

**Appendix 1**  
**Data Requirements List (DRL)**  
**and**  
**Data Requirements Description (DRD)**  
**Documents**

**For**

**Information Management and**  
**Communications Support (IMCS)**

<b>DATA REQUIREMENTS LIST</b>	
DRL Number	Revision
Project/System	
Contract Number	Preparation Date
Contractor	Technical Approval
Attachment Number	Exhibit Number

<b>ITEM NO.</b>	<b>TITLE</b>	<b>CHANGE STATUS</b>
MS-01	Management Plan	
MS-02	Five-Year Technical and Cost Plan	
MS-03	NF 533 Financial Report	
MS-04	Annual Phased Contract Operating Plan	
MS-05	Direct and Indirect Rates Report	
MS-06	Negotiated Estimated Cost (NEC) Report	
MS-07	Annual IT Headquarters Report and Special IT Budget	
MS-08	Government Owned Contractor Held Capital Assets Report	
MS-09	Contractor Owned Contractor Held Capital Assets Report	
MS-10	Quarterly Headcount Report	
MS-11	Advance Notification of Workforce Reduction Report	
MS-12	Quarterly 3 <sup>rd</sup> Step Labor Grievances and Arbitrations Report	
MS-13	Records Management Plan	
MS-14	Emergency Preparedness Plan	
MS-15	Daily System Status Report	
MS-16	Configuration Management (CM) Plan	
MS-17	Maintenance and Sustaining Engineering Plan	
MS-18	Technical Status Report	
MS-19	Risk Management Plan	
MS-20	Contract Performance Metrics Report	
MS-21	IT Security Plan	
MS-22	Export Control Plan	
MS-23	Continuity of Operations Plan (COOP)	
MS-24	COOP Annual Test Report	
MS-25	Quality Plan	
MS-26	Quality Program Evaluation	
MS-27	Training and Certification Plan	
MS-28	Equipment Loss Rate Plan	
MS-29	Motor Vehicle Utilization Plan	

<b>DATA REQUIREMENTS LIST (CON'T)</b>		
<b>ITEM NO.</b>	<b>TITLE</b>	<b>CHANGE STATUS</b>
SH-01	Voluntary Protection Program (VPP) Application	
SH-02	Safety and Health Plan	
SH-03	Safety Program Evaluation	
SH-04	Mishap Reports	
SH-05	Safety Statistics Report	
TS-01	Network Security Perimeter Report	
TS-02	Telephone Call Detail Report	
TS-03	Engineering Imagery Acquisition Distribution Document	
TS-04	Engineering Imagery Post Operation Report	
TS-05	DoD Multimedia Photographic Acquisition Disposition Document	
TS-06	DoD Multimedia Performance Production Report	

**DRD Instructions**

Block C: Organization designated to exercise technical and/or administrative control over the data requirement.

Block D: “Type of Data” code as follows:

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

Block E: Inspection Acceptance code as follows:

Code	Inspection	Acceptance
1.	Source	Source
2.	Destination (OPR)	Destination (OPR)
3.	Source	Destination (OPR)
4.	Certificate of Conformance	(Mandatory)
5.	Certificate of Conformance	(Optional)
6.	No Inspection Required	No Acceptance Required

Block F: The frequency of submission codes are as follows:

AD	As Directed
AN	Annual
AR	As Required
BE	Biennial
BM	Bimonthly (every two months)
BW	Biweekly (every two weeks)
DA	Daily
DD	Deferred Delivery
MO	Monthly
OT	One Time
PC	Per Contract
PD	Per Failure
PE	Per Event
PF	Per Facility
PG	Per Program
PI	Per Equipment End Item
PJ	Per Project
PL	Per Launch Flight Mission
PS	Per System
PT	Per Test
PV	Per Vehicle

QU	Quarterly
RD	As Released
RT	One time Revisions
SA	Semi Annually
SM	Semi Monthly
TY	Three Year Period
UR	Upon Request
WK	Weekly

Block G: Date of initial submittal. If calendar date is not scheduled, the number of days preceding or following the event to which the data requirement is related will be entered (e.g., 90 days prior to launch).

Block H: For “Onetime Only” submittals, a date will be entered. For recurring submittals, the first digit(s) indicate the number of calendar days from the reporting period’s (Block F) start to the data preparation cut off. The second digit(s), after the slash, indicate the number of calendar days from the cut off to the submittal date. Example: If Block F were “MO” and Block H were “30/10”, the data would include the entire month and would be submitted within 10 days thereafter.

Block K: Distribution organizational symbol, number of copies, and type of copy code(s) (in parenthesis) required for each office. Type of copy codes are as follows:

Code	Definition
A	Regular
B	Reproducible
C	Microfilm, Aperture Cards
D	Others (Explained in Block J: Remarks)

Total number of copies by type is entered in the space provided.

**DATA REQUIREMENT**

<b>CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-MS-01</u></b>					A. ITEM NO. DRD-MS-01										
B. LINE ITEM TITLE: Management Plan															
C. OPR.  OP-ES	D. TYPE  1	E. INSPECT/ ACCEPT  6	F. FREQ. AR, but not less than AN	G. INITIAL SUB.  10/1/08	H. AS OF DATE  See Block 8										
J. REMARKS: Type D electronic versions shall be compatible with Microsoft Office software. Contractor format is acceptable.															
K. DISTRIBUTION IMCS COTR (1D) IT-A (1D) OP-IMCS CO (1D)				<table border="1"> <thead> <tr> <th colspan="2">TOTALS</th> </tr> <tr> <th>NO.</th> <th>TYPE</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>D</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table>		TOTALS		NO.	TYPE	3	D				
TOTALS															
NO.	TYPE														
3	D														
<b>DATA REQUIREMENT DESCRIPTION</b>															
1. TITLE: Management Plan			2. NUMBER												
3. USE:  To provide the Government insight into contractor-managed activities and approaches.			4. DATE												
7. INTERRELATIONSHIP PWS 1.0			5. ORGANIZATION												
6. REFERENCES			8. PREPARATION INFORMATION The plan shall include, but not be limited to, the following:												
<ul style="list-style-type: none"> <li>Organizational charts, roles, and responsibilities of each management level.</li> <li>Teaming and Subcontractor charts, roles, and responsibilities of each level.</li> <li>Narrative description of the management, technical, and business approaches that are used to accomplish the contractual tasks, projects, and programs. The description should also include the method(s) that the contractor will employ in order to provide the Government insight, data accessibility, and/or deliverables.</li> <li>Descriptive material (sketches, flow charts, drawings, photographs, tables, forms, graphs, worksheets, charts, etc.) may be included if needed to clarify or explain matters in the text.</li> <li>An approach for continuing or expanding performance in the event of a national emergency or mobilization effort, natural disaster, work stoppage or disruption, labor strikes, surge requirements, or other special circumstances.</li> <li>Interfaces between the contractor, the Government, customers, and other contractors or entities which are necessary and pertinent to the accomplishment of contractual tasks, projects, and programs.</li> <li>Analysis of management, technical, and business approaches risks posed by the defined approaches, including any actions the Government must adopt to mitigate risks.</li> <li>Short and long-term approaches for reducing Government investment in infrastructure and equipment.</li> <li>The plan shall be implemented on the contract start date, maintained during the life of the contract, and updated within 30 calendar days of a significant change in management, technical, or business approach.</li> <li>The plan shall be consistent with the performance-based Statement of Work.</li> </ul>															

**DATA REQUIREMENT**

<b>CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-MS-02</u></b>					A. ITEM NO. DRD-MS-02	
B. LINE ITEM TITLE: Five-Year Technical and Cost Plan						
C. OPR.  IT-D	D. TYPE  1	E. INSPECT/ ACCEPT  6	F. FREQ.  AN	G. INITIAL SUB.  See Block J	H. AS OF DATE  365/1	
J. REMARKS:  Type D electronic versions shall be compatible with Microsoft Office software. VOLUME I –12/01/08 VOLUME II – 01/15/09						
K. DISTRIBUTION GG-C-B4 (1D) IMCS COTR (2D) IT-A (2D) OP-IMCS CO (1D)					TOTALS	
					NO.	TYPE
					6	D
<b>DATA REQUIREMENT DESCRIPTION</b>						
1. TITLE: Five-Year Technical and Cost Plan				2. NUMBER		
3. USE:  To document the current state of systems, document deficiency analysis, and propose future investments needed. To develop forecasts and budget inputs to the Program Planning, Budget, and Execution (PPBE) process for each program.				4. DATE		
7. INTERRELATIONSHIP PWS 1.2				5. ORGANIZATION		
8. PREPARATION INFORMATION VOLUME I - The plan shall serve as a primary vehicle for the contractor to document the current state and the future needs of systems that are providing services under this contract. For each element in PWS 3.0 and Appendix 8, the plan shall address at least the following:  a. System and sub-system description  b. State of the system and subsystem  i. Availability of spares  ii. Top 5 Line Replaceable Unit (LRU) failures  iii. Capacity analysis  iv. Deficiency analysis  v. Concerns				6. REFERENCES		

## 8. PREPARATION INFORMATION (CONT.)

## c. Recommendations

- i. Sustaining tasks needed to improve service and reduce risk
- ii. Equipment replacement recommended per clause H.16
- iii. Major investments needed that are outside of sustaining engineering

The plan shall also include an executive summary and a consolidated, prioritized list of recommendations proposed. Recommendations provided shall be forward looking and cover the next five Government Fiscal Years (GFYs).

VOLUME II – Cost Plan. This plan shall be for the five year outlook of expected costs and shall tie to the WBS (Appendix 14) by the various required breakouts. In addition, this plan will also be used for the annual operating budget call for the Government's PPBE. Cost shall be inclusive of CLIN 001 including all sustaining tasks and equipment replacements that are proposed in Volume I of this DRD. At a minimum the plan shall include:

Cost Summaries: Roll-up formatted data representing the planned work in accordance with the WBS structure to support cost analysis as directed by the Government along with assumptions and basis of rationale for the PPBE inputs. Cost summary data shall reflect the costs of each component of the roll-up and total them to form at least the following cost summaries:

- Cost by functional category for each GFY
- Cost by sub-category within each functional category for each GFY
- All elements of costs
- Program contribution by functional category for each GFY
- Program contribution by sub-category within each functional category for each GFY
- Total contribution by each program within each GFY
- Total cost by GFY and total contract value

**DATA REQUIREMENT**

<b>CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-MS-03</u></b>					A. ITEM NO. DRD-MS-03										
B. LINE ITEM TITLE: NF 533 Financial Report															
C. OPR.  GG	D. TYPE  3	E. INSPECT/ ACCEPT  6	F. FREQ.  MO	G. INITIAL SUB. 30 days from Contract Start	H. AS OF DATE  See Block 8										
J. REMARKS: Flat File submission to GG-B and others on Distribution to receive via CD compatible with Microsoft Excel.															
K. DISTRIBUTION GG-B (1D – flat file) GG-B (1D) and GG-C-B4 (1D) IT-A (3D), IMCS COTR (2D) OP-IMCS CO (1D) and Designated Customers (up to 10D)					<table border="1"> <thead> <tr> <th colspan="2">TOTALS</th> </tr> <tr> <th>NO.</th> <th>TYPE</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>D flat</td> </tr> <tr> <td>18</td> <td>D</td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table>	TOTALS		NO.	TYPE	1	D flat	18	D		
TOTALS															
NO.	TYPE														
1	D flat														
18	D														
<b>DATA REQUIREMENT DESCRIPTION</b>															
1. TITLE: NF 533 Financial Report				2. NUMBER											
3. USE:  To provide NASA with monthly and cumulative accumulated expenditures and projections of contract costs.				4. DATE											
				5. ORGANIZATION											
7. INTERRELATIONSHIP PWS 1.2				6. REFERENCES FMM 9121-52A NPR 9501.2D											
8. PREPARATION INFORMATION															
<p>NASA Form 533M report is due monthly within 10 working days of the close of the contractor’s accounting period. NASA Form 533Q, a baseline report, is due within 30 days after contract start and when any authorized baseline changes occur. The 533 shall be segregated by each GFY; however, a summary, which includes all costs since the inception of the contract, should also be provided for clarity.</p> <p>GG-B is to receive 1 Type D electronic submission (flat file) which is due 10 working days after the close of the Contractor’s accounting period.</p> <p><b>MICROSOFT EXCEL – CD INSTRUCTIONS:</b> Reporting requirements for content and format for NASA Form 533M and 533Q shall be prepared in accordance with instruction in NPR 9501.2D. Reporting shall be in accordance with Appendix 14, Work Breakdown Structure (WBS), and by program.</p> <p><b>FLAT FILE INSTRUCTIONS:</b> A flat file shall be provided that contains detail information for each Reporting Category (RC). An RC correlates to a task order, delivery order, or a 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 an RC. The contractor is required to coordinate with the NASA Resource Analyst assigned to the contract in order to establish and maintain the RC that the contractor shall use to comply with this data requirement. Table 1 describes the data elements to be included in the flat file (see Exhibit A).</p>															

**TABLE 1: DATA ELEMENTS**

<u>Data Element Name</u>	<u>Description</u>
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 NF533M)
HR/WYE Incurred for Month (7a)	Prior month actual HR/WYE incurred for each RC (column 7a on NF533M)
Contract prior month planned cost (7b)	Planned cost for prior month for each RC (column 7b on NF533M)
Contract ITD cost (7c)	Contract ITD cost for each RC (column 7c on NF533M)
Contract planned ITD cost (7d)	Contract planned ITD cost for each RC (column 7d on NF533M)
Current month estimated cost (8a)	Cost estimate for the current month for each RC (column 8a on NF533M)
Current month estimated HR/WYE (8a)	HR/WYE estimate for the current month for each RC (column 8a on NF533M)
Next month estimated cost (8b)	Estimated cost for next month for each RC (column 8b on NF533M)
Balance of Contract	Balance of contract for the remaining estimate to complete for each RC (column 8c on NF533M)
Contractor Estimate	Contractor estimate for the total estimate to complete entire scope of contract for each RC (column 9a on NF533M)
Contract Value	Contract value based upon contract modifications for each RC (column 9c on NF533M)
Unfilled orders outstanding	Unfilled orders outstanding at the end of the reporting period for each RC (column 10 on NF533M)
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

Note:

The flat file (Exhibit A) shall be saved as a text file with no extension (do not include .txt after the file name) and named in accordance with the Government specifications that will be released at later date.

**EXHIBIT A -- EXAMPLE OF FLAT FILE FOR DISTRIBUTION**

File names must be provided in a specific format. Each file name will begin with the SAP 2 Character center abbreviation listed below. The contract number and date will be included in the file name as well. Below is a sample:

MACFPS001\_NAS00-0001\_yyyy\_mm\_dd

SAP 2 Charter Center Abbreviations

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

**Header (Non-Repeating Segment)**

CCR Extension Data Element	Description	Contractor Initial Data Mapping	NF 533M Required/Optional	OTHER CCR Required/Optional	Field Name	St Pos	EndPos	Len	Format
<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	Report Period End	Header field—	Required	Required	REP_END_DATE	27	34	8	DATE

CCR Extension Data Element	Description	Contractor Initial Data Mapping	NF 533M Required/Optional	OTHER CCR Required/Optional	Field Name	St Pos	EndPos	Len	Format
Period End Date	Date is a date(2)	submitted with CONTRACTOR data or defaulted by interface or extension							
Operating Days	Operating days (2).	Header field— submitted with CONTRACTOR data	Required	Optional unless Required by contract	OPER_DAYS	35	40	6	NUMERIC
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

CCR Extension Data Element	Description	Contractor Initial Data Mapping	NF 533M Required/Optional	OTHER CCR Required/Optional	Field Name	St Pos	EndPos	Len	Format
	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)
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 Cotract Planned Cost Dollars				GT_COST_PLANNED_ITD	136	148	13	CURRENCY (2)

CCR Extension Data Element	Description	Contractor Initial Data Mapping	NF 533M Required/Optional	OTHER CCR Required/Optional	Field Name	St Pos	EndPos	Len	Format
	Column (7d) which represents Planned Contract Cost Inception to Date(CR 8197)								
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)
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				GT_BALANCE_CONTRACTOR_ESTIMATE	198	210	13	CURRENCY (2)

CCR Extension Data Element	Description	Contractor Initial Data Mapping	NF 533M Required/Optional	OTHER CCR Required/Optional	Field Name	St Pos	EndPos	Len	Format
	scope of contract (CR 8197)								
	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)

**Example File Format**

**Detail (Repeating Segment)**

CCR Extension Data Element	Description	Contractor Initial Data Mapping	NF 533M Required/Optional	OTHER CCR Required/Optional	Field Name	St Pos	End Pos	Len	Format
<b>CCR DETAIL LINE ITEMS:</b>									
Record Type	'DM' for Monthly column 7a Detail; 'DQ' for ITD Column 7c Detail	"RD" for Detail	Required	Required	RECORD_TYPE	1	2	2	CHAR
Reporting Category	Reporting Category (6)	Line item field—submitted with CONTRACTOR data	Required	Required	SERV_ORD_CATEGORY	3	26	24	CHAR
Cost Incurred Month (7a)	Prior Month incurred costs (ACTUALS) for given category.	Line item field—submitted with CONTRACTOR data	Required if detailed line item data is not provided from Cost Incurred Month (7c)	Determined by contract requirement- data from Column 7a, 7c or 8a	COST_INCURRED_MONTH	27	39	13	CURRENCY (2)
HR/WYE Incurred Month (7a)	Prior month incurred hours worked [Actuals] for given category..	Line item field—submitted with CONTRACTOR data	Optional unless Required by contract for WYE calculation	Optional unless Required by contract for WYE calculation	HRWYE_INCURRED_MONTH	40	49	10	NUMERIC (1)
	Contract Prior Month Planned Dollars Column (7b) reports planned costs for the prior month (CR 8197)				COST_PLANNED_MONTH	50	62	13	CURRENCY (2)
	Contract Cost Dollars Column (7c) which represents Contract Cost Inception to Date (CR 8197)				CUR_COST_INCURRED_ITD	63	75	13	CURRENCY (2)
	Contract Planned Cost Dollars Column (7d) which represents Planned Contract Cost Inception to Date (CR 8197)				COST_PLANNED_ITD	76	88	13	CURRENCY (2)

CCR Extension Data Element	Description	Contractor Initial Data Mapping	NF 533M Required/Optional	OTHER CCR Required/Optional	Field Name	St Pos	End Pos	Len	Format
Current Month Estimated Cost (8a)	Estimated costs for first upcoming month for given category.	Line item field— submitted with CONTRACTOR data	Required.	Determined by contract requirement- data from Column 7a, 7c or 8a	CUR_MONTH_EC	89	101	13	CURRENCY (2)
HR/WYE Current Month Estimate (8a)	Estimated hours for first upcoming month for given category. Will only be needed if labor hours are required to be submitted electronically per contract.	Line item field— submitted with CONTRACTOR data	Optional unless Required by contract for WYE calculation	Optional unless Required by contract for WYE calculation	HRWYE_CUR_MONTH_EST	102	111	10	NUMERIC (1)
Next Month Estimated Cost (8b)	Estimated costs for second upcoming month for given category.	Line item field— submitted with CONTRACTOR data	Required unless not part of Contract scope	Required unless not part of Contract scope	NEXT_MONTH_EC	112	124	13	CURRENCY (2)
	Balance of Contract for the remaining estimate to complete (8c) (CR 8197)				BALANCE_CONTRACT	125	137	13	CURRENCY (2)
	Contractor Estimate for the total estimate to complete entire scope of contract (9a) (CR 8197)				CONTRACTOR_ESTIMATE	138	150	13	CURRENCY (2)
	Contract Value based upon Contract Modifications (CR 8197)				CONTRACT_VALUE	151	163	13	CURRENCY (2)
	Unfilled Orders Outstanding at end of reporting period (CR 8197)				UNFILLED_ORDERS	164	176	13	CURRENCY (2)
	Used by SAP to determine Reporting Category Level (1.1.2.2.1) (CR 8197)				REPORTING_LEVEL	177	206	30	CHAR

CCR Extension Data Element	Description	Contractor Initial Data Mapping	NF 533M Required/Optional	OTHER CCR Required/Optional	Field Name	St Pos	End Pos	Len	Format
	Fill in an "X" if record is a Reporting Category. Otherwise, leave blank for Sub-Reporting Category Line Items and Element of Cost detail records. This field is used by SAP to determine if the record is a Reporting Category. (CR 8197)				REPORTING_CATEGORY_INDICATOR	207	207	1	CHAR

**Example File Format**

**Sub-Reporting Category Line Items – Repeating Segment**

Field Name	Start Pos	End Pos	Length	Format	Variable Repetition (?,*+,n-n)	Description
SUB_RECORD_TYPE	1	2	2	CHAR		'SM' for Monthly column 7a Detail; 'SQ' for ITD column Detail
SUB_REP_CAT	3	26	24	CHAR		Reporting Category
SUB_COST_INCUR_MONTH	27	39	13	CURRENCY (2)		Prior month incurred costs (Actuals) for given category.
SUB_HRWYE_INCUR_MONTH	40	49	10	NUMERIC (1)		Prior month incurred hours worked (Actuals) for given category.
SUB_COST_PLANNED_MONTH	50	62	13	CURRENCY (2)		Contract Prior Month Planned Dollars Column (7b) reports planned costs for the prior month.
SUB_CUR_COST_INCUR_ITD	63	75	13	CURRENCY (2)		Contract Cost Dollars Column (7c) which represents Contract Cost Inception to Date.
SUB_COST_PLANNED_ITD	76	88	13	CURRENCY (2)		Contract Planned Cost Dollars Column (7d) which represents Planned Contract Cost Inception to Date.
SUB_CUR_MONTH_EC	89	101	13	CURRENCY (2)		Estimated costs for first upcoming month for given category (8a).
SUB_HRWYE_CUR_MONTH_EST	102	111	10	NUMERIC (1)		Estimated hours for first upcoming month for given category. Will only be needed if labor hours are required to be submitted electronically per contract (8a).
SUB_NEXT_MONTH_EC	112	124	13	CURRENCY (2)		Estimated costs for second upcoming month for given category (8b).
SUB_BALANCE_CONTRACT	125	137	13	CURRENCY (2)		Balance of Contract for the remaining estimate to complete (8c).
SUB_CONTRACTOR_ESTIMATE	138	150	13	CURRENCY (2)		Contractor Estimate for the total estimate to complete entire scope of contract (9a).
SUB_CONTRACT_VALUE	151	163	13	CURRENCY (2)		Contract Value based upon Contract Modifications (9b).
SUB_UNFILLED_ORDERS	164	176	13	CURRENCY (2)		Unfilled Orders Outstanding at end of reporting period.
REPORTING_LEVEL	177	206	30	CHAR		Used by SAP to determine Reporting Category Level (1.1.2.2.1) (CR 8197).
REPORTING_CAT_INDICATOR	207	207	1	CHAR		Fill in an "X" if record is a Reporting Category. Otherwise, leave Blank for Sub-Reporting Category Line Items and Element of Cost detail records.  This field is used by SAP to determine if the record is a Reporting Category. (CR 8197)

**Example File Format**

**533M Agency FILE RECORD LAYOUT (Element of Cost Detail – Repeating Segment (CR8197))**

Field Name	Start Pos	End Pos	Length	Format	Variable Repetition (?,*+,n-n)	Description
RECORD_TYPE	1	2	2	CHAR		'EM' for Monthly column 7a Detail; 'EQ' for ITD column Detail
EOC_REP_CAT	3	26	24	CHAR		Reporting Category
EOC_COST_INCUR_MONTH	27	39	13	CURRENCY (2)		Prior month incurred costs (Actuals) for given category.
EOC_HRWYE_INCUR_MONTH	40	49	10	NUMERIC (1)		Prior month incurred hours worked (Actuals) for given category.
EOC_COST_PLANNED_MONTH	50	62	13	CURRENCY (2)		Contract Prior Month Planned Dollars Column (7b) reports planned costs for the prior month.
EOC_CUR_COST_INCUR_ITD	63	75	13	CURRENCY (2)		Contract Cost Dollars Column (7c) which represents Contract Cost Inception to Date.
EOC_COST_PLANNED_ITD	76	88	13	CURRENCY (2)		Contract Planned Cost Dollars Column (7d) which represents Planned Contract Cost Inception to Date.
EOC_CUR_MONTH_EC	89	101	13	CURRENCY (2)		Estimated costs for first upcoming month for given category (8a).
EOC_HRWYE_CUR_MONTH_EST	102	111	10	NUMERIC (1)		Estimated hours for first upcoming month for given category. Will only be needed if labor hours are required to be submitted electronically per contract (8a).
EOC_NEXT_MONTH_EC	112	124	13	CURRENCY (2)		Estimated costs for second upcoming month for given category (8b).
EOC_BALANCE_CONTRACT	125	137	13	CURRENCY (2)		Balance of Contract for the remaining estimate to complete (8c).
EOC_CONTRACTOR_ESTIMATE	138	150	13	CURRENCY (2)		Contractor Estimate for the total estimate to complete entire scope of contract (9a).
EOC_CONTRACT_VALUE	151	163	13	CURRENCY (2)		Contract Value based upon Contract Modifications (9b).
EOC_UNFILLED_ORDERS	164	176	13	CURRENCY (2)		Unfilled Orders Outstanding at end of reporting period.
REPORTING_LEVEL	177	206	30	CHAR		Used by SAP to determine Reporting Category Level (1.1.2.2.1) (CR 8197).
REPORTING_CAT_INDICATOR	207	207	1	CHAR		Fill in an "X" if record is a Reporting Category. Otherwise, leave Blank for Sub-Reporting Category Line Items and Element of Cost detail records.  This field is used by SAP to determine if the record is a Reporting Category. (CR 8197)

Example File Format

**Trailer (provides the number of header & detail records sent from the contractor/vendor/center in order to verify the receipt of complete data after transmission)**

CCR Extension Data Element	Description	Contractor Initial Data Mapping	NF 533M Required/Optional	OTHER CCR Required/Optional	Field Name	Start Pos	End Pos	Length	Format
<b>TRAILER :</b>									
Record Type	Used by eGate to determine record type	“TL” for Trailer	Required	Required	RECORD_TYPE	1	2	2	CHAR
Record Count	Count of the number of Detail records sent to process (Detail Only)	Trailer field submitted with CONTRACTOR data	Required	Required	RECORD_COUNT	3	9	7	NUMERIC
	Value of spaces				FILLER	10	207	198	CHAR

**DATA REQUIREMENT**

<b>CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-MS-04</u></b>					A. ITEM NO. DRD-MS-04
B. LINE ITEM TITLE: Annual Phased Contract Operating Plan					
C. OPR.  IT-A	D. TYPE  3	E. INSPECT/ ACCEPT  6	F. FREQ. AN, with updates	G. INITIAL SUB.  06/15/09	H. AS OF DATE  365/15
J. REMARKS: Type D electronic versions shall be compatible with Microsoft Excel. Contractor format is acceptable.					
K. DISTRIBUTION IT-A (2D), (2A) GG-C-B4 (1D), (1A) IMCS COTR (1D)					TOTALS NO.   TYPE 4   D 3   A
<b>DATA REQUIREMENT DESCRIPTION</b>					
1. TITLE: Annual Phased Contract Operating Plan				2. NUMBER	
3. USE:  This report will be used by the Government to ensure that planned contract effort is consistent with requirements and planned level of funding.				4. DATE	
7. INTERRELATIONSHIP PWS 1.2				5. ORGANIZATION	
8. PREPARATION INFORMATION				6. REFERENCES	
<p>The contractor shall develop and manage an annual operating plan by Government fiscal year that is phased monthly on the basis of WBS, program contribution, customer, and element of cost. The Government will require several views of this data and may require updates to the plan during the operating year based on the contractual modifications. It shall reflect a detailed breakdown of the following:</p> <ul style="list-style-type: none"> <li>• Labor Costs, hours, and WYE information for contractor, partners, and subcontractors.</li> <li>• Non-Labor cost by line item/element</li> <li>• Indirect Cost (G&amp;A, overhead, etc.)</li> <li>• Other Cost</li> <li>• Award Fee</li> <li>• Total Planned Cost</li> </ul> <p>The contractor shall provide monthly execution and variance analysis to ensure total contract costs have been reconciled. Operating plan shall be transmitted by a letter, detailing the operating plan assumptions, budget issues, manifest used to develop the plan, and any other information considered in the development. Sample format is attached.</p>					



**DATA REQUIREMENT**

<b>CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-MS-05</u></b>					A. ITEM NO. DRD-MS-05										
B. LINE ITEM TITLE: Direct and Indirect Rates Report															
C. OPR.  IT-A	D. TYPE  3	E. INSPECT/ ACCEPT  6	F. FREQ.  QU	G. INITIAL SUB.  01/15/09	H. AS OF DATE  90/15										
J. REMARKS: Type D electronic versions shall be compatible with Microsoft Excel. Contractor format is acceptable.															
K. DISTRIBUTION IT-A (2A), (2D) GG-C-B4 (1D) OP-IMCS CO (1D)					<table border="1"> <tr> <th colspan="2">TOTALS</th> </tr> <tr> <th>NO.</th> <th>TYPE</th> </tr> <tr> <td>4</td> <td>D</td> </tr> <tr> <td>2</td> <td>A</td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	TOTALS		NO.	TYPE	4	D	2	A		
TOTALS															
NO.	TYPE														
4	D														
2	A														
<b>DATA REQUIREMENT DESCRIPTION</b>															
1. TITLE: Direct and Indirect Rates Report				2. NUMBER											
3. USE:  To monitor trends for direct and indirect rate actual costs against proposed contract value, to understand variance, and to assess cost/budget impacts. To determine whether rate changes are within or without the contractor's control.				4. DATE											
7. INTERRELATIONSHIP PWS 1.2				5. ORGANIZATION											
8. PREPARATION INFORMATION  Briefings shall be conducted within 2 weeks of submittal. Contractor estimates that deviate from contract value shall be explained in detail. Submittals and reviews shall cover a combination of current, previous, and future FY data is captured in its entirety. End of year actual costs shall be provided as a baseline comparison for estimates for their next fiscal year.  For each sub-element listed below, the contractor shall identify the basis for any change, assess the estimated cost impact (up or down) by contract year, and provide rationale and a risk/cost analysis to justify cost increases that cannot be offset without impact to the Government for changes within their control. Contractor format and briefing formats shall be partnered with the Government to ensure products and reviews meet the needs of both parties. Sub-elements and data to be reviewed shall include as a minimum the following:  <ul style="list-style-type: none"> <li>• Direct Rates (prime and subcontractors)</li> <li>• Indirect Rates</li> <li>• Fringes - all pools</li> <li>• G&amp;A Rate</li> <li>• Overhead Rate</li> </ul> Each sub-element shall be reported as a comparison of Actuals to Contract Value as well as Estimate to Complete (end of contract) to Contract Value.				6. REFERENCES											

**Index of Direct and Indirect Rates Sample Reports**

- GFY-XX Fringe - Contract Value to Actuals Comparison**
- GFY-XX Fringe - EAC to Contract Value Comparison**
- GFY-XX Overhead - Contract Value to Actuals Comparison**
- GFY-XX Overhead - EAC to Contract Value Comparison**
- GFY-XX G&A - Contract Value to Actuals Comparison**
- GFY-XX G&A - EAC to Contract Value Comparison**
- Prime and Subcontractor Wage Rate**

Sample Format a: GFY-XX Fringe  
Contract Value to Actuals Comparison

	Final GFY XX Contract Value	Actuals GFY XX Oct - Sept	Delta Actuals- Contract GFY XX	Explanation
<b>Pool XX - Non Productive</b>				
Holiday	XXX	XXX	XXX	
Vacation	XXX	XXX	XXX	
Personal/Sick Leave	XXX	XXX	XXX	
Other Paid Leave	XXX	XXX	XXX	
Severance	XXX	XXX	XXX	
Reserved	XXX	XXX	XXX	
<b>Total Non-Productive Expense</b>				
<b>Pool XX - Other</b>				
Group Insurance	XXX	XXX	XXX	
Insurance Disability	XXX	XXX	XXX	
Insurance Life	XXX	XXX	XXX	
Pension	XXX	XXX	XXX	
Tuition Reimbursement	XXX	XXX	XXX	
Fringes- Other	XXX	XXX	XXX	
Uniform Allowance	XXX	XXX	XXX	
<b>Total Other Fringe Expense</b>				
<b>Pool XX - Payroll</b>				
FICS SS	XXX	XXX	XXX	
FICA Medical	XXX	XXX	XXX	
State Unempl	XXX	XXX	XXX	
Fed Unempl	XXX	XXX	XXX	
Workers Comp	XXX	XXX	XXX	
General Liability	XXX	XXX	XXX	
<b>Total Payroll Expense</b>				
<b>Total Base</b>	XXX	XXX	XXX	
<b>Total Expense Pool</b>	XXX	XXX	XXX	

Sample Format b: GFY-XX Fringe EAC to Contract Value Comparison						
	Updated Contract Value	Actuals GFY XX Oct - Mar	ETC Apr - Sept	EAC	Delta EAC Contract Value	Explanation
<b>Pool XX - Non Productive</b>						
Holiday	XXX	XXX	XXX	XXX	XXX	
Vacation	XXX	XXX	XXX	XXX	XXX	
Personal/Sick Leave	XXX	XXX	XXX	XXX	XXX	
Other Paid Leave	XXX	XXX	XXX	XXX	XXX	
Severance	XXX	XXX	XXX	XXX	XXX	
Reserved	XXX	XXX	XXX	XXX	XXX	
<b>Total Non-Productive Expense</b>						
<b>Pool XX - Other</b>						
Group Insurance	XXX	XXX	XXX	XXX	XXX	
Insurance Disability	XXX	XXX	XXX	XXX	XXX	
Insurance Life	XXX	XXX	XXX	XXX	XXX	
Pension	XXX	XXX	XXX	XXX	XXX	
Tuition Reimbursement	XXX	XXX	XXX	XXX	XXX	
Fringes- Other	XXX	XXX	XXX	XXX	XXX	
Uniform Allowance	XXX	XXX	XXX	XXX	XXX	
<b>Total Other Fringe Expense</b>						
<b>Pool XX - Payroll</b>						
FICS SS	XXX	XXX	XXX	XXX	XXX	
FICA Medical	XXX	XXX	XXX	XXX	XXX	
State Unempl	XXX	XXX	XXX	XXX	XXX	
Fed Unempl	XXX	XXX	XXX	XXX	XXX	
Workers Comp	XXX	XXX	XXX	XXX	XXX	
General Liability	XXX	XXX	XXX	XXX	XXX	
<b>Total Payroll Expense</b>						
<b>Total Base</b>						
<b>Total Base</b>	XXX	XXX	XXX	XXX	XXX	
<b>Total Expense Pool</b>						
<b>Total Expense Pool</b>	XXX	XXX	XXX	XXX	XXX	
<b>Total Fringe Rate</b>						
<b>Total Fringe Rate</b>	%	%	%	%	%	

Sample Format c: GFY-XX Overhead  
Indirect Rate Review  
Contract Value to Actuals Comparison

Element	Final GFY XX Contract Value	Actuals GFY XX Oct - Sept	Delta Actuals-Contract GFY XX	Explanation
<b>Labor</b>				
Labor Total	XXX	XXX	XXX	
<b>Non-Labor</b>				
Equipment	XXX	XXX	XXX	
Misc ODC	XXX	XXX	XXX	
Supply/Material	XXX	XXX	XXX	
Other Non-Labor	XXX	XXX	XXX	
Non-Labor Subtotal	XXX	XXX	XXX	
<b>Total Overhead</b>	XXX	XXX	XXX	
<b>Overhead Base</b>	XXX	XXX	XXX	
<b>Rate</b>	%	%	%	

Sample Format d: GFY-XX Overhead  
Indirect Rate Review  
EAC to Contract Value Comparison

Element	Updated Contract Value	Actuals GFY XX Oct - Sept	ETC Apr - Sep	EAC	Delta EAC Contract Value	Explanation
<b>Labor</b>						
Labor Total	XXX	XXX	XXX	XXX	XXX	
<b>Non-Labor</b>						
Equipment	XXX	XXX	XXX	XXX	XXX	
Misc ODC	XXX	XXX	XXX	XXX	XXX	
Supply/Material	XXX	XXX	XXX	XXX	XXX	
Other Non-Labor	XXX	XXX	XXX	XXX	XXX	
Non-Labor Subtotal	XXX	XXX	XXX	XXX	XXX	
<b>Total Overhead</b>	XXX	XXX	XXX	XXX	XXX	
<b>Overhead Base</b>	XXX	XXX	XXX	XXX	XXX	
<b>Rate</b>	%	%	%	%	%	

Overhead Base is comprised of:



**DATA REQUIREMENT**

<b>CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-MS-06</u></b>					A. ITEM NO. DRD-MS-06										
B. LINE ITEM TITLE: Negotiated Estimated Cost (NEC) Report															
C. OPR.  IT-A	D. TYPE  3	E. INSPECT/ ACCEPT  6	F. FREQ.  QU	G. INITIAL SUB.  01/15/09	H. AS OF DATE  90/15										
J. REMARKS: Type D electronic versions shall be compatible with Microsoft Excel. Contractor format is acceptable.															
K. DISTRIBUTION GG-C-B4 (1A and 1D) IT-A (1A and 1D) OP-IMCS CO (1D)					<table border="1"> <thead> <tr> <th colspan="2">TOTALS</th> </tr> <tr> <th>NO.</th> <th>TYPE</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>D</td> </tr> <tr> <td>2</td> <td>A</td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	TOTALS		NO.	TYPE	3	D	2	A		
TOTALS															
NO.	TYPE														
3	D														
2	A														
<b>DATA REQUIREMENT DESCRIPTION</b>															
1. TITLE: Negotiated Estimated Cost (NEC) Report				2. NUMBER											
3. USE:  This report will be used by the Government to analyze variances between NEC and actual cost performance.				4. DATE											
7. INTERRELATIONSHIP PWS 1.2				5. ORGANIZATION											
8. PREPARATION INFORMATION  Quarterly report is due 14 days after the close of the Government's fiscal quarter. The contractor shall ensure complete reconciliation of the annual NEC and the actual cost to NEC on a quarterly basis. In addition, the contractor shall also provide a reconciliation of the GFY NEC to Operating Plan by WBS and customer. A sample format is attached.				6. REFERENCES											

## IMCS GFY XX 1st Quarter Contract Value Review

		GFY 09 Quarter 1 - Contract Value	GFY 09 Quarter 1 - Operating Plan	GFY 09 Quarter 1 Cost per the 533	Delta Ops Plan vs Contract Value	Delta 533 Cost vs Contract Value
<b>Total Adjusted Contract Value</b>		\$ -	\$ -	\$ -	\$ -	\$ -
<b>Oct XX</b>	Base Contract Value				\$ -	\$ -
<b>Nov XX</b>	Base Contract Value				\$ -	\$ -
<b>Dec XX</b>	Base Contract Value				\$ -	\$ -
Contract value -Thru Mod		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>		

Comments:

**DATA REQUIREMENT**

<b>CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-MS-07</u></b>					A. ITEM NO. DRD-MS-07										
B. LINE ITEM TITLE: Annual IT Headquarters Report and Special IT Budget															
C. OPR.  IT-A	D. TYPE  3	E. INSPECT/ ACCEPT  6	F. FREQ.  AN	G. INITIAL SUB.  03/01/09	H. AS OF DATE  365/1										
J. REMARKS: Type D electronic versions shall be compatible with Microsoft Excel. Contractor formal is acceptable.															
K. DISTRIBUTION GG-C-B4 (1D) IMCS COTR (1D) IT-A (1D) OP-IMCS CO (1D)					<table border="1"> <thead> <tr> <th colspan="2">TOTALS</th> </tr> <tr> <th>NO.</th> <th>TYPE</th> </tr> </thead> <tbody> <tr> <td>4</td> <td>D</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	TOTALS		NO.	TYPE	4	D				
TOTALS															
NO.	TYPE														
4	D														
<b>DATA REQUIREMENT DESCRIPTION</b>															
1. TITLE: Annual IT Headquarters Report and Special IT Budget				2. NUMBER											
3. USE:  This report will be used by the Government to provide NASA Headquarters with IT cost by programs and to obtain data for OMB Exhibit 53 and OMB Exhibit 300.				4. DATE											
7. INTERRELATIONSHIP PWS 1.2				5. ORGANIZATION											
8. PREPARATION INFORMATION  The contractor shall electronically submit a detailed annual report categorizing cost by the following elements: <ul style="list-style-type: none"> <li>- Voice services</li> <li>- Wide Area Network Services</li> <li>- Local Area Network Services</li> <li>- Video Infrastructure</li> <li>- Desktop Services/Workstations</li> <li>- Data Center, Applications Services</li> <li>- Messaging and Collaboration</li> <li>- IT Security, IT Management, and other IT services.</li> </ul> In addition, the cost should be segregated by customer, WYEs, and development effort vs. steady state.  The Government will provide specific format annually. A sample format is attached.				6. REFERENCES											

Sample Exhibit 53 Report

EXHIBIT 53 - Template

Columns "A" (ORG) through "D" (Project) Derived from Project Information Tab				Cross Check for Delta's			PROJECT								
ORG	Portfolio	Investment Name and/or Service Provided	Project	Project	DMESS	OAIT	Total	CIVIL SERVICE				CONTRACTOR			Procurement less Cost of WVE's
	Multi-Exb 2							FTE's	LABOR RATE	Cost of FTE's	Travel (k)	WVE's	LABOR RATE	Cost of WVE's	
	Uniq-Exb 3														
#	OAIT-Exb 1								0.000				0.000	\$0.0	\$0.0

Split by Appropriation			
Development- (enter DME-SS will derive delta):		Steady State Field Derived	
DME ESA	DME EXC X	SS ESA	SS EXC X
\$0.0		\$0.0	\$0.0

OAIT											
Total OAIT	Voice Services	WAN	LAN	Video Infrast. Services	Science & Engineering Workstations	General Purpose Workstations	Data Center	App Services	Msg & Collab	IT Manage..	IT Security

Simple Sanity Check		
Total of Appropriation	Project Sum	OAIT Portfolio Sum
\$0.0	\$0.0	\$0.0

**DATA REQUIREMENT**

<b>CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-MS-08</u></b>					A. ITEM NO. DRD-MS-08
B. LINE ITEM TITLE: Government Owned Contractor Held Capital Assets Report					
C. OPR. GG	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. REQ. MO	G. INITIAL SUB. 11/05/08	H. AS OF DATE 30/5
J. REMARKS: Type D electronic versions shall be compatible with Microsoft Excel.					
K. DISTRIBUTION IMCS COTR (1D) GG (1A) and (1D) OP-IMCS CO (1D)					TOTALS NO.   TYPE 3   D 1   A

**DATA REQUIREMENT DESCRIPTION**

1. TITLE: Government Owned Contractor Held Capital Assets Report	2. NUMBER
3. USE:  To document the monthly and cumulative costs for Government Owned/Contractor Held capital assets in an accurate and timely manner.	4. DATE
	5. ORGANIZATION
7. INTERRELATIONSHIP PWS 1.2	6. REFERENCES FMR, Vol. 6, Ch 4, 040503 – <i>Asset Capitalization Criteria</i>

8. PREPARATION INFORMATION

The contractor shall report the actual monthly costs and the actual cumulative costs incurred for each new capital asset acquisition (Government Owned Contractor Held capital asset - Real and Personal Property) to the NASA Property Accountant. This report shall include the contractor’s 533 unique identification number (Personal Property) or facility number (Real Property), item description, current month actual costs, cumulative actual costs, and invoice number for each capital asset. The Contractor must also provide documentation to support the reported actual monthly costs for each capital asset. The Contractor shall submit a separate invoice for each capital asset. The invoice detail shall include the unique 533 identification number or facility number. Please see below for the capitalization criteria (FMR, Volume 6, Chapter 4 040503) and the values that should be included in the total cost.

A. Capitalization Criteria

1. NASA will capitalize individual items of PP&E which:
  - a. Have a unit acquisition cost of \$100,000 or more for all assets other than internal use software which has a capitalization threshold of \$1,000,000;
  - b. Have an estimated useful life of two years or more;
  - c. Are not intended for sale in the ordinary course of operations, and;
  - d. Have been acquired or constructed with the intention of being used, or being available for use by the Agency.

## 8. PREPARATION INFORMATION (CONT.)

2. If an item, as originally installed, is an aggregate of components which could stand alone (as opposed to parts) and are severable, those components should be individually subjected to the capitalization criteria and only those components which meet the criteria shall be originally capitalized. If an item, as originally installed, is an aggregate of components which could not stand alone and are not severable (see collateral and non-collateral equipment at FMR Volume 6, 040505, those components shall be subjected to the capitalization criteria in aggregate.

## B. Values

1. Capitalized values shall include all costs incurred to bring PP&E to a form and location suitable for its intended use, i.e., the total cost to NASA. For example, the cost may include the following, as appropriate for the type of PP&E capitalized:
  - a. Amounts paid to vendors or contractors, including fees;
  - b. Transportation charges to the point of initial;
  - c. Handling and storage charges;
  - d. Labor and other direct or indirect production costs (for assets produced or constructed);
  - e. Engineering, architectural, and other outside services for designs, plans, specifications, and surveys;
  - f. Acquisition and preparation costs of buildings and other facilities;
  - g. An appropriate share of the cost of the equipment and facilities used in construction work;
  - h. Fixed equipment and related installation costs required for activities in a building or facility;
  - i. Direct costs of inspection, supervision, and administration of construction contracts and construction work;
  - j. Legal and recording fees and damage claims;
  - k. Fair market value of facilities and/or equipment donated to the Government;
  - l. Material amounts of interest costs paid.
2. Costs of extended warranties should be expensed at the time of payment and not be included in the capitalized value. Where capitalized equipment is traded in for another piece of capitalized equipment, the capitalized value of the new asset will be acquisition costs; including the amount received for the trade-in. Capitalized value will be net of discounts taken.

The following format shall be used for the purpose of this report.

Format for Government Owned Contractor Held Capital Asset Report – DRD-MS-08

**DATA REQUIREMENTS DESCRIPTION WORKSHEET**

(1 item per worksheet)

EQUIPMENT CONTROL NUMBER (PERSONAL PROPERTY): \_\_\_\_\_

OR FACILITY NUMBER (REAL PROPERTY): \_\_\_\_\_

MONTH: \_\_\_\_\_

FISCAL YEAR: \_\_\_\_\_

533 WBS	ITEM DESCRIPTION	CURRENT MONTH COSTS	CUMULATIVE COSTS	INVOICE NUMBER

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**DATA REQUIREMENT**

<b>CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-MS-09</u></b>					A. ITEM NO. DRD-MS-09
B. LINE ITEM TITLE: Contractor Owned Contractor Held Capital Assets Report					
C. OPR.  IT-D	D. TYPE  3	E. INSPECT/ ACCEPT  6	F. FREQ.  MO	G. INITIAL SUB.  12/05/08	H. AS OF DATE  30/5
J. REMARKS: Type D electronic versions shall be compatible with Microsoft Excel. Contractor format is acceptable.					
K. DISTRIBUTION GG (1D) IMCS COTR (1D) IT-A (1D) OP-IMCS CO (1D)					TOTALS NO.    TYPE 4      D
<b>DATA REQUIREMENT DESCRIPTION</b>					
1. TITLE: Contractor Owned Contractor Held Capital Assets Report				2. NUMBER	
3. USE:  To determine the types of equipments being purchased, their use and net book value.				4. DATE	
7. INTERRELATIONSHIP PWS 1.2				5. ORGANIZATION	
8. PREPARATION INFORMATION  The contractor shall provide an itemized report listing all contractor-owned purchased equipment. The listing shall include a complete description, use of the equipment, its purchase cost, acquisition date, depreciation approach, and net book value. Sample format is attached.				6. REFERENCES	

Sample Format:

<b>Contractor Owned Capitalized Assets (Depreciation)</b>									
								As of:	
<u>Item Description</u>	<u>Use / Purpose</u>	<u>Assoc WBS(s)</u>	<u>Purchase Date</u>	<u>Purchase Cost</u>	<u>Salvage Value</u>	<u>Expected Life</u>	<u>Depreciation Method</u>	<u>Accumulated Depreciation</u>	<u>Current Net Book Value</u>
1									
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**DATA REQUIREMENT**

<b>CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-MS-10</u></b>					A. ITEM NO. DRD-MS-10
B. LINE ITEM TITLE: Quarterly Headcount Report					
C. OPR.  OP	D. TYPE  4	E. INSPECT/ ACCEPT  6	F. FREQ.  QU	G. INITIAL SUB. After Contract Award	H. AS OF DATE  See Block 8
J. REMARKS: Type D electronic versions shall be compatible with Microsoft Excel. Contractor format is acceptable.					
K. DISTRIBUTION IT-A (1D) IT-D (1D) OP-IMCS CO (1D)					TOTALS NO.    TYPE 3        D
<b>DATA REQUIREMENT DESCRIPTION</b>					
1. TITLE: Quarterly Headcount Report				2. NUMBER	
3. USE:  To provide on-site and off-site headcount data which is used to provide NASA Headquarters for future planning/housing requirements.				4. DATE	
7. INTERRELATIONSHIP PWS 1.3				5. ORGANIZATION	
8. PREPARATION INFORMATION				6. REFERENCES	
<p>In accordance with H.6, the contractor shall provide headcount data based on the requirements below. The report shall include:</p> <ul style="list-style-type: none"> <li>a. The contract number</li> <li>b. The contractor's total on-site workforce</li> <li>c. Total on-site union represented employees by the bargaining unit</li> <li>d. Total on-site non-union represented employees</li> <li>e. Total off-site workforce performing on the contract</li> </ul> <p>The contractor shall provide this information no later than 10 days after the close of each reporting period which ends on March 31st, June 30th, September 30th, and December 31st.</p> <p>Two reports must be submitted quarterly based on the following Definition of Terms and in the formats provided:</p> <p><i>Report 1: Quarterly Contractor Workforce Report by Sub-Contractor Name</i>  <i>Report 2: Quarterly Contractor Workforce Report by Bargaining Unit (reference KSC 52.242-93 in H.5)</i></p>					

8. PREPARATION INFORMATION (CONT.)

DEFINITION OF TERMS:

- a. On-site: Personnel who perform on the contract and occupy physical space on NASA KSC and Cape Canaveral Air Force Station (CCAFS). The on-site headcount also includes personnel who are temporarily absent from their assigned stations (e.g., on leave without pay, annual/sick leave, TDY)
- b. Off-site: Personnel who are on the contract but physically located outside the environs of NASA KSC.
  - Dispossessed: Those personnel who normally would occupy physical space within the environs of a NASA center but have been located outside due to unavailability of space
  - Other: Those personnel who are within the total contract headcount but are not planned to occupy physical space within the environs of a NASA center.
- c. Construction subcontractors: Those personnel who perform on the contract within the environs of a NASA center. Include a brief description or title of the effort.

SAMPLE FORMAT: (See next page)

**QUARTERLY PRIME CONTRACTOR AND SUB-CONTRACTOR  
WORKFORCE REPORT**

**Contract: XXXXXXXX**

**Sample Report for Quarter X – Period Ending XX/XX/XXXX**

<b>PERSONNEL</b>	<b>ON-SITE</b>	<b>OFF-SITE DISPOSSESSED</b>	<b>OFF-SITE OTHER</b>	<b>TOTAL</b>
<b>TOTAL HEADCOUNT</b>	<b><math>T = A+B</math></b>	<b><math>T = A+B</math></b>	<b><math>T = A+B</math></b>	<b><math>T = A+B</math></b>
<b>PRIME CONTRACTOR HEADCOUNT</b>	<b>A</b>	<b>A</b>	<b>A</b>	<b>A</b>
<b>SUBCONTRACTOR HEADCOUNT</b>	<b><math>B = C+D</math></b>	<b><math>B = C+D</math></b>	<b><math>B = C+D</math></b>	<b><math>B = C+D</math></b>
SUBTOTAL OF SUBCONTRACTORS (Other than Construction Subcontractors) List each subcontractor (include only those with on-site personnel)	<b>C</b>	<b>C</b>	<b>C</b>	<b>C</b>
SUBTOTAL OF CONSTRUCTION SUBCONTRACTORS List each construction subcontractor (include only those with on-site personnel and provide a brief description/title of the effort performed.)	<b>D</b>	<b>D</b>	<b>D</b>	<b>D</b>

**QUARTERLY CONTRACTOR WORKFORCE REPORT BY BARGAINING UNIT**

**Contract: XXXXXXXX**

**Sample Report for Quarter X – Period Ending XX/XX/XXXX**

<b>PERSONNEL</b>	<b>ON-SITE</b>	<b>OFF-SITE</b>	<b>TOTAL</b>
<b>TOTAL HEADCOUNT</b>	<b><math>T = A+B</math></b>	<b><math>T = A+B</math></b>	<b><math>T = A+B</math></b>
<b>NON-UNION HEADCOUNT</b>	<b>A</b>	<b>A</b>	<b>A</b>
<b>UNION-REPRESENTED HEADCOUNT</b>	<b>B = Sum of Below</b>	<b>B = Sum of Below</b>	<b>B = Sum of Below</b>
Bargaining Unit 1	BU1	BU1	BU1
Bargaining Unit 2	BU2	BU2	BU2
Bargaining Unit 3	BU3	BU3	BU3
Bargaining Unit 4	BU4	BU4	BU4
Bargaining Unit 5	BU5	BU5	BU5

**DATA REQUIREMENT**

<b>CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-MS-11</u></b>					A. ITEM NO. DRD-MS-11
B. LINE ITEM TITLE: Advance Notification of Workforce Reduction Report					
C. OPR.  OP	D. TYPE  3	E. INSPECT/ ACCEPT  6	F. FREQ.  AR	G. INITIAL SUB.	H. AS OF DATE
J. REMARKS: Contractor format is acceptable.					
K. DISTRIBUTION IMCS COTR (1A) IT-A (1A) OP-IMCS CO (1A) OP IRO (1A)					TOTALS NO.   TYPE 4   A
<b>DATA REQUIREMENT DESCRIPTION</b>					
1. TITLE: Advance Notification of Workforce Reduction Report				2. NUMBER	
3. USE:  To provide the Government advance notification of workforce reductions and allow compliance with the Workforce Adjustment and Retraining Notification (WARN) Act.				4. DATE	
7. INTERRELATIONSHIP PWS 1.3				5. ORGANIZATION	
8. PREPARATION INFORMATION				6. REFERENCES	
<p>The contractor shall notify in writing the Industry Relations Officer (IRO), Code OP, with a copy to the Contracting Officer, at least 15 calendar days in advance of notification to employees of any planned workforce reduction of permanent, full-time, and part-time employees that exceeds 10% of the total workforce or 25 employees, whichever is less. In addition, if WARN Act notification is required, the contractor shall provide to the IRO and the Contracting Officer the information required by the WARN Act, section 639.7(c) and a listing of all organization to be notified including those required by section 639.6(a), (c), and (d), at least five (5) days prior to the issuance of the notification.</p> <p>The notification shall include the reason for the reduction in workforce, the number of employees impacted, their labor classifications, their physical location, and their location within contract organizational structure.</p> <p>The notification shall also identify the expected date of the first separation and the anticipated schedule for making separations, as well as the name and telephone number of a company official to contact for further information.</p>					

**DATA REQUIREMENT**

<b>CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-MS-12</u></b>					A. ITEM NO. DRD-MS-12										
B. LINE ITEM TITLE: Quarterly 3rd Step Labor Grievances and Arbitrations Report															
C. OPR.  OP	D. TYPE  3	E. INSPECT/ ACCEPT  6	F. FREQ.  QU	G. INITIAL SUB.  See Block 8	H. AS OF DATE  90/15										
J. REMARKS: Type D electronic versions shall be compatible with Microsoft Excel. Contractor format is acceptable.															
K. DISTRIBUTION OP-IMCS CO (1D) OP IRO (1D)					<table border="1"> <thead> <tr> <th colspan="2">TOTALS</th> </tr> <tr> <th>NO.</th> <th>TYPE</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>D</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	TOTALS		NO.	TYPE	2	D				
TOTALS															
NO.	TYPE														
2	D														
<b>DATA REQUIREMENT DESCRIPTION</b>															
1. TITLE: Quarterly 3rd Step Labor Grievances and Arbitrations Report				2. NUMBER											
3. USE:  To provide the necessary insight into 3 <sup>rd</sup> Step union grievance and arbitration activity to the NASA/KSC Industry Relations Officer (IRO).				4. DATE											
7. INTERRELATIONSHIP PWS 1.3				5. ORGANIZATION											
8. PREPARATION INFORMATION				6. REFERENCES											
<p>For each quarter, the contractor shall report the number of 3rd Step Labor Grievances, as well as the number of Arbitrations and a summary of the Arbitrator's ruling on each case. Reports are due quarterly based on the Government fiscal year: Quarter 1 ends on December 31<sup>st</sup>, Quarter 2 ends on March 31<sup>st</sup>, Quarter 3 ends on June 30<sup>th</sup>, and Quarter 4 ends on September 30<sup>th</sup>. Reports are due within 15 working days of the end of each quarter. The initial submission shall be due within 15 working days of the end of the first quarter of the contract.</p> <p>The report shall include the number of open 3rd Step Labor Grievances at the beginning of the current quarter, the number of 3rd Step Labor Grievances resolved during the quarter (without arbitration) and the number of open 3rd Step Labor Grievances at the end of the quarter. The report shall also include a summary paragraph of the most common grievances experienced during the quarter and a separate section that describes the number of arbitrations involved in during the quarter, a brief description of each arbitration, and a summary of the arbitrator's decision.</p>															

**DATA REQUIREMENT**

<b>CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-MS-13</u></b>					A. ITEM NO. DRD-MS-13	
B. LINE ITEM TITLE: Records Management Plan						
C. OPR.  IT	D. TYPE  2	E. INSPECT/ ACCEPT  4	F. FREQ.  AN	G. INITIAL SUB.  02/01/09	H. AS OF DATE  365/30	
J. REMARKS: Type D electronic versions shall be compatible with Microsoft Office software. Contractor format is acceptable.						
K. DISTRIBUTION Center Records Manager (1D) OP-IMCS CO (1D)					TOTALS	
					NO.	TYPE
					2	D
<b>DATA REQUIREMENT DESCRIPTION</b>						
1. TITLE: Records Management Plan				2. NUMBER		
3. USE:  To document, maintain, and manage Federal Records.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP PWS 1.3.1				6. REFERENCES See Block 8		
8. PREPARATION INFORMATION DEFINITIONS:  The following definitions are provided for clarification purposes.						
<p>a. Government-owned records. Except as provided in paragraph (b) of this clause, all records acquired or generated by the contractor in it’s performance of this contract shall be the property of the Government and shall be delivered to the Government or otherwise disposed of by the contractor either as the contracting officer may from time to time direct during the process of the work or, in any event, as the contracting officer shall direct upon completion or termination of the contract.</p> <p>b. Contractor-owned records. The following records are considered the property of the contractor and are not within the scope of paragraph (a) of this clause:</p> <p>(1) Employment-related records (such as workers compensation files; employee relations records, records on salary and employee benefits; drug testing records, labor negotiation records, records on ethics, employee concerns, and other employee related investigations conducted under an expectation of confidentiality; employee assistance program records; and personnel and medical/health-related records and similar files), except for those records described by the contract as being maintained in Privacy Act systems of records.</p> <p>(2) Confidential contractor financial information, and correspondence between the contractor and other segments of the contractor located away from the NASA Center (i.e., the contractor’s corporate headquarters);</p>						

8. PREPARATION INFORMATION (CONT.)

- (3) Records relating to any procurement action by the contractor, (confidential financial information and correspondence obtained by the Contractor for use in its subcontracts; source selection and other confidential, pre-decisional, or similar documents relating to the Contractor’s deliberative process in selecting subcontractors) except for records that fall under 48 CFR Chapter 18 that may apply to NASA;
- (4) Legal records, including legal opinions, litigation files, and documents covered by the attorney-client and attorney work product privileges;
- (5) The following categories of records maintained pursuant to the technology transfer clause of this contract.
  - (i) Executed license agreements, including exhibits or appendices containing information on royalties, royalty rates, other financial information, or commercialization plans, and all related documents, notes and correspondence.
  - (ii) The contractor’s protected Cooperative Research and Development Agreement (CRADA) information and appendices to a CRADA that contain licensing terms and conditions, or royalty or royalty rate information.
  - (iii) Patent, copyright, mask work, and trademark application files and related contractor invention disclosures, documents and correspondence, where the contractor has elected rights or has permission to assert rights and has not relinquished such rights or turned such rights over to the Government.

c. Metadata. Metadata as defined by ISO 15489-1 3.12 “Metadata: data describing context, content, and structure of records and their management through time.”

CONTENTS: The File Plan (Annual Summary of Holdings) shall accurately and completely identify how the Agency's records will be maintained, preserved, protected and dispositioned in accordance with policies and procedures. The contractor's format is acceptable and shall include:

- a. AFS #                                      Agency Filing Scheme number can be found in the NPR 1441.1
- b. Item #                                        In accordance with NPR 1441.1
- c. Record Title                                A description of what the record is and its function
- d. Office of Record                            Office responsible for retiring the record at end of lifecycle
- e. Location                                      Physical location of records
- f. Retention/Disposition                    The period of time the record will be kept, and how it is treated at the end of its active cycle
- g. Perm vs. Temp                                Designation of permanent status or temporary status of records including marking records that are ITAR controlled sensitive
- h. Vital Status                                    Records identified as necessary for continuing operations immediately following an emergency

## 8. PREPARATION INFORMATION (CONT.)

i. Volume                      Volume of records

## Applicable Documents:

44 U.S.C. Chapters 29, 31, 33.

44 U.S.C. 3501 et seq., Paperwork Reduction Act.

36 CFR Parts 1220-1238.

5 U.S.C. 552, The Freedom of Information Act as amended.

5 U.S.C. 552a, The Privacy Act of 1974 as amended.

Homeland Security Presidential Directive/HSPD-12.

OMB Circular A-130, Management of Federal Information Resources.

OMB Circular A-123, Internal Control Systems.

Executive Order 12656, Assignment of Emergency Preparedness Responsibilities, Sections 201, 202, 1901, and 2001 (November 18, 1988), as amended.

NPD 1440.6G, NASA Records Management.

NPD 2190.1A, NASA Export Control Program.

NPR 1441.1D, NASA Records Retention Schedule.

KNPD 1440.1B, KSC Records Management and Vital Records Program.

KDP-KSC-P-1881C, NASA Business Records Management.

**DATA REQUIREMENT**

<b>CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-MS-14</u></b>					A. ITEM NO. DRD-MS-14
B. LINE ITEM TITLE: Emergency Preparedness Plan					
C. OPR.  IT-D	D. TYPE  3	E. INSPECT/ ACCEPT  6	F. FREQ.  AN	G. INITIAL SUB.  02/01/09	H. AS OF DATE  365/30
J. REMARKS: Type D electronic versions shall be compatible with Microsoft Office software.					
K. DISTRIBUTION IMCS COTR (1D) KSC Emergency Preparedness Officer (1D) OP-IMCS CO (1D)					TOTALS NO.    TYPE 3        D
<b>DATA REQUIREMENT DESCRIPTION</b>					
1. TITLE: Emergency Preparedness Plan				2. NUMBER	
3. USE:  To document the contractor requirement, responsibilities, process, and implementation approach in preparing for emergencies and contingencies.				4. DATE	
7. INTERRELATIONSHIP PWS 1.3.2				5. ORGANIZATION	
8. PREPARATION INFORMATION  The contractor shall provide an Emergency Preparedness Plan which documents its responsibilities, implementation process, and procedures to satisfy emergency and contingency requirements. The plan shall describe the contractor's approach to implementing specific protective and preventive measures of the assigned facilities, systems, equipment, and operations. Mission specific requirements shall be addressed if applicable.  References:  JHB 2000, Consolidated Comprehensive Emergency Management Plan  JDP-KSC-P-3014, Generic Emergency Procedures Document  D9001, Communication Systems Hurricane Preparedness Procedures				6. REFERENCES See Block 8	

**DATA REQUIREMENT**

<b>CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-MS-15</u></b>					A. ITEM NO. DRD-MS-15
B. LINE ITEM TITLE: Daily Systems Status Report					
C. OPR. IT-D	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. DA	G. INITIAL SUB. 10/02/08	H. AS OF DATE See Block J
J. REMARKS: This report shall be sent to an email distribution list (provided by the Government) prior to 7:30am local time each day and be easily viewable on handheld devices.  Publish electronically in TechDoc.					
K. DISTRIBUTION IT-D provided distribution list (1D)					TOTALS
					NO.   TYPE
					1   D
<b>DATA REQUIREMENT DESCRIPTION</b>					
1. TITLE: Daily Systems Status Report				2. NUMBER	
3. USE:  To track system health and status.				4. DATE	
				5. ORGANIZATION	
7. INTERRELATIONSHIP PWS 1.4.1				6. REFERENCES	
8. PREPARATION INFORMATION  For the following services, the contractor shall prepare a daily report that lists any anomalies, unplanned outages, conditions that affect service, or any other significant events that have occurred since the previous report. Report shall include start time and estimated completion date (ECD) for any system recovered efforts.  PWS Service  3.1.1 Data Center Operations  3.2.1 Copper Cable Plant Services  3.2.2 Fiber Optic Cable Plant Services  3.3.1 Data Transmission Service  3.3.2 Kennedy Forward Return Link (KFRL)  3.4.1 Network Services  3.4.2 Network Security Perimeter Operations  3.4.3 Telephone Services					

8. PREPARATION INFORMATION (CONT.)

- 3.4.4 Secure Remote Access
- 3.5.1 Surveillance Television
- 3.5.2 Media Production and Distribution
- 3.5.3 Spacecraft Processing, Launch, and Landing Imaging
- 3.8.1 Time Services
- 3.8.2 Countdown Services
- 3.8.3 Frequency Services
- 3.9.1 Paging and Area Warning System Services
- 3.9.2 Radio Services
- 3.9.3 Operational Intercommunications Systems (OIS)
- 3.9.4 Audio Distribution Services
- 3.9.5 Voice Recording Services
- 3.9.6 Fixed Audio Systems
- 3.10 Electromagnetic Measurement and Analysis Services
- 3.12 Printing, Reproduction, and Microimaging Services

**DATA REQUIREMENT**

<b>CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-MS-16</u></b>					A. ITEM NO. DRD-MS-16
B. LINE ITEM TITLE: Configuration Management (CM) Plan					
C. OPR.  IT-D	D. TYPE  1	E. INSPECT/ ACCEPT  2	F. FREQ.  AN	G. INITIAL SUB.  10/01/08	H. AS OF DATE  365/1
J. REMARKS: Type D electronic versions shall be compatible with Microsoft Office software.					
K. DISTRIBUTION IMCS COTR (1D) OP-IMCS CO (1D)					TOTALS NO.    TYPE 2        D
<b>DATA REQUIREMENT DESCRIPTION</b>					
1. TITLE: Configuration Management (CM) Plan				2. NUMBER	
3. USE:  To develop, implement, and maintain a CM Plan describing the contractor's approach to comply with the CM requirements of the contract.				4. DATE	
7. INTERRELATIONSHIP PWS 1.4.4				5. ORGANIZATION	
8. PREPARATION INFORMATION  The plan shall describe the contractor's management approach and planned implementation methods for accomplishing the CM requirements of the contract.  The Plan shall describe the CM process for hardware, software, firmware, and documentation to be implemented and methods to be used for configuration identification, interface control, hardware, software and firmware documentation control, status accounting, and configuration verification. The plan shall describe the contractor's CM organization, policies, procedures, implementation approach, and control mechanisms that are to be used to ensure compliance with all CM requirements.				6. REFERENCES	

**DATA REQUIREMENT**

<b>CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-MS-17</u></b>					A. ITEM NO. DRD-MS-17
B. LINE ITEM TITLE: Maintenance and Sustaining Engineering Plan					
C. OPR.  IT-D	D. TYPE  1	E. INSPECT/ ACCEPT  2	F. FREQ.  AN	G. INITIAL SUB.  01/02/09	H. AS OF DATE  365/1
J. REMARKS: Type D electronic versions shall be compatible with Microsoft Office software. Contractor format is acceptable.					
K. DISTRIBUTION IMCS COTR (1D) OP-IMCS CO (1D)					TOTALS NO.    TYPE 2        D

**DATA REQUIREMENT DESCRIPTION**

1. TITLE: Maintenance and Sustaining Engineering Plan	2. NUMBER
3. USE:  To describe the maintenance and sustaining engineering approach for IMCS systems and equipment.	4. DATE
	5. ORGANIZATION
7. INTERRELATIONSHIP PWS 1.4.6	6. REFERENCES

8. PREPARATION INFORMATION

The contractor shall provide a Maintenance and Sustaining Engineering plan that identifies the approach for all assigned facilities and equipment. The plan shall include at least the following:

- a. The overall approach to maintenance and rationale for each methodology chosen.
- b. Rationale for maintenance requirements and frequency.
- c. How maintenance activities will be documented and evaluated for cost effectiveness.
- d. How trend data will be used to modify maintenance activity.
- e. How maintenance data will be used to support the development and modification of the Five-Year Technical and Cost Plan (DRD-MS-02).
- f. How system capacity and utilization will be determined.
- g. How sustaining engineering opportunities will be identified and hours budgeted.

**DATA REQUIREMENT**

<b>CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-MS-18</u></b>					A. ITEM NO. DRD-MS-18
B. LINE ITEM TITLE: Technical Status Report					
C. OPR. IT-D	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. MO	G. INITIAL SUB. 11/10/08	H. AS OF DATE 30/10
J. REMARKS: Type D electronic versions shall be compatible with Microsoft Office software. To be provided in a format acceptable to the COTR.  Publish electronically in TechDoc.					
K. DISTRIBUTION IMCS COTR (1D) OP-IMCS CO (1D)					TOTALS NO.   TYPE 2   D
<b>DATA REQUIREMENT DESCRIPTION</b>					
1. TITLE: Technical Status Report				2. NUMBER	
3. USE:  To provide a current status of all IMCS Systems.				4. DATE	
				5. ORGANIZATION	
7. INTERRELATIONSHIP PWS 1.4.6				6. REFERENCES	
8. PREPARATION INFORMATION  For each technical area in section 3 of the PWS, the contractor shall include detailed failures reports, corrective actions taken, system documentation status, operational document status, maintenance performed during reporting period, maintenance scheduled for subsequent period, general system performance, general system condition, and any other issues or concerns.					

**DATA REQUIREMENT**

<b>CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-MS-19</u></b>					A. ITEM NO. DRD-MS-19
B. LINE ITEM TITLE: Risk Management Plan					
C. OPR.  IT-D	D. TYPE  1	E. INSPECT/ ACCEPT  2	F. FREQ.  AN	G. INITIAL SUB.  Proposal	H. AS OF DATE  See Block 8
J. REMARKS: Type D electronic versions shall be compatible with Microsoft Office software.					
K. DISTRIBUTION IMCS COTR (1D) OP-IMCS CO (1D)					TOTALS NO.    TYPE 2      D
<b>DATA REQUIREMENT DESCRIPTION</b>					
1. TITLE: Risk Management Plan				2. NUMBER	
3. USE:  To provide the Government some insight on the contractor's ability to mitigate risks while maintaining its overall cost effectiveness.				4. DATE	
				5. ORGANIZATION	
7. INTERRELATIONSHIP PWS 1.4.9				6. REFERENCES NPR 8000.4	
8. PREPARATION INFORMATION Prepare a Risk Management Plan that delineates the tailored processes, methods, and tools for identifying, managing, and accepting project risks to minimize performance issues. The plan shall be updated and delivered on an annual basis on the anniversary of the contract award and shall contain the following elements:					
a. Introduction/overview of the Risk Management process.					
b. Project organization, roles, and responsibilities, including a description of interfaces with NASA organizations and involvement of subcontractors and vendors in the risk management process.					
c. Risk Management activities and practices, including risk identification processes and procedures, analysis/prioritization procedures, procedures for risk mitigation, risk control (decision-making) processes, methods to measure the success of risk mitigation efforts, and procedures regarding how the Contractor will provide status to NASA for ongoing risk mitigation efforts.					
d. Integration with the NASA decision process for areas such as critical/catastrophic hazards; corrective actions; mishaps; anomaly resolution; safety and technical variances/waivers/exceptions; cost, schedule, and missions success risks, and a description of the management controls that will be used to ensure compliance with the risk mitigation process.					
e. Budget, resources, and milestones (e.g., project risk reviews) for risk management activities/mitigation.					
f. Risk documentation (e.g., procedures for documenting risks, risk products provided--risk sheets, prioritized risk lists, risk tracking methods, risk review status charts.)					
g. Methods to be used to train the contractor and support personnel in risk identification/mitigation.					
h. Risk Management assumptions, technical considerations, constraints, and de-scope options.					

**DATA REQUIREMENT**

<b>CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-MS-20</u></b>					A. ITEM NO. DRD-MS-20
B. LINE ITEM TITLE: Contract Performance Metrics Report					
C. OPR.  IT-D	D. TYPE  3	E. INSPECT/ ACCEPT  6	F. FREQ.  MO	G. INITIAL SUB.  11/10/08	H. AS OF DATE  30/10
J. REMARKS: Type D electronic versions shall be compatible with Microsoft Office software. Contractor format is acceptable.					
K. DISTRIBUTION IMCS COTR (1D) IT-A (1D) OP-IMCS CO (1D)					TOTALS NO.   TYPE 3   D
<b>DATA REQUIREMENT DESCRIPTION</b>					
1. TITLE: Contract Performance Metrics Report				2. NUMBER	
3. USE:  The Government will use this data for the award fee evaluation and insight.				4. DATE	
7. INTERRELATIONSHIP PWS 1.4.15				5. ORGANIZATION IT-D	
8. PREPARATION INFORMATION				6. REFERENCES	
<p>Contractor shall measure and report its performance in accordance with all Expectations, Performance Standards and Metrics for each Service effective during the reporting period. The report shall include, at a minimum, the following services:</p> <ul style="list-style-type: none"> <li>- Service Delivery</li> <li>- Problem Resolution</li> <li>- System Availability</li> <li>- Safety and Quality Metrics</li> <li>- Maximo Backlog Information</li> <li>- Corrective Maintenance</li> <li>- All Opened Work Orders by In/Out of Family</li> <li>- Completed Work Orders by In/Out of Family</li> <li>- Exclusions for Trouble Resolution and Service Delivery</li> <li>- Customer Satisfaction</li> <li>- Workload Indicators.</li> </ul>					

**DATA REQUIREMENT**

<b>CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-MS-21</u></b>						A. ITEM NO. DRD-MS-21								
B. LINE ITEM TITLE: IT Security Plan														
C. OPR. <b>IT-B</b>	D. TYPE <b>1</b>	E. INSPECT/ ACCEPT <b>2</b>	F. FREQ. <b>AR</b>	G. INITIAL SUB. <b>See Block 8.</b>	H. AS OF DATE									
J. REMARKS: Type D electronic versions shall be compatible with Microsoft Office software. Contractor format is acceptable.														
K. DISTRIBUTION IT-B (1D) OP-IMCS CO (1D) (signed signature page(s) only)					<table border="1"> <thead> <tr> <th colspan="2">TOTALS</th> </tr> <tr> <th>NO.</th> <th>TYPE</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>D</td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table>		TOTALS		NO.	TYPE	2	D		
TOTALS														
NO.	TYPE													
2	D													
<b>DATA REQUIREMENT DESCRIPTION</b>														
1. TITLE: IT Security Plan				2. NUMBER										
3. USE:  To allow the Government to monitor compliance with NPR 2810.1A.				4. DATE										
				5. ORGANIZATION										
7. INTERRELATIONSHIP PWS 1.5				6. REFERENCES ITS SOP-0018 NPR 2810.1A										
8. PREPARATION INFORMATION														
<p>If the contractor intends to connect any system to the NASA network, an IT security plan for that system must be in place prior to the connection being made.</p> <p>For each system and service provided by the contractor in performance of this contract, the contractor shall establish, maintain, and implement IT Security plans in accordance with NASA Procedural Requirements (NPR) 2810.1A, as supplemented by Appendix 10, IT Security Implementation Guide.</p> <p>See Chapter 5 of the NPR 2810.1A (Security of Information Technology) and ITS SOP-0018 for information required in this plan.</p> <p>Each plan shall include, at a minimum:</p> <ol style="list-style-type: none"> <li>a. An initial risk assessment, documentation of results, and resultant IT Security Plan(s) in accordance with the IT security requirements in effect at the Center.</li> <li>b. Description of how the integrity, availability, and/or confidentiality of information and IT resources will be protected, including protection (disclosure) from the subject contractor. IT resources include, but are not limited to: <ol style="list-style-type: none"> <li>i. CBACS</li> <li>ii. Data Center</li> <li>iii. Institutional Computer Networks</li> <li>iv. Kennedy Voice Communication Services</li> <li>v. Visual Imaging and Timing Communication Services</li> <li>vi. Transmission System Services</li> <li>vii. Any contractor provided system containing NASA data</li> </ol> </li> </ol>														

**DATA REQUIREMENT**

<b>CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-MS-22</u></b>						A. ITEM NO. DRD-MS-22
B. LINE ITEM TITLE: Export Control Plan						
C. OPR.  TA	D. TYPE  1	E. INSPECT/ ACCEPT  2	F. FREQ.  AR	G. INITIAL SUB.  11/29/08	H. AS OF DATE	
J. REMARKS: Type D electronic versions shall be compatible with Microsoft Office software. Contractor format is acceptable.						
K. DISTRIBUTION Center Export Administrator (1D) OP-IMCS CO (1D)					TOTALS	
					NO.	TYPE
					2	D
<b>DATA REQUIREMENT DESCRIPTION</b>						
1. TITLE: Export Control Plan					2. NUMBER	
3. USE:  Document the contractor's approach for export control.					4. DATE	
					5. ORGANIZATION	
7. INTERRELATIONSHIP PWS 1.6.2					6. REFERENCES NPD 2190.1 NPR 1600.1 NPR 2190.1	
8. PREPARATION INFORMATION						
<p>The Export Control Plan requires approval of the Center Export Administrator (CEA). The plan shall be submitted within 60 days after contract start. The plan shall be reviewed at least annually thereafter and updated as required.</p> <p>The plan shall describe all export control activities related to the performance of the IMCS contract requirements per NPR 2190.1 and NPD 2190.1. The contractor shall submit an Export Control Plan to describe its planned approach for accomplishing contract functions while strictly adhering to export laws, regulations, and directives.</p>						

**DATA REQUIREMENT**

<b>CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-MS-23</u></b>					A. ITEM NO. DRD-MS-23
B. LINE ITEM TITLE: Continuity of Operations Plan (COOP)					
C. OPR. TA	D. TYPE 1	E. INSPECT/ ACCEPT 2	F. FREQ. AN	G. INITIAL SUB. 02/01/09	H. AS OF DATE 365/1
J. REMARKS: Type D electronic versions shall be compatible with Microsoft Office software.					
K. DISTRIBUTION TA-G COOP Coordinator (1D) OP-IMCS CO (1D)					TOTALS NO.   TYPE 2   D
<b>DATA REQUIREMENT DESCRIPTION</b>					
1. TITLE: Continuity of Operations Plan (COOP)				2. NUMBER	
3. USE:  To ensures the performance of mission-essential operations during any type of emergency, or other situation that may disrupt normal operations.				4. DATE	
7. INTERRELATIONSHIP PWS 1.6.4				5. ORGANIZATION	
8. PREPARATION INFORMATION  A viable COOP capability must (1) be maintained at a high level of readiness; (2) be capable of being implemented with and without warning; (3) be operational within 12 hours of activation; (4) maintain sustained essential operations for a minimum of 30 days; and (5) take maximum advantage of available field infrastructure, existing Agency emergency preparedness program procedures, and established Information Technology (IT) Security plans.  The goal of COOP is to (1) ensure continuous performance of NASA's mission-essential operations and functions during an emergency situation; (2) protect mission-essential NASA facilities, equipment, vital records, and other assets; (3) reduce or mitigate disruptions to mission-essential operations; (4) reduce loss of life; (5) minimize damage and losses; and (6) resume full, normal essential operations to our customers through a timely and orderly recovery from an emergency.  The COOP is a "sensitive" document. It is deemed "Sensitive But Unclassified (SBU)," and will be handled in accordance with NPR 1600.1, NASA Security Program Procedural Requirements, as amended. All electronically stored and distributed copies of the COOP must be protected from unauthorized access.				6. REFERENCES	

## 8. PREPARATION INFORMATION (CONT.)

At a minimum, the plan will:

- a. Delineate mission-essential operations and functions.
- b. Establish an order of succession for key leadership positions.
- c. Identify minimal communications capabilities required to support COOP.
- d. Identify essential and vital records and databases required to support essential operations and functions. Include steps for protecting them as well as procedures for backup, storage, recycling, and retrieval.
- e. Outline a decision process for determining appropriate actions in implementing COOP procedures.
- f. Establish a roster of fully equipped and trained continuity team personnel, with the authority to perform mission-essential operations and functions, and establish procedures for training these personnel in the roles to be performed under COOP implementation. Training shall occur on an annual basis.
- g. Include plans and procedures for employee advisories, alerts, and COOP activation, with instructions for relocation to pre-designated facilities, with or without warning, during duty and non-duty hours.
- h. Provide for personnel accountability and safety throughout the duration of the emergency.
- i. Provide for attaining functional capability, within 12 hours.
- j. Establish reliable processes and procedures to acquire the resources necessary to continue mission-critical essential operations and sustain mission-essential operations for a minimum of 30 days.
- k. Establish reliable processes and procedures to identify and transition to alternate operational locations if the need arises.
- l. Integrate existing emergency preparedness and IT security plans to ensure consistency in overall emergency preparedness program approaches.
- m. Provide for annual exercises or tests to ensure viability.
- n. Identify specific personnel, contact information, resources, and actions necessary to facilitate Disaster Recovery.

**DATA REQUIREMENT**

<b>CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-MS-24</u></b>					A. ITEM NO. DRD-MS-24
B. LINE ITEM TITLE: COOP Annual Test Report					
C. OPR.  TA	D. TYPE  3	E. INSPECT/ ACCEPT  6	F. FREQ.  AN	G. INITIAL SUB.  02/01/09	H. AS OF DATE  365/1
J. REMARKS: Type D electronic versions shall be compatible with Microsoft Office software.					
K. DISTRIBUTION OP-IMCS CO (1D) TA-G COOP Coordinator (1D)					TOTALS NO.    TYPE 2      D

**DATA REQUIREMENT DESCRIPTION**

1. TITLE: COOP Annual Test Report	2. NUMBER
3. USE:  Report and update any anomalies found during the testing and review of the Continuity of Operations plan.	4. DATE
	5. ORGANIZATION
7. INTERRELATIONSHIP PWS 1.6.4	6. REFERENCES
8. PREPARATION INFORMATION The COOP should be tested to train personnel and to keep the plan in step with changes to the operating environment. The extent and frequency of testing will vary among organizations, systems, and particular mission.  There are several types of testing--	
<p>(1) Review: This is a simple test to check the accuracy of the COOP. For instance, a reviewer can check the accuracy of contact telephone numbers, building and room numbers, and whether the listed individuals are still in the organization.</p> <p>(2) Analysis: An analysis may be performed on the entire plan or parts of it. The analyst may mentally follow the strategies in the COOP and look for flaws in the logic or process used by the plan's developers. The analyst may also interview functional managers, resource managers, and their staff to detect missing or unworkable pieces of the plan.</p> <p>(3) Simulation and Test: Simulation and test consists of various types and scope of exercises is designed to test and evaluate the COOP. In the structured walk-through, a disaster scenario is established, and the teams "walk-through" their assigned tasks. This is role-playing activity that requires the participation of at least the team leaders and their alternates. A tactical exercise is a simulated exercise, conducted in a "war game" format. All members of the continuity organization are required to participate and perform their tasks and procedures under announced or surprise conditions. The exercise monitor provides information throughout the exercise to simulate events following an actual disaster. In a live production system exercise, an operating system is brought to live status on alternate platforms, and the data and communications network is switched to the alternate site.</p>	

## 8. PREPARATION INFORMATION (CONT.)

All resources, other than IT and communications hardware and software needed to support the exercise, must be retrieved and deployed from off site (protected) storage, as applicable. A simulation requires the execution of notification, operating procedures, the use of equipment, hardware and software, possible use of alternate site(s), and operations to ensure proper performance. Simulation exercises should be used in conjunction with checklist exercises for identification of required plan modification and staff training.

- (a) Announced exercises are scheduled exercises generally involving actual resumption of IT and other critical operations (e.g., command and control) at alternate site(s). IT operations are usually not interrupted but may be planned for actual resumption and validation at the "Hot Site." This type of test usually involves the entire continuity organization, including selected users along with Senior Management, operations and technical staff. Unannounced exercises are surprise exercises that require transfer of operations activity to the alternate site. All required activity continues in parallel and is not interrupted. This type of test generally involves only a small portion of the continuity organization.
- (b) To ensure that testing is performed in a cost-effective manner, while still accomplishing the objective of validating the COOP, a separate test plan, with specific scenarios and outlines of acceptable responses, should be developed and followed by management representatives, such as the team conducting the test.
- (c) Because the plan will become dated as time passes and resources change, responsibility for maintaining and updating the COOP should be specifically assigned. Maintenance of the COOP can be incorporated into procedures for change management so that upgrades to hardware and software are reflected in the Plan.

**DATA REQUIREMENT**

<b>CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-MS-25</u></b>						A. ITEM NO. DRD-MS-25
B. LINE ITEM TITLE: Quality Plan						
C. OPR. SA-E	D. TYPE 1	E. INSPECT/ ACCEPT 2	F. FREQ. AR	G. INITIAL SUB. 01/15/09	H. AS OF DATE	
J. REMARKS: Type D electronic versions shall be compatible with Microsoft Office software.						
K. DISTRIBUTION OP-IMCS CO (1D) SA-E (1D)					TOTALS	
					NO.	TYPE
					2	D

**DATA REQUIREMENT DESCRIPTION**

1. TITLE: Quality Plan	2. NUMBER
3. USE: Ensure that quality requirements are implemented and satisfied throughout all phases of contract performance.	4. DATE
	5. ORGANIZATION
7. INTERRELATIONSHIP PWS 1.7.3	6. REFERENCES ANSI/ISO/ASQ KNPR 8730.2 NSTS 5300.4(1D-2) Q9001-2000

8. PREPARATION INFORMATION  
The Quality Plan shall describe the implementation of quality policies and processes that will ensure compliance with the requirements specified in NSTS 5300.4(1D-2), NPR 8730.2, and ANSI/ISO/ASQ Q9001-2000 to include:

- a) Organizational charts which illustrate the functional relationships and lines of communication between the organizations executing the quality requirements, management, and other organizational elements.
- b) Description of the quality management functions within the organization including the process through which management decisions will be made.
- c) Description of the responsibility, authority, and accountability of Quality personnel.
- d) Description of the boards and panels serving the Quality organization.
- e) Description of inspection requirements, surveillance methodology, quality metrics, and/or leading indicators used to maintain insight/oversight of the Quality function throughout the contractor organization.
- f) Description of flow down of NSTS 5300.4 (1D-2) requirements to contractor quality management system documents organizational elements including verification method to ensure requirements have been met.
- g) Description of surveillance methodologies to be used to measure the effectiveness of the quality program.

8. PREPARATION INFORMATION (CONT.)

- h) Description of the certification/qualification training approach, including listing all processes/tasks/positions that require certification or qualification and the requirements for achieving that certification or qualification. The certification and qualification training requirements shall include the type of training offered, employee requirements for completing training, and the frequency of training.
- i) The selection of inspection points will be dependent upon the criticality of characteristics or assessments of risk.
- j) Revise the Quality Plan when major organizational changes occur that changes the organization executing the quality requirements, changes in quality management functions including the process through which management decisions will be made, or changes in organizational responsibility, authority, and accountability.
- k) Submit Quality Plan basic and revisions for NASA review and concurrence.

**DATA REQUIREMENT**

<b>CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-MS-26</u></b>					A. ITEM NO. DRD-MS-26										
B. LINE ITEM TITLE: Quality Program Evaluation															
C. OPR. SA-E	D. TYPE 1	E. INSPECT/ ACCEPT 2	F. FREQ. AN	G. INITIAL SUB. 12/15/08	H. AS OF DATE See Block 8										
J. REMARKS: Type D electronic versions shall be compatible with Microsoft Office software.															
K. DISTRIBUTION OP-IMCS CO (1D) SA-E (1D)					<table border="1"> <tr> <th colspan="2">TOTALS</th> </tr> <tr> <th>NO.</th> <th>TYPE</th> </tr> <tr> <td>2</td> <td>D</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	TOTALS		NO.	TYPE	2	D				
TOTALS															
NO.	TYPE														
2	D														
<b>DATA REQUIREMENT DESCRIPTION</b>															
1. TITLE: Quality Program Evaluation				2. NUMBER											
3. USE:  To determine the effectiveness of the contractor's management of the quality programs; implementation of quality requirements into all elements of the contact including major subcontracts; and compliance to quality requirements.				4. DATE											
7. INTERRELATIONSHIP PWS 1.7.3				5. ORGANIZATION											
6. REFERENCES ANSI/ISO/ASQ KNPR 8730.2 NSTS 5300.4 (1D-2) Q9001-2000				6. REFERENCES											
8. PREPARATION INFORMATION Initial submittal is a quality audit plan. Submit the Quality Program Evaluation annually beginning 10/1/2009.  Evaluate the effectiveness of the Quality Management System. The evaluation is an on-going process that shall include assessments of the effectiveness of all elements and sub-elements of the contractor's quality program.  The initial submittal shall be a detailed Quality Audit Plan. Identify and prioritize audits to be performed based on risk to NASA programs and customers. Submit the quality audit plan to NASA for review and concurrence. Perform audits and provide audit reports, including, observations, findings, corrective actions, and summaries to the Government.  The Quality Program Evaluation shall include a summary of implementation and compliance of all quality systems, a summary of performed audits, and audits in work including those at vendor sites, significant findings, corrective actions, barriers to implementing corrective actions, summary of risks, and an audit plan schedule for the following 12-month period. Audits will be prioritized based on risk to NASA Programs and customers.															

**DATA REQUIREMENT**

<b>CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-MS-27</u></b>					A. ITEM NO. DRD-MS-27
B. LINE ITEM TITLE: Training and Certification Plan					
C. OPR. BA-E	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. AN	G. INITIAL SUB. 04/15/09	H. AS OF DATE 365/15
J. REMARKS: Type D electronic versions shall be compatible with Microsoft Office software.					
K. DISTRIBUTION BA-E (1D) IMCS COTR (1D) OP-IMCS CO (1D)					TOTALS NO.   TYPE 3   D
<b>DATA REQUIREMENT DESCRIPTION</b>					
1. TITLE: Training and Certification Plan				2. NUMBER	
3. USE:  The contractor shall coordinate with the Technical Training Service Contract provider to ensure an understanding of training and delivery methods available and establish procedures to meet real-time training needs. Specific training and certification offerings for subjects such as Area Access, Safety, Hazardous Material Handling, and Information Technology Security are available for use by all KSC organizations (NASA and Contractor).				4. DATE	
				5. ORGANIZATION	
7. INTERRELATIONSHIP PWS 1.8				6. REFERENCES	
8. PREPARATION INFORMATION  The contractor shall deliver an annual Training Plan, developed in monthly increments, that forecasts the number of training instances for all known requirements including classes required for training and certification by KSC and CCAFS.  The plan shall define how the contractor will organize, implement, manage, and document training and certification to meet all responsibilities under the contract. Implementation of the plan shall identify the skills, competencies, certifications and licenses needed to perform assigned work as required by the Government and regulatory agencies. The plan shall document the contractor's methodology to manage training and certification, be cost-effective, and ensure the availability of appropriate skills, experience, and knowledge when they are needed. The plan shall indicate the contractor's processes for ensuring employees are knowledgeable about the work to be accomplished, equipment, software and systems, work environment, and an awareness of NASA and KSC initiatives. The plan shall also document the contractor's arrangement to ensure that current skills and capabilities are maintained as technology advances and infrastructure modernization progresses.					

**DATA REQUIREMENT**

<b>CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-MS-28</u></b>					A. ITEM NO. DRD-MS-28
B. LINE ITEM TITLE: Equipment Loss Rate Plan					
C. OPR. TA-E	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. AN	G. INITIAL SUB. 11/01/2009	H. AS OF DATE 365/30
J. REMARKS: Type D electronic versions shall be compatible with Microsoft Office software.					
K. DISTRIBUTION IMCS COTR (1D) OP-IMCS CO (1D) TA-E (1D)					TOTALS NO.   TYPE 3   D
<b>DATA REQUIREMENT DESCRIPTION</b>					
1. TITLE: Equipment Loss Rate Plan				2. NUMBER	
3. USE:  To develop, implement, and maintain an Equipment Loss Rate Plan to include equipment surveyed, items lost during the fiscal year, items found on station and any reinstated equipment.				4. DATE	
7. INTERRELATIONSHIP PWS 1.9.1				5. ORGANIZATION	
8. PREPARATION INFORMATION  The contents of the Equipment Loss Rate Plan should include the following:  a. All equipment surveyed  b. Equipment lost during the fiscal year  c. Equipment found on station  d. Equipment reinstated				6. REFERENCES	

**DATA REQUIREMENT**

<b>CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-MS-29</u></b>						A. ITEM NO. DRD-MS-29
B. LINE ITEM TITLE: Motor Vehicle Utilization Plan						
C. OPR. TA	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. SA	G. INITIAL SUB. 04/10/09	H. AS OF DATE 180/10	
J. REMARKS: Type D electronic versions shall be compatible with Microsoft Office software and utilize KSC forms.						
K. DISTRIBUTION OP-IMCS CO (1D) TA (1D)					TOTALS	
					NO.	TYPE
					2	D
<b>DATA REQUIREMENT DESCRIPTION</b>						
1. TITLE: Motor Vehicle Utilization Plan				2. NUMBER		
3. USE:  To ensure proper use of contractor-acquired or leased and NASA-owned vehicles and how they will be utilized.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP PWS 1.9.4				6. REFERENCES		
8. PREPARATION INFORMATION  The Motor Vehicle Utilization Plan shall address the contractor's approach to ensure the proper utilization of GSA, commercial rental, and/or government vehicles. This includes the monthly submittal of KSC Form 7-490 (KSC Vehicle Use Record) to the Vehicle Coordinator and the completion of proper maintenance of the vehicle.						

**DATA REQUIREMENT**

<b>CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-SH-01</u></b>					A. ITEM NO. DRD-SH-01								
B. LINE ITEM TITLE: Voluntary Protection Program (VPP) Application													
C. OPR. SA-E	D. TYPE 1	E. INSPECT/ ACCEPT 2	F. FREQ. OT	G. INITIAL SUB. See Block J	H. AS OF DATE 10/01/2010								
J. REMARKS: Type D electronic versions shall be compatible with Microsoft Office software. The VPP application due date is 24 months after contract effective date.													
K. DISTRIBUTION OP-IMCS CO (1D) SA-E (1A)				<table border="1"> <tr> <th colspan="2">TOTALS</th> </tr> <tr> <th>NO.</th> <th>TYPE</th> </tr> <tr> <td>2</td> <td>A</td> </tr> <tr> <td> </td> <td> </td> </tr> </table>		TOTALS		NO.	TYPE	2	A		
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NO.	TYPE												
2	A												
<b>DATA REQUIREMENT DESCRIPTION</b>													
1. TITLE: Voluntary Protection Program (VPP) Application				2. NUMBER									
3. USE:  To verify the contractor implementation and compliance to recognize safety and health standards. To assure effective contractor management of safety and health programs, implementation of safety and health requirements into all elements of the contract including major subcontractors, and compliance to safety and health requirements. To meet and to maintain the VPP requirements.				4. DATE									
7. INTERRELATIONSHIP PWS 2.1				6. REFERENCES 29 CFR 1910 OSHA CSP 03-01-002 TED 8.4									
8. PREPARATION INFORMATION  The contractor shall prepare the VPP application, Star Program, in accordance with OSHA TED 8.4, Voluntary Protection Programs (VPP): Policies and Procedures Manual.													
<ul style="list-style-type: none"> <li>• Submit the VPP Application to NASA for review and concurrence.</li> <li>• Demonstrate to NASA, compliance to VPP Star Program requirements throughout all organizations of the contract including major subcontractors, including:             <ul style="list-style-type: none"> <li>a. All contract personnel including major subcontractors are involved in the effort to maintain rigorous, detailed attention to safety and health</li> <li>b. Demonstrate continuous improvement in the operation and impact of their safety and health management systems</li> <li>c. Establish, document, and communicate to all persons within this contract, clear goals that are attainable and measurable, objectives that are relevant to workplace hazards and trends of injury and illness, and policies and procedures that indicate how to accomplish the objectives and meet the goals.</li> </ul> </li> </ul>													

8. PREPARATION INFORMATION (CONT.)

- d. Maintain a written safety and health management system that documents the elements and sub-elements, procedures for implementing the elements, and other safety and health programs including those required by OSHA standards.
- e. Provide and directing adequate resources to those responsible for safety and health, so they are able to carry out their responsibilities.
- f. Employees must be involved in the safety and health management system in addition to their right to report a hazard, including, participation in audits, accident/incident investigations, self inspections, suggestion programs, planning, training, job hazard analyses, and appropriate safety and health committees and teams.
- g. A hazard identification and analysis system shall be implemented to systematically identify basic and unforeseen safety and health hazards, evaluate their risks, and prioritize and recommend methods to eliminate or control hazards to an acceptable level of risk.

**DATA REQUIREMENT**

<b>CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-SH-02</u></b>					A. ITEM NO. DRD-SH-02
B. LINE ITEM TITLE: Safety and Health Plan					
C. OPR. SA-E	D. TYPE 1	E. INSPECT/ ACCEPT 2	F. FREQ. AR	G. INITIAL SUB. Proposal	H. AS OF DATE See Block 8
J. REMARKS: Product shall be compatible with Microsoft Office software.					
K. DISTRIBUTION OP-IMCS CO (1A) SA-E (1A)					TOTALS NO.   TYPE 2   A

**DATA REQUIREMENT DESCRIPTION**

1. TITLE: Safety and Health Plan	2. NUMBER
3. USE:  To ensure the contract is conducted in a safe manner and complies with all safety and health directives, instructions, policies, and regulations as listed in this contract. To verify the contractor intends to be proactive in safety and health practices. To assure employees have a safe work environment/conditions throughout the performance of this contract.	4. DATE
	5. ORGANIZATION
7. INTERRELATIONSHIP PWS 2.1	6. REFERENCES See Block 8

8. PREPARATION INFORMATION  
Initial submittal per RFP Section L.

The Safety & Health Plan shall describe tasks and activities of the safety and health management at each site where the contractor is operational to assure identification, evaluation, and elimination/control of safety and health concerns. At a minimum, the plan shall include the following:

- a. All Safety & Health Plan requirements specified in NFS 1852.223-73, NPR 8715.3 Appendix E, KNPR 8715.3, and NSTS 5300.4.
- b. Organization chart(s) which illustrates the functional relationships and lines of communication between the Safety and Health organization and other organizational elements, including all subcontracts.
- c. Descriptions of the safety and health management functions within the organization including the process through which management decisions will be made, notification to the local NASA Safety and Health organization of hazards, corrective actions, mishaps, and deviations to NASA safety and health requirements.

## 8. PREPARATION INFORMATION (CONT.)

- d. Description of the responsibility, authority, and accountability of Safety and Health personnel, other contractor organizational elements involved in the safety and health, and subcontractor safety and health personnel. Include the organizational unit responsible for the execution of safety and health tasks and the position with the authority to resolve all identified safety and health issues.
- e. Description of the management controls that will be used to ensure compliance with safety and health regulations.
- f. Description of the safety program measurement system, including measurements, safety metrics, and trend analysis methods. The performance measurement system should describe responsibility for identifying and implementing remedial action, recurrence control, and corrective actions that are necessary to improve performance as indicated by the performance measurement system.
- g. The Plan shall include a mishap contingency action plan that describes how support and services will continue in the event of a mishap.
- h. Cross-reference of safety program requirements (e.g., Federal, NASA, state, and local) and contractor procedures to avoid duplication of effort.
- i. Revise the Safety and Health Plan when major organizational changes occur in the lines of communication between the Safety and Health organization and other organizational elements or when procedures or processes have changed that affect organizational responsibility, authority, and accountability. Submit basic and revised Plans to NASA for review and concurrence.
- j. The plan shall address confined space entry compliance.

## References:

NFS 1852.223-73  
NPR 8715.3  
KNPR 8715.3  
NSTS 5300.4 (1D-2)  
29 CFR 1910  
29 CFR 1926

**DATA REQUIREMENT**

<b>CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-SH-03</u></b>					A. ITEM NO. DRD-SH-03
B. LINE ITEM TITLE: Safety Program Evaluation					
C. OPR. SA-E	D. TYPE 2	E. INSPECT/ ACCEPT 2	F. FREQ. AN	G. INITIAL SUB. 12/15/08	H. AS OF DATE See Block 8
J. REMARKS: Type D electronic versions shall be compatible with Microsoft Office software.					
K. DISTRIBUTION SA-E (1D) OP-IMCS CO (1D)					TOTALS NO.   TYPE 2   D
<b>DATA REQUIREMENT DESCRIPTION</b>					
1. TITLE: Safety Program Evaluation				2. NUMBER	
3. USE:  To determine the effectiveness of the contractor's management of the Safety and Health programs, implementation of safety and health requirements into all elements of the contact including major sub-contractors and compliance to safety and health requirements.				4. DATE	
				5. ORGANIZATION	
7. INTERRELATIONSHIP PWS 2.1				6. REFERENCES OSHA CSP 03-01-002 TED 8.4	
8. PREPARATION INFORMATION  Initial submittal shall be the Safety Audit Plan due on 12/15/2008. The Safety Program Evaluation is due annually beginning 10/01/2009.  Evaluate the effectiveness of the safety and health management system. The evaluation is an on-going process that shall include assessments of the effectiveness of all elements and sub-elements of the contractor's Safety and Health program.  The initial submittal shall be a detailed Safety Audit Plan. Identify audits to be performed and prioritized based on risk to NASA Programs and customers. Submit the safety audit plan to NASA for review and concurrence. Perform audits and provide audit reports, including, observations, findings, corrective actions, and summaries to the Government.  The Safety Program Evaluation shall include all information outlined in OSHA TED 8.4, Appendix D, a summary of performed audits and audits in work, significant findings, corrective actions, barriers to implementing corrective actions, summary of risks, and an audit plan schedule for the following 12-month period. Audits will be prioritized based on risk to NASA programs and customers.					

**DATA REQUIREMENT**

<b>CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-SH-04</u></b>					A. ITEM NO. DRD-SH-04										
B. LINE ITEM TITLE: Mishap Reports															
C. OPR. SA-E	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. AR	G. INITIAL SUB. See Block 8	H. AS OF DATE See Block 8										
J. REMARKS: Electronic submittal into the NASA mishap reporting database.															
K. DISTRIBUTION OP-IMCS CO (1D) SA-E (1D)					<table border="1"> <tr> <th colspan="2">TOTALS</th> </tr> <tr> <th>NO.</th> <th>TYPE</th> </tr> <tr> <td>2</td> <td>D</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	TOTALS		NO.	TYPE	2	D				
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2	D														
<b>DATA REQUIREMENT DESCRIPTION</b>															
1. TITLE: Mishap Reports				2. NUMBER											
3. USE:  The mishap reports are used to determine the overall safety and health of KSC employees and to assure contractor's implemented corrective actions are effective in preventing mishap recurrence.				4. DATE											
7. INTERRELATIONSHIP PWS 2.2				5. ORGANIZATION											
6. REFERENCES KNPR 8715.3 NPR 8621.1 NPR 8715.3															
8. PREPARATION INFORMATION  Enter all mishaps and close calls into the NASA mishap-reporting database. Mishap reporting methods, timelines, and data accuracy shall be in accordance with NPR 8715.3 and KNPR 8715.3. Document and record the mishap investigations per NPR 8621.1, KNPR 8715.3, and as directed by the Government.															

**DATA REQUIREMENT**

<b>CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-SH-05</u></b>					A. ITEM NO. DRD-SH-05
B. LINE ITEM TITLE: Safety Statistics Report					
C. OPR. SA-E	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. MO	G. INITIAL SUB. 11/15/2008	H. AS OF DATE 30/15
J. REMARKS: Electronic Submittal of KSC Form 6-22					
K. DISTRIBUTION OP-IMCS CO (1D) SA-E (1D) SA-G (1D)					TOTALS NO.   TYPE 3   D
<b>DATA REQUIREMENT DESCRIPTION</b>					
1. TITLE: Safety Statistics Report				2. NUMBER	
3. USE:  The Safety Statistics Record provides information on accidents affecting the contractor's performance.				4. DATE	
7. INTERRELATIONSHIP PWS 2.2				5. ORGANIZATION	
				6. REFERENCES KNPR 8715.3 OSHA Log 300	
8. PREPARATION INFORMATION  Utilize the KSC Electronic forms media for data information submittals, KSC Form 6-22.					

**DATA REQUIREMENT**

<b>CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-TS-01</u></b>					A. ITEM NO. DRD-TS-01
B. LINE ITEM TITLE: Network Security Perimeter Report					
C. OPR.  IT-B	D. TYPE  3	E. INSPECT/ ACCEPT  6	F. FREQ.  DA	G. INITIAL SUB.  10/02/2008	H. AS OF DATE  1/1
J. REMARKS: Type D electronic versions shall be compatible with Microsoft Office software. Contractor format is acceptable.					
K. DISTRIBUTION IMCS COTR (1D) IT-B (1D)					TOTALS NO.    TYPE 2        D
<b>DATA REQUIREMENT DESCRIPTION</b>					
1. TITLE: Network Security Perimeter Report				2. NUMBER	
3. USE:  To ensure the health and security of the network perimeter and monitor potential threats to IT assets.				4. DATE	
7. INTERRELATIONSHIP PWS 3.4.2				5. ORGANIZATION	
8. PREPARATION INFORMATION  Strong network perimeter security is important because it protects the internal network and weak points that could be exploited by outsiders. Reports should present a clear view of network and security activities including user behavior, security threats, and internet usage.  To ensure proper monitoring, provide trending reports of:				6. REFERENCES	
<ul style="list-style-type: none"> <li>(a) Top Ten Protocol Summary</li> <li>(b) Top Ten Inbound Traffic Summary</li> <li>(c) Top Ten Outbound Traffic Summary</li> <li>(d) Distribution of Traffic Summary</li> <li>(e) HTTP Traffic Summary for past 24 hours</li> <li>(f) Traffic related to specific treats as defined by the Government</li> <li>(g) Other reports may be requested based on the content of the previous reports.</li> </ul>					

**DATA REQUIREMENT**

<b>CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-TS-02</u></b>					A. ITEM NO. DRD-TS-02
B. LINE ITEM TITLE: Telephone Call Detail Report					
C. OPR.  IT-D2	D. TYPE  3	E. INSPECT/ ACCEPT  6	F. FREQ.  WK	G. INITIAL SUB.  One week after start of contract	H. AS OF DATE  7/1
J. REMARKS: The contractor shall provide all call detail records, via CD-ROM, of all outbound calls. These records are automatically captured by the switch and are also available from the data files of the SecureLogix system for out bound as well as incoming calls.					
K. DISTRIBUTION IT-D1 (1D)				TOTALS	
				NO.	TYPE
				1	D
<b>DATA REQUIREMENT DESCRIPTION</b>					
1. TITLE: Telephone Call Detail Report				2. NUMBER	
3. USE:  To provide the Government with telephone usage data for analysis and reporting purposes.				4. DATE	
				5. ORGANIZATION	
7. INTERRELATIONSHIP PWS 3.4.3				6. REFERENCES	
8. PREPARATION INFORMATION The contractor shall maintain a record of the beginning and ending date and time of all off-Center telephone calls in electronic format on CD-ROM. This information shall be maintained by the contractor and made available to authorized personnel, in accordance with NASA and Center policy for release of such information, when requested. Call detail records associated with a particular call shall be maintained on-line and, depending on traffic load and capabilities of the switch, downloaded on a regular schedule to CD-ROM for further separation and processing. This information shall be maintained in such a way as to provide all outbound calls (on-site to off-site), including calls to the Local Exchange Carrier (LEC). Data file format shall be provided to authorized personnel to ensure interface compatibility with the NASA Management Information System. Call detail records shall be handled in accordance with established Privacy Act regulations. Records shall be retained in accordance with NASA Records Retention Schedules NPR 1441.1D and any Center-specific guidelines pertaining to release of such information. The following fields of the Call Detail Report shall be required for all outbound calls:					
a. Originating phone number (Calling Number)					
b. Terminating (Destination) phone number (up to 15 digits) (Called Number)					
c. Dialed Number					
d. Access Code - FTS/Local					
e. Length of call (Duration)(hours; minutes; seconds)					

8. PREPARATION INFORMATION (CONT.)

- f. Time of call origination (hour: minute)
- g. Month/day/year of call
- h. Date/time period covered by the report

**DATA REQUIREMENT**

<b>CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-TS-03</u></b>					A. ITEM NO. DRD-TS-03
B. LINE ITEM TITLE: Engineering Imagery Acquisition Distribution Document					
C. OPR. IT-D2	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. PL	G. INITIAL SUB. See Block J	H. AS OF DATE
J. REMARKS: Type D electronic versions shall be compatible with Microsoft Office software.  Initial submission 15 working days prior to launch. Update and closeout when product distribution is complete.					
K. DISTRIBUTION IMCS COTR (1D) IT-D2 (1D) OP-IMCS CO (1D)					TOTALS NO.   TYPE 3   D
<b>DATA REQUIREMENT DESCRIPTION</b>					
1. TITLE: Engineering Imagery Acquisition Distribution Document				2. NUMBER	
3. USE:  To confirm the imaging requirements in the PRD are being met.				4. DATE	
7. INTERRELATIONSHIP PWS 3.5.3				5. ORGANIZATION	
6. REFERENCES					
8. PREPARATION INFORMATION  The contractor shall:  a. Describe his technical support plan in advance of a launch for each imaging item ordered by basic approved requirement in a launch photo services and products package.  b. Provide a spreadsheet listing each operational requirement and the technical instrumentation information for the assets that will acquire the proper images for that requirement. Specifically, identify asset location, camera ID, lens, film/tape/file format, settings, timing, start/stop, etc. Note intermediate processing and finishing information for items that will affect the delivery time. Requirements beyond the basic package shall be separated by product or service and identified by distinct item number. Product distributions to be itemized including POCs/phone numbers and date of expected delivery.  c. Update and closeout by adding date of actual delivery (or mailing), pickup person's name(s) (or mailer), signature(s) on official file paper copy, and date added when product distribution is complete.					

**DATA REQUIREMENT**

<b>CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-TS-04</u></b>						A. ITEM NO. DRD-TS-04
B. LINE ITEM TITLE: Engineering Imagery Post Operation Report						
C. OPR. IT-D2	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. PL	G. INITIAL SUB. See Block J	H. AS OF DATE	
J. REMARKS: Type D electronic versions shall be compatible with Microsoft Office software. Contractor format is acceptable.  Initial submission one working day post launch with updated reports at 2, 10, and 20 working days post launch.						
K. DISTRIBUTION IMCS COTR (1D) IT-D2 (1D) OP-IMCS CO (1D)					TOTALS	
					NO.	TYPE
					3	D
<b>DATA REQUIREMENT DESCRIPTION</b>						
1. TITLE: Engineering Imagery Post Operation Report					2. NUMBER	
3. USE:  To provide the Government with performance data of imaging assets used for launch.					4. DATE	
					5. ORGANIZATION	
7. INTERRELATIONSHIP PWS 3.5.3					6. REFERENCES	
8. PREPARATION INFORMATION  The contractor shall provide a post operation report of photo support for all launch support operations. This report shall cover all contractor provided motion picture, still photographic, digital, and video products and services used in support of a launch.  The following information shall be required as a minimum:  1. Milestone Support Events  2. Camera Coverage  3. Conduct of Operation  4. Equipment Problems/Malfunctions  5. Laboratory Support Status  6. Data Shipment Status  7. Discrepancy/Malfunction Summary  8. Console Log						

**DATA REQUIREMENT**

<b>CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-TS-05</u></b>					A. ITEM NO. DRD-TS-05
B. LINE ITEM TITLE: DoD Multimedia Photographic Acquisition Disposition Document					
C. OPR. 45 SW	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. PL	G. INITIAL SUB. See Block J	H. AS OF DATE
J. REMARKS: Type D electronic versions shall be compatible with Microsoft Office software. Contractor format is acceptable.  Initial submission 15 working days prior to launch. Update and closeout when product distribution is complete.					
K. DISTRIBUTION DoD PM/ER VIM (Initial 1D, Update/closeout 1A) DoD launch program customer Resource Manager/Advisor(Initial 1D, Update/closeout 1A) 45 SW COTR (Initial 1D, Update/closeout 1D) OP-IMCS CO (1D)					TOTALS NO.    TYPE 2        A 5        D
<b>DATA REQUIREMENT DESCRIPTION</b>					
1. TITLE: DoD Multimedia Photographic Acquisition Disposition Document				2. NUMBER	
3. USE:  To provide the Government and launch program customer with the contractor's technical support plan in advance of a launch or launch-related event for each imaging item ordered.				4. DATE	
7. INTERRELATIONSHIP PWS 3.5.5 DOD/AF Multimedia, Related UDS (PRDs, ORs, ODs), Associated DoD Delivery Order/Work Order				5. ORGANIZATION	
8. PREPARATION INFORMATION  The contractor shall:  a. Describe his technical support plan in advance of a launch for each imaging item ordered by basic approved requirement in a launch photo services and products package.  b. Provide spreadsheet sorted listings of each operational requirement and the technical instrumentation information (location, camera ID, lens, film/tape, settings, timing, start/stop, etc.) for the assets that will acquire the proper images. Note intermediate processing and finishing information that will affect the turnaround time in meeting the end product's quantity/quality specifications on time as ordered. Product distributions to be itemized including POCs/phone numbers and date of expected delivery.  c. Update and closeout by adding date of actual delivery (or mailing), pickup person's name(s) (or mailer), signature(s) on official file paper copy and date added when product distribution is complete.				6. REFERENCES	

**DATA REQUIREMENT**

<b>CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-TS-06</u></b>					A. ITEM NO. DRD-TS-06
B. LINE ITEM TITLE: DoD Multimedia Performance Production Report					
C. OPR. 45 SW	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. PL	G. INITIAL SUB. See Block J	H. AS OF DATE
J. REMARKS: Type D electronic versions shall be compatible with Microsoft Office software. Contractor format is acceptable.  Initial submission two working days post launch, update 12 working days post launch, and closeout 30 working days post launch.					
K. DISTRIBUTION DoD PM/ER VIM (1D) DoD launch program customer Resource Manager/Advisor (1D) 45 SW COTR (1D) OP-IMCS CO (1D)					TOTALS NO.    TYPE 4        D
<b>DATA REQUIREMENT DESCRIPTION</b>					
1. TITLE: DoD Multimedia Performance Production Report				2. NUMBER	
3. USE:  To provide the Government with performance data of imaging assets used for launch.				4. DATE	
				5. ORGANIZATION	
7. INTERRELATIONSHIP PWS 3.5.5				6. REFERENCES	
8. PREPARATION INFORMATION  The contractor shall:  a. Provide activity logs and a summary matrix of all discrepancies or malfunctions.  b. Provide additional details and data fields per affected camera/instrument by name and serial number, lenses by focal length-name-serial number, trackers by name-serial number, amount and type of damage or loss, cause of trouble/damage, corrective actions, proposed process improvements and milestone planning in the 12 and 30 working day post launch reports.  c. Provide metrics for unacceptable versus acceptable performance as a percentage for (1) imaging phase, (2) processing phase, and (3) number of acceptable final products delivered versus ordered.  d. Include a summary of the number of acceptable still images, feet of each type of acceptable motion picture film, and minutes/seconds of each type of acceptable video documentation.  e. Provide the DoD multimedia lifecycle file number for each best candidate for archival image submissions or motion media library storage.					