Electronic Parts, Assemblies and Equipment (Excluding Electrically Initiated Explosive Devices) g. ANSI/IPC-2221, Generic Standard on Printed Board Design h. ANSI/IPC-2222, Sectional Design Standard for Rigid Organic Printed Boards i. ANSI/IPC-6011, Generic Performance Specification for Printed Boards j. ANSI/IPC-6012, Qualification and Performance Specification for Printed Boards k. IPC-6011, Generic Performance Specification for Printed Boards l. IPC-6012, Qualification and Performance Specification for Rigid Printed Boards m. JPR 8730.1, Electrostatic Discharge Control Requirements for the Protection of Electronic Components and Assemblies n. MIL-STD-1130B, Connections, Electrical, Solderless Wrapped		7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i> SOW 2.11	
8. Preparation Information <i>(Include complete instructions for document preparation)</i> a. Data Type: 1 – Plan, 2 – Training Report b. Scope: A contract specific Quality Plan shall be prepared which identifies activities performed both on-site and off-site of JSC to ensure the quality products and services. The Quality Plan is to be submitted with the Contractor's proposal. The plan shall be approved by the Contracting Officer concurrent with contract award. c. Content: i. The quality plan shall address each element of ANSI/ISO/ASQ Q9001-2000, Quality Management Systems Requirements and the additional requirements identified below: <ol style="list-style-type: none"> <li>1. Identify the methods, procedures, and controls that shall be used to ensure the quality, quantity, and timeliness of the required contract requirements.</li> <li>2. Explain how training shall be provided to personnel responsible for quality assurance, quality engineering, and software quality assurance on-site at JSC, including JSC processes for Discrepancy Reporting and Tracking, Work Authorization Documents (Task Performance Sheets) and Flight Equipment Pre-Shipment Readiness Review.</li> <li>3. Explain in detail how in-line quality assurance (Quality Assurance, Quality Engineering, and Software Quality Assurance) shall be performed on-site at JSC. Include discussion of specific allocation of responsibilities, authority and resources.</li> <li>4. Describe how controlled work instructions shall be provided to all applicable employees, on and off-site JSC.</li> </ol>			

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5. Explain how timely review of technical documents that affect quality and changes thereto shall be performed.
  6. Describe participation including responsibilities/activities in design reviews.
  7. Explain how quality aspects are ensured and fully included in all designs and are continuously maintained in the fabricated articles and during operations.
  8. Explain and ensure how quality requirements are implemented and satisfied throughout all phases of contract performance, including preliminary and engineering design, development, subcontracting, fabrication, processing, assembly, inspection, test, checkout, packaging, shipping, storage, maintenance, field use, flight preparations, flight operations, and post-flight analysis, as applicable, on and off-site JSC.
  9. Explain how to ensure, monitor, measure, and control the quality of products produced by the contractor and subcontractors. Explain how the Contractor shall ensure that products, which do not conform to product requirements, are identified and controlled to prevent their unintended use or delivery.
  10. Describe the methodology for inspection and test planning (economical and effective use of personnel, facilities and equipment) for both off and on-site.
  11. Describe the methodology/criteria for assigning itinerate or resident quality assurance personnel at subcontractor or supplier facilities.
  12. Explain how the monitoring and measuring, and cross-utilization of personnel will be performed to assure that contract products and services shall not be negatively affected.
  13. Describe the Contractor's techniques, procedures, and mechanisms to ensure quality output despite schedule and/or priority pressures.
  14. Provide and explain the schedule, including milestones, outlining the Contractor's plan on accomplishing ANSI/ISO/ASQ Q 9001-2000 compliance within one year of the contract award date.
  15. Explain how inspection or other activities necessary for ensuring that purchased product meets specified purchase requirements shall be established.
  16. Explain how to verify that all personnel performing work affecting product quality are competent as a result of appropriate education, training, skills, and experience. In addition explain the system that shall be used to monitor and maintain this level of personnel competency required during the duration of the contract.
  17. Describe the responsibilities and requirements for planning and conducting audits (internal and external), and for reporting results and maintaining records.
  18. Explain the process of involvement in waivers and deviations when quality assurance is affected.
  19. Explain the methods for measuring the achievement of the Contractor's quality objectives.
- ii. The Contractor shall deliver a Training Report. The report shall include the following information:
- d. Format: The Quality Plan format shall match the elements of the ANSI/ISO/ASQ Q 9001-2000.
- e. Standards for Electrical and Electronic Equipment and Parts: The Contractor shall comply with the following standards in the design, manufacture, and maintenance of electrical and electronic equipment or applications under FDOC:
- i. Soldering, Through-Hole Technology: use DD-UWI-0013 - MOFD Contractor Solder Document
  - ii. Soldering, Surface Mount Technology: use
  - iii. Crimping, Cable, and Harness: use NASA-STD-8739.4, Crimping, Interconnecting Cables, Harnesses and Wiring
  - iv. Conformal Coating and Staking: use NASA-STD-8739.1, Workmanship Standard for Staking and Conformal Coating of Printed Wiring Boards and Electronic Assemblies
  - v. Fiber Optics: use DD-UWI-0014 - MOFD Contractor Fiber Optic Document Electrostatic Discharge Control (ESD):
  - vi. Rigid Printed Wiring Board (PWB) Design:
  - vii. Rigid Printed Wiring Board (PWB):
  - viii. Solderless Wire-wrapped Electrical Connections: use MIL-STD-1130B, Connections, Electrical, Solderless Wrapped
- f. Distribution: Per Contracting Officer's letter.

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- g. Submission:
  - i. Initial – Due with proposal.
  - ii. Final – Start of contract + 30 calendar days.
  - iii. Approval – Start of contract + 90 calendar days.
  - iv. Frequency – Quality Cost Data, as required; Surveillance Report, within 10 calendar days following the end of each quarter (i.e. April 10, July 10, etc.); Training Reports, no later than January 15 of each calendar year.
- h. Maintenance: Revisions shall be incorporated by change page or complete reissue.

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1. DRD Title <b>Software Quality Assurance Plan and Reports</b>	2. Date of current version 5/9/2008	3. DRL line item no. DRD-FDOC-0026	RFP/Contract No. (Procurement completes) NNJ09HD46C
4. Use (define need for, intended use of, and/or anticipated results of data) Software assurance planning is used to document the software assurance activities to be performed during the life cycle phases. Reports document the status of the activities.		5. DRD Category: (check one) <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References (Optional) a. Certification Data Package (CDP) and Acceptance Data Package (ADP) b. Problem Reporting and Corrective Action (PRACA) c. NASA-STD-8739.8, Software Assurance Standard d. NPD 2820.1C, NASA Software Policy e. NASA-STD-8719.13, NASA Software Safety Standard f. NPR 7150.2, NASA Software Engineering Requirements g. IEEE 730-2002, IEEE Standard for Software Quality Assurance Plans h. ANSI/ISO/ASQ Q9001-2000, Quality Management Systems Requirements i. EA-WI-025, GFE Flight Project Software and Firmware Development j. JSC-63756, Mission Operations Directorate Software Management Plan		7. Interrelationships (e.g., with other DRDs) (Optional) SOW 2.11	
8. Preparation Information (Include complete instructions for document preparation) <ul style="list-style-type: none"> <li>a. Data Type: Plan – 1</li> <li>b. Scope: Software Assurance includes Quality Assurance, Quality Engineering, Verification and Validation, Non-conformance Reporting and Corrective Action, Safety Assurance, Software Reliability, and Security Assurance. Software Assurance activities are conducted during the software development life cycle. The phases of the software development life cycle are:             <ul style="list-style-type: none"> <li>i. Concept and Initiation Phase,</li> <li>ii. Requirements Phase,</li> <li>iii. Design Phase,</li> <li>iv. Implementation Phase,</li> <li>v. Integration and Test Phase,</li> <li>vi. Acceptance and Delivery Phase,</li> <li>vii. Operations Phase,</li> <li>viii. Transition to Sustaining Phase,</li> <li>ix. Maintenance Phase.</li> </ul> <p>Software Quality Assurance applies to all software developed for NASA, including deliverable software, software included as part of deliverable hardware (including firmware), non-deliverable software (commercially available or user-developed) used for development, fabrication, manufacturing process control, testing, or acceptance of deliverable software or hardware (test and acceptance software; software design, test, and analysis tools; compilers; etc.), and commercially available (COTS), reused, or government-furnished software (GFS).</p> </li> <li>c. Content: The Contractor shall provide a Software Assurance Plan in accordance with IEEE 730-2002 Standard for Software Quality Assurance Plans. The Software Assurance Plan shall identify the software assurance approval authority responsible for the establishment and composition of all software baselines and any changes to the baseline per NASA-STD-8739.8, Sec.6.3.2.1. Format: Hardcopy and electronic document, JSC web accessible.</li> <li>d. Distribution: Per Contracting Officer's letter.</li> <li>e. Submission:             <ul style="list-style-type: none"> <li>i. Initial – Due with proposal.</li> </ul> </li> </ul>			

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**ATTACHMENT J-17**  
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- ii. Final – Start of contract + 45 calendar days.
  - iii. Approval – Start of contract + 90 calendar days.
  - iv. Frequency – Review as required, annually at a minimum.
- f. Maintenance: Revisions shall be incorporated by change page or complete reissue.

**ATTACHMENT J-17  
DATA REQUIREMENTS DESCRIPTION SHEETS**

<p>1. DRD Title</p> <p>Government Industry Database for Electronic Parts (GIDEP) and NASA Advisory Problem Data Sharing and Utilization Program Documentation and Reporting</p>	<p>2. Date of current version</p> <p>5/9/2008</p>	<p>3. DRL line item no.</p> <p>DRD-FDOC-0027</p>	<p>RFP/Contract No. (Procurement completes)</p> <p>NNJ09HD46C</p>
<p>4. Use (define need for, intended use of, and/or anticipated results of data)</p> <p>This DRD provides the minimum information to be incorporated into the Contractor's and sub tier contractor implementation procedures and contractual data reporting requirements to comply with the requirement to participate in GIDEP and NASA Advisory Problem Data Sharing and Utilization Program. Data types include:</p> <ul style="list-style-type: none"> <li>a. Contractor and sub tier implementation procedures,</li> <li>b. Preparation and submittal of GIDEP documents,</li> <li>c. Coordination of potential NASA Advisories with the NASA-JSC Advisory Coordinator,</li> <li>d. Task management, control, and tracking status,</li> <li>e. Milestone/mission support (assessment/impact status reports),</li> <li>f. Cost data on special problems (involving criminal investigations).</li> </ul>		<p>5. DRD Category: (check one)</p> <p><input type="checkbox"/> Technical</p> <p><input checked="" type="checkbox"/> Administrative</p> <p><input type="checkbox"/> SR&amp;QA</p>	
<p>6. References (Optional)</p> <ul style="list-style-type: none"> <li>a. SO300-BT-PRO-010, GIDEP Operations Manual</li> <li>b. SO300-BU-GYD-010, GIDEP Requirements Guide</li> <li>c. NPR 8735.1B, NASA Procedural Requirements, Procedures for Exchanging Parts, Materials, and Safety Problem Data Utilizing the Government-Industry Data Exchange Program (GIDEP) and NASA Advisories</li> <li>d. Non-Conforming Parts and Materials Reports</li> </ul>		<p>7. Interrelationships (e.g., with other DRDs) (Optional)</p> <p>SOW 2.11</p>	
<p>8. Preparation Information (Include complete instructions for document preparation)</p> <ul style="list-style-type: none"> <li>a. Data Type: 2</li> <li>b. Scope: Incidents involving non-conforming products or materials are to be reported through the GIDEP Reporting System to comply with Government Policy as defined by Office of Federal Procurement Policy, Policy Letter No. 91-3 (Appendix D of GIDEP Operations Manual, SO300-BT-PRO-010). Generic problems reported by GIDEP or NASA Advisory distribution networks shall be assessed to determine if there is a real or potential impact on the program or program assets. Generic problems experienced by the program or by program assets shall be reported in the GIDEP or NASA Advisory network, as appropriate. Management documentation shall be adequate to ensure that (1) the subject problem data are received, properly distributed, and thoroughly assessed for potential impact; (2) identified impact issues are resolved or corrected with NASA program management concurrence; (3) cost data for special problem issues are accumulated and reported; and (4) all this information is captured and retained in a database. Special controls shall be implemented to comply with the confidentiality of the problem reports involving criminal investigations. The implementation procedures shall address this special need for the control of information with the restricted distribution as well as the need to track and report the cost of the problem investigation and resolution.</li> <li>c. Content: <ul style="list-style-type: none"> <li>i. The Contractor and sub tier Implementation procedures shall provide details that shall ensure that the Contractor understands and shall implement these procedures, which cover the scope; task importance; management responsibilities; technical expertise to identify and resolve any impacts; "special problem" information sensitivity; and documentation necessary to comply with GIDEP and NASA policies.</li> </ul> </li> </ul>			

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- ii. GIDEP documents are to comply with the GIDEP Operations Manual and Policy requirements for the appropriate document being prepared and released.
  - iii. NASA Advisories are to comply with contents as required to complete the JSC NASA Advisory Form, JSC Form 1159 (JF1159), and to accurately report the problem and conditions.
  - iv. Implementation documentation shall include an index of problem reports received and assessed for impact; hardware/systems/subcontractors subject to the assessments; status of the impact assessments by problem report by hardware/system/subcontractor; and corrective actions for problems with identified impacts, including (1) NASA program management involvement and concurrence, (2) required supporting documentation for all problems experienced on the program/project that meet the criteria for release of a GIDEP report or NASA Advisory and the released GIDEP reports and NASA Advisories, and (3) any other data required to comply with the applicable GIDEP and NASA documents.
  - v. Details of the required milestone/mission support efforts and reports with the associated roles and responsibilities shall be provided.
  - vi. Financial data to justify and substantiate any reported "cost impacts" are to be included.
- d. Format: Electronic submittal is the preferred medium for providing access to or submittal of information and data under this DRD. Format guidelines are as follows:
- i. The Contractor's format is acceptable for their internal implementation procedures.
  - ii. GIDEP documents are to be prepared on the appropriate GIDEP form found in the GIDEP Operations Manual.
  - iii. NASA Advisories are to be prepared on the JSC NASA Advisory Form, JF1159.
  - iv. The Contractor's format is acceptable for providing the "Task Management, Control, and Tracking Status," as long as it includes all the necessary information. An electronic database with access permission to appropriate NASA personnel is preferred.
  - v. Formats for these reports are to comply with the applicable milestone/mission event.
  - vi. Cost data are to be provided as required by the financial management reporting system and as necessary to substantiate the data being submitted in support of criminal investigations.
- e. Distribution: Per Contracting Officer's letter.
- f. Submission:
- i. Initial –
    - 1. Contractor and sub tier implementation procedures (60 calendar days after contract award); also identification of a Point of Contact (POC) to the NASA Advisory Coordinator at [jscadvoc@mail.nasa.gov](mailto:jscadvoc@mail.nasa.gov)
    - 2. Release of GIDEP documents (in compliance with GIDEP Operations Manual and Policy).
    - 3. Coordination for Release of NASA Advisories (in accordance with NASA policy).
    - 4. Problem data assessments (30 calendar days after receipt of the problem data).
    - 5. Milestone/mission support (as required to support the milestone or mission events).
    - 6. Cost data (as required for special problems involving criminal investigations).
  - ii. Final – N/A.
  - iii. Approval – N/A.
  - iv. Frequency – As required.
- g. Maintenance: Data shall be maintained as required to:
- i. Document the current implementation procedures and GIDEP and NASA Advisory policies.
  - ii. Ensure that the released GIDEP information is complete, factual, accurate, and up to date.
  - iii. Ensure that the released NASA Advisory information is complete, factual, accurate, and up to date.
  - iv. Tracking status provided periodically to demonstrate complete accomplishment of the task.
  - v. Stay current and accurate or as requested to support management activities.
  - vi. Substantiate submitted costs or to include additional costs as they are identified.

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1. DRD Title Non-conformance Record Template	2. Date of current version 5/9/2008	3. DRL line item no. DRD-FDOC-0028	RFP/Contract No. (Procurement completes) NNJ09HD46C
4. Use <i>(define need for, intended use of, and/or anticipated results of data)</i> To provide that all non-conformances are documented in consistent manner and to assure that all the necessary data is included and available.		5. DRD Category: <i>(check one)</i> <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References <i>(Optional)</i> Problem Reporting and Corrective Action (PRACA) for Johnson Space Center (JSC) Government Furnished Equipment (GFE), ANSI/ISO/ASQ Q9001-2000, Quality Management Systems Requirements		7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i> SOW 2.11	

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

- a. Data Type: 1
- b. Scope: This DRD establishes the minimum data elements necessary to provide records of the closed loop system for the control of non-conforming products. Non-conformance shall commence with initial receipt of materials or articles for the procurement and continue through all subsequent phases of the program. A non-conformance is defined as when an item fails to meet a specified requirement.
- c. Content: The record shall contain the following data elements:
  - i. A unique and traceable number,
  - ii. Identification of the non-conforming article or material:
    - 1. Nomenclature,
    - 2. Part identification number,
    - 3. Serial no./Lot no./Version,
    - 4. Manufacturer's name or the Manufacturer's Contractor and Government Entity (CAGE) code (preferable),
  - iii. The date the non-conformance was discovered,
  - iv. The name of the initiator of the non-conformance record,
  - v. A description of the non-conformance including a description of the required characteristics or specification,
  - vi. The type of activity being conducted (e.g., fabrication, assembly, qualification test, system test, pre-delivery or pre-installation test, etc.). Reference shall be made to applicable procedure numbers,
  - vii. When appropriate, identification of the next higher assembly:
    - 1. Nomenclature,
    - 2. Part identification number,
    - 3. Manufacturer's name or the Manufacturer's CAGE code (preferable),
  - viii. Disposition of the non-conforming article or material,
  - ix. The signatures of the personnel authorized to provide disposition,
  - x. Verification that the prescribed disposition was acceptably completed,
  - xi. When applicable, a cross-reference to an associated PRACA reports.
- d. Format: Contractor's format.
- e. Distribution: Per Contracting Officer's letter.
- f. Submission:
  - i. Initial – Due at contract award + 2 business days.
  - ii. Final – Due 90 calendar days after contract award.
  - iii. Approval – Due 180 calendar days after contract award.
  - iv. Frequency – As required.

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g. Maintenance: Revisions shall be incorporated by change page or complete reissue.

**ATTACHMENT J-17  
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1. DRD Title Safety Lessons Learned	2. Date of current version 5/9/2008	3. DRL line item no. DRD-FDOC-0029	RFP/Contract No. (Procurement completes) NNJ09HD46C
4. Use <i>(define need for, intended use of, and/or anticipated results of data)</i> Obtains Lessons learned from Contractor for possible publication in NASA Lessons Learned Information System (LLIS).		5. DRD Category: <i>(check one)</i> <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References <i>(Optional)</i> None.		7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i>  SOW 2.9 DRD-FDOC-0021	

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

- a. Data Type: 2
- b. Scope: Criteria for Selecting Lessons Learned. Uncommon insight arising from any event or observation that shall benefit from sharing with a larger community of interested parties. Lessons learned are intended to prevent recurrence of undesirable events and to allow NASA and its team members to capitalize to the greatest extent practical on unique successes.
- c. Content:
  - i. Subject – one line subject of the lesson,
  - ii. Lesson Learned – usually one sentence that describes insight gained,
  - iii. Description of Event – narrative of what happened,
  - iv. Recommendations – may be an action plan, suggestion, etc., that was adopted at event source,
  - v. Supporting documentation – as needed to give clear picture of lesson (photographs, illustrations, drawings, etc.),
  - vi. Contact name and e-mail address (for follow up by Government prior to publication of lesson),
  - vii. Definitions (refer to NASA LLIS at <http://llis.gsfc.nasa.gov/> for definitions of terms used).
- d. Format: Per Contractor format.
- e. Distribution: Per Contracting Officer's letter.
- f. Submission:
  - i. Initial – N/A.
  - ii. Final – N/A.
  - iii. Approval – N/A.
  - iv. Frequency – 30 calendar days after triggering event or 30 calendar days after mishap investigation or hazard analysis / evaluation is completed.
- g. Maintenance: N/A.

**ATTACHMENT J-17  
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1. DRD Title <b>Contractor Security Management Plan</b>	2. Date of current version 5/9/2008	3. DRL line item no. DRD-FDOC-0030	RFP/Contract No. (Procurement completes) NNJ09HD46C
4. Use <i>(define need for, intended use of, and/or anticipated results of data)</i> The Contractor Security Management Plan shall be used to define the Contractor security management task. Separate annexes/appendices shall define COMSEC procedures, Secure Operations Procedures, and Sensitive/Protected Operations Procedures.			5. DRD Category: <i>(check one)</i> <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References <i>(Optional)</i> a. Federal Documents i. Office of Management and Budget (OMB) Circular A-130, Appendix III, Security of Federal Automated Information Resources ii. Federal Information Processing Standards (FIPS) iii. NIST Special Publication 800 Series, all applicable documents, including but not limited to: 1. NIST Special Publication 800-18, Guide for Developing Security Plans for Federal Information Systems 2. NIST Special Publication 800-30, Risk Management Guide for Information Technology Systems 3. NIST Special Publication 800-34, Contingency Planning Guide for Information Technology Systems 4. NIST Special Publication 800-53, Requirements for Security Controls 5. NIST Special Publication 800-53A, Guide for Assessing the Security Controls in Federal Information Systems 6. NIST Special Publication 800-60, Guide for Mapping Types of Information and Information Systems to Security Categories iv. Homeland Security Presidential Directive/HSPD-12 Subject: Policy for a Common Identification Standard for Federal Employees and Contractors v. FAR 52.204-2, Security Requirements vi. National Security Decision Memorandum (NSDM) 119, Disclosure of Classified US Military Information to Foreign Governments and International Organizations vii. Space Network Security Classification Guide viii. Export Administration Regulations (EAR) Part 736 – General Prohibitions ix. Title 22 of the United States Code: Arms Export Control Act (AECA) x. DoD 5220.22-M, National Industrial Security Program Operating Manual (NISPOM) b. NASA Agency and JSC Center documents i. NPD 2810.1C, NASA Information Security Policy ii. NPR 2810.1A, Security of Information Technology iii. JSC-29234, MOD Information Technology Security and Contingency Planning Processes iv. NITR 1382.1, Personally Identifiable Information (PII) Breach Response Policy v. NITR 1382.2, NASA Rules and Consequences Policy Relative to Safeguarding Personally Identifiable Information (PII) vi. NPR 1600.1, NASA Security Program Procedural Requirements vii. NPR 1600.2 NASA Classified National Security Information (CNSI)			7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i> SOW 2.6 & 3.3.6

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| <ul style="list-style-type: none"><li>c. National Security documents<ul style="list-style-type: none"><li>i. Executive Order 12958, Classified National Security Information</li><li>ii. MSOC-PRO-0313, MSOC COMSEC Security Procedures</li><li>iii. CNSSI 7000, TEMPEST Countermeasures for Facilities (U)</li><li>iv. JSC COMSEC Maintenance Support Plan</li><li>v. JSC-22621, NSTS Communications Security Logistics Control Guide, Attachment H – (Supplemental Agreement to the NASA/USAF Interagency Agreement for STS Communications Security (COMSEC))</li><li>vi. STS COMSEC Key Control Agreement</li><li>vii. NPR 1600.1, NASA Security Program Procedural Requirements</li></ul></li><li>d. International Standards documents<ul style="list-style-type: none"><li>i. SSP-50525, ISS Ground Segment SART Security Management Plan (SSMP)</li></ul></li></ul> |  |
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8. Preparation Information (*Include complete instructions for document preparation*)

- a. Data Type: 1
- b. Scope: The Security Management Plan shall describe the Contractor's approach for meeting and maintaining the integrity of the security baseline. The plan shall address the security requirements for facilities, systems, equipment, personnel, information, classified automated information systems, communications, sensitive IT security procedures, COMSEC, and Secure Operations Procedures. This plan establishes the security procedures and Government/contractor relationships, and assigns responsibilities for all physical, personnel, and IT security required for the activity specified in the SOW. It is applicable to all contractor and subcontractor personnel, operations and procedures. This plan includes all facilities on FDOC as specified in this SOW.
- c. Content: The management structure, processes, reporting requirements, techniques, and formats shall be established, defined, and documented to ensure adequate visibility and insight for Government personnel. The Security Management Plan shall include, as a minimum, the following:
  - i. A description of the Contractor's security management structure and assignment of responsibilities,
  - ii. Methodology used to ensure separation of duties of IT security and operational elements,
  - iii. The approach for integrating security requirements into functions as described in the SOW, including interfacing with subcontractors,
  - iv. Identification of the security interfaces with NASA, DoD, and other government agencies and contractors,
  - v. Description of the security baseline configuration management program,
  - vi. The methodology for obtaining certifications and re-certifications, including as a minimum:
    - 1. Security Plan approval,
    - 2. Authorization to Process, mission critical systems,
    - 3. Authorization to Process, non-mission critical systems.
  - vii. Process for developing security implementation plans for approved systems under development or modification, including identification, documentation, and incorporation of security controls into these new or modified systems,
  - viii. Approach to development and approval of COMSEC procedures,
  - ix. Approach to development of procedures for protection of sensitive information,
  - x. Process for identification, reporting, and resolution of IT security incidents, including coordination with MOD and JSC I/T security.
  - xi. Acknowledgement that all IT training must be provided through the System for Administration, Training, and Educational Resources for NASA (SATERN).
- d. Format: Format shall be in the form specified by NIST computer security guidelines.
- e. Distribution: Per Contracting Officer's letter.
- f. Submission:

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- i. Initial – Due with proposal.
  - ii. Final – Due January 22, 2009.
  - iii. Approval – Due 90 calendar days following contract award.
  - iv. Frequency – Annually.
- g. Maintenance: Document shall be updated and approved annually.

**ATTACHMENT J-17  
DATA REQUIREMENTS DESCRIPTION SHEETS**

<p>1. DRD Title Facility Security Plan</p>	<p>2. Date of current version 5/9/2008</p>	<p>3. DRL line item no. DRD-FDOC-0031</p>	<p>RFP/Contract No. (Procurement completes) NNJ09HD46C</p>
<p>4. Use <i>(define need for, intended use of, and/or anticipated results of data)</i> The Facility Security Plan:</p> <ul style="list-style-type: none"> <li>a. Documents the security requirements of the facility and describes the controls in place or planned for meeting those requirements. Controls include system capabilities, processes, and procedures.</li> <li>b. Documents the results of the risk analysis, identifies the unmitigated security risks, and identifies potential impacts of those risks.</li> <li>c. Delineates responsibilities and expected behavior of all individuals who access the system.</li> <li>d. Includes the facility contingency plan identified in the Emergency Preparedness and Disaster Recovery Plan (DRD-FDOC-0011).</li> </ul>		<p>5. DRD Category: <i>(check one)</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Technical</li> <li><input checked="" type="checkbox"/> Administrative</li> <li><input type="checkbox"/> SR&amp;QA</li> </ul>	
<p>6. References <i>(Optional)</i></p> <ul style="list-style-type: none"> <li>a. Federal Documents <ul style="list-style-type: none"> <li>i. Office of Management and Budget (OMB) Circular A-130, Appendix III, Security of Federal Automated Information Resources</li> <li>ii. Federal Information Processing Standards (FIPS)</li> <li>iii. NIST Special Publication 800 Series, all applicable documents, including but not limited to: <ul style="list-style-type: none"> <li>1. NIST Special Publication 800-18, Guide for Developing Security Plans for Federal Information Systems</li> <li>2. NIST Special Publication 800-30, Risk Management Guide for Information Technology Systems</li> <li>3. NIST Special Publication 800-34, Contingency Planning Guide for Information Technology Systems</li> <li>4. NIST Special Publication 800-53, Requirements for Security Controls</li> <li>5. NIST Special Publication 800-53A, Guide for Assessing the Security Controls in Federal Information Systems</li> <li>6. NIST Special Publication 800-60, Guide for Mapping Types of Information and Information Systems to Security Categories</li> </ul> </li> <li>iv. Homeland Security Presidential Directive/HSPD-12 Subject: Policy for a Common Identification Standard for Federal Employees and Contractors</li> <li>v. FAR 52.204-2, Security Requirements</li> <li>vi. National Security Decision Memorandum (NSDM) 119, Disclosure of Classified US Military Information to Foreign Governments and International Organizations</li> <li>vii. Space Network Security Classification Guide</li> <li>viii. Export Administration Regulations (EAR) Part 736 – General Prohibitions</li> <li>ix. Title 22 of the United States Code: Arms Export Control Act (AECA)</li> <li>x. DoD 5220.22-M, National Industrial Security Program Operating Manual (NISPOM)</li> <li>xi. Internal Program Security Requirements Handbook</li> </ul> </li> <li>b. NASA Agency and JSC Center documents <ul style="list-style-type: none"> <li>i. NPD 2810.1C, NASA Information Security Policy</li> <li>ii. NPR 2810.1A, Security of Information Technology</li> <li>iii. JSC-29234, MOD Information Technology Security and Contingency</li> </ul> </li> </ul>		<p>7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i></p> <p>SOW 2.6 DRD-FDOC-0011</p>	

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- Planning Processes
- iv. NITR 1382.1, Personally Identifiable Information (PII) Breach Response Policy
  - v. NITR 1382.2, NASA Rules and Consequences Policy Relative to Safeguarding Personally Identifiable Information (PII)
  - vi. NPR 1600.1, NASA Security Program Procedural Requirements
- c. National Security documents
- i. Executive Order 12958, Classified National Security Information
  - ii. FDOC-JSC-PRO-001548, FDOC COMSEC Security Procedures
  - iii. CNSSI 7000, TEMPEST Countermeasures for Facilities (U)
  - iv. JSC COMSEC Maintenance Support Plan
  - v. JSC-22621, NSTS Communications Security Logistics Control Guide, Attachment H – (Supplemental Agreement to the NASA/USAF Interagency Agreement for STS Communications Security (COMSEC))
  - vi. STS COMSEC Key Control Agreement
  - vii. NPR 1600.1, NASA Security Program Procedural Requirements
- d. International Standards documents
- ii. SSP-50525, ISS Ground Segment SART Security Management Plan (SSMP)

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

- a. Data Type: 1
- b. Scope: A separate Facility Security Plan shall be provided for each facility covered by this contract. The Plan shall describe the facility security capabilities, processes and procedures implemented to maintain the security integrity for the facility. The plan shall address the security requirements for facilities, systems, equipment, personnel, information, classified automated information systems, communications, sensitive IT security procedures, COMSEC, and Secure Operations Procedures. Each security plan shall be specifically generated to address the type of facility and information processed in the facility as defined in NPR 2810.1A (latest version), which is applicable to all facilities identified in this Statement of Work.
- c. Content: The processes for data collection and risk analysis shall be established, defined and documented to ensure adequate visibility and insight for government personnel.
- i. NPR 2810.1A and NIST guidelines describe the required format and content for these plans. The Security Plan is the documentation required to achieve accreditation, certification or approval for processing, and covers the following areas:
    - 1. Identification of the system's function and organizational responsibility
    - 2. Identification of the information processed and how it is shared
    - 3. Assessment of risk based on threats and any known vulnerabilities
    - 4. Description of technical controls and the rules of the system
    - 5. Description of personnel screening and training
    - 6. Description of contingency planning and incident response
    - 7. Description of interconnections with other systems.
  - ii. Additional content shall address and include MCC/IPS and ITF mission critical requirements not necessarily included in NPR system security guidelines.
- d. Format: Security Plan Templates as defined by Mission Operations and Center Operations Directorates Computer Security Officers
- e. Distribution: Per Contracting Officer letter.
- f. Submission:

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- i. Initial: Date of Initial submission determined annually by Information System Owner, in consideration of current system Authorization to Operate (ATO) timelines, and whose facility configuration status may vary in response to evolving customer requirements.
  - ii. Final: Thirty days following initial submission.
  - iii. Approved: At Information System Owner discretion, thirty days following final submission.
  - iv. Frequency: Annually for Mission Critical Systems, all others as required.
- g. Maintenance:
- i. Changes to each facility security plan shall be documented per the NASA/JSC Facility Computer Security Officer guidelines for addenda to security plans. Contents of addenda shall be incorporated into the next release of the security plan.
  - ii. Security plans for General Support Systems and Major Application systems shall be updated as a minimum every three years, as significant architecture or functional changes are incorporated, or as required by NASA.
  - iii. Security plans for the FDOC facilities shall be updated as a minimum every 12 months (unless security guidelines permit a longer duration), as significant architecture or functional changes are incorporated, or as required.
  - iv. Certification and Accreditation products shall be provided per NIST Special Publication 800-53 "Guide for the Security Certification and Accreditation of Federal Information Systems" and NPR 2810.1A "Security of Information Technology" (latest version).

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1. DRD Title <b>Contractor Organizational Conflicts of Interest (OCI) Plan</b>	2. Date of current version 5/9/2008	3. DRL line item no. DRD-FDOC-0032	RFP/Contract No. (Procurement completes) NNJ09HD46C
4. Use <i>(define need for, intended use of, and/or anticipated results of data)</i> To document the Contractor's implementation plan for avoiding, neutralizing, and mitigating organizational conflicts of interest.		5. DRD Category: <i>(check one)</i> <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References <i>(Optional)</i> a. Attachment J-15, Government OCI Assessment of FDOC b. FAR Subpart 9.5, Organizational and Consultant Conflicts of Interest		7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i> SOW 2.2.3	
8. Preparation Information <i>(Include complete instructions for document preparation)</i> a. Data Type: 1 b. Scope: The FDOC OCI Avoidance Plan shall describe the Contractor's management approach and planned implementation methods for avoiding, neutralizing, or mitigating the occurrence of an OCI. c. Content: The plan shall thoroughly address all organizational conflicts of interest to prevent the existence of conflicting roles that might bias a contractor's judgment and create an unfair competitive advantage. The plan shall establish specific and timely methods to identify, evaluate, and resolve organizational conflicts of interest. FAR Subpart 9.5 describes the nature of these applicable relationships. This plan, in conjunction with Attachment J-15, Government OCI Assessment of FDOC, forms the basis of addressing OCI concerns on FDOC. <p>The Contractor OCI Plan shall identify the threat of an OCI, assess the likelihood of it occurring, evaluate the impact, and institute mitigation measures to both prevent the occurrence and minimize the impact.</p> <p>The Contractor OCI Plan shall document the general procedures that the Contractor will use to respond to OCI issues that are identified.</p> <p>The Contractor OCI Plan shall include the following information:</p> <ul style="list-style-type: none"> <li>i. Purpose – A summary of the Contractor's rationale for instituting and applying the OCI plan;</li> <li>ii. Update Criteria – A description of the criteria and process for determining when an update to the plan is required;</li> <li>iii. OCI Assessment Methodology – A summary of the general methodology used to avoid, neutralize, and mitigate OCI issues;</li> <li>iv. OCI Risks – A description of potential OCI risks, due to the Contractor's relationships or potential relationships with the Government, other companies, and other contracts. The description shall characterize the risk and measures to avoid, neutralize, or mitigate each OCI threat;</li> <li>v. Personnel Clearance Procedures – A description of the procedures the Contractor will use if needed to identify and partition Contractor personnel requiring access or participation in activities that would otherwise create an OCI issue;</li> <li>vi. OCI Response Procedures – A summary of the steps that the Contractor will take when an OCI has been identified or when circumstances have changed such that an OCI issue is probable; and</li> <li>vii. OCI Training – A description of the training to be provided to its personnel regarding potential OCI on this contract.</li> </ul> d. Format: The Contractor's electronic format is acceptable. e. Distribution: Per Contracting Officer's letter. f. Submission: <ul style="list-style-type: none"> <li>i. Initial – Due with proposal.</li> <li>ii. Final – Due 60 calendar days after contract award.</li> </ul>			

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- iii. Approval – Due 90 calendar days after contract award.
- iv. Frequency – Annually, no later than January 16<sup>th</sup> each calendar year.
- g. Maintenance – Annual and in accordance with Contractor determined update criteria.

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1. DRD Title <b>Records Management Plan</b>	2. Date of current version 5/9/2008	3. DRL line item no. DRD-FDOC-0033	RFP/Contract No. (Procurement completes) NNJ09HD46C
4. Use <i>(define need for, intended use of, and/or anticipated results of data)</i> To describe the Contractor's records management organization, processes and systems.		5. DRD Category: <i>(check one)</i> <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References <i>(Optional)</i> a. NPD 1440.6G, NASA Records Management b. NPR 1441.1D, NASA Records Retention Schedules		7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i> SOW 2.8	
8. Preparation Information <i>(Include complete instructions for document preparation)</i> a. Data Type: 1 b. Scope: The plan will document the Contractors' processes for identifying, collecting, maintaining, and archiving all records generated during the performance of all tasks in this SOW. This shall include plans for disposition of these records at the end of the contract. c. Content: The Records Management Plan shall address the Contractor's plans for identifying, collecting, maintaining, and archiving all official records generated under this contract. d. Format: Contractor's electronic format is acceptable. e. Distribution: Per Contracting Officer's letter. f. Submission: i. Initial – 90 calendar days after contract start. ii. Approval – Contracting Officer. iii. Frequency – Reviewed annually, issued as required thereafter. g. Maintenance: Changes shall be incorporated as required by change page or complete reissue.			

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1. DRD Title New Technology Reporting	2. Date of current version 5/9/2008	3. DRL line item no. DRD-FDOC-0034	RFP/Contract No. (Procurement completes) NNJ09HD46C
4. Use <i>(define need for, intended use of, and/or anticipated results of data)</i> Provides NASA with detailed technical information relating to inventions, discoveries, improvements, and innovations made by the Contractor in the performance of work under this contract for the purpose of identifying NASA-supported new technology, and promoting its commercialization and public availability, and also to ensure that the Government obtains sufficient rights in such technology to meet its needs.		5. DRD Category: <i>(check one)</i> <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References <i>(Optional)</i> NFS 1852.227-70, New Technology		7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i> None.	
8. Preparation Information <i>(Include complete instructions for document preparation)</i>			
<p>a. Data Type: 3</p> <p>b. Scope: The Contractor shall establish and maintain active and effective procedures to assure that reportable items are promptly identified and disclosed to Contractor personnel responsible for the administration of this New Technology clause within six months of conception and/or first actual reduction to practice, whichever occurs first in the performance of work under this contract. These procedures shall include the maintenance of laboratory notebooks or equivalent records and other records as are reasonably necessary to document the conception and/or the first actual reduction to practice of the reportable items, and records that show that the procedures for identifying and disclosing reportable items are followed. Upon request, the Contractor shall furnish the Contracting Officer a description of such procedures for evaluation and for determination as to their effectiveness. The Contractor shall submit "Reportable Items," or New Technology Reports, describing any invention, discovery, improvement, or innovation of the Contractor, whether or not the same is or may be patentable or otherwise protectible under the U.S. Patent Laws, conceived or first actually reduced to practice in the performance of any work under this contract or in the performance of any work that is reimbursable under any clause in this contract providing for reimbursement of costs incurred prior to the effective date of this contract. The Contractor shall also submit Interim Reports and a Final Report providing summary information.</p> <p>c. Content:</p> <p>i. REPORTABLE ITEMS (New Technology Reports). These reports shall include the following elements as appropriate. NASA Form 666A (April 1985) may be used in accordance with instructions on the reverse of the form. Use of this form is optional, provided all information listed below is included in each report:</p> <ol style="list-style-type: none"> <li>1. Name and address of the contractor submitting the report,</li> <li>2. The contract number of the contract under which the report is being submitted,</li> <li>3. Title of the item reported,</li> <li>4. Brief description (abstract) of the item reported,</li> <li>5. General purpose of the item (if not explained in the brief description or abstract),</li> <li>6. Improvement and/or advantage over prior methods, materials, or devices,</li> <li>7. Detailed description of the item, sufficiently complete in technical detail to convey a clear understanding, to the extent known at the time of the disclosure, of the nature, purpose, operation, and physical, chemical, biological, or electrical characteristics. Technical data, drawings, and sketches should be included as required to fully describe the item,</li> <li>8. Feature of the item believed to be new,</li> <li>9. Additional information needed to fully describe the item,</li> </ol>			

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10. Applications: Include potential commercial and other non-aerospace uses and users. Identify specific industries, processes, or products in which the "Reportable Item" might find application or to which it might be related,
  11. Description of possible extensions, or alternate embodiments of this item,
  12. Degree of development and use. Indicate applicable stage:
    - a. Concept only.
    - b. Development completed, prototype available.
    - c. Limited production.
    - d. Date of first actual use, or date of first planned use.
  13. Innovator's name(s) and social security number(s), mailing address, and telephone number,
  14. Identification of any previous publication of the disclosure. List publications, manuscripts submitted for publication, or reports pertaining to this item, together with relevant dates. If company-originated, state where they may be obtained; if not company-originated, indicate source and where publication may be obtained, if known,
  15. Technical supervisor or innovator(s).
- ii. INTERIM REPORTS shall list reportable items during that period, and certify that all reportable items have been disclosed (or that there are no reportable items) and that the procedures set forth in item 8.b above have been followed.
  - iii. The FINAL REPORT shall list all reportable items or certify that there were no such reportable items, and list all subcontracts at any tier containing a new technology or patent rights clause or certify that there were no such subcontracts.
- d. Format: Contractor's electronic format is acceptable.
  - e. Distribution: Per Contracting Officer's letter.
  - f. Submission:
    - i. REPORTABLE ITEMS (New Technology Reports) shall be submitted to the Contracting Officer within two months after the inventor discloses it in writing to Contractor personnel responsible for the administration of the New Technology clause or, if earlier, within six months after the Contractor becomes aware that a reportable item has been made, but in any event for subject inventions before any on sale, public use, or publication of such invention known to the Contractor.
    - ii. INTERIM REPORTS shall be submitted every 12 months from the date of this contract.
    - iii. The FINAL REPORT shall be submitted to the Contracting Officer within 3 months after completion of the contracted work. The COTR will determine the format for the Interim and Final Reports. Data shall be provided on electronic media.
  - g. Maintenance: Changes shall be incorporated as required by change page or complete reissue.

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1. DRD Title Deficient Government Furnished Property (GFP) Report	2. Date of current version 5/9/2008	3. DRL line item no. DRD-FDOC-0035	RFP/Contract No. (Procurement completes) NNJ09HD46C
4. Use <i>(define need for, intended use of, and/or anticipated results of data)</i> To provide NASA with detailed GFP information to enable the delivery of required product on specific date.		5. DRD Category: <i>(check one)</i> <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References <i>(Optional)</i> None.		7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i> None.	

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

- a. Data Type: 2
- b. Scope: This document provides detailed information for each line item on the GFP lists.
- c. Content: This document shall provide:
  - i. A description of the expected quality and content,
  - ii. Rationale for the specified need date relative to OND,
  - iii. Impact description if the specified product is not received by the specified date,
  - iv. Risk mitigation or fall-back plan if the specified product is not delivered by the Government,
  - v. Estimate cost and/or schedule impact for not receiving the specified product.
- d. Format: Contractor provided format is acceptable.
- e. Distribution: Per Contracting Officer's letter.
- f. Submission: Frequency – As required for each GFP delivery.
- g. Maintenance: Changes shall be incorporated as required by change page or complete reissue.

**ATTACHMENT J-17**  
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<p>1. DRD Title</p> <p>Space Shuttle Retirement Plan</p>	<p>2. Date of current version</p> <p>5/9/2008</p>	<p>3. DRL line item no.</p> <p>DRD-FDOC-0036</p>	<p>RFP/Contract No. (Procurement completes)</p> <p>NNJ09HD46C</p>
<p>4. Use <i>(define need for, intended use of, and/or anticipated results of data)</i></p> <p>To provide an approach and rationale for Space Shuttle Program (SSP) retirement and transition activities.</p>		<p>5. DRD Category: <i>(check one)</i></p> <p><input type="checkbox"/> Technical</p> <p><input checked="" type="checkbox"/> Administrative</p> <p><input type="checkbox"/> SR&amp;QA</p>	
<p>6. References <i>(Optional)</i></p> <p>a. NSTS 07700, Program Definition and Requirements, Volume XX, Space Shuttle Transition and Retirement Requirements</p> <p>b. NSTS 60576, Space Shuttle Program Transition Management Plan.</p>		<p>7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i></p> <p>SOW 3.1</p> <p>DRD-FDOC-0033</p>	
<p>8. Preparation Information <i>(Include complete instructions for document preparation)</i></p> <p>a. Data Type: 1</p> <p>b. Scope: The FDOC Space Shuttle Retirement Plan provides plans for the transition of all anticipated operations activities, facility modifications, and clean-up, along with supporting logic and rationale.</p> <p>c. Content: The Space Shuttle Retirement Plan shall describe the overall plan for the transition of SSP Support, based on inputs from the government on how and when government-provided shuttle assets should be decommissioned and dispositioned. As a minimum, it shall address:</p> <ul style="list-style-type: none"> <li>i. Schedule with key milestones,</li> <li>ii. Approach and rationale for implementing the plans, procedures, and processes required for termination of the SSP support, including property, personnel, facilities, and security,</li> <li>iii. Metrics used to determine progress for space shuttle retirement,</li> <li>iv. Property control transfer,</li> <li>v. Facilities responsibility transfer,</li> <li>vi. Mission assurance considerations,</li> <li>vii. Security considerations,</li> <li>viii. Classified document control transfer,</li> <li>ix. Risk mitigation strategy,</li> <li>x. Configuration management considerations,</li> <li>xi. Compliance with federal archive regulations.</li> </ul> <p>d. Format: Contractor format is acceptable.</p> <p>e. Distribution: Per Contracting Officer's letter.</p> <p>f. Submission:</p> <ul style="list-style-type: none"> <li>i. Initial – September 30, 2009.</li> <li>ii. Final – Three months following Initial.</li> <li>iii. Approval – Two months following Final.</li> </ul> <p>g. Maintenance: Change pages or complete reissue shall incorporate changes.</p>			

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1. DRD Title Environmental and Energy Consuming Product Compliance Reports	2. Date of current version 5/9/2008	3. DRL line item no. DRD-FDOC-0037	RFP/Contract No. (Procurement completes) NNJ09HD46C
4. Use (define need for, intended use of, and/or anticipated results of data) Used to complete JSC's required annual report to NASA HQ on affirmative procurement, waste reduction, energy efficient product procurement, and ozone depleting substances.		5. DRD Category: (check one) <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References (Optional) a. JPR 8550.1, JSC Environmental Compliance Procedural Requirements b. JPR 8553.1, JSC Environmental Management System (EMS) Manual		7. Interrelationships (e.g., with other DRDs) (Optional) SOW 2.10	

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

- a. Data Type: 2
- b. Content: For Sections I and III, where the Contractor does not purchase any designated product during the fiscal year, the report shall be a statement to that effect.

For Section IV, if the Contractor does not purchase, own, operate, maintain, or repair Ozone Depleting Substances (ODS) equipment on-site, the report shall be a statement to that effect.

"Fiscal year" is the Federal Government fiscal year and is defined as October 1 through September 30.

**Section I. Annual Affirmative Procurement Report**

The Contractor shall track and report each January 15 to the JSC Environmental Office the following information regarding the purchase by the Contractor (including subcontracts) of all products on the U. S. Environmental Protection Agency's Comprehensive Procurement Guideline list and items on the USDA Farm Bill Biobased list:

- a. The total amount of each item purchased during the previous fiscal year in \$,
- b. The total amount of each listed item purchased during the previous fiscal year that contained at least the minimum recommended percentages of recycled content or biobased content during the fiscal year in \$,
- c. The total amount of each listed item purchased during the previous fiscal year that contained some recycled content or biobased content but less than the minimum recommended percentages of recycled content or biobased content during the fiscal year in \$,
- d. The number of waivers and the name of the item each waiver was requested for submitted to the Environmental Office during the previous fiscal year,
- e. The total amount purchased for each waived item during the previous fiscal year in \$, and
- f. A narrative explanation of constraints for purchasing each item that did not meet affirmative procurement or biobased content requirements during the previous fiscal year.

**Section II.a Waste Reduction Activity Report**

The Contractor shall track and report each January 15 to the JSC Environmental Office any new process improvements or programs undertaken by the Contractor (or subcontractors) that have contributed to waste reduction during the previous fiscal year. Waste reduction is defined as increasing the percent of waste material diverted from the landfill. This may be accomplished through source reduction, increasing reuse, and/or recycling of items that would normally go to the landfill (trash). The information will be included in JSC's annual report to NASA HQ on waste reduction activities. Try to limit responses to one page or less per process improvement or program. The response should include a description of the activity, the materials or wastes reduced, an estimated volume or weight of reduction, and a contact name and phone number for a person knowledgeable about the reduction activity.

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Section II.b For Construction/Facility Modification Contracts Only:

The Contractor shall track and report to the JSC Environmental Office the total weight in pounds of material sent to the landfill (this does not include shipments managed and paid for by the Environmental Office or their support contractor) and the total number of pounds of material recycled by media (scrap metal, wood, concrete, soil). The report is due within 30 calendar days of completion of all waste generating and recycling activities or of final waste shipments associated with the project and in no case later than completion of the contract.

Section III. Annual Energy Efficiency Product Procurement Report

The Contractor shall report to the JSC Energy Manager, on January 15 of each year, information on purchases of energy consuming products made by the Contractor (including subcontracts) beginning upon contract start. This includes the purchase of premium efficiency motors and efficiency lighting covered by Public Law 109-58, Energy Policy Act of 2005. The report shall provide the following:

- a. A list of all energy consuming products purchased during the previous fiscal year.
- b. The total purchase cost of each item on the list.
- c. A designation of which items were Energy Star or Federal Energy Management Program (FEMP)-sanctioned.
- d. For each Energy Star or FEMP-sanctioned product purchased, provide:
  - i. The simple payback value as determined by the contractor's life cycle cost analysis.
  - ii. The annual savings in dollars and BTUs due to the purchase of the item
- e. Metrics which show the effectiveness of the contractor's purchases
  - i. Percentage of purchased products that are Energy Star and FEMP-sanctioned against the total number of energy consuming products purchased.
  - ii. Total dollar value of the purchased products that are Energy Star and FEMP-sanctioned against the total dollar value of all energy consuming products purchased.

Section IV. Ozone Depleting Substances (ODS) Reports

The Contractor shall track and report each January 15 to the JSC Environmental Office the following information for the previous fiscal year related to ODS equipment that the contractor purchases, owns, operates, maintains, or repairs on-site:

- a. A list of the names of all EPA-Certified service technicians employed and their certification dates.
- b. A list of any ODS recovery/recycling equipment that will be used and copy of the 40 CFR 82.162 (Title 40 Code of Federal Regulations Part 82, Protection of Stratospheric Ozone, Subpart F, Recycling and Emissions Reduction, § 82.162, Certification by Owners of Recovery and Recycling Equipment) EPA registration.
- c. A list of any refrigeration/air conditioning units with a full charge of more than 50 pounds, not previously reported, including
  - i. Any identifying equipment numbers.
  - ii. The location of the equipment (building/room).
  - iii. The owning organization or contract name and number.
  - iv. A narrative description of the equipment.
  - v. Refrigeration or air conditioning equipment with a full charge of > 50 pounds, permanently removed from service during the year.

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1. DRD Title Reserved	2. Date of current version	3. DRL line item no. DRD-FDOC-0038	RFP/Contract No. (Procurement completes) NNJ09HD46C
4. Use <i>(define need for, intended use of, and/or anticipated results of data)</i>		5. DRD Category: <i>(check one)</i> <input type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References <i>(Optional)</i>		7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i>	
8. Preparation Information <i>(Include complete instructions for document preparation)</i>			

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1. DRD Title Reserved	2. Date of current version	3. DRL line item no. DRD-FDOC-0039	RFP/Contract No. (Procurement completes) NNJ09HD46C
4. Use <i>(define need for, intended use of, and/or anticipated results of data)</i>			5. DRD Category: <i>(check one)</i> <input type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References <i>(Optional)</i>			7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i>
8. Preparation Information <i>(Include complete instructions for document preparation)</i>			

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<p>1. DRD Title</p> <p>Certificate of Flight Readiness Endorsement</p>	<p>2. Date of current version</p> <p>5/9/2008</p>	<p>3. DRL line item no.</p> <p>DRD-FDOC-0040</p>	<p>RFP/Contract No. (Procurement completes)</p> <p>NNJ09HD46C</p>
<p>4. Use <i>(define need for, intended use of, and/or anticipated results of data)</i></p> <p>To certify the completion of disposition of all Contractor tasks and planned work required preparing the ground systems (i.e., ground hardware and software, support facilities and equipment, operational procedures, certified personnel, and service operators) to safely support NASA human spaceflight missions.</p>		<p>5. DRD Category: <i>(check one)</i></p> <p><input checked="" type="checkbox"/> Technical</p> <p><input type="checkbox"/> Administrative</p> <p><input type="checkbox"/> SR&amp;QA</p>	
<p>6. References <i>(Optional)</i></p> <p>a. NSTS 08117, Requirements and Procedures for Certification of Flight Readiness</p> <p>b. SSP-50108, Certification of Flight Readiness Process Document</p>		<p>7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i></p> <p>SOW 2.13</p>	
<p>8. Preparation Information <i>(Include complete instructions for document preparation)</i></p> <p>a. Data Type: 2</p> <p>b. Scope: The Certification of Flight Readiness (CoFR) defines the Contractor's responsibilities as well as product and process status for certifying readiness for human spaceflight mission operations (e.g., launch, orbital, transit, and landing operations).</p> <p>c. Content: Data shall include integrity metrics for all processes and products specified in the applicable documents, as well as necessary supporting data, required to satisfy the Contractor's responsibilities and readiness to support the human spaceflight mission operations as defined in the applicable documents, and other data per direction of the MOD Flight Director Office.</p> <p>d. Format: In accordance with the mission's applicable CoFR document(s).</p> <p>e. Distribution: Per Contracting Officer's letter.</p> <p>f. Submission:</p> <p style="margin-left: 20px;">i. Initial – First Flight Readiness Review (FRR) after contract award.</p> <p style="margin-left: 20px;">ii. Final – N/A.</p> <p style="margin-left: 20px;">iii. Approval – N/A.</p> <p style="margin-left: 20px;">iv. Frequency – Each FRR per Mission Operations Directorate (MOD) schedules.</p> <p>g. Maintenance: N/A.</p>			

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1. DRD Title Integrated Planning System (IPS) Facility Operations Procedures	2. Date of current version 5/9/2008	3. DRL line item no. DRD-FDOC-0041	RFP/Contract No. (Procurement completes) NNJ09HD46C
4. Use <i>(define need for, intended use of, and/or anticipated results of data)</i>			5. DRD Category: <i>(check one)</i> <input type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References <i>(Optional)</i>			7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i>
8. Preparation Information <i>(Include complete instructions for document preparation)</i>			

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1. DRD Title Training and Certification Plan	2. Date of current version 5/9/2008	3. DRL line item no. DRD-FDOC-0042	RFP/Contract No. (Procurement completes) NNJ09HD46C
4. Use <i>(define need for, intended use of, and/or anticipated results of data)</i> To describe the Contractor's plans for training and certification of operational support personnel.		5. DRD Category: <i>(check one)</i> <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References <i>(Optional)</i> DA-WI-16, Mission Operations Directorate Space Flight Personnel Certification Plan, Space Shuttle and International Space Station		7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i> SOW 3.1.8	

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

- a. Data Type: 2
- b. Scope: The certification and training plans shall delineate the specific training requirements required by personnel to become certified in operations support for each applicable facility or system.
- c. Content: The training and certification plan shall generally follow the guidelines of DA-WI-16.
- d. Format: Contractor's discretion.
- e. Distribution: Per Contracting Officer's letter.
- f. Submission:
  - i. Initial – Start of contract + 15 calendar days.
  - ii. Final – Start of contract + 45 calendar days.
  - iii. Approval – N/A.
  - iv. Frequency – As required.
- g. Maintenance: The training and certification plan shall be updated to reflect any contract changes and revisions shall be incorporated by change page or complete reissue.

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1. DRD Title Change Control Process and Plan	2. Date of current version 5/9/2008	3. DRL line item no. DRD-FDOC-0043	RFP/Contract No. (Procurement completes) NNJ09HD46C
4. Use <i>(define need for, intended use of, and/or anticipated results of data)</i> This process plan describes the change control process for development & modifications (SR), and sustaining changes (SR/AR/other) to all the facilities and systems covered by this contract.		5. DRD Category: <i>(check one)</i> <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References <i>(Optional)</i> JSC-63756, Mission Operations Directorate Software Management Plan		7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i> SOW 2.7, 2.14.2, 2.14.3, 2.16, and 3.1.5	

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

- a. Data Type: 1
- b. Scope: The Change Control Process plan shall address all of the facilities and user applications covered by this contract. It shall include Contractor, NASA, and other organizations roles and responsibilities. The plan shall address deliverables such as change control database and metric reports. The plan shall address closed-loop response to the change originator with regards to the time needed to bringing a ROM estimate to the associated control board. This plan shall address the processes for both Support Requirements (SRs) and Anomaly Reports (ARs) and a streamlined mechanism for documenting minor configuration changes where approval has been delegated to the contractor (e.g. JET, MRR, etc.).
- c. Content: The SR and AR shall include submittal, NASA and contractor screening, impact assessment, making recommendations for needed design reviews by the Contractor, NASA and contractor control board review and approval, authorization to proceed, and implementation status. Also included shall be quality assurance, security engineering, security assessment, and organizational conflicts of interest (OCI) assessment. Products of this plan would be the change control database and metric reports.
- d. Format: Hardcopy and electronic format, JSC web domain accessible.
- e. Distribution: Per Contracting Officer's letter.
- f. Submission:
  - i. Initial – Due with proposal.
  - ii. Final – Contract award + 30 calendar days.
  - iii. Approval – At contract start.
  - iv. Frequency – As required due to organizational restructures or process improvement activities.
- g. Maintenance: As required due to organizational restructures or process improvement activities.

**ATTACHMENT J-17  
DATA REQUIREMENTS DESCRIPTION SHEETS**

1. DRD Title Configuration Management Plan	2. Date of current version 5/9/2008	3. DRL line item no. DRD-FDOC-0044	RFP/Contract No. (Procurement completes) NNJ09HD46C
4. Use <i>(define need for, intended use of, and/or anticipated results of data)</i> The Configuration Management Plan shall prescribe the configuration management processes for hardware, software, and documentation.		5. DRD Category: <i>(check one)</i> <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References <i>(Optional)</i> a. NPR 7120.5D, NASA Space Flight Program and Project Management Requirements b. NPR 7123.1A, NASA Systems Engineering Processes and Requirements c. ISO 10007, Quality Management Systems – Guidelines for Configuration Management d. JSC-63756, Mission Operations Directorate Software Management Plan		7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i> SOW 2.14	
8. Preparation Information <i>(Include complete instructions for document preparation)</i> a. Data Type: 1 b. Scope: The Configuration Management Plan shall define the methodologies for identifying configuration items, managing associated states of maturity, controlling changes, coordinating dependent interfaces, and tracking inventory. c. Content: The Configuration Management Plan shall address the following, as a minimum: i. A description of the processes used by the Contractor to perform Configuration Management in accordance with the SOW and applicable documents, ii. A description of the procedure for making changes to the Configuration Management Plan, iii. The specific allocation of responsibilities, authority, and resources for performing Configuration Management during different lifecycle phases of a facility, iv. The procedures and instructions used by the Contractor for the purpose of coordinating, defining, testing, monitoring, and controlling configuration items, (e.g. floor plans, equipment lists, workstation configurations, software loads, and technical interfaces), v. A description of methodologies for testing, inspection, examination, and auditing facilities during different stages of support, (e.g., design, build, test) to ensure continuity of hardware and software integrity throughout the life cycle, vi. Method for measuring progress toward objectives based on an assessment of inventory and configuration status. d. Format: Contractor discretion. e. Distribution: Per Contracting Officer's letter. f. Submission: i. Initial – Due with proposal. ii. Final – Due two weeks following contract award. iii. Approval – Due four weeks following contract award. iv. Frequency – As required. g. Maintenance: Update as required due to configuration management process or procedure changes. Revisions shall be incorporated by change page or complete resubmit.			

**ATTACHMENT J-17  
DATA REQUIREMENTS DESCRIPTION SHEETS**

1. DRD Title <b>Level A and B Requirements</b>	2. Date of current version 5/9/2008	3. DRL line item no. DRD-FDOC-0045	RFP/Contract No. (Procurement completes) NNJ09HD46C
4. Use <i>(define need for, intended use of, and/or anticipated results of data)</i> The current Level A and B requirements for the applicable facilities shall be maintained. The requirements establish the functional and detailed requirements for each system and subsystem.		5. DRD Category: <i>(check one)</i> <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References <i>(Optional)</i> None.		7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i> SOW 3.1.2 and 3.1.3	
8. Preparation Information <i>(Include complete instructions for document preparation)</i>			
a. Data Type: 1			
b. Scope: The requirements packages shall be divided into system (Level A) and subsystem (Level B) functional requirements. System functional (Level A) requirements shall be provided separately. Subsystem functional (Level B) requirements shall be provided for each subsystem identified in the Level A requirements.			
c. Content: System functional (Level A) requirements shall identify the functions to be performed by major system and shall include a general description of the functional capabilities required, the relationship with other functions, the user interface requirements, including input and output characteristics, and planned functional uses. These requirements will be traceable to parent requirements. Subsystem functional (Level B) requirements shall include a complete description and allocation of the capabilities required of each subsystem. It shall identify subsystem interface requirements, including input and output data requirements, and performance. The subsystem Level B requirements shall describe the test and verification methodology and are traceable to the Level As. Detailed design specifications should not be included in the Level A requirements, but in the Design Specification.			
d. Format: Shall include, but not be limited to, the following sections: Introduction, Related Documentation, Assumptions and Constraints, Interface Requirements, Functional Requirements, Performance, Human Factors, Security, Testing Methodology, Reliability, Maintainability, Availability, Traceability, Acronyms, and Glossary.			
e. Distribution: Per contracting officer's letter.			
f. Submission:			
i. Initial – Starting October of each FY.			
ii. Final – August of each FY.			
iii. Approval – September of each FY.			
iv. Frequency – Updated yearly on the above schedule or as agreed to by the NASA Project Manager.			
g. Maintenance: The requirements are updated once a year, if required based upon system/subsystem changes.			

**ATTACHMENT J-17  
DATA REQUIREMENTS DESCRIPTION SHEETS**

1. DRD Title <b>Interface Control Document &amp; Interface Definition Document</b>	2. Date of current version 5/9/2008	3. DRL line item no. DRD-FDOC-0046	RFP/Contract No. (Procurement completes) NNJ09HD46C
4. Use <i>(define need for, intended use of, and/or anticipated results of data)</i> The ICD & IDD is to define the technical and data interface between systems and/or subsystems internal or external to the TS and MCCS systems. All the external and internal interfaces as defined in the applicable Level A and B requirements and design specifications are to be included.		5. DRD Category: <i>(check one)</i> <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References <i>(Optional)</i> None.		7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i> SOW 3.1.2, 3.1.3, 3.1.6, and 3.1.7	
8. Preparation Information <i>(Include complete instructions for document preparation)</i> <ol style="list-style-type: none"> <li>a. Data Type: Internal – 2, External – 2 (relative to facility and it's systems/subsystems)</li> <li>b. Scope: Separate ICDs or IDD shall be provided for the facilities and systems and/or subsystem interfaces defined in the Level A and Level B requirements and design specifications.</li> <li>c. Content: The ICD or IDD shall define the data exchange requirements (input and output) between the specified systems and/or subsystems. This shall include data rates, volumes, frequencies, response times, performance expectations, sizing, and data format.</li> <li>d. Format: The ICD or IDD shall contain, but not be limited to, the following sections: Introduction, Applicable documents, Reference documents, Interface description and requirements, Security, Availability, Maintainability, and Reliability, Verification, Traceability, Acronyms, and Glossary.</li> <li>e. Distribution: Per Contracting Officer's letter.</li> <li>f. Submission:             <ol style="list-style-type: none"> <li>i. Initial – As required for each interface.</li> <li>ii. Final – Within 60 calendar days of initial submission.</li> <li>iii. Approval – Within 90 calendar days of initial submission.</li> <li>iv. Frequency – As required due to changes.</li> </ol> </li> <li>g. Maintenance: The ICDs/IDDs as required based upon system/subsystem changes.</li> </ol>			

**ATTACHMENT J-17  
DATA REQUIREMENTS DESCRIPTION SHEETS**

<p>1. DRD Title Systems Lifecycle Process</p>	<p>2. Date of current version 5/9/2008</p>	<p>3. DRL line item no. DRD-FDOC-0047</p>	<p>RFP/Contract No. (Procurement completes) NNJ09HD46C</p>
<p>4. Use <i>(define need for, intended use of, and/or anticipated results of data)</i> This process shall be prepared and approved for each of the facilities and shall cover all hardware, software, and integration efforts being performed by the Contractor. The process shall indicate the Contractor's planned approach to managing the full end-to-end lifecycle of Facility services.</p>		<p>5. DRD Category: <i>(check one)</i>  <input type="checkbox"/> Technical  <input checked="" type="checkbox"/> Administrative  <input type="checkbox"/> SR&amp;QA</p>	
<p>6. References <i>(Optional)</i>  a. NPR 7123.1A, NASA Systems Engineering Processes and Requirements  b. JPR 7120.3, JSC Procedural Requirements for Project Management: Systems Engineering and Project Control Processes and Requirements  c. JPD 8090.1, JSC Systems Engineering Policy  d. NPR 7150.2, NASA Software Engineering Requirements  e. JSC-63756, Mission Operations Directorate Software Management Plan</p>		<p>7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i> SOW 2.16, 3.1, 3.1.2, 3.1.3, 3.2.1.2, 3.2.3.3, 3.2.4.3, and 3.2.6.3</p>	
<p>8. Preparation Information <i>(Include complete instructions for document preparation)</i>  a. Data Type: 1  b. Scope: The process shall be prepared separately for each facility. It shall outline the Contractor's methodology for project and system development, modification, sustaining, and decommission. It shall define the full lifecycle of facility services.  c. Content: The process shall include, but not be limited to, the following tasks: requirement generation, design reviews, approval, and decision points, contractor, NASA, and external organization roles and responsibilities, verification, acceptance, transition to sustaining, sustaining, operations, replacement, and decommission.  d. Format: The process shall define the tasks listed in section c, Content above and provide a flow from generation to decommission.  e. Distribution: Per Contracting Officer's letter.  f. Submission:  i. Initial – Prior to August of each FY or as required for development projects.  ii. Final – August of each FY.  iii. Approval – September of each FY.  iv. Frequency – Yearly with updates as required.  g. Maintenance: This document shall be a working document and shall be maintained to reflect current management data and policies.</p>			

**ATTACHMENT J-17  
DATA REQUIREMENTS DESCRIPTION SHEETS**

1. DRD Title Equipment Replacement Plan	2. Date of current version 5/9/2008	3. DRL line item no. DRD-FDOC-0048	RFP/Contract No. (Procurement completes) NNJ09HD46C
4. Use <i>(define need for, intended use of, and/or anticipated results of data)</i> This document is a 15-year forecast of equipment support and maintainability. It is required for strategic planning of equipment and system replacement due to non-maintainability.			5. DRD Category: <i>(check one)</i> <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References <i>(Optional)</i> None.			7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i> SOW 2.16
8. Preparation Information <i>(Include complete instructions for document preparation)</i>			
a. Data Type: 1			
b. Scope: The Equipment Replacement Plan includes all the equipment in all the facilities under this contract.			
c. Content: The Equipment Replacement Plan is a list of all equipment maintained under this contract that is non maintainable in the next 15 years. It is based upon failure trend analysis, performance analysis, spares availability, required vendor support, availability of COTS software and/or licensing agreements. It contains a projection of equipment end of life and an estimate, per government fiscal year, as to the replacement hardware and software material cost and phasing.			
d. Format: Deliverable document.			
e. Distribution: Per Contracting Officer's letter.			
f. Submission:			
i. Initial – July 8, 2009.			
ii. Final – August 7, 2009.			
iii. Approval – First week in September of each FY.			
iv. Frequency – Yearly, by August 1 <sup>st</sup> .			
g. Maintenance: Updates as required.			

**ATTACHMENT J-17**  
**DATA REQUIREMENTS DESCRIPTION SHEETS**

1. DRD Title RESERVED	2. Date of current version	3. DRL line item no. DRD-FDOC-0049	RFP/Contract No. (Procurement completes) NNJ09HD46C
4. Use <i>(define need for, intended use of, and/or anticipated results of data)</i>		5. DRD Category: <i>(check one)</i> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References <i>(Optional)</i>		7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i>	
8. Preparation Information <i>(Include complete instructions for document preparation)</i>			

**ATTACHMENT J-17**  
**DATA REQUIREMENTS DESCRIPTION SHEETS**

1. DRD Title Facility Test and Verification Approach	2. Date of current version 5/9/2008	3. DRL line item no. DRD-FDOC-0050	RFP/Contract No. (Procurement completes) NNJ09HD46C
4. Use <i>(define need for, intended use of, and/or anticipated results of data)</i> To define the management philosophy and approach for conducting Test and Verification for all facilities covered in the SOW.		5. DRD Category: <i>(check one)</i> <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References <i>(Optional)</i> None.		7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i> SOW 3.1.6	

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

- a. Data Type: 1
- b. Scope: The document shall contain the overall test philosophy for all releases/deliveries. It shall contain a high level description of the test types and objectives.
- c. Content: The document shall contain the following, at a minimum:
  - i. Identification of systems/applications covered,
  - ii. Organizational responsibilities,
  - iii. Test descriptions,
  - iv. Success criteria,
  - v. Test tools required,
  - vi. Documentation requirements,
  - vii. Test milestones,
  - viii. Test objectives,
  - ix. Test support requirements,
  - x. Test environment,
  - xi. User participation in testing,
  - xii. User acceptance testing and checkout,
  - xiii. Anomaly tracking,
  - xiv. Test reporting.
- d. Format: Hardcopy and electronic document, JSC web accessible.
- e. Distribution: Per Contracting Officer's letter.
- f. Submission:
  - i. Initial – Due at contract award + 2 business days.
  - ii. Final – Start of contract.
  - iii. Approval – Start of contract + 30 calendar days.
  - iv. Frequency – Review yearly for updates due to organizational or process changes.
- g. Maintenance: Reviewed yearly for updates due to organizational or process changes.

**ATTACHMENT J-17  
DATA REQUIREMENTS DESCRIPTION SHEETS**

1. DRD Title Test and Verification Plans and Procedures	2. Date of current version 5/9/2008	3. DRL line item no. DRD-FDOC-0051	RFP/Contract No. (Procurement completes) NNJ09HD46C
4. Use <i>(define need for, intended use of, and/or anticipated results of data)</i> To define the test plans and procedures for formal testing of hardware and software systems for the facilities covered in the SOW.		5. DRD Category: <i>(check one)</i> <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References <i>(Optional)</i> JSC-63756, Mission Operations Directorate Software Management Plan		7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i> SOW 3.1.6	

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

- a. Data Type: System Level – 2, Subsystem level – 3
- b. Scope: Test plans and procedures shall be created for the testing of deliveries for the facilities in the SOW. The test plans and procedures shall contain detailed steps to be followed, acceptance criteria, and requirements traceability. Note: The required level of testing for software is defined by JSC-63756, Mission Operations Directorate Software Management Plan, based on the software class and other criteria established.
- c. Content: The test plans and procedures shall contain the information defined by JSC-63756, Mission Operations Directorate Software Management Plan, Section 8, Testing.
- d. Format: Contractor discretion.
- e. Distribution: Per Contracting Officer's letter.
- f. Submission:
  - i. Initial – Draft, 5 business days prior to start of Dry Run for Type 2 only.
  - ii. Final – 5 business days prior to start of Formal Test for Type 2 only.
  - iii. Approval – N/A.
  - iv. Frequency – For every release/delivery test activity.
- g. Maintenance: Reviewed for every release/delivery and updated per change in associated requirements.

**ATTACHMENT J-17  
DATA REQUIREMENTS DESCRIPTION SHEETS**

1. DRD Title Test and Verification Report	2. Date of current version 5/9/2008	3. DRL line item no. DRD-FDOC-0052	RFP/Contract No. (Procurement completes) NNJ09HD46C
4. Use <i>(define need for, intended use of, and/or anticipated results of data)</i> To document the formal testing results of hardware and software systems for the facilities covered in the SOW. Note: Reports for applications are to be archived in the Software Development Folder (DRD-FDOC-0059).		5. DRD Category: <i>(check one)</i> <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References <i>(Optional)</i> JSC-63756, Mission Operations Directorate Software Management Plan		7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i> SOW 3.1.6 DRD-FDOC-0051 and DRD-FDOC-0059	

8. Preparation Information *(Include complete instructions for document preparation)*
- a. Data Type: System Level – 2, Subsystem Level – 3
  - b. Scope: Test reports shall be created to document the results of testing. The test reports shall contain detailed results of the test and verification activities.
  - c. Content: The subsystem and system test reports shall contain the information defined by JSC-63756, Mission Operations Directorate Software Management Plan, Section 8, Testing.
  - d. Format: Contractor discretion; should follow the same format as the Test and Verification Plans and Procedures (DRD-FDOC-0051).
  - e. Distribution: Per Contracting Officer’s letter.
  - f. Submission:
    - i. Initial – N/A.
    - ii. Final System – 30 calendar days after test completion for Type 2 only.
    - iii. Approval – N/A.
    - iv. Frequency – For every release/delivery test activity.
  - g. Maintenance: No updates required.

**ATTACHMENT J-17  
DATA REQUIREMENTS DESCRIPTION SHEETS**

1. DRD Title <b>Acceptance Review Package</b>	2. Date of current version 5/9/2008	3. DRL line item no. DRD-FDOC-0053	RFP/Contract No. (Procurement completes) NNJ09HD46C
4. Use <i>(define need for, intended use of, and/or anticipated results of data)</i> The Acceptance Review package is to be provided to NASA for approval of each modification delivery for the facilities in the SOW.		5. DRD Category: <i>(check one)</i> <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References <i>(Optional)</i> JSC-63756, Mission Operations Directorate Software Management Plan		7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i> SOW 2.11, 3.1.2, and 3.1.3	
8. Preparation Information <i>(Include complete instructions for document preparation)</i>			
a. Data Type: 1			
b. Scope: The Acceptance Review package is a summary of the modification delivery content, test status, and delivery readiness to operations.			
c. Content: The package shall include, but not be limited to, the following specific to the changes:			
i. Content overview,			
ii. Overview of subsystem and system test plan/procedures,			
iii. Test report status (including user inputs),			
iv. AR status,			
v. Documentation status,			
vi. Performance review,			
vii. Security review,			
viii. Quality assurance,			
ix. Issues,			
x. Operations procedure status,			
xi. Open items.			
d. Format: Presentation format.			
e. Distribution: Per Contracting Officer's letter.			
f. Submission:			
i. Initial – N/A.			
ii. Final – Within 4 weeks of system test completion.			
iii. Approval – Within 8 weeks of system test completion.			
iv. Frequency – Required for each modification delivery or independent delivery.			
g. Maintenance: None required.			

**ATTACHMENT J-17  
DATA REQUIREMENTS DESCRIPTION SHEETS**

<p>1. DRD Title Design Review</p>	<p>2. Date of current version 5/9/2008</p>	<p>3. DRL line item no. DRD-FDOC-0054</p>	<p>RFP/Contract No. (Procurement completes) NNJ09HD46C</p>
<p>4. Use <i>(define need for, intended use of, and/or anticipated results of data)</i></p> <p>The Contractor shall provide design review(s) as applicable for all development and modification activities. The Design Review(s) shall provide NASA insight into the Contractor proposed design to meet the NASA approved changes. The Design Review shall be provided prior to implementation to allow for changes to the design. The Contractor shall secure NASA approval of the Design Review, prior to commencing implementation. Design Review(s) to be provided will depend on the complexity, size, scope (e.g. new or update to an existing) of the work and the system/subsystem. The Contractor shall provide design review recommendations as part of the change control process.</p>		<p>5. DRD Category: <i>(check one)</i></p> <p><input checked="" type="checkbox"/> Technical  <input type="checkbox"/> Administrative  <input type="checkbox"/> SR&amp;QA</p>	
<p>6. References <i>(Optional)</i></p> <p>a. NPR 7123.1A, NASA Systems Engineering Processes and Requirements  b. JPR 7120.3, JSC Procedural Requirements for Project Management: Systems Engineering and Project Control Processes and Requirements  c. JSC-63756, Mission Operations Directorate Software Management Plan</p>		<p>7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i></p> <p>SOW 3.1.2  DRD-FDOC-0055</p>	
<p>8. Preparation Information <i>(Include complete instructions for document preparation)</i></p> <p>a. Data Type: 1</p> <p>b. Scope: The Design Review(s) packages, (e.g. Mission Concept Review (MCR), System Requirements Review (SRR), System Definition Review (SDR), Preliminary Design Review (PDR), Critical Design Review (CDR), System Integration Review (SIR), Test Readiness Review (TRR), System Acceptance Review (SAR), Operational Readiness Review (ORR), and Facility/Systems Decommission Review (FSDR)), shall contain the system engineering analysis and design based on the requirement(s) of the proposed development or modification.</p> <p>c. Content: The System/Subsystem design review package contents shall be commensurate with the NASA System Engineering Processes and Requirements for the particular review being conducted. The Contractor shall also provide Design Specifications (DRD-FDOC-0055) for the system/subsystem development or modification as appropriate for the review being conducted. The contractor shall perform an assessment for and provide a statement concerning Organizational Conflicts of Interest (OCI).</p> <p>d. Format: Presentation format.</p> <p>e. Distribution: Per Contracting Officer's letter.</p> <p>f. Submission:</p> <p>i. Initial – 1 week prior to final.  ii. Final – Per Performance Standards for development and modification design and cost response metrics.  iii. Approval – No later than 30 calendar days from final submission.  iv. Frequency – Required for all development and modification changes.</p> <p>g. Maintenance: Change pages only due to action item responses.</p>			

**ATTACHMENT J-17**  
**DATA REQUIREMENTS DESCRIPTION SHEETS**

1. DRD Title Design Specifications	2. Date of current version 5/9/2008	3. DRL line item no. DRD-FDOC-0055	RFP/Contract No. (Procurement completes) NNJ09HD46C
4. Use <i>(define need for, intended use of, and/or anticipated results of data)</i> A separate system design specification for the facilities in the SOW, identified via TIRF, shall be provided that defines the current architecture baseline. In addition, design specifications shall be provided for each of the facilities systems and subsystems in the SOW for both hardware and software unless otherwise specified in the SOW.		5. DRD Category: <i>(check one)</i> <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References <i>(Optional)</i> a. NPR 7123.1A, NASA Systems Engineering Processes and Requirements b. JSC-63756, Mission Operations Directorate Software Management Plan		7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i> SOW 3.1.2 and 3.1.3	
8. Preparation Information <i>(Include complete instructions for document preparation)</i> <ul style="list-style-type: none"> <li>a. Data Type: System Design Spec – 2, Subsystem Design Spec – 3</li> <li>b. Scope: The System Design Specification shall contain the overview of the hardware and software content, data flows, functional system diagrams, and system engineering points of contact. The subsystem design specifications shall contain detailed hardware and software content, data flows, functional system diagrams, and system engineering points of contact. User Application design specifications are addressed in DRD-FDOC-0059, Software Development Folder and shall not be addressed in this DRD.</li> <li>c. Content: Block diagrams with associated descriptions of each function to be performed shall be included. The specifications shall include at a minimum:             <ul style="list-style-type: none"> <li>i. Information flow,</li> <li>ii. Capacity requirements/limits,</li> <li>iii. Design constraints,</li> <li>iv. Performance parameters,</li> <li>v. Interface description,</li> <li>vi. Environment information,</li> <li>vii. RMS,</li> <li>viii. Operability,</li> <li>ix. Requirements traceability,</li> <li>x. Standards,</li> <li>xi. Drawings.</li> </ul> </li> <li>d. Format: Technical document in Contractor's format.</li> <li>e. Distribution: Per Contracting Officer's letter.</li> <li>f. Submission:             <ul style="list-style-type: none"> <li>i. Initial – N/A.</li> <li>ii. Final – System Design specification shall be provided annually at the end of the government fiscal year.</li> <li>iii. Approval – N/A.</li> <li>iv. Frequency – Annually on March 30<sup>th</sup> per Mod 79</li> </ul> </li> <li>g. Maintenance: As changes occur.</li> </ul>			

**ATTACHMENT J-17  
DATA REQUIREMENTS DESCRIPTION SHEETS**

1. DRD Title User Applications Strategic Plan	2. Date of current version	3. DRL line item no. DRD-FDOC-0056	RFP/Contract No. (Procurement completes) NNJ09HD46C
4. Use <i>(define need for, intended use of, and/or anticipated results of data)</i>			5. DRD Category: <i>(check one)</i> <input type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References <i>(Optional)</i>			7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i>
8. Preparation Information <i>(Include complete instructions for document preparation)</i>			

**DELETED IN ITS ENTIRETY**

**ATTACHMENT J-17**  
**DATA REQUIREMENTS DESCRIPTION SHEETS**

1. DRD Title Software Standards, Development, and Configuration Management Plan	2. Date of current version 5/9/2008	3. DRL line item no. DRD-FDOC-0057	RFP/Contract No. (Procurement completes) NNJ09HD46C
4. Use <i>(define need for, intended use of, and/or anticipated results of data)</i> To define the maintenance, development, and configuration management standards and plan for software and associated configuration data covered in the SOW.		5. DRD Category: <i>(check one)</i> <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References <i>(Optional)</i> JSC-63756, Mission Operations Directorate Software Management Plan		7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i> SOW 3.1.1	

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

- a. Data Type: 1
- b. Scope: This document provides a description of the software standards, software development management plan, and configuration management plan for all software maintained by the Contractor. This document covers new software development, modifications to existing software, and associated configuration data.
- c. Content: This document contains the standards and their application per the MOD software management plan. This document also contains the description of the management structures, roles and responsibilities, work planning and work tracking, software configuration management, software quality assurance, and critical software certification process. This document contains a description of the interfaces with the user organizations for providing user applications and associated configuration data to support design, planning, analysis, training, and operations.
- d. Format: Contractor discretion.
- e. Distribution: Per Contracting Officer's letter.
- f. Submission:
  - i. Initial – Due with proposal.
  - ii. Final – Start of contract + 30 calendar days.
  - iii. Approval – Start of contract + 60 calendar days.
  - iv. Frequency – Review yearly for updates due to organizational or process changes and revised as necessary.
- g. Maintenance: Reviewed yearly for updates due to organizational or process changes.

**ATTACHMENT J-17**  
**DATA REQUIREMENTS DESCRIPTION SHEETS**

1. DRD Title Customer Satisfaction Survey and Reports	2. Date of current version 5/9/2008	3. DRL line item no. DRD-FDOC-0058	RFP/Contract No. (Procurement completes) NNJ09HD46C
4. Use <i>(define need for, intended use of, and/or anticipated results of data)</i> A customer satisfaction survey will be supplied by the Contractor to provide feedback and evaluation of the Contractor performance for hardware and software development, modification, and maintenance.		5. DRD Category: <i>(check one)</i> <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References <i>(Optional)</i> None.		7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i> SOW 3.2.11.9	

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

- Customer Satisfaction Survey and Reports DRD-0058 no longer required per FDOC Modification 88.

**ATTACHMENT J-17  
DATA REQUIREMENTS DESCRIPTION SHEETS**

1. DRD Title Software Development Folder	2. Date of current version 5/9/2008	3. DRL line item no. DRD-FDOC-0059	RFP/Contract No. (Procurement completes) NNJ09HD46C
4. Use <i>(define need for, intended use of, and/or anticipated results of data)</i> The software development folder serves as a repository for documentation associated with an application. The required contents are defined by JSC-63756, Mission Operations Directorate Software Management Plan (MOD SMP) based on the application's software class and other criteria established in the MOD SMP.		5. DRD Category: <i>(check one)</i> <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References <i>(Optional)</i> JSC-63756, Mission Operations Directorate Software Management Plan		7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i> SOW 3.1.2 and 3.1.3	
8. Preparation Information <i>(Include complete instructions for document preparation)</i> a. Data Type: 1 b. Scope: Software development folders shall be created and maintained for each certified application. c. Content: The software development folder shall contain the information specified in the MOD SMP based on the application's software class and other criteria established in the MOD SMP. d. Format: Contractor discretion; <u>maintain as JSC access-controlled web-accessible electronic document.</u> e. Distribution: Per Contracting Officer's letter. f. Submission: i. Initial – N/A. ii. Final – 30 calendar days after application (re)certification or update. iii. Approval – 14 calendar days after Final. iv. Frequency – As required for every release/delivery activity. g. Maintenance: No updates required.			

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**ATTACHMENT J-17**  
**DATA REQUIREMENTS DESCRIPTION SHEETS**

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1. DRD Title System Requirements Operations Concept	2. Date of current version	3. DRL line item no. DRD-FDOC-0060	RFP/Contract No. (Procurement completes) NNJ09HD46C
4. Use <i>(define need for, intended use of, and/or anticipated results of data)</i>			5. DRD Category: <i>(check one)</i> <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References <i>(Optional)</i>			7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i>
8. Preparation Information <i>(Include complete instructions for document preparation)</i>			

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**ATTACHMENT J-17  
DATA REQUIREMENTS DESCRIPTION SHEETS**

1. DRD Title Standard Operating Procedures	2. Date of current version 5/9/2008	3. DRL line item no. DRD-FDOC-0061	RFP/Contract No. (Procurement completes) NNJ09HD46C
4. Use <i>(define need for, intended use of, and/or anticipated results of data)</i> This document defines the standard operating procedures (SOPs), processes, and guidelines for the operating positions, maintenance coordination, and users of the FDOC facilities managed by the Contractor.		5. DRD Category: <i>(check one)</i> <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References <i>(Optional)</i> None.		7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i> SOW 3.1.4	

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

- a. Data Type: 3
- b. Scope: SOPs shall be developed, used, and maintained for operation of facilities and for routine testing procedures. These documents define the standard operating procedures, processes, and guidelines for the operating positions, maintenance coordination, and users of the FDOC facilities managed by the Contractor.
- c. Content: These documents shall contain sets of instructions that document routine or repetitive facility activities. The following types of procedures shall be provided:
  - i. Administration/management,
  - ii. General,
  - iii. Anomaly administration,
  - iv. Software/hardware,
  - v. Power,
  - vi. Safety/emergency,
  - vii. Other operational support.
- d. Format: Contractor provided format is acceptable.
- e. Distribution: Per Contracting Officer's letter.
- f. Submission:
  - i. Initial – April 15, 2009.
  - ii. Final – Initial + 30 calendar days.
  - iii. Approval – N/A.
  - iv. Frequency – Annually.
- g. Maintenance: Changes shall be incorporated as required by change page or complete reissue.

**ATTACHMENT J-17**  
**DATA REQUIREMENTS DESCRIPTION SHEETS**

1. DRD Title Software Documentation Delivery	2. Date of current version 5/9/2008	3. DRL line item no. DRD-FDOC-0062	RFP/Contract No. (Procurement completes) NNJ09HD46C
4. Use <i>(define need for, intended use of, and/or anticipated results of data)</i> To provide upon NASA request a complete set of source and executable code, associated configuration data, test data, and test case libraries.		5. DRD Category: <i>(check one)</i> <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References <i>(Optional)</i> None.		7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i> SOW 3.1.1	

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

- a. Data Type: 3
- b. Scope: This delivery provides source and executable code, associated configuration data, test data, and test case libraries.
- c. Content: Source code in its native language. Executable code as compiled and linked. Test data and test case libraries in native format.
- d. Format: Native format.
- e. Distribution: Per Contracting Officer's letter.
- f. Submission:
  - i. Initial – N/A.
  - ii. Final – Within 24 hours of NASA request.
  - iii. Approval – N/A.
  - iv. Frequency – Upon NASA request.
- g. Maintenance: N/A.

**ATTACHMENT J-17  
DATA REQUIREMENTS DESCRIPTION SHEETS**

<p>1. DRD Title</p> <p>Operations Strategic Plan for Multi-Facility Cost Reduction</p>	<p>2. Date of current version</p> <p>5/9/2008</p>	<p>3. DRL line item no.</p> <p>DRD-FDOC-0063</p>	<p>RFP/Contract No. (Procurement completes)</p> <p>NNJ09HD46C</p>
<p>4. Use <i>(define need for, intended use of, and/or anticipated results of data)</i></p> <p>This document describes the overall operations strategic plan that serves as the foundation for reducing costs in FDOC. The document shall detail the intended multi-facility functional architecture and operations concept that safely fulfills all items in the SOW. The plan shall illustrate how the intended functional architecture helps to meet MOD's cost goals.</p> <p>Applicability: All facilities covered by the FDOC SOW.</p>		<p>5. DRD Category: <i>(check one)</i></p> <p><input checked="" type="checkbox"/> Technical</p> <p><input type="checkbox"/> Administrative</p> <p><input type="checkbox"/> SR&amp;QA</p>	
<p>6. References <i>(Optional)</i></p> <p>None.</p>		<p>7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i></p> <p>SOW 3.1.4</p>	
<p>8. Preparation Information <i>(Include complete instructions for document preparation)</i></p> <p>a. Data Type: 1</p> <p>b. Scope: To identify and document an operations strategic plan that embodies MOD's cost reducing goals. This information shall document a comprehensive and cohesive roadmap for the length of the contract.</p> <p>c. Content: This document shall contain, as a minimum:</p> <ul style="list-style-type: none"> <li>i. The overall strategic plan that aligns with MOD's cost reduction goals for 2012,</li> <li>ii. Management style and lines of authority,</li> <li>iii. Technology synergism and innovation as it pertains to streamlining operations,</li> <li>iv. Systems engineering,</li> <li>v. Employee skill sets and deployment,</li> <li>vi. Functional architecture.</li> </ul> <p>d. Format: Contractor-provided format is acceptable.</p> <p>e. Distribution: Per Contracting Officer's letter.</p> <p>f. Submission:</p> <ul style="list-style-type: none"> <li>i. Initial – May 1, 2009.</li> <li>ii. Final – At contract end.</li> <li>iii. Approval – Submission + 30 calendar days.</li> <li>iv. Frequency – No Further Submission Required.</li> </ul>			

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**ATTACHMENT J-17**  
**DATA REQUIREMENTS DESCRIPTION SHEETS**

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1. DRD Title Software Production Facility User's Guide	2. Date of current version	3. DRL line item no. DRD-FDOC-0064	RFP/Contract No. (Procurement completes) NNJ09HD46C
4. Use <i>(define need for, intended use of, and/or anticipated results of data)</i>			5. DRD Category: <i>(check one)</i> <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References <i>(Optional)</i>			7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i>
8. Preparation Information <i>(Include complete instructions for document preparation)</i>			

**DELETED IN ITS ENTIRETY**

**ATTACHMENT J-17  
DATA REQUIREMENTS DESCRIPTION SHEETS**

1. DRD Title Reports Required for Logistics	2. Date of current version	3. DRL line item no. DRD-FDOC-0065	RFP/Contract No. (Procurement completes) NNJ09HD46C
4. Use <i>(define need for, intended use of, and/or anticipated results of data)</i> These reports are required to determine the effectiveness of the Property Management System and as indicators of the volume of logistics activity. These reports will be forwarded to NASA Headquarters.		5. DRD Category: <i>(check one)</i> <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References <i>(Optional)</i> NPR 4100, NASA Materials Inventory Management Manual		7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i>	

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

The following reports are required to be prepared when on site storage exceeds \$75,000 for program stock in one location

- \* Data Input for NASA Form 1324, Semi-annual Report of Personnel Property Management Operations. This semi-annual report defines the following line item data elements of 3/15 and 9/15 of each year:

Material Inventory Status  
Material Inventory Activity  
Material Acquisition Activity  
Material Receiving Activity  
Logistics Personnel Resources Report

Reference: NHB 4100, NASA Materials Inventory Management Manual.  
Due Dates: 3/25 and 9/25

- \* Data Input for NASA FMD 1489, Semi-annual Analysis of fixed inventory Assets: This semi-annual report defines the following monetary data elements as of 3/15 and 9/15 of each year.

Starting Price: Price of Receipts, Price of Issues, Ending Price

Note: This will be reported by each Object Class Code stocked in the storeroom. Separate reports are required for Stores, Program, and Standby stock ( see the JSC Stocks Stock Catalog prefaces for a detailed explanation of these codes).

Reference: NPG 4100, NASA Materials Inventory Management Manual.  
Due Dates: 3/25 and 9/25

\* Forms for Data Input are available through JB3/Contract Property Management Branch web page: <http://www6.jsc.nasa.gov/ja/jb/jb3.cfm>

DRD item 0065, Reports Required for Logistics Continued:

- NASA Form 1619, Physical Inventory of Materials Annual Report:

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**ATTACHMENT J-17**  
**DATA REQUIREMENTS DESCRIPTION SHEETS**

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This annual report identifies the sampling inventory actions completed by the contractor. This report contains the following data by Object Class Code ( see the JSC Stores Stock Catalog preface for a detailed explanation of these codes.)

- 3.a Line items and dollar value of items inventoried.
- 3.b Number of line items with variance
- 3.c Dollar value of discrepant items, including overage, shortage, and gross discrepancies.
- 3.d Identify whether inventory items are stores, program, or standby stock, and also identify the staff hours and dollar value expended in accomplishing and reconciling the inventory.
- 3.e A brief explanation of cause of discrepancies and actions to minimize the chance for recurrence.

Reference: NPR 4100, NASA Materials Inventory Management Manual.  
Due Date: 9/25

Note: All the above are to treat Contractor-Acquired Material (CAM) and Government-Furnished Material as one lot.

- 4. Quarterly Report of Contractor-Acquired material (CAM)  
This report will consist of two transfer documents (DD Form 1149) that identify material purchased and received by the Contractor for on-site use. The two documents will be differentiated as follows:
  - 4.a Items bought for direct consumption on site.
  - 4.b Items issued to storeroom(s) that will impact the dollar value of assets on hand.

The DD Form 1149 will be transferring accountability of these assets to NASA and will be accompanied by requisitions, issue documents, engineering work orders (if flight material destined for a bond room), or any other similar form approved for use by the JSC Property Administrator. The DD Form 1149 shall identify total number of line items and total value.

Due Date: 15 working days after the end of Fiscal Year Quarter.

(5 NOT STANDARD)

- 5. Annual Report of Exchange/Sale:  
As defined by the NASA Property Administrator Transaction submitted 15 working days after the end of each government fiscal year.