

**SECTION A**

**SOLICITATION/CONTRACT FORM**

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Test Operations Contract

NNS10AA46C

**SOLICITATION, OFFER, AND AWARD**

1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 350)

RATING

PAGE OF PAGES

DO-C9

1 1 1

2. CONTRACT NUMBER  
NNS10AA46C

3. SOLICITATION NUMBER  
NNS10336617R

4. TYPE OF SOLICITATION  
 SEALED BID (IFB)  
 NEGOTIATED (RFP)

5. DATE ISSUED  
JUN 22 2010

6. REQUISITION/PURCHASE NO.  
4200336617

7. ISSUED BY  
National Aeronautics & Space Administration  
NASA Office of Procurement  
Stennis Space Center, MS 39529-6000

CODE

TBD

8. ADDRESS OFFER TO (if other than Item 7)  
NASA Stennis Space Center  
Attn: James D. Huk II/NASA Office of Procurement  
Stennis Space Center, MS 39529-6000  
(228) 688-1045

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder"

**SOLICITATION**

Sealed offers for furnishing the supplies or services in the Schedule will be received at the place specified in provision L.I-11 Proposal Marking and Delivery until time And date specified in provision L.I-11 Due Date for Receipt of Proposals. CAUTION — Late Submissions, Modifications, and Withdrawals: See Section L, Provision No.52.214-7 or 52.215-1. All offers are subject to terms and conditions contained in this solicitation.

10. FOR INFORMATION CALL:

A. NAME  
James D. Huk II

B. TELEPHONE (NO COLLECT CALLS)

AREA CODE  
228

NUMBER  
688-1045

EXT.  
N/A

C. E-MAIL ADDRESS

James.D.Huk@NASA.GOV

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**OFFER (Must be fully completed by offeror)**

NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.

12. In compliance with the above, the undersigned agrees, if this offer is accepted within 180 calendar days (180 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s) within the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT (See Section I, Clause No. 52.232-4)

<input type="checkbox"/>	10 CALENDAR DAYS	20 CALENDAR DAYS	30 CALENDAR DAYS	CALENDAR DAYS
	%	%	%	%

14. ACKNOWLEDGMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offers and related documents numbered and dated):

AMENDMENT NO.	DATE	AMENDMENT NO.	DATE
1	Aug. 11 2010		
2	Aug. 11 2010		

15A. NAME AND ADDRESS OF OFFEROR  
Lockheed Martin Services, Inc.  
LM IS&GS - Civil, Exploration & Science  
595 Gemini Avenue  
Houston, TX 77059  
DUNS #01-610-6796

16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN  
OFFER (Type or print)  
Greg Wardlaw  
Lockheed Martin IS&GS-Civil, Exploration & Science  
Contracts Negotiation Manager

15B. TELEPHONE NUMBER  
AREA CODE (281) NUMBER 853 EXT. 2441

15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE

17. SIGNATURE  
*Greg Wardlaw*

18. OFFER DATE  
9/7/2010

**AWARD (To be completed by Government)**

19. ACCEPTED AS TO ITEMS NUMBERED  
ALL BASE PERIOD

20. AMOUNT  
\$33,233,878

21. ACCOUNTING AND APPROPRIATION  
64PA00/G100.2540/64/FC.000000/750271.09  
01.09.02.013/000/2540/64/FCX220100/734A/1/2

22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION:  
 10 U.S.C. 2304(c)(1)  41 U.S.C. 253(c)( )

23. SUBMIT INVOICES TO ADDRESS  
SHOWN IN (4 copies unless otherwise specified)  
REFERENCE SECTION G2(b)

24. ADMINISTERED BY (if other than Item 7)  
CODE

25. PAYMENT WILL BE MADE BY  
CODE  
REFERENCE SECTION G2(d)

26. NAME OF CONTRACTING OFFICER (Type or print)  
JAMES D. HUK II

27. UNITED STATES OF AMERICA  
(Signature of Contracting Officer)  
*James D. Huk II*

28. AWARD DATE  
NOVEMBER 16, 2010

IMPORTANT -- Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice.

NSN 7540-01-152-8064

PREVIOUS EDITION NOT USABLE

STANDARD FORM 33 (Rev. 9-97)  
Prescribed by GSA - FAR (48 CFR) 53.214(e)

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**PART I - THE SCHEDULE**

**SECTION B**

**SUPPLIES OR SERVICES AND COST**

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**SUPPLIES OR SERVICES AND COST**

**B.1 SUPPLIES AND/OR SERVICES TO BE FURNISHED**

- (a) The Contractor shall provide all resources (except as may be expressly stated in this contract as furnished by the Government) necessary to provide Test Operations Support Services at the John C. Stennis Space Center in support of the National Aeronautics and Space Administration (NASA) in accordance with the provisions of the Schedule Article C.1, Scope of Work and Attachment J-1, Performance Work Statement.
- (b) General Information: This is a performance based Cost-Plus-Award-Fee Contract.
- (c) Separately Priced Options: Pursuant to Clause 52.217-9, Option to Extend the Term of the Contract, the Contractor shall provide all resources (except as may be expressly stated in this contract as furnished by the Government) necessary to furnish the services described under Option 1, in accordance with Section F, Article F.2.

(End of Clause)

**B.2 COST-PLUS-AWARD-FEE**

- (a) The Contractor shall provide Test Operations Support Services in accordance with Schedule Article C.1, Scope of Work and Attachment J-1, Performance Work Statement, under a Cost-Plus-Award-Fee type arrangement. The estimated cost and fee is set forth in Table B.2A below:

Table B.2A	SSC Estimated Cost and Estimated Fee			
Contract Line Item No. (CLIN)	Description	Estimated Cost	Available Award Fee	Total
100	SSC Test Operations Support Services, IAW Attachment J-1, for the base period of 04/01/11 through 09/30/11	(b)(4)	(b)(4)	\$ 7,129,573
101	SSC Test Operations Support Services, IAW Attachment J-1, for the base period of 10/01/11 through 09/30/12	(b)(4)	(b)(4)	\$ 13,407,121
102	SSC Test Operations Support Services, IAW Attachment J-1, for the base period of 10/01/12 through 09/30/13	(b)(4)	(b)(4)	\$12,697,145

110	Option Base Period Year 1, Continuation of CLIN 100 for the period of 04/01/11 through 09/30/11			\$ 3,012,197
111	Option Base Period Year 2, Continuation of CLIN 101 for the period of 10/01/11 through 09/30/12			\$ 6,127,353
112	Option Base Period Year 3, Continuation of CLIN 102 for the period of 10/01/12 through 09/30/13			\$ 6,285,463
200	SSC Test Operations Support Services, IAW Attachment J-1, Option Period Year 1 10/01/13 through 09/30/14			\$ 11,989,515
201	SSC Test Operations Support Services, IAW Attachment J-1, Option Period Year 2 10/01/14 through 09/30/15	(b)(4)	(b)(4)	\$ 12,309,345
202	SSC Test Operations Support Services, IAW Attachment J-1, Option Period Year 3 10/01/15 through 03/31/16			\$ 6,271,080
220	Option Year 1, Continuation of CLIN 200 for the period of 10/01/13 through 09/30/14			\$ 6,463,007
221	Option Year 2, Continuation of CLIN 201 for the period of 10/01/14 through 09/30/15			\$ 6,649,044
222	Option Year 3, Continuation of CLIN 202 for the period of 10/01/15 through 03/31/16			\$ 3,419,585

**NOTE:** CY1: 04/01/2011 – 09/30/2011,  
CY2: 10/01/2011 – 09/30/2012,  
CY3: 10/01/2012 – 09/30/2013,  
CY4: 10/01/2013 – 09/30/2014,  
CY5: 10/01/2014 – 09/30/2015,  
CY6: 10/01/2015 – 03/31/2016.

- (b) The amount of fee earned by the Contractor under CLINS 100 through 222 above shall be determined in accordance with Attachment J-3, TOC Award Fee Evaluation Plan. The amount of available and earned fee, by evaluation period, is recorded in Attachment IV entitled “Award Fee Evaluation Periods” to subject plan.
- (c) The Government may exercise the priced option period, CLINS 200 through 202 and the continuation CLINS 110 through 112 and or continuation CLINS 220 through 222 above, in accordance with Article F.2, Period of Performance, and FAR Clause 52.217-9.



(d) A breakout of the estimated cost and available award fee is summarized in Table B.2B, B.2C:

Table B.2B		Basic Period Total Estimated Cost and Available Award Fee		
Contract Line Item No. (CLIN)	Description	Estimated Cost	Available Award Fee	Total
100	SSC Test Operations Support Services, IAW Attachment J-1, for the base period of 04/01/11 through 09/30/11	(b)(4)	(b)(4)	\$ 7,129,572
101	SSC Test Operations Support Services, IAW Attachment J-1, for the base period of 10/01/11 through 09/30/12			\$ 13,407,121
102	SSC Test Operations Support Services, IAW Attachment J-1, for the base period of 10/01/12 through 09/30/13			\$ 12,697,145
110	Option Base Period Year 1, Continuation of CLIN 100 for the period of 04/01/11 through 09/30/11			\$ 3,012,197
111	Option Base Period Year 2, Continuation of CLIN 101 for the period of 10/01/11 through 09/30/12			\$ 6,127,353
112	Option Base Period Year 3, Continuation of CLIN 102 for the period of 10/01/12 through 09/30/13			\$ 6,285,463

Table B.2C		Option Period 1 Total Estimated Cost and Available Award Fee		
Contract Line Item No. (CLIN)	Description	Estimated Cost	Available Award Fee	Total
200	SSC Test Operations Support Services, IAW Attachment J-1, Option Period Year 1 10/01/13 through 09/30/14	(b)(4)	(b)(4)	\$ 11,989,515
201	SSC Test Operations Support Services, IAW Attachment J-1, Option Period Year 2 10/01/14 through 09/30/15			\$ 12,309,345
202	SSC Test Operations Support Services, IAW Attachment J-1, Option Period Year 3 10/01/15			\$ 6,271,080

	through 03/31/16		
220	Option Year 1, Continuation of CLIN 200 for the period of 10/01/13 through 09/30/14	(b)(4)	\$ 6,463,007
221	Option Year 2, Continuation of CLIN 201 for the period of 10/01/14 through 09/30/15		\$ 6,649,044
222	Option Year 3, Continuation of CLIN 202 for the period of 10/01/15 through 03/31/16		\$ 3,419,585

(End of Clause)

**B.3 PHASE-IN PERIOD**

All costs associated with the Phase-In of the Test Operations Contract (TOC) shall be procured under a separate Firm Fixed Price Purchase Order No. \_\_\_\_\_ which is not included in the total contract value of the TOC.

Table B.3A	TOC Contract Phase-In Firm Fixed Price
<b>Description</b>	<b>Firm Fixed Price</b>
Phase-In Period for Test Operations Contract for the period of 02/01/11 through 03/31/11 procured under Firm Fixed Price Purchase Order No. _____	(b)(4)

(End of Clause)

**B.4 ESTIMATED COST AND AWARD FEE (NFS 1852.216-85) (SEP 1993)**

The total estimated cost of this contract (excluding the Firm Fixed Price Purchase Order No. \_\_\_\_\_ for Phase-In) is (b)(4)

The maximum available award fee, excluding base fee is (b)(4) Total estimated cost, and maximum available award fee are \$95,760,427.

(End of Clause)

**B.5 CONTRACT FUNDING (NASA 1852.232-81) (JUNE 1990)**

- (a) For purposes of payment of cost, exclusive of fee, in accordance with the Limitation of Funds Clause, the total amount allotted by the Government to this contract is \$TBD. This allotment is for Test Operations Services at the John C. Stennis Space Center (SSC) and covers the following estimated period of performance: is \$TBD.
- (b) The amount of \$TBD is obligated under this contract for payment of fee.

- (c) Recapitulation details of the **Funding** for the estimated cost and available award fee are as follows:

<b>CLINS 100 through 222</b>					
<b>Previous Action *</b>		<b>This Action</b>		<b>Revised Total</b>	
Est. Cost:	\$TBD	Est. Cost:	\$TBD	Est. Cost:	\$TBD
Fee:	\$TBD	Fee:	\$TBD	Fee:	\$TBD
Total:	\$TBD	Total:	\$TBD	Total:	\$TBD

\* Last Funding Modification #TBD

(End of Clause)

**B.6 SPECIAL COST PROVISIONS**

Without otherwise affecting the applicability of the cost principles set forth in FAR Part 31 and pursuant to the terms of the contract clause entitled “FAR 52.216-7, Allowable Cost and Payment,” the Contractor shall be reimbursed for such actual and allowable expenditures incurred in the performance of work required by this contract as may be approved by the Contracting Officer subject to the following limitations and provisions:

- (a) Exempt Labor Rates

The Contractor shall inform the Contracting Officer of all proposed changes in labor rates for exempt personnel which may result in an increased cost to the contract as soon as practicable but, in any event, prior to such changes being implemented. Failure to comply with the terms of this clause may result in the disallowance of the increased costs.

- (b) Fringe Benefits

The Contractor shall inform the Contracting Officer of all proposed changes in fringe benefits which may result in an increased cost to the contract as soon as practicable but, in any event, prior to such changes being implemented. Fringe benefits include, but are not limited to, such items as health insurance, life insurance, pension plans, retiree health care, savings plans, bonus plans, education assistance, and leave policies. Failure to comply with the terms of this clause may result in the disallowance of the increased costs.

- (c) Reserved

- (d) Payment for Overtime Premiums

Pursuant to the contract clause entitled FAR 52.222-2, “Payment for Overtime Premiums,” the amount of overtime premium authorized shall not

exceed the amount specified below for the indicated period. The amount indicated below is for the premium portion only and not the total overtime amount.

<u>Period of Performance</u>	<u>Amount</u>
04/01/11 – 09/30/11	<u>\$ TBD</u>
10/01/11 – 09/30/12	<u>\$ TBD</u>
10/01/12 – 09/30/13	<u>\$ TBD</u>
10/01/13 – 09/30/14	<u>\$ TBD</u>
10/01/14 – 09/30/15	<u>\$ TBD</u>
10/01/15 – 03/31/16	<u>\$ TBD</u>

(e) Contract Expiration and Severance Pay

Severance pay reimbursement shall be in accordance with the provisions of FAR Part 31.205-6(g). However, termination of employment related to contract expiration shall not be considered to be involuntary termination as defined by FAR 31.205-6(g). Accordingly, any payment in addition to regular salaries and wages that is made as a result of or in connection with the expiration of any basic, option, or extended period of contract performance shall be an unallowable cost. Any termination effective within 60 days of contract expiration shall be presumed to be a result of or in connection with contract expiration.

(f) Relocation Costs

Reimbursement for relocation costs shall be in accordance with FAR Part 31.205-35. It is mutually agreed that upon expiration or termination of this contract, the Contractor shall not be entitled to reimbursement under this contract for cost of relocating employees to their “home” site or any other gaining contracting activity. No relocation costs will be reimbursable under this contract for employees whose residence at time of hiring was within a sixty mile radius of the John C. Stennis Space Center.

(g) Travel Costs

The Contractor shall be reimbursed for reasonable and allowable lodging and subsistence costs incurred for official travel only to the extent that they do not exceed the maximum rates authorized by the Federal Travel Regulations (FTR) at the following web address <http://www.gsa.gov/fttr> and in accordance with the provisions of FAR 31.205-46.

(h) Vehicle Costs

General-purpose vehicle cost shall be approved by the SSC Transportation Officer. Reference G.6 (o).

(i) Government Property

(1) Installation Accountable Government Property (IAGP)

The Government will make available IAGP identified in Attachment J-10, List of Government Furnished Property, with class exceptions as identified in Section G, Article G-6.

(2) List 1 – IAGP (No Class Exceptions), and the estimated dollar value of the subject IAGP.

(3) List 2 – IAGP (Class Exceptions), and the estimated dollar value of the subject IAGP

(4) List 3 – IAGP (Facilities)

(End of Clause)

**B.7 PROVISIONAL BILLING RATES/CONTRACT ADJUSTMENTS**

(a) Provisional Indirect Billing Rates:

(1) For Indirect expenses and G&A expenses, the Contractor may submit interim billings based on actual, cumulative pool costs not to exceed the cognizant Government auditor-approved provisional billing rates.

(2) To prevent substantial over or under payment, the provisional billing rates shall be reviewed at least annually by the Contractor. Whenever actual rates vary by 10% or more of the current billing rate, the Contractor shall propose revisions for the NASA Contracting Officer's approval. Proposed revisions are subject to review by Government auditors.

(b) Contract Adjustments

Under this contract, there will be recurring work that is of an unpredictable nature in terms of the timing of the work. However, this work is included in the baseline requirements. The Government's objective is to have the PWS performed in the most efficient manner possible, consistent with the furnishing of high quality services. One means of achieving this objective is to minimize changes, and thus reduce or eliminate the administrative costs to both parties that are caused by issuing, pricing, and negotiating changes. The Contract adjustment provision set forth herein is intended to achieve that objective, while at the same time compensating the Contractor fairly for the furnishing of services that are within a reasonable range of the baseline work (including workload sizing data and metrics) projected to be performed under the Contract. Therefore, notwithstanding the provisions of the Changes clause of this contract, no change made pursuant to the changes clause shall give

rise to an equitable adjustment in the estimated cost or fee when said change causes an increase or decrease of \$100,000 or less in the estimated cost of this contract during the specified period. The parties recognize that several changes may be grouped together in a bilateral contract modification for definitization.

(End of Clause)

(END OF SECTION)



**PART I –THE SCHEDULE**

**SECTION C**

**DESCRIPTION/SPECIFICATIONS/WORK STATEMENT**



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**DESCRIPTION/SPECIFICATIONS/WORK STATEMENT****C.1 SCOPE OF WORK**

- (a) The Contractor shall furnish the necessary management, labor, facilities, materials, and equipment (except as may be expressly stated in this contract as furnished by the Government) necessary to provide Test Operations Support Services for the John C. Stennis Space Center, MS, as expressly provided in Sections A through J, including but not limited to the Performance Work Statement (Attachment J-1), attached hereto and hereby made a part of this contract.
- (b) This is a performance-based contract that is a Cost-Plus-Award-Fee (CPAF), completion form contract. The work effort is performance-based; however, the Contractor's obligations may include resolution of unusual or emergency situations that may occur from time to time throughout the period of performance.
- (c) Support Services provided at SSC are: the Facility Operating Services Contract (FOSC), the Laboratory Services Contract (LSC), the Information and Technical Services Contract (ITS), and the Outsourcing Desktop Initiative for NASA (ODIN) Contract.
  - 1. FOSC provides plant engineering and construction services, engineering documentation and archival services, pressure system management, utility control systems, fuel supply systems, non-destructive engineering/inspection and test, machining services, OSHA training, roads and grounds, food services, fire and medical services, procurement services, shipping, receiving and warehousing.
  - 2. LSC provides measurement standards and calibration services, gas and material analysis, and environment lab services
  - 3. ITS provides information technology support.
  - 4. ODIN provides computer desktop services.

(End of Clause)

(END OF SECTION)

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**PART I – THE SCHEDULE**

**SECTION D**

**PACKAGING AND MARKING**

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**PACKAGING AND MARKING****D.1 LISTING OF SECTION D CLAUSES INCORPORATED BY REFERENCE**

The following clauses are incorporated by reference in accordance with Federal Acquisition Regulation (FAR) 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998):

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The Offeror is cautioned that the listed provisions may include blocks that must be completed by the Offeror and submitted with its quotation or offer. In lieu of submitting full text of those provisions, the Offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at these addresses:

<http://www.acquisition.gov/Far/>

<http://www.hq.nasa.gov/office/procurement/regs/nfstoc.htm>

(NFS 1852.211-70) PACKAGING, HANDLING, AND TRANSPORTATION  
(SEP 2005)

(End of Clause)

**D.2 PACKAGING AND MARKING**

- (a) The Contractor shall pack and mark all hardware deliverables under this contract in accordance with the provisions of NASA Procedural Requirements (NPR) 6000.1G, "Requirements for Packaging, Handling, and Transportation for Aeronautical and Space Systems, Equipment, and Associated Components", as may be supplemented by the statement of work or specifications of this contract, for all items designated as Class I, II, or III.
- (b) Inbound shipments to the Contractor of Contractor-acquired equipment and parts from all sources for the account of the Government shall be consigned to and marked as follows:

Transportation Officer, NASA  
Bldg. 2204  
TOC Contractor Lockheed Martin Services, Inc.  
Contract Number NNS10AA46C  
John C. Stennis Space Center  
Stennis Space Center, MS 39529-6000  
Mark for: \*Mr. William (Bill) Parsons

- (c) The Contractor shall develop packaging, handling, and transportation records, if required, from engineering and packaging data. The Contracting Officer's Technical Representative (COTR) is the approving official of the records and special packaging data in accordance with NPR 6000.1G.
- (d) The Contractor's packaging specifications or procedures may be utilized if they are (i) not in conflict with NPR 6000.1G and (ii) approved in writing by the Contracting Officer. In any conflict between NASA and the Contractor specifications or procedures, NPR 6000.1G shall take precedence.
- (e) The Contractor shall place identical requirements on all subcontracts.

\*Contractor to insert the name, code and address of the consignee and, if appropriate, identifying contract or ordering number.

(End of Clause)

(END OF SECTION)

**PART I – THE SCHEDULE**

**SECTION E**

**INSPECTION AND ACCEPTANCE**





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## INSPECTION AND ACCEPTANCE

### **E.1 LISTING OF SECTION E CLAUSES INCORPORATED BY REFERENCE**

The following clauses are incorporated by reference in accordance with Federal Acquisition Regulation (FAR) 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998):

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The Offeror is cautioned that the listed provisions may include blocks that must be completed by the Offeror and submitted with its quotation or offer. In lieu of submitting full text of those provisions, the Offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at these addresses:

<http://www.acquisition.gov/Far/>

<http://www.hq.nasa.gov/office/procurement/regs/nfstoc.htm>

(52.246-3) INSPECTION OF SUPPLIES – COST REIMBURSEMENT  
(MAY 2001)

(1852.246-72) MATERIAL INSPECTION AND RECEIVING REPORT  
(AUG 2003)

(Fill-in: **Original and 2 copies.**)

(End of Clause)

### **E.2 GOVERNMENT CONTRACT QUALITY ASSURANCE FUNCTIONS (NASA FAR SUPPLEMENT 1852.246-71) (OCT 1988)**

In accordance with the Inspection Clause of this contract, the Government intends to perform the following functions at the location indicated:

<u>Item</u>	<u>Quality Assurance Function</u>	<u>Location</u>
All Services	Final Inspection	All Areas
All Services	Acceptance	All Areas
All Services	Audits	All Areas

(End of Clause)

### **E.3 SURVEILLANCE METHODS**

The Government may use a wide variety of surveillance methods to evaluate the Contractor's performance. The methods of surveillance that may be used include but are not limited to:

1. Record Review (RR). Plans, Reports and Schedules submitted by the Contractor will be reviewed for content to confirm that contractual requirements are planned, scheduled and reported as properly completed. The Contractor is also responsible for accurately reporting work that was either rescheduled or not completed.
2. Planned Inspections (PI). The Performance Monitors (PM) shall establish a predetermined plan for inspecting all or part of the work. Determination of a sample size is at the discretion of the Government. The planned approach of inspecting for performance may or may not be shared with the Contractor.
3. Unplanned Inspection (UPI). This method is an unplanned inspection, usually carried out in conjunction with inspections of other Contract Requirements or in an impromptu fashion. Unscheduled Inspections may be a supplement to other methods of surveillance or could cover a Contract Requirement if it is a relatively non-critical requirement and does not require inspection immediately upon completion.
4. Validated Customer Complaints (VCC). This method consists of customers observing deficiencies in the services they expect to receive and reporting these deficiencies to the PM using a predetermined procedure. All reported potential deficiencies will be examined at the site by the PM within a reasonable time.

(End of Clause)

### **E.4 QUALITY MANAGEMENT SYSTEM**

The Contractor shall maintain compliance to the NASA Quality Management System (ISO Standard 9001:2008) and SSC Environmental Management System (ISO Standard 14001) and AS9100, Quality Management Systems, Requirements for Aviation, Space and Defense Organizations. The Contractor shall develop and maintain appropriate work instructions necessary to implement the SSC Level I and Level II ISO documents. Processes requiring work instructions include: engineering, purchasing, calibration, environmental laboratory, software development, computer operations, training, and propulsion test operations such as the high pressure industrial water facility, high pressure gas facility, and

cryogenics. The Contractor shall also provide personnel to support the internal audit processes.

(End of Clause)

**E.5 QUALITY ASSURANCE SURVEILLANCE PLAN**

A Quality Assurance Surveillance Plan (QASP) will be developed and implemented by the COTR as a part of the contract administration and monitoring activities conducted to assure that the Government receives products and services that conform to contract requirements. The nature and extent of the quality assurance surveillance contemplated in this plan will be based upon the specific content of the Contractors Mission Assurance Plan.

(End of Clause)

(END OF SECTION)

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**PART I – THE SCHEDULE**

**SECTION F**

**DELIVERIES OR PERFORMANCE**

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**DELIVERIES OR PERFORMANCE**

**F.1 LISTING OF SECTION F CLAUSES INCORPORATED BY REFERENCE**

The following clauses are hereby incorporated by reference in accordance with FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998):

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The Offeror is cautioned that the listed provisions may include blocks that must be completed by the Offeror and submitted with its quotation or offer. In lieu of submitting full text of those provisions, the Offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at these addresses:

<http://www.acquisition.gov/Far/>  
<http://www.hq.nasa.gov/office/procurement/regs/nfstoc.htm>

FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

52.242-15 STOP-WORK ORDER (AUG 1989) – ALTERNATE I (APR 1984)  
 52.247-34 F.O.B. DESTINATION (NOV 1991)

(End of Clause)

**F.2 PERIOD OF PERFORMANCE**

- A. The contract base period of performance shall be thirty (30) months beginning on April 1, 2011 through September 30, 2013.
- B. The Contractor is incentivized to provide excellent technical operations support services, to include cost control, for SSC through the combination of the potential for award fee and the potential of an additional option period.
- C. If the Government elects to exercise its option, pursuant to the option provisions of this contract, the period of performance for option one will be as follows:

<b>OPTION</b>	<b>PERIOD OF PERFORMANCE</b>
Option 1	10/01/13 – 03/31/16

- D. A basic period of performance of thirty (30) months, and one (1), thirty (30) month option period is in the Government’s best interest.

(End of Clause)

**F.3 PLACE OF PERFORMANCE**

The Contractor shall perform the work under this contract at the John C. Stennis Space Center, Stennis Space Center, Mississippi, and other locations as may be approved in writing by the Contracting Officer.

(End of Clause)

**F.4 PLACE OF DELIVERY**

All Data Requirements shall be submitted in accordance with the reporting instructions identified in the Data Requirements Document (DR) to the COTR via the Stennis Contracts Deliverable System (SCDS), and by hardcopy upon request.

(End of Clause)

**F.5 DELIVERABLE TYPES**

The Contractor shall deliver reports to the customer in accordance with the DR List identified in Part III, Attachment J-2.

(End of Clause)

**F.6 NOTICE REGARDING LATE DELIVERY**

The Contractor shall notify the Contracting Officer and the COTR as soon as it becomes apparent to the Contractor that a scheduled delivery will be late. The Contractor shall include in the notification the rationale for late delivery, the expected date for the delivery, and the project impact of the late delivery. The COTR will review the new schedule and provide guidance to the Contractor.

(End of Clause)

(END OF SECTION)

**PART I – THE SCHEDULE**

**SECTION G**

**CONTRACT ADMINISTRATION DATA**

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**CONTRACT ADMINISTRATION DATA**

**G.1 LISTING OF SECTION G CLAUSES INCORPORATED BY REFERENCE**

The following clauses are incorporated by reference in accordance with Federal Acquisition Regulation (FAR) 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998):

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The Offeror is cautioned that the listed provisions may include blocks that must be completed by the Offeror and submitted with its quotation or offer. In lieu of submitting full text of those provisions, the Offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at these addresses:

<http://www.acquisition.gov/Far/>

<http://www.hq.nasa.gov/office/procurement/regs/nfstoc.htm>

NASA FAR SUPPLEMENT (NFS 48 CFR CHAPTER 18)

1852.223-71	FREQUENCY AUTHORIZATION	DEC 1988
1852.227-70	NEW TECHNOLOGY	MAY 2002
1852.242-71	TRAVEL OUTSIDE OF THE UNITED STATES	DEC 1988
1852.242-73	NASA CONTRACTOR FINANCIAL MANAGEMENT REPORTING	NOV 2004
1852.242-72	OBSERVANCE OF LEGAL HOLIDAYS ALTERNATE I (SEPT 1989) ALTERNATE II (OCT 2000)	AUG 1992
1852.245-73	FINANCIAL REPORTING OF NASA PROPERTY IN THE CUSTODY OF CONTRACTORS	OCT 2003

(End of Clause)

**G.2 SUBMISSION OF VOUCHERS FOR PAYMENT (NFS 1852.216-87) (MAR 1998)**

- (a) The designated billing office for cost vouchers for purposes of the Prompt Payment clause of this contract is indicated below. Public vouchers for payment of costs shall include a reference to the number of this contract: NNS10AA46C.
- (b) (1) If the Contractor is authorized to submit interim cost vouchers directly to the NASA paying office, the original voucher should be submitted to:

NASA Shared Services Center (NSSC)  
Financial Management Division (FMD) – Accounts Payable  
Bldg. 1111, Road C  
Stennis Space Center, MS 39529  
Email: [NSSC-Accounts\\_payable@nasa.gov](mailto:NSSC-Accounts_payable@nasa.gov)  
Fax: 866-209-5415

(2) For any period that the Defense Contract Audit Agency has authorized the Contractor to submit interim cost vouchers directly to the Government paying office, interim vouchers are not required to be sent to the Auditor, and are considered to be provisionally approved for payment, subject to final audit.

(3) Copies of vouchers should be submitted as directed by the Contracting Officer.

The remittance address for payments under this contract is:

**BY MAIL**

Accounts Receivable  
Lockheed Martin Services, Inc.  
2339 Route 70 West, Floor 4W  
Cherry Hill, NJ 08002-3315

By EFT  
Citibank, N.A.

(b)(4)

Lockheed Martin Services, Inc.

(b)(4)

(c) If the Contractor is not authorized to submit interim cost vouchers directly to the paying office as described in paragraph (b), the Contractor shall prepare and submit vouchers as follows:

(1) One original Standard Form (SF) 1034, SF 1035, or equivalent Contractor's attachment.

DCAA mailing office (for submission of cost vouchers) address:

Defense Contract Audit Agency (DCAA)  
New Orleans Branch Office  
13800 Old Gentilly Road  
Building 350 2<sup>nd</sup> Floor  
New Orleans, LA 70189-0532

(2) Five copies of SF 1034, SF 1035A, or equivalent Contractor’s attachment to the following offices by insertion in the memorandum block of their names and addresses:

- i. Copy 1 NASA Contracting Officer (electronically);
- ii. Copy 2 Auditor; (DCAA) (electronically);
- iii. Copy 3 Contractor;
- iv. Copy 4 Contracting Officer’s Technical Representative (electronically);
- v. Copy 5 Contract Administration Office (DCMA) (electronically)

(3) Contracting Officer may designate other recipients as required.

(d) Public vouchers for payment of fee shall be prepared similarly to paragraph (b) or (c) of this clause, whichever is applicable. Vouchers shall be forwarded to:

John C. Stennis Space Center, NASA  
 Office of Procurement, Mail Code DA10  
 Attn: Contracting Officer, Contract No. NNS10AA46C.  
 Stennis Space Center, MS 39529-6000

Carbon copy to: NASA Shared Services Center (NSSC) (electronically)

This is the designated billing office for fee vouchers for purposes of the Prompt Payment clause of this contract.

(e) In the event that amounts are withheld from payment in accordance with provisions of this contract, a separate voucher for the amount withheld will be required before payment for that amount may be made.

(End of Clause)

**G.3 DESIGNATION OF NEW TECHNOLOGY REPRESENTATIVE AND PATENT REPRESENTATIVE (NFS 1852.227-72) (JULY 1997)**

(a) For purposes of administration of the clause of this contract entitled “New Technology” or “Patent Rights—Retention by the Contractor (Short Form),” whichever is included, the following named representatives are hereby designated by the Contracting Officer to administer such clause:

Title	Office/Address (including zip code)
New Technology Representative	Technology Utilization Officer NASA/ John C. Stennis Space Center

	Mail Code: IA00 Stennis Space Center, MS 39529-6000
Patent Representative	Chief Counsel NASA/ John C. Stennis Space Center Mail Code: CA00 Stennis Space Center, MS 39529-6000

- (b) Reports of reportable items, and disclosure of subject inventions, interim reports, final reports, utilization reports, and other reports required by the clause, as well as any correspondence with respect to such matters, should be directed to the New Technology Representative unless transmitted in response to correspondence or request from the Patent Representative. Inquiries or requests regarding disposition of rights, election of rights, or related matters should be directed to the Patent Representative. This clause shall be included in any subcontract hereunder requiring a “New Technology” clause or “Patent Rights—Retention by the Contract (Short Form)”, unless otherwise authorized or directed by the Contracting Officer. The respective responsibilities and authorities of the above-named representatives are set forth in 1827.305-370 of the NASA FAR Supplement.

(End of Clause)

**G.4 RESERVED**

**G.5 INSTALLATION-ACCOUNTABLE GOVERNMENT PROPERTY (NFS 1852.245-71) (NOV 2004)**

- (a) The Government property described in the clause at NFS 1852.245-77, List of Installation-Accountable Property and Services shall be made available to the Contractor on a no-charge basis for use in performance of this contract. This property shall be utilized only within the physical confines of the NASA installation that provided the property. This property shall be utilized only in support of the TOC requirements. Under this clause, the Government retains accountability for, and title to, the property, and the Contractor assumes the following user responsibilities:
- (1) Reporting any missing or untagged (meeting the criteria for NEMS control as defined in the series 4000, User’s Guide for Property Custodians) equipment, transfer, location change, or user change of equipment to the cognizant property custodian.
  - (2) Notifying the cognizant property custodian, supervisor, and the Installation Security Officer immediately if theft of Government property is suspected.



- (3) Ensuring that such equipment and materials are used only in pursuit of this contract. Other uses shall require approval of the Contracting Officer.
- (4) In a timely manner, identify idle equipment not being actively used in pursuit of approved NASA programs/projects and ensuring that equipment is turned in to the Property Disposal Officer through the cognizant property custodian when no longer needed. Under no circumstances will an employee throw away Government equipment.
- (5) At Installations with full-time property custodians, assigned users retain all responsibilities including notifying cognizant property custodian of all activity associated with the user's assigned equipment.

The Contractor shall establish and adhere to a system of written procedures for compliance with these user responsibilities. Such procedures must include holding employees liable, when appropriate, for loss, damage, or destruction of Government property.

- (6) Store stock materials may only be drawn for use in support of the TOC contract requirements.
- (b)(1) The official accountable record keeping, physical inventory, financial control, and reporting of the property subject to this clause shall be retained by the Government and accomplished by the installation Supply and Equipment Management Officer (SEMO) and Financial Management Officer. If this contract provides for the Contractor to acquire property, title to which will vest in the Government, the following additional procedures apply:
- (i) The Contractor's purchase order shall require the vendor to deliver the property to the installation central receiving area;
  - (ii) The Contractor shall furnish a copy of each purchase order, prior to delivery by the vendor, to the installation central receiving area;
  - (iii) The Contractor shall establish a record of the property as required by FAR 45.5 and NFS 1845.5 and furnish to the Industrial Property Officer a DD Form 1149, Requisition and Invoice/Shipping Document (or installation equivalent) to transfer accountability to the Government within 5 working days after receipt of the property by the Contractor. The Contractor is accountable for all

Contractor-acquired property until the property is transferred to the Government's accountability;

- (iv) Contractor use of Government property at an off-site location and off-site subcontractor use require advance approval of the Contracting Officer and notification of the SEMO. The Contractor shall assume accountability and financial reporting responsibility for such property. The Contractor shall establish records and property control procedures and maintain the property in accordance with the requirements of FAR Part 45.5 until its return to the installation.
- (2) After transfer of accountability to the Government, the Contractor shall continue to maintain such internal records as are necessary to execute the user responsibilities identified in paragraph (a) and document the acquisition, billing, and disposition of the property. These records and supporting documentation shall be made available, upon request, to the SEMO and any other authorized representatives of the Contracting Officer.

(End of Clause)

**G.6 LIST OF INSTALLATION-ACCOUNTABLE PROPERTY AND SERVICES (NFS 1852.245-77) (JULY 1997)**

In accordance with the clause at 1852.245-71, Installation-Accountable Government Property, the Contractor is authorized use of the types of property and services listed below, to the extent they are available, in the performance of this contract within the physical borders of the installation which may include buildings and space owned or directly leased by NASA in close proximity to the installation, if so designated by the Contracting Officer.

- (a) Office space, work area space, and utilities. All Government electronic equipment is available for official purposes only.
- (b) General and special purpose equipment, including office furniture.
  - (1) Equipment to be made available is listed in Attachment J-10.
    - (i) List 1 – IAGP (No Class Exceptions)
    - (ii) List 2 – IAGP (Class Exceptions)
    - (iii) List 3 – IAGP Facilities

The Government retains accountability for this property under the clause 1852.245-71, Installation-Accountable Government Property, regardless of its authorized location.

- (2) If the Contractor acquires property, title to which vests in the Government pursuant to other provisions of this contract, this property also shall become accountable to the Government upon its entry into Government records as required by the clause at 1852.245-71, Installation-Accountable Government Property.
  - (3) The Contractor shall not bring to the installation for use under this contract any property owned or leased by the Contractor, or other property that the Contractor is accountable for under any other Government contract, without the Contracting Officer's prior written approval.
- (c) Supplies from stores stock.
  - (d) Publications and blank forms stocked by the installation.
  - (e) Safety and fire protection for Contractor personnel and facilities.
  - (f) IAGP: [See Attachment J-10].
  - (g) Medical treatment of a first-aid nature for Contractor personnel injuries or illnesses sustained during on-site duty.
  - (h) Cafeteria privileges for Contractor employees during normal operating hours.
  - (i) Building maintenance for facilities occupied by Contractor personnel.
  - (j) Moving and hauling for office moves, movement of large equipment, and delivery of supplies. Moving services shall be provided on-site, as approved by the Contracting Officer.
  - (k) The user responsibilities of the Contractor are defined in paragraph (a) of the clause at 1852.245-71, Installation-Accountable Government Property. They are further defined in the following property management directives and installation supplements to these directives.
    - (1) Series 4200.1, NASA Equipment Management Manual.
    - (2) Series 4200.2, NASA Equipment Management System (NEMS) User's Guide for Property Custodians.
    - (3) Series 4300.1, NASA Personal Property Disposal Manual.

(4) Series 4100.1, NASA Materials Inventory Management Manual. SSC will provide the Contractor with all applicable regulations, handbooks, and other materials that may be required.

- (l) Equipment and class of equipment identified in Attachment J-10 (Class Exceptions) is subject to Section G, Article G-7 and is provided only to the extent as originally provided to the Contractor for use in performance of this contract. Additional equipment or replacement of such equipment or class of equipment shall be Contractor furnished.
- (m) Installation services facilities: Library, Official Mail Services (excluding meter usage, and general use computers, two way radios, and network connections).
- (n) Disposal Services for excess on-site and off-site Contractor-held/Government-owned property.
- (o) Vehicles will be provided by the Government. The size of the fleet and type of equipment to be utilized will be determined by the NASA Transportation Officer.

(End of Clause)

**G.7 REPAIR OR REPLACEMENT OF GOVERNMENT PROPERTY-  
SPECIAL CONDITIONS**

- (a) Notwithstanding any other provisions of the contract to the contrary, the Contractor agrees that the Government will not authorize the replacement of any Government property subject to paragraph (e) below or repair costs of any Government property item valued less than \$5,000 subject to paragraph (e) below as a direct reimbursable cost under this contract. Replacement shall be at no cost to the Government except as may be permitted by FAR 31.205-11, "Depreciation." However, the Government may authorize and reimburse the repair of defective Government property as stated in paragraph (b) below. If repair is not approved by the Contracting Officer, the Contractor agrees to replace any defective Government property with Contractor owned/leased property. Such property need not be identical to the replaced property. Further, replacement may be waived by the Contracting Officer provided the Contractor submits a written request and demonstrates to the satisfaction of the Contracting Officer that the capability to perform the contract in an acceptable and efficient manner is not degraded.
- (b) The Contractor is required to have an approved maintenance/repair program for all Government property. The criteria in this program shall be used to determine when the Contractor is required to request approval from the Contracting Officer for repair or replacement of Government property. The Government may reimburse the reasonable direct cost for

the repair of Government property identified in paragraph (e) with a per item value greater than \$5,000.

To establish the end of economical life for items in paragraph (e) valued greater than \$5,000, the Contractor shall include in the maintenance/repair program a not-to-exceed dollar percentage number based on the original unit cost. As a standard, based on cumulative repair costs, upon reaching the not-exceed percentage number, the Contractor will process the defective Government property for disposal and replace it with Contractor owned/leased property.

The Contractor must submit each repair request to the Contracting Officer until such time as the Contractor's repair/maintenance program has been approved by the Government. When the maintenance program requires the Contractor to inform the Contracting Officer of the need for a repair/replacement decision, the Contractor shall notify the Contracting Officer, in writing, and provide a "not-to-exceed" dollar amount for the repair of the property and a rationale as to why repair is in the best interest of the Government, considering age of the property, the nature of the defect(s), and the criticality of the property to the accomplishment of the contract requirements. If the Contracting Officer agrees that the property is required for contract performance and that repair is in the best interest of the Government, the Contracting Officer may authorize the repair. If the Contracting Officer considers that repair is not in the best interests of the Government, the Contracting Officer shall notify the Contractor. The replacement item shall be provided by the Contractor in accordance with paragraph (a) above. The availability or serviceability of Government property identified in paragraph (e) below shall not be a basis for non-performance of contract requirements.

- (c) The Contractor shall maintain complete records of Contractor-owned or leased equipment, which is subject to this clause. Such records shall include item or model number, date of purchase, purchase price, depreciation schedule, and amount of depreciation recorded from time to time. The Contractor shall provide these records to the Contracting Officer promptly upon the latter's request, along with the Contractor's best estimate of the undepreciated balance of each item of equipment.
- (d) The Contractor agrees that at the end of the contract performance period, and the Government does not thereafter contract with the same Contractor as the successor Contractor for the same or similar services contemplated by this contract, the Contractor shall, upon request by the Contracting Officer, transfer title of any Contractor owned or leased equipment identified in paragraph (c) above as identified by the Contracting Officer to either (1) the Government or (2) a successor Contractor. If a request for transfer of title to the Government is made, the Government agrees to recognize as allowable costs under the Contract, for identified equipment, so much of the cost of the equipment that has not been depreciated as of

the end of the Contract performance period. If a request for transfer of title to a successor Contractor is made, the Contractor agrees to transfer title to identified equipment to the successor Contractor for an amount not to exceed the applicable residual balances, subject to reasonable terms and conditions regarding payment and other matters to be agreed upon by the parties.

- (e) This clause (G.7) shall apply to the Installation Accountable Government Property as identified in the Department of the Army Supply Bulletin SB 708-21 "Federal Supply Classification" Part 1, Groups and Classes (February 2003)

Group 51: Class 5130 – Hand Tools, Power Driven

Group 74: Class 7420 – Accounting and Calculating Machines

Class 7430 – Typewriters and Office Type Composing Machines

Class 7450 – Office Type Sound Recording and Reproducing Machines

Class 7490 – Miscellaneous Office Machines

(End of Clause)

#### **G.8 SSC POLICY DIRECTIVES AND PROCEDURES**

NASA/SSC maintains a set of SSC Policy Directives (SPD) and SSC Procedural and Requirements (SPR) and SSC Standards that govern many aspects of activity at SSC. The Contractor shall incorporate the most current provisions of applicable SPD's and SPR's and SSC Standards into all organizations and planning for the performance of this contract and shall comply with the most current provisions during the term of the contract.

(End of Clause)

#### **G.9 AWARD FEE FOR SERVICE CONTRACTS (NFS 1852.216-76) (JUNE 2000)**

- (a) The Contractor can earn award fee from a minimum of zero dollars to the maximum stated in NASA FAR Supplement clause 1852.216-85, "Estimated Cost and Award Fee" in this contract.
- (b) Beginning six (6) months after the effective date of this contract, the Government shall evaluate the Contractor's performance and every six (6) months thereafter to determine the amount of award fee earned by the Contractor during the period. The Contractor may submit a self-evaluation of performance for each evaluation period under consideration. These self-evaluations will be considered by the Government in its evaluation. The Government's Fee Determination Official (FDO) will determine the award fee amounts based on the Contractor's performance in accordance with Section J, Attachment J-3, titled Award Fee Plan. The plan may be revised

unilaterally by the Government prior to the beginning of any rating period to redirect emphasis.

- (c) The Government will advise the Contractor in writing of the evaluation results.
- (d) After 85 percent of the potential award fee has been paid, the Contracting Officer may direct the withholding of further payment of award fee until a reserve is set aside in an amount that the Contracting Officer considers necessary to protect the Government's interest. This reserve shall not exceed 15 percent of the total potential award fee.
- (e) The amount of award fee which can be awarded in each evaluation period is limited to the amounts set forth at Section J, Attachment J-3. Award fee which is not earned in an evaluation period cannot be reallocated to future evaluation periods.
- (f)
  - (1) Provisional award fee payments will be made under this contract pending the determination of the amount of fee earned for an evaluation period. If applicable, provisional award fee payments will be made to the Contractor on a monthly basis. The total amount of award fee shall be paid in accordance with the Award Fee Plan, Attachment V, Provisional Payment Rate.
  - (2) Provisional award fee payments will be superseded by the final award fee evaluation for that period. If provisional payments exceed the final evaluation score, the Contractor will either credit the next payment voucher for the amount of such overpayment or refund the difference to the Government, as directed by the Contracting Officer.
  - (3) If the Contracting Officer determines that the Contractor will not achieve a level of performance commensurate with the provisional rate, payment of provisional award fee will be discontinued or reduced in such amounts as the Contracting Officer deems appropriate. The Contracting Officer will notify the Contractor in writing if it is determined that such discontinuance or reduction is appropriate.
  - (4) Provisional award fee payments will be made prior to the first award fee determination by the Government.
- (g) Award fee determinations are unilateral decisions made solely at the discretion of the Government.

(End of Clause)

(END OF SECTION)

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**PART I – THE SCHEDULE**

**SECTION H**

**SPECIAL CONTRACT REQUIREMENTS**

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## **SPECIAL CONTRACT REQUIREMENTS**

### **H.1 LISTING OF SECTION H CLAUSES INCORPORATED BY REFERENCE**

The following clauses are incorporated by reference in accordance with Federal Acquisition Regulation (FAR) 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998):

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The Offeror is cautioned that the listed clauses may include blocks that must be completed by the Offeror and submitted with its quotation or offer. In lieu of submitting full text of those provisions, the Offeror may identify the clause by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a contract clause may be accessed electronically at these addresses:

<http://www.acquisition.gov/Far/>

<http://www.hq.nasa.gov/office/procurement/regs/nfstoc.htm>

#### **NASA FAR SUPPLEMENT (48 CFR CHAPTER 18) CLAUSES:**

<u>Clause Number</u>	<u>Title</u>
52.204-7	CENTRAL CONTRACTOR REGISTRATION (APR 2008)
1852.208-81	RESTRICTIONS ON PRINTING AND DUPLICATING (NOV 2004)
1852.223-70	SAFETY AND HEALTH (APR 2002)
1852.223-75	MAJOR BREACH OF SAFETY OR SECURITY (FEB 2002)
1852.225-70	EXPORT LICENSES (FEB 2000)

(End of Clause)

### **H.2 SECURITY CLASSIFICATION REQUIREMENTS (NASA 1852.204-75) (SEP 1989)**

Performance under this contract may involve access to and /or generation of classified information, work in a security area, or both, up to the level of Secret. See Federal Acquisition Regulation clause 52.204-2 in this contract, Department of Defense (DD) Form 254, Contract Security Classification Specification, Attachment J-9, and Contract Clause H.14 for further information.

(End of Clause)

### **H.3 REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF OFFERORS**

This contract incorporates Section K, Representations, Certifications, and Other Statements of Offerors, as set forth in the Contractor's proposal dated September 7, 2010, by reference, with the same force and affect as if it were given in full text.

(End of Clause)

### **H.4 SMALL BUSINESS SUBCONTRACTING PLAN**

- (a) NASA's objective is to ensure the execution of a vigorous program at the prime contract and subcontract levels which will optimize the opportunity for subcontract participation of small business, HUBZone small business, small disadvantaged business, women-owned, service disabled veteran owned and veteran owned, small business concerns as defined in FAR 52.219-8, "Utilization of Small Business Concerns".
- (b) Pursuant to FAR clause 52.219-9 entitled "Small Business Subcontracting Plan," If the Contractor is a large business, an approved subcontracting plan will be incorporated in Attachment J-7. Changes to the plan will be authorized only by contract modification. The Contractor shall exert its best effort to operate in accordance with this plan. A subcontracting plan shall be submitted for the base period and option period.
- (c) Each subcontracting goal shall equal or exceed the following percentage of total contract value for each contract year:

**Total Small Business**

1. Small Disadvantaged Business (SDB)
2. Women-Owned
3. Veteran-Owned
4. Service Disabled Veteran-Owned
5. HUBZone

(b)(4)

The total (b)(4) small business goal is comprised of the following: small disadvantaged business, women-owned small business, veteran owned small business, service disabled veteran owned business, and HUBZone small business. However, each of the aforementioned goals are separate goals that are individually calculated against total contract value.

(End of Clause)

### **H.5 MINIMUM INSURANCE COVERAGE (NFS 1852.228-75) (OCT 1988)**

The Contractor shall obtain and maintain insurance coverage as follows for the performance of this contract:

- (a) Worker's compensation and employer's liability insurance as required by applicable federal and state workers' compensation and occupational disease statutes. If occupational diseases are not compensable under those statutes, they shall be covered under the employer's liability section of the insurance policy, except when contract operations are so co-mingled with the Contractor's commercial operations that it would not be practical. The employer's liability coverage shall be at least \$100,000, except in states with exclusion or monopolistic funds that do not permit workers' compensation to be written by private carriers.
- (b) Comprehensive general (bodily injury) insurance of at least \$500,000 per occurrence.
- (c) Motor vehicle liability insurance written on the comprehensive form of policy which provides for bodily injury and property damage liability covering the operation of all motor vehicles used in connection with performing the contract. Policies covering motor vehicles operated in the United States shall provide coverage of at least \$200,000 per person and \$500,000 per occurrence for bodily injury liability and \$20,000 per occurrence for property damage. The amount of liability coverage on other policies shall be commensurate with any legal requirements of the locality and sufficient to meet normal and customary claims.
- (d) Comprehensive general and motor vehicle liability policies shall contain a provision worded as follows:

"The insurance company waives any right of subrogation against the United States of America which may arise by reason of any payment under the policy."

(End of Clause)

## **H.6 DOCUMENTATION REQUIREMENTS**

The Contractor shall utilize, to the maximum extent possible, existing SSC documentation. The Contractor shall develop and utilize necessary documentation such as operating plans and procedures, maintenance and operating instructions, and other types of work instructions. All procedures shall be maintained electronically in the Tech Doc system to provide a complete index of contract procedures. Documentation and the document index shall be developed, managed, and maintained in accordance with SPR 1400.1, Document Preparation, Numbering, and Management Guidelines and Standards and SPR 1440.1, Records Management Program Requirements. The Contractor shall

officially record and house documentation in the SSC Tech Doc System document repository. The Contractor shall utilize the SSC Contract Deliverable System (CDS) MF01.

Records (including paper, electronic, and audio-visual) shall be maintained in accordance with NPD 1440.6, NASA Records Management, NPR 1441.1, NASA Records Retention Schedules and SPR 1440.1. The Contractor shall maintain a Master Records Index (per DR DM02) in the SSC Tech Doc system for the NASA records generated, managed, and maintained under this contract. The Contractor shall develop a plan for documentation development and management of operation of the records and files management program in compliance with National Archives and Records Administration and CFR requirements, as implemented by NASA policies and procedures and specified in DR DM01. The plan shall address and assure the identification, marking, management, preservation, and disposition of NASA documentation and records.

The Contractor shall provide to NASA or authorized representatives access to all Government records. The Government reserves the right to inspect, audit, and copy record holdings.

The Contractor, not later than 15 days before the end of the contract, shall submit a final updated version of all DR's except for DR's submitted on a monthly basis or an "As Required" basis, unless otherwise directed by the Contracting Officer.

- (a) **Data Requirements:** Requirements for technical or management information are imposed on the Contractor through the use of the Data Requirements Document (DRD), included as Attachment J-2 in Section J. The DR describes, defines and specifies the information required and lists the technical or management information to be produced and/or delivered as required by NASA/SSC to administer the contract.
- (b) **Contractor Data Management:** The Contractor shall be required to establish adequate documentation with a corresponding data tree. Documentation, which includes, plans, manuals, reports, and procedures conforming to NASA standards shall be maintained, archived, and stored in the SSC repository appropriate to the type of documentation. Repositories include, but are not limited to, Central Engineering Files (CEF), electronic documentation systems (e.g., Tech Doc, Windchill, etc.), and the SSC Records Archive. Documents containing detailed facilities and facilities maintenance and operation related information such as engineering drawings, schematics, specifications, reports, cost estimates, etc, will be sent to CEF.
- (c) **Data Reviews:** The Contractor, upon request, shall participate in periodic reviews of contract data requirements for maintaining current Contract DR. This assistance shall include identification of additional data items

and recommendations for deletions considered appropriate in consonance with test operations services required at SSC.

- (d) Changes in Distribution: When changes to the original distribution requirements are required by the Contracting Officer, the Contractor shall act upon such changes upon receipt of an approved Request for Data or upon revision to the distribution part of the DR, provided such changes do not incur additional costs. In the event that additional cost is involved, an equitable adjustment shall be negotiated.

(End of Clause)

#### **H.7 LIMITATION ON EXECUTIVE COMPENSATION**

The Office of Federal Procurement Policy (OFPP) Administrator issued a memorandum, dated May 21, 2009, revising the benchmark limitation on executive compensation under Government contracts for fiscal year 2009 from \$612,196 to \$684,181. The \$684,181 amount is to be used for Contractor fiscal year 2009 and any subsequent Contractor fiscal years unless and until revised by OFPP. The limitation applies to the five most highly compensated employees at each home office and segment of a Contractor. The limitation amount applies to contract costs incurred after January 1, 2009, under defense and civilian agency contracts, whether or not the contract was previously subject to a statutory limitation on compensation. Compensation in excess of the benchmark limitation is unallowable.

(End of Clause)

#### **H.8 RESERVED**

#### **H.9 CONTRACTOR REPRESENTATIVE(S)**

The Contractor shall designate one of its personnel at SSC to act as overall manager, and delegate to this person the complete authority to decide all matters connected with this contract including signature authority for all contract documents. The Contractor shall further designate a second employee at SSC as alternate with the authority to act as and on upon behalf of the manager in the event of the absence or incapacity of the designated manager. The Contractor shall advise the Contracting Officer in writing of the persons so designated. Also see J-1, Section 1.3, for Business Management.

(End of Clause)

**H.10 OBSERVANCE OF LAWS AND REGULATIONS**

- (a) The Contractor shall procure and keep effective necessary business and professional permits and licenses required in performance of the work. NASA will execute the necessary environmental permits.
- (b) Inasmuch as various departments and agencies of the Government, several Contractors and other tenants jointly occupy SSC and are confronted with certain common conditions and problems resulting from this co-occupancy, certain uniform policies, regulations, and procedures will be issued, as required, by the Government (NASA/SSC), and will be applicable to all personnel working at SSC. The Contractor shall adhere to these policies and procedures insofar as such policies and procedures are in conformity with the terms of this contract.
- (c) All employees of the Contractor assigned to perform the work under this contract shall be under the control of the Contractor during the performance of such assignment. The Contractor shall be responsible for satisfactory standards of employee competency, conduct and integrity and shall be responsible for taking such disciplinary action with respect to its employees as may be necessary.
- (d) The above provisions of this Section shall be made equally applicable by the Contractor to employees other than those of the Contractor to the extent that they may be assigned work under this contract notwithstanding the basis of the assignment, e.g., subcontract.

(End of Clause)

**H.11 MOTOR VEHICLE MANAGEMENT**

- (a) Operation & Management of Motor Vehicles: The Contractor shall operate and manage GSA and commercially leased motor vehicles as necessary to support the performance of the contract. Such needed vehicles are to be operated and managed in the manner most efficient and economical to the Government. If deemed necessary, additional vehicles may be obtained from the GSA Interagency Motor Pool and/or leased from commercial sources subject to approval and authorization by the SSC Transportation Officer. When the acquisition of commercially leased vehicles is deemed appropriate, such acquisition shall be authorized by the SSC Transportation Officer and approved in advance by the Contracting Officer.

The Contractor shall assure that all operators of Government-owned vehicles possess valid state licenses. The Contractor will furnish GSA and the Contracting Officer a copy of their third party automobile liability insurance



policy, as defined in NFS 1852.228-75 entitled "Minimum Insurance Coverage," covering any and all leased GSA motor vehicles.

The number and type of vehicles necessary to support this contract will be determined by the NASA Transportation Officer.

(b) Advance Understanding Concerning Damage to GSA and Commercially Leased Motor Vehicles:

- (1) The parties agree that the provision set forth below shall be applicable with respect to reimbursement to the Contractor for expenses incidental to loss or damage of GSA vehicles acquired by the Contractor for performance under this contract.

**PROVISION**

The Government holds the Contractor harmless for loss and damage arising out of the performance of this contract, with respect to any Government-owned property or facilities, including property in which the Government has an interest. Specifically excluded from the provision of this clause are:

- (i) Property owned by the Contractor;
  - (ii) Loss or damage compensated by insurance or otherwise;
  - (iii) Loss or damage to property for which the Contractor has failed to insure or maintain insurance as required by the Contracting Officer; or
  - (iv) Loss or damage as a result of unlawful misconduct, or lack of good faith on the part of Contractor personnel as described in (e)(3)(i)(ii) & (iii) of the clause entitled "Insurance - Liability to Third Persons" in FAR Clause No. 52.228-7.
- (2) The parties further agree that, with respect to any commercially leased motor vehicles authorized for use in performance under this contract, the lease costs, which may include therein applicable costs of collision and comprehensive insurance, shall be considered allowable costs to the extent that they are reasonable and allocable to this contract. Upon commercial lease of a motor vehicle(s), the Contractor shall give written notice to the

Contracting Officer as to the insurance coverage provided by such lease agreement.

(End of Clause)

**H.12 REGISTER OF WAGE DETERMINATION UNDER THE SERVICE CONTRACT ACT**

The FAR Clause 52.222-41, Service Contract Act of 1965, as amended, shall apply to the contract. The Contractor and Subcontractors (if applicable) will be required to compensate the employees engaged in performance of this contract at wage rates (including fringe benefits) at least equal to the rates prescribed in the attached Department of Labor, SCA Wage Determination (See Part III, Attachment J-4).

(End of Clause)

**H.13 NATIONAL LABOR RELATIONS ACT**

- (a) The selected Contractor shall be required to comply with the requirements of the National Labor Relations Act.
- (b) As a Government contracting activity, SSC recognizes the rights afforded these individuals by the National Labor Relations Act. Therefore, the successful Contractor agrees to maintain practices that are in compliance with these mandatory provisions of law.

(End of Clause)

**H.14 SECURITY CONTROLS**

- (a) Security Requirements. Performance of this contract requires reproduction of classified information. Contractor personnel will also be required to obtain access to classified information or to enter areas where classified documents are kept. Personnel security clearances required or requested for work assignments on this contract will be limited strictly to those required to perform the assigned function. The Contractor will be guided by Section III of the Industrial Security Manual, DoD 5220.22-M and will comply with Attachment J-9, Contract Security Classification Specification.

The Contractor shall require each employee engaged on the work site to display Government furnished identification badges and special access badges at all times. The Contractor shall upon termination of an employee, immediately deliver badges and/or passes issued to the employee to the Security Officer.

- (b) Access to Secure Areas. Portions of the work under the contract are performed in secure areas, needing specific access requirements. These secure controlled/restricted areas are normally surrounded by fencing and have an entrance gate monitored by a guard or monitoring device. Access into such areas is categorized into "escorted" and "unescorted" access. All persons requiring unescorted access to a secure area shall be the subject of a favorable security investigation (security clearance) required for access to that area or, in most cases, will be escorted by an approved escort official. The Contractor is responsible for providing escort services for any of their employees and/or any subcontractor employees who are not eligible for unescorted access. Personnel requiring access to areas containing classified information or material shall have the appropriate security clearance as approved by Defense Investigative Security Clearance Office.
- (c) Interfaces. The Contractor shall comply with controlled/restricted area procedures and instructions, to include proper security clearances. Contractor personnel working in controlled/restricted areas, such as the test complex area, and computer rooms, may be required to sign in and out, state the nature of business at the entrance desk, and display a unique user provided badge. All work in controlled/restricted areas shall be coordinated with the respective unit or organization in accordance with local agency security procedures.
- (d) IT Security. The Contractor shall manage the security, operation and support of IT resources in accordance with NPR 2810.1, Security of Information Technology, in accordance with all applicable SSC IT security guidelines and policies. This includes contract and system IT security plans, risk assessments, access policies, contingency planning, personnel screening, awareness, and training. NASA may audit the Contractor's IT security planning efforts on an annual basis or as required to ensure compliance. The Contractor shall assist the Government in maintaining a level of security that minimizes the threat of unauthorized access to IT resources and the destruction of Government data. The Contractor shall provide reports, plans, guidance and support to meet the security requirements for IT at SSC as required by the National Security Act and NASA Headquarters. Specific documents guiding the IT Security functions include: Office of Management and Budget Circular A-130, NPD 2810.1, NPR 2810.
- (e) Privacy Act: The Contractor is bound by the rules as provided in the Privacy Act of 1974.

(End of Clause)

**H.15 GOVERNMENT/CONTRACTOR FURNISHED PROPERTY**

- (a) Government Furnished Property: Attachment J-10 is a listing of property that the Government will make available to the Contractor for performance of this contract. The final list of Government furnished property will be incorporated into the contract by reference. If the Government fails to provide the property or services specified in Clause 1852.245-77, List of Installation-Accountable Property and Services, and that failure adversely affects the Contractor's ability to perform the contract, the Contracting Officer shall, upon timely written request from the Contractor, (1) make a determination of the effect on the Contractor, and (2) equitably adjust the contract in accordance with the procedures provided in the Changes clause of this contract.
- (b) Government Replaced: Government property in Attachment J-10, List 1 (No Class Exceptions) provided to the Contractor as serviceable Government property in accordance with FAR 52.245-1 shall be at the determination of the Government and shall remain Government owned property.
- (c) Contractor Replaced: Government property in Attachment J-10, List 2 (Class Exceptions) specifies existing Government property made available to the Contractor on an "as-is" basis in accordance with FAR 52.245-1. The Contractor shall provide any necessary replacements as Contractor owned/leased property. The Government makes no warranty whatsoever with respect to property made available "as-is" except that the property is in the same condition, less fair wear and tear, when placed at the delivery point as when inspected or made available for inspection by the Contractor. Upon reaching the end of its useful life, it will be processed for disposal in accordance with Government procedures. Replacement and maintenance costs (excluding fuel, oil, and lubricants) of Contractor owned/leased property will be at Contractor's expense.

If there is any change in the condition of Government property from the time inspected or made available for inspection to the time of issuance to the Contractor, and such change will adversely affect the Contractor, the Contractor shall, upon receipt of the property, immediately notify the Contracting Officer detailing the facts and, as directed by the Contracting Officer, either (1) return such property for disposal or (2) effect repairs to return the property to its condition, less fair wear and tear, when inspected or made available for inspection. The Contractor will be allowed a cutoff period of 60 days from contract start, during which time a claim may be made. After completing the directed action and upon written request of the Contractor, the Contracting Officer shall equitably adjust the contract. The foregoing provisions for adjustment are the exclusive remedy available to the Contractor, and the Government shall not be otherwise liable for any

delivery of Government property other than that in which it was originally offered.

At Contractor's expense, in accordance with Section G, the Contractor may repair or modify any property or the Contractor may substitute Contractor-owned property to perform the scope of work requirements. Modifications to property may only be made with the written permission of the Contracting Officer. Any repair or modification to IAGP shall not affect the title of the Government. The Contractor shall maintain maintenance, repair, and modification records on Government property specifically identified in Attachment J-10, List 2.

(End of Clause)

#### **H.16 ORGANIZATIONAL CONFLICT OF INTEREST**

- (a) In accordance with FAR Subpart 9.5, The Contracting Officer will identify and evaluate actual and potential Organizational Conflict of Interest (OCI) prior to award. An award will be made to the apparent successful Offeror unless an OCI is determined to exist that cannot be avoided, neutralized, mitigated or waived.
- (b) The successful performance of this contract requires both the Contractor and the government to cooperate in the early identification to avoid, neutralize, mitigate or waive the OCI which may arise in the implementation of this contract. This is an ongoing responsibility which is part of contract performance.
- (c) The Contractor represents that it will act in good faith and take reasonable steps to identify and disclose to the Contracting Officer any OCI as that term is used in FAR Subpart 9.5 which exists or which may arise during the performance of this contract, as soon as they become known to the Contractor.
- (d) The Contractor represents that if it discovers an OCI or potential OCI an immediate and full disclosure shall be made in writing to the Contracting Officer. The disclosure shall include a description of the action the Contractor has taken or proposes to take in order to avoid, neutralized, or mitigate the OCI. In addition, the Contractor shall submit an OCI Mitigation Plan as outlined in Attachment J-2, DR PC01.
- (e) If, in compliance with this clause, the Contractor discovers and immediately reports an OCI, the Contracting Officer will analyze the OCI and make a written determination and finding as to how the OCI will be resolved, taking into consideration the Contractor's plans to avoid or mitigate the OCI. In the event that the Contracting Officer determines that the OCI cannot be

effectively avoided, neutralized, mitigated, or waived, then the Contracting Officer may terminate the portion of the contract affected by the conflict for convenience, if such termination is determined to be in the best interests of the Government.

- (f) The Contractor agrees to abide by the provisions of FAR 9.505-4 and will implement appropriate procedures for the proper handling and protection of third party proprietary and or competition sensitive information to which it is given access during the performance of the contract.
- (g) In the event that a future modification to this contract would result in an actual OCI, the Contractor shall notify the Contracting Officer as set forth in paragraphs (d) and (e) of this clause. If the Contracting Officer determines that the OCI cannot be adequately avoided, neutralized, mitigated or waived, the Contractor shall have the right to decline acceptance of the modification in order to avoid the OCI.
- (h) The Contractor shall periodically update its OCI Mitigation Plan based on changes such as, changes to the legal entity, overall organizational restructuring, Subcontractor arrangements, contractor management, ownership, ownership relationships, or modifications of the work scope.

(End of Clause)

#### **H.17 NASA RECORDS MANAGEMENT**

The Contractor shall create, maintain, preserve, and dispose of NASA records in accordance with NPR 1441.1 "NASA Records Retention Schedule" (refer to Attachment J-1).

(End of Clause)

#### **H.18 SAFETY AND HEALTH PLAN**

The Contractor's Safety and Health Plan is incorporated into the contract in Attachment J-11.

(End of Clause)

#### **H.19 ASBESTOS AND LEAD**

During performance of this contract, Contractor personnel performing work in SSC buildings may come in contact with materials containing asbestos. Portions of SSC buildings contain asbestos spray applied insulation. Other buildings may contain asbestos around pipes, ducts, boilers, floors and tanks. The Contractor shall be responsible for ensuring all applicable codes, standards and regulations are adhered to and enforced, including OSHA Standard 29 CFR 1910.1001, OSHA Standard 29 CFR

1926.58 and USEPA 40 CFR 61, Subpart M. Prior to disturbing suspected asbestos in any manner, the Contractor shall notify the NASA (SSC) Environmental Officer, who serves as Asbestos Program Manager, for guidance. The Contractor shall be responsible for ensuring all Contractor personnel working on site are made aware of and comply with this clause.

SSC has an Asbestos Hazard Control Plan which addresses procedures for work involving potential asbestos exposure. The Contractor will be required to comply with the provisions of this plan whenever the work involves the potential for exposure to asbestos and all work shall be conducted in accordance with SSC Asbestos Hazard Control Plan (SCWI-8500-0019-ENV) and the Lead Hazard Control Plan (SCWI-8500-0018-ENV) In addition to asbestos, Contractor personnel at SSC may come in contact with lead based paints. The locations of lead based paint have been documented on facility drawings to the extent possible. Other areas may require sampling and analysis if lead based paints are suspected.

(End of Clause)

## **H.20 ENVIRONMENTAL PLANNING**

During performance of this contract, the Contractor or its Subcontractor(s) may be required to design projects or perform projects that will potentially impact the environment. To guide the Contractor in what needs to be considered in project designs and planning; the Contractor shall reference the SSC Environmental Resources Document (ERD). The development and submission to the NASA Environmental Office of the Environmental Study form (SSC # 696M) found in the ERD is required for all construction projects and for all activities that have any potential for impacting the environment. The NASA Environmental Office will determine if the project will require evaluation under the National Environmental Policy Act and what environmental permits will be needed prior to proceeding with the project.

(End of Clause)

## **H.21 HAZARDOUS MATERIAL AND HAZARDOUS WASTE MANAGEMENT**

During the performance of this contract, the Contractor or Subcontractor may be required to requisition, handle and manage hazardous materials in support of specific projects. The Contractor may also generate waste for ultimate disposal by NASA. In the performance of these activities, the Contractor shall abide by SCWI-8500-0004-ENV, "Hazardous Materials, Hazardous Waste and Solid Waste Plan", SCWI-8500-0020-ENV, "Environmental Integrated Contingency Plan" and SPR 8715.1, "Stennis Space Center Safety and Health Program Requirements" while operating at SSC.

(End of Clause)

**H.22 PERSONAL IDENTITY VERIFICATION OF CONTRACTOR PERSONNEL (52.204-9) (SEP 2007)**

- (a) The Contractor shall comply with agency personal identity verification procedures identified in the contract that implement Homeland Security Presidential Directive-12 (HSPD-12), Office of Management and Budget (OMB) guidance M-05-24, and Federal Information Processing Standards Publication (FIPS PUB) Number 201.
- (b) The Contractor shall insert this clause in all subcontracts when the subcontractor is required to have physical access to a federally-controlled facility or access to a Federal information system.

(End of Clause)

**H.23 LIMITATION OF FUTURE CONTRACTING (NASA 1852.209-71) (DEC 1988)**

- (a) The Contracting Officer has determined this acquisition may give rise to potential Organizational Conflicts of Interest (OCI). Accordingly, the attention of prospective Offerors is invited to FAR Subpart 9.5-- Organizational Conflicts of Interest. The term "Contractor," as used in this article, includes the Prime Contractor, Subcontractor, and/or the individual members of a joint venture, if applicable. The Contracting Officer shall not award a contract until NASA determines any conflict of interest is reasonably resolved. The Contracting Officer has the sole authority to determine whether an OCI exists and to determine whether the OCI has been reasonably resolved. Before being eligible to receive an award, the Offeror shall submit an acceptable OCI Mitigation Plan (inclusive of any mitigation plans for any identified OCIs). As such, the Government may communicate with any Offeror at any time during the evaluation process concerning its OCI Mitigation Plan.
- (b) The nature of the identified organizational conflict is "Impaired Objectivity." Impaired Objectivity is created when a "Contractor's" judgment and objectivity in performing the contract may be impaired due to the fact that the substance of the Contractor's performance has the potential to affect other interests of the Contractor. This conflict contains two elements – the use of subjective judgment by the Contractor and whether a Contractor has a financial interest in the outcome of its performance. While Impaired Objectivity is the focal point for this contract, all Offerors shall be aware that other types of OCI i.e. (Unequal Access to Information, Biased Ground Rules) may arise due to the dynamic nature of the work.
- (c) The Performance Work Statement (PWS), Attachment J-1, Section 1.1.2 entitled



“Project Development” requires the Contractor to support enhancements and implementation approaches for new business opportunities. The Offerors Organizational Conflict of Interest Mitigation Plan shall address the organizational conflicts of interest identified above as well as any others that may arise with respect to their ability to attract and retain NASA, Commercial, and International customers conducting business or seeking to conduct business at NASA Stennis Space Center. Additionally, the PWS sections identified below may potentially create significant organizational conflicts of interest for all Offerors, in particular, Original Equipment Manufacturers (OEMS) depending upon an Offerors current business base, teaming arrangements, joint venture agreements, development of a new business segment etc. and the Offerors ability to avoid, neutralize or mitigate the associated risks. All Offerors shall submit an Organizational Conflict of Interest Mitigation Plan as part of their proposal submission addressing each section of the PWS identified below:

Section 2.0 Systems Engineering: (successful Contractor will have detailed exposure to customer requirements),

Section 4.0 Design and Analysis: (successful Contractor will have detailed access to customers potential proprietary design and analysis data),

Section 5.0 Fabrication and Installation: (successful Contractor will have detailed access to customers support and interface design data for test article hardware),

Section 6.0 Checkout and Activation: (reference section 5.0),

Section 7.0 Test & Evaluation: (successful Contractor will have detailed access to the customers performance data and control over the customers test hardware),

Section 9.0 Disassembly/Disposal: (successful Contractor will have detailed access to customers hardware and insight into the actual performance of that hardware.)

- (1) As identified above there is significant potential for organizational conflict of interest as a direct result of the work conducted under this contract due to the Contractors potential extensive exposure to proprietary, business confidential, or significant financial data of customers that have been attracted, retained or intermittently conduct business at Stennis Space Center. The Contractor’s OCI Mitigation Plan shall identify the measures in place to ensure the security of such information in a manner that will continue to attract and retain NASA, Commercial and International customers.

(2) As a result of the above, the following restrictions upon future contracting are described below:

- (i) If the Contractor, under the terms of this contract, or through the performance of tasks pursuant to this contract, is required to develop specifications or statements of work to be incorporated into a solicitation, the Contractor shall be ineligible to perform the work described within the solicitation as a Prime or first-tier Subcontractor under an ensuing NASA contract. Such restrictions shall remain in effect for a reasonable time, as agreed to by the Contracting Officer and the Contractor, sufficient to avoid the circumstances of unfair competitive advantage or potential bias; but, usually for a period no less than when the first contract using the Contractor's specifications or work statement is awarded. It is further agreed that NASA will not unilaterally require the Contractor to prepare such specifications or work statements under this contract.
- (ii) To the extent that the work under this contract requires access to proprietary, business confidential, or financial data of other companies, the Contractor must agree with each company to protect such data from unauthorized use or disclosure so long as it remains proprietary, and shall furnish a copy of such company-to-company agreement to the Contracting Officer. The Contractor shall not be permitted to utilize the data in supplying the systems, or components thereof, procured either by formal advertising or negotiation, as a direct result of that study or advice. In addition, the Contractor shall not be permitted to utilize the proprietary data in performing, for NASA, any competitively obtained contract for any additional study or studies in the same or a closely related field.
- (iii) The Contractor must thoroughly indoctrinate its employees, through formal training in company policies and procedures, in the philosophy of FAR Subpart 9.5. They must be disciplined in the absolute necessity of refraining from divulging proprietary data, trade secrets, confidential information, or restricted data from other companies received in connection with work under this contract to any unauthorized person.

(3) The limitation on the Contractor's performance is described below:

- (i) The Contractor shall not be given nor perform any task the result of which may place it in a conflicting role with regard to any contract held by the Contractor, such that the Contractor's judgment might be biased.
- (ii) The Contractor, therefore, shall review all work requests and notify the Contracting Officer of any requirements which, in

the Contractor's opinion, may cause a conflict of interest prior to performing any work.

- (iii) Upon such notification, the Contracting Officer will determine whether or not a potential conflict of interest exists and determine how the work will be accomplished.
- (4) The Contractor's Organizational Conflict of Interest Mitigation Plan is a deliverable per DR PC01 and is incorporated as part of the contract.

NASA reserves the right to waive the requirements of FAR 9.5, in accordance with FAR 9.503.

(End of Clause)

#### **H.24 HANDLING, PROTECTION, AND SAFEGUARDING OF INFORMATION AND DATA**

- (a) Except as specifically authorized by this contract, or as otherwise approved in writing by the Contracting Officer, all information and data developed, acquired or furnished by or to the Contractor in the performance of this contract, shall be used only in connection with the work under this contract, and shall be protected by the Contractor from unauthorized use, release, duplication, or disclosures. In the performance of this contract, it is anticipated that the Contractor may have access to, be furnished, or use the following categories of data (which may be technical data, computer software, generated test data, administrative, management information, or financial, including cost or pricing).
  - (1) Data of third parties which the Government has agreed to handle under protective arrangements;
  - (2) Data of third parties bearing limited rights or restricted rights notices submitted either to the Government or directly to the Contractor; and
  - (3) Data, generated by the Government or the Contractor, of which, the Government intends to control.
- (b) In order to protect the interests of the Government and the owners, licensors and licensees of such data, the Contractor agrees, with respect to any such third party or Government data that is either marked with a restrictive legend, specifically identified in this contract, or otherwise identified in writing by the Contracting Officer as being subject to this clause, to:

- (1) Use, disclose, and reproduce such data only to the extent necessary to perform the work required under this contract;
  - (2) Allow access to such data only to those of its employees that require access for their performance under this contract;
  - (3) Preclude access and disclosure of such data outside the Contractor's organization performing work under this contract, without written consent of the Contracting Officer; and
  - (4) Return or dispose of such data, as the Contracting Officer may direct, when the data is no longer needed for contract performance.
- (c) The Contractor agrees to inform and instruct its employees of their obligations under this clause and to appropriately bind its employees and Subcontractors contractually to comply with the access, use, disclosure, and reproduction provision of this clause.
- (d) Nothing contained in this special contract requirement or elsewhere in this contract shall be construed as altering the definition of "technical data" for the purpose of applying the requirements of the clause herein entitled FAR 52.227-14, "Rights in Data General."
- (e) The Contractor's Handling of Data Plan is a deliverable of DR MA07 and will be incorporated as part of the Contract in (Attachment J-6).

(End of Clause)

## **H.25 SECTION 508 COMPLIANCE**

All Electronic and Information Technology (EIT) procured through this contract must meet the applicable accessibility standards at 35 CFR 1194, unless an agency exception to this requirement exists. 36 CFR 1194 implements Section 508 Rehabilitation Act of 1973, as amended, and is viewable at:

<http://www.access-board.gov/sec508/guide/act.htm>.

(End of Clause)

## **H.26 PERFORMANCE METRICS**

A key component of the TOC contract will be the ability to effectively provide management visibility into efficiency and productivity of the contract. This requirement necessitates the creation of a meaningful set of performance measures and metrics that drive corrective action and continuous process improvement. The creation and evolution of contract metrics will be achieved through a Government/Contractor partnership that

will determine appropriate measures based on contract objectives and performance standards. This partnering shall continue throughout the life of the contract to ensure the metrics remain valid and relevant to Government priorities and Contractor performance. The Contractor will submit metrics to the Government as required by applicable DR and in accordance with its own performance measurement system.

(End of Clause)

## **H.27 PRIORITIES**

The Contractor will be expected to provide support to customers with conflicting requirements. On a day-to-day basis, the priorities of these customers will change and vary. The Contractor is empowered to negotiate with these customers and prioritize required support. The Government provides general guidance under which the Contractor prioritizes work. Priority must be given to ensuring the success of our primary missions and the missions of our customers while ensuring the safety and health of personnel and our resources. Support and maintenance of the infrastructure are also very important and must be accomplished around the more dynamic mission priorities. The Contractor shall develop management processes and systems that shall balance the requirements of the contract.

(End of Clause)

## **H.28 END OF CONTRACT TRANSITION/PHASE-OUT**

The Contractor shall exercise its best efforts to effect an orderly and efficient transition to a successor Contractor to ensure that the required services are performed without interruption. FAR clause 52.237-3, Continuity of Services, in Section I of this contract shall apply.

In the event the Government requires phase-out services or a plan as referenced in FAR Clause 52.237, the Contracting Officer will request a proposal from the Contractor. The Contractor shall submit a proposal to the Contracting Officer within 30 calendar days from receipt of request, or sooner if negotiated. The proposal will be subject to negotiations. The proposal shall be valid for a period of six months from the date of receipt.

Upon contract completion, the Contractor shall provide a final report indicating all products developed and funded under this contract and their locations (physically or logically). Products include working papers, background studies, research documents, drawings, charts, diagrams, software, etc.

Final reports shall be submitted within ten (10) calendar days after the last month of performance.

(End of Clause)

**H.29 ASSOCIATE CONTRACTOR AGREEMENTS (ACAs)**

- (a) To facilitate the success of NASA's Mission, the Contractor shall identify associate Contractors and establish Associate Contractor Agreements (ACAs) for coordination and exchange of information with those associate Contractors. At a minimum, associate Contractors shall be those which provide the following services:
- (1) Facilities support such as maintenance and operations, repair, design and construction services, and special events support.
  - (2) Logistics support such as supply management, moving and hauling services, space utilization and move coordination, property management, redistribution and utilization, packaging and shipping services, in-bound freight services, vehicle fleet management operations and special support services.
  - (3) Custodial support such as janitorial and special events.
  - (4) Environmental support such as environmental compliance, regulatory reporting, identification and implementation of environmental goals, and implementation of an environmental management system.
  - (5) Information Technology support such as providing desktop computers, telephones, and networks and the associated services.
  - (6) Laboratory Services provides measurement standards and calibration services, gas and material analysis, and environment lab services.
  - (7) ODIN provides computer desktop services.
  - (8) Protective Services.
- (b) The Contractor shall establish the means for coordination and exchange of information with associate Contractors. The information to be exchanged shall be that required by the associate Contractors in the execution of their respective contract requirements. The Contractor shall pursue and foster cooperative efforts and goodwill in a manner that will benefit NASA with increased safety, efficiency, and productivity.
- (c) Given the unique role of this contract the Contractor shall engage in cooperative relationships that facilitate effective management of overall operations across each of the aforementioned areas.

- (d) The TOC is highly encouraged to establish formal, signed Associate Contractor Agreements (ACAs) when possible that address Contractor coordination, cooperation and lines of communication. The agreements shall set forth the guidelines regarding the exchange of information necessary to keep all affected parties fully informed while concurrently minimizing the Governments involvement. This joint cooperation will be evaluated as part of the contract award fee process, as defined in Attachment J-3 (Award Fee Evaluation Plan). Successful performance will be determined by the Government’s subjective assessment of the overall performance of the requirements in the contract.

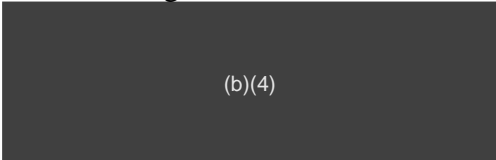
(End of Clause)

**H.30 SMALL DISADVANTAGED BUSINESS PARTICIPATION—CONTRACT TARGETS**

[This clause applies to all Offerors including Small Disadvantaged Businesses (SDBs).]

- (a) FAR 19.1202-4(a) requires that SDB subcontracting targets to be incorporated in the contract. Targets for this contract are as follows:

*NAICS Industry Subsectors	Dollar Target	Percent of Contract Value
541712		
541330		
Total\$		



\*North American Industry Classification System (NAICS) Industry Subsectors as determined by the Department of Commerce (See internet at <http://www.census.gov/epcd/www/naics.html> for Department of Commerce NAICS Industry Subsectors.)

- (b) FAR 19.1202-4(b) requires that SDB concerns that are specifically identified by the Offeror be listed in the contact when the extent of the identification of such Subcontractors was part of the SDB evaluation sub-factor on Small Business Utilization. SDB concerns (Subcontractors) specifically identified by the Offeror are as follows:

Name of Concern(s):

Applied Geo Technologies, Inc.  
 Diversitech, Incorporated  
 GHG Corporation

(Reference: Attachment L.I-20C, SMALL BUSINESS SUBCONTRACTING PLAN GOALS)

The Contractor shall notify the Contracting Officer of any substitutions of the firms listed if the replacement Contractor is not an SDB concern,

- (c) If the prime Offeror is an SDB the target for the work it intends to perform as a Prime Contractor is as follows: Not Applicable

<u>NAICS Industry Subsectors</u>	<u>Dollars</u>	<u>Percent of Contract Value</u>
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[TBP] (Reference: Attachment L.I-20C, SMALL BUSINESS  
SUBCONTRACTING PLAN GOALS)

(End of Clause)

(END OF SECTION)



**PART II – CONTRACT CLAUSES**

**SECTION I**

**CONTRACT CLAUSES**

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## CONTRACT CLAUSES

### **I.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE**

The following clauses are hereby incorporated by reference in accordance with FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998):

This solicitation incorporates one (1) or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The Offeror is cautioned that the listed provisions may include blocks that must be completed by the Offeror and submitted with its quotation or offer. In lieu of submitting full text of those provisions, the Offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at these addresses:

<http://www.acquisition.gov/Far/>

<http://www.hq.nasa.gov/office/procurement/regs/nfstoc.htm>

#### **A. Federal Acquisition Regulation (48 CFR Chapter 1) Clauses**

<b><u>CLAUSE NO.</u></b>	<b><u>TITLE</u></b>	<b><u>DATE</u></b>
52.202-1	Definitions	July 2004
52.203-3	Gratuities	Apr. 1984
52.203-5	Covenant Against Contingent Fees	Apr. 1984
52.203-6	Restriction on Subcontractor Sales to the Government	Sep. 2006
52.203-7	Anti-Kickback Procedures	July 1995
52.203-8	Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity	Jan. 1997
52.203-10	Price or Fee Adjustment for Illegal or Improper Activity	Jan. 1997
52.203-12	Limitation on Payments to Influence certain Federal Transactions	Sep. 2007
52.203-13	Contractors Code of Business Ethics and Conduct	Apr. 2010
52.203-14	Display of Hotline Poster(s). NASA Office of the Inspector General <a href="http://oig.nasa.gov/hotline.html">http://oig.nasa.gov/hotline.html</a>	Dec. 2007
52.204-2	Security Requirements	Aug. 1996
52.204-4	Printing or Copying Double-Sided on Recycled Paper	Aug. 2000
52.204-7	Central Contractor Registration	Apr. 2008
52.204-9	Personal Identity Verification of Contractor Personnel	Sep. 2007
52.204-10	Reporting Executive Compensation and First-Tier Subcontract Awards	July 2010
52.208-9	Contractor Use of Mandatory Sources of Supply or Services	Oct. 2008
52.209-6	Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment	Sep. 2006
52.209-8	Updates of Information Regarding Responsibility Matters	Apr. 2010

52.211-15	Defense Priority and Allocation Requirements	Apr. 2008
52.215-2	Audit and Records—Negotiation	Mar. 2009
52.215-8	Order of Precedence- Uniform Contract Format	Oct. 1997
52.215-11	Price Reduction for Defective Cost or Pricing Data- Modifications	Oct. 1997
52.215-13	Subcontractor Cost or Pricing Data-Modifications	Oct. 1997
52.215-14	Integrity of Unit Prices	Oct. 1997
52.215-15	Pension Adjustments and Asset Revisions	Oct. 2004
52.215-17	Waiver of Facilities Capital Cost of Money	Oct. 1997
52.215-18	Reversion or Adjustment of Plans for Postretirement Benefits Other Than Pensions (PRB)	July 2005
52.215-19	Notification of Ownership Changes	Oct. 1997
52.215-21	Requirements for Cost or Pricing Data or Information Other Than Cost or Pricing Data-Modifications	Oct. 1997
52.215-23	Limitation on Pass Through Charges	Oct. 2009
52.216-7	Allowable Cost and Payment	Dec. 2002
52.217-8	Option to Extend Services (Insert: 60 days)	Nov. 1999
52.217-9	Option to Extend the Term of the Contract (Insert: <u>30 days, 60 days, 5yrs</u> )	Mar. 2000
52.219-4	Notice of Price Evaluation Preference for HUBZone Small Business Concerns (Insert: 10% ___ Offer elects to waive the evaluation preference)	July 2005
52.219-8	Utilization of Small Business Concerns	May 2004
52.219-9	Small Business Subcontracting Plan with (Alternate II, (Oct. 2001)) (Attachment J-7 Small Business Subcontracting Plan)	Apr. 2008
52.219-16	Liquidated Damages-Subcontracting Plan	Jan. 1999
52.219-23	Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns (Offer elects to waive the evaluation preference) (Reference PIC 09-03, MAR 2009)	Oct. 2008
52.219-25	Small Disadvantaged Business Participation Program- Disadvantaged status and Reporting	Apr. 2008
52.222-1	Notice to the Government of Labor Disputes	Feb. 1997
52.222-2	Payment for Overtime Premiums (Insert: <u>See Clause B.6 (d) Table</u> )	July 1990
52.222-3	Convict Labor	June 2003
52.222-4	Contract Work Hours and Safety Standards Act—Overtime Compensation	July 2005
52.222-19	Child Labor-Cooperation With Authorities and Remedies	Aug. 2009
52.222-21	Prohibition of Segregated Facilities	Feb. 1999
52.222-24	Pre Award of On-Site Equal Opportunity Compliance Evaluation	Feb. 1999
52.222-25	Affirmative Action Compliance	Apr. 1984
52.222-26	Equal Opportunity	Mar. 2007
52.222-29	Notification of Visa Denial	June 2003
52.222-35	Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans	Sep. 2006

52.222-36	Affirmative Action for Workers with Disabilities	June 1998
52.222-37	Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans	Sep. 2006
52.222-41	Service Contract Act of 1965	Nov. 2007
52.222-42	Statement of Equivalent Rates for Federal Hires (Refer to Attachment J-5)	May 1989
52.222-50	Combating Trafficking in Persons	Feb. 2009
52.222-54	Employment Eligibility Verification	Jan. 2009
52.223-3	Hazardous Material Identification and Material Safety Data – (Alternate I, (Jul 1995))	Jan. 1997
52.223-5	Pollution Prevention and Right-to-Know Information – Alternate 1 (Aug 2003)	Aug. 2003
52.223-6	Drug-Free Workplace	May 2001
52.223-7	Notice of Radioactive Material (Insert: 30)	Jan. 1997
52.223-9	Estimate of Percentage of Recovered Material Content for EPA Designated Products (Insert: Submit this estimate to: NASA Acquisition Management Office, Code DA10, Attn: Contracting Officer, John C. Stennis Space Center, MS. 39529 and 1 copy to: Environmental Office Code RA02, Environmental Officer, John C. Stennis Space Center, MS 39529)	May 2008
52.223-10	Waste Reduction Program	Aug. 2000
52.223-11	Ozone-Depleting Substances	May 2001
52.223-12	Refrigeration Equipment and Air Conditioners	May 1995
52.223-14	Toxic Chemical Release Reporting	Aug. 2003
52.223-15	Energy Efficiency in Energy-Consuming Products	Dec. 2007
52.223-16	IEEE 1680 Standard for the Environmental Assessment of Personal Computer Products	Dec. 2007
52.224-1	Privacy Act Notification	Apr. 1984
52.224-2	Privacy Act	Apr. 1984
52.225-1	Buy American Act – Supplies	Feb. 2009
52.225-13	Restrictions on Certain Foreign Purchases	June 2008
52.227-1	Authorization and Consent	Dec. 2007
52.227-2	Notice & Assistance Regarding Patent & Copyright Infringement	Dec. 2007
52.227-3	Patent Indemnity – (Alternate II,(Apr. 1984))	Apr. 1984

52.227-14	Rights in Data-General (As Modified by NFS 1852.227-14) (Alternate II, (Dec 2007)) These data are submitted with limited rights under Government Contract No. <b>NNS10AA46C</b> . These data may be reproduced and used by the Government with the expressed limitation that they will not, without the permission of the Contractor, be used for purposes of manufacture nor disclosed outside the Government; except that the Government may disclose these data outside the Government for the following purposes, provided that the Government makes such disclosure subject to prohibition against further use and disclosure: <ol style="list-style-type: none"> <li>1) Use (except for manufacture) by support service Contractors.</li> <li>2) Evaluation by nongovernment evaluators.</li> <li>3) Use (except for manufacture) by other Contractors participating in the Government's program of which the specific contract is a part.</li> <li>4) Emergency repair of overhaul work.</li> <li>5) Release to a foreign government, or its instrumentalities, if required to serve the interests of the U.S. Government, for information or evaluation, for emergency repair or overhaul work by the foreign government.</li> <li>6) This notice shall be marked on any reproduction of these data, in whole or in part.</li> </ol>	Dec. 2007
52.227-16	Additional Data Requirements	June 1987
52.228-7	Insurance - Liability to Third Persons	Mar. 1996
52.228-8	Liability and Insurance – Leased Motor Vehicles	May 1999
52.230-2	Cost Accounting Standards	Oct. 2008
52.230-6	Administration of Cost Accounting Standards	Mar. 2008
52.232-9	Limitation on Withholding of Payments	Apr. 1984
52.232-17	Interest	Oct. 2008
52.232-20	Limitation of Cost	Apr. 1984
52.232-22	Limitation of Funds	Apr. 1984
52.232-23	Assignment of Claims	Jan. 1986
52.232-25	Prompt Payment. – (Alternate I, (Feb 2002))	Oct. 2008
52.232-33	Payment by Electronic Funds Transfer— Central Contractor Registration	Oct. 2003
52.233-1	Disputes – with (Alternate I, (Dec. 1991))	July 2002
52.233-3	Protest After Award with (Alternate I, (June 1985))	Aug. 1996
52.233-4	Applicable Law for Breach of Contract Claim	Oct. 2004
52.237-2	Protection of Government Buildings, Equipment and Vegetation	Apr. 1984
52.237-3	Continuity of Services	Jan. 1991
52.239-1	Privacy or Security Safeguards	Aug. 1996
52.242-1	Notice of Intent to Disallow Costs	Apr. 1984
52.242-3	Penalties For Unallowable Costs	May 2001
52.242-4	Certification of Final Indirect Costs	Jan. 1997
52.242-13	Bankruptcy	July 1995

52.243-2	Changes-Cost Reimbursement- with (Alternate II (Apr. 1984))	Aug. 1987		
52.244-2	Subcontracts	June 2007		
52.244-5	Competition in Subcontracting	Dec. 1996		
52.244-6	Subcontracts For Commercial Items and Commercial Components	Apr. 2010		
52.245-1	Government Property	June 2007		
52.245-9	Use and Charges	June 2007		
52.246-5	Inspection of Services – Cost Reimbursement	Apr. 1984		
52.246-11	Higher – Level Contract Quality Requirement The Contractor shall comply with the higher-level quality standard listed below in accordance with DR SA01.	Feb. 1999		
	Title		Number	Date
	Quality Management System		ISO 9001	Latest Revision
	Aerospace Quality Management System Standards		AS 9100	Latest Revision
	Environmental Management Systems		ISO 14001	Latest Revision
52.246-25	Limitation of Liability	Feb. 1997		
52.247-1	Commercial Bill of Lading Notations	Feb. 2006		
52.248-1	Value Engineering	Feb. 2000		
52.249-6	Termination (Cost Reimbursement)	May 2004		
52.249-14	Excusable Delays	Apr. 1984		
52.251-1	Government Supply Sources	Apr. 1984		
52.251-2	Interagency Fleet Management System (IFMS) Vehicles and Related Services	Jan. 1991		
52.253-1	Computer Generated Forms	Jan. 1991		

### B. NASA/FAR Supplement (48 CFR Chapter 18) Clauses

<b>CLAUSE NO.</b>	<b>TITLE</b>	<b>DATE</b>
1852.204-75	Security Classification Requirements	Sep. 1989
1852.204-76	Security Requirements for Unclassified Information	May 2007
1852.209-72	Composition of the Contractor	Dec. 1988
1852.216-89	Assignment and Release Forms	July 1997
1852.219-74	Use of Rural Area Small Businesses	Sep. 1990
1852.219-75	Small Business Subcontracting Reporting	May 1999
1852.219-76	NASA 8 Percent Goal	July 1997
1852.223-71	Frequency Authorization	Dec. 1988
1852.223-74	Drug- And Alcohol-Free Workplace	Mar. 1996
1852.227-14	Rights In Data – General (Alt. II, (Dec. 2007))	Mar. 1996
1852.227-70	New Technology	May 2002
1852.228-75	Minimum Insurance Coverage	Oct. 1988
1852.237-70	Emergency Evacuation Procedures	Dec. 1988
1852.237-72	Access to Sensitive Information	June 2005

1852.237-73	Release of Sensitive Information	June 2005
1852.242-71	Travel Outside of the United States	Dec. 1988
1852.243-71	Shared Savings	Mar. 1997

## **I.2 ALTERATIONS IN CONTRACT (FAR 52.252-4) (APR 1984)**

Portions of this Contract are altered as follows:

In FAR Clause 52.243-2, Changes- Cost-Reimbursement (Aug. 1987)  
Paragraph C, substitute "60 days" in lieu of "30 days".

(End of Clause)

## **I.3 AUTHORIZED DEVIATIONS IN CLAUSES (FAR 52.252-6) (APR 1984)**

- (a) The use in this solicitation or contract of any Federal Acquisition Regulation (48 CFR Chapter 1) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the date of the clause.
- (b) The use in this solicitation or contract of any NASA FAR Supplement (48 CFR Chapter 18) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the name of the regulation.

(End of Clause)

## **I.4 OMBUDSMAN (NFS 1852.215-84) (OCT 2003)**

- (a) An ombudsman has been appointed to hear and facilitate the resolution of concerns from Offerors, potential Offerors, and Contractors during the pre-award and post-award phases of this acquisition. When requested, the ombudsman will maintain strict confidentiality as to the source of the concern. The existence of the ombudsman is not to diminish the authority of the Contracting Officer, the Source Evaluation Board, or the selection official. Further, the ombudsman does not participate in the evaluation of proposals, the source selection process, or the adjudication of formal contract disputes. Therefore, before consulting with an ombudsman, interested parties must first address their concerns, issues, disagreements, and/or recommendations to the Contracting Officer for resolution.
- (b) If resolution cannot be made by the Contracting Officer, interested parties may contact the installation ombudsman, Mr. Kenneth R. Human, NASA Office of the Director, John C. Stennis Space Center, MS. 39529, Phone: (228) 688-2123, facsimile: (228) 688-3240, e-mail: [Ken.R.Human@nasa.gov](mailto:Ken.R.Human@nasa.gov). Concerns, issues, disagreements, and recommendations which cannot be resolved at the installation may be referred to the NASA ombudsman, the Director of the Contract Management Division, at: (202) 358-0445, facsimile: (202) 358-3083, e-



mail [James.A.Balinskas@nasa.gov](mailto:James.A.Balinskas@nasa.gov). Please do not contact the ombudsman to request copies of the solicitation, verify offer due date, or clarify technical requirements. Such inquiries shall be directed to the Contracting Officer or as specified elsewhere in this document.

(End of Clause)

**I.5 UPDATES OF INFORMATION REGARDING RESPONSIBILITY MATTERS (52.209-8) (APR 2010)**

- (a) The Contractor shall update the information in the Federal Awardee Performance and Integrity Information System (FAPIS) on a semi-annual basis, throughout the life of the contract, by entering the required information in the Central Contractor Registration database at <http://www.ccr.gov> (see 52.204-7).
- (b)
- (1) The Contractor will receive notification when the Government posts new information to the Contractor's record.
  - (2) The Contractor will have an opportunity to post comments regarding information that has been posted by the Government. The comments will be retained as long as the associated information is retained, *i.e.*, for a total period of 6 years. Contractor comments will remain a part of the record unless the contractor revises them.
  - (3) With the exception of the Contractor, only Government personnel and authorized users performing business on behalf of the Government will be able to view the Contractor's record in the system. Public requests for system information will be handled under Freedom of Information Act procedures, including, where appropriate, procedures promulgated under E.O. 12600.

(End of Clause)

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

**SECTION J**

**LIST OF ATTACHMENTS**



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**LIST OF ATTACHMENTS**

<u>Attachments</u>	<u>Title</u>
J-1	Performance Work Statement
J-2	Data Requirements Document
J-3	Award Fee Evaluation Plan
J-4	Service Contract Act (SCA) Wage Determinations
J-5	U.S. Government Comparable Rates
J-6	Handling of Data Plan
J-7	Small Business Subcontracting Plan
J-8	List of Applicable Manuals, Regulations and Procedures
J-9	Contract Security Classification Specification
J-10	List of Government-Furnished Property
J-11	Safety and Health Plan

(END OF SECTION)

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Section K

Representations, Certifications and other Statements of Offerors

Not releasable under Exemption 4



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

**ATTACHMENT J-1**

**PERFORMANCE WORK STATEMENT**

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**PERFORMANCE WORK STATEMENT**  
**FOR**  
**TEST OPERATIONS CONTRACT**

**Introduction**

The National Aeronautics and Space Administration's (NASA) John C. Stennis Space Center (SSC) requires a Contractor to provide test operations, core operations and maintenance activities. Successfully meeting the requirements of this Performance Work Statement (PWS) requires knowledgeable and experienced engineers, technicians, trades and project managers.

This PWS includes performance requirements of current test project activities at SSC, specifically describing work according to the existing scope and processes. Consistent with goals for this effort, NASA expects to achieve continual process improvements in the areas of safety mission assurance, efficiency, and best practices. This PWS requires the Contractor to seek and develop assigned tasks for innovation and streamlining.

This PWS is organized to address the scope of the Test Operations Contract (TOC) at SSC. Innovative ideas may be proposed, with sufficient justification, to address the entire scope of this contract. The Contractor will be a significant driving force in identifying and developing rationale for process improvements to be implemented over the term of the contract.

## **1.0 Project Management & Administration**

This section contains tasks associated with business and administrative planning, organizing, directing, coordinating, controlling and approval actions designated to accomplish overall objectives.

The Contractor shall provide project formulation, design development, execution and closeout support, for test and other projects. Provide overall project management for specific test projects. The majority of effort under this Performance Work Statement (PWS) is for project management as well as support, but the capability for total project management will be required for specific projects. All project management and related activities will be in accordance with SCWI-8080-0001, Propulsion Test Project Management and referenced documents within the work instruction.

The management and administration functions are those necessary to successfully execute testing and other supporting operations at SSC as described in this PWS. The Contractor's management team per DR MA02 shall focus on accomplishing safe and secure operations using sound business practices. An Automated Information Report shall be submitted per DR PT03 when warranted. The management team shall efficiently utilize personnel across the Center to the maximum extent possible, streamline and consolidate business and technical processes.

### **1.1 Project Administration:**

The Contractor shall perform tasks associated with facilitating the execution of projects. Included are the business and administrative oversight, planning, organizing, directing, controlling, and approval processes used to accomplish each project's goals and mission.

#### **1.1.1 Integrated Contract Team**

The Contractor shall supply and administer a flexible, competent, and qualified staff, to fully support and accomplish the contract requirements. There shall be an onsite manager at SSC who is a single point of contact for all contract operations. This individual will act as primary interface between the Contractor and the NASA/SSC Contracting Officer (CO) and the Contracting Officer's Technical Representative (COTR). Subcontractors and/or teaming arrangements shall integrate the management structure together with the Contractor. The Contractor shall also be responsible for comprehensive subcontract management.

The workforce and work hours shall be structured to successfully support NASA program requirements and schedules. NASA shall define core hours to support projects which may vary from one shift a day five days a week, to potentially 24-hour operations, seven (7) days a week. In addition, short-term technical tasks, such as special designs and studies, may require provision of highly specialized technical personnel or services.

The Contractor shall provide integrated management and administrative services required for the execution of all contract activities, fully meeting the business, technical performance,

statutory and regulatory requirements of the contract such that the outcome of work performed:

- a. Fully meets the performance objectives of the contract
- b. Is performed within the schedule
- c. Is accomplished within the cost estimate
- d. Is accomplished in a safe and high quality manner

#### 1.1.2 Technical Staff Training and Certifications

The Contractor is responsible to ensure all personnel are qualified on the basis of appropriate education, training, experience, and certification to perform assigned tasks, accomplishing safety critical operations in compliance with regulatory requirements and in accordance with site-specific standards and procedures.

Based on site-specific requirements, the Contractor shall:

- a. Establish plans and processes for obtaining and maintaining a skilled workforce to meet the performance challenges of testing, which can include an apprentice/training program
- b. Provide training to TOC personnel, to include cross training within the Center, through appropriate internal and external sources, to ensure the quality of workmanship on systems and equipment is consistent with aerospace/industry standards and NASA requirements
- c. Require personnel performing safety critical tasks and processes to be certified to include having been trained and proficient in their work tasks, e.g. procedure requirements and hazardous operations
- d. Maintain and provide training records for Contractor personnel
- e. Maintain potentially hazardous operations training and certification records in the approved Center's certification records system
- f. Provide safety training and certification for all personnel including NASA, and other on-site Contractors per SSP-8715-0001, Safety and Health Handbook, and other approved training as needed per SCWI-3410-0003, Training/Certification Plan and Schedule Report.
- g. Provide environmental training and certification for all TOC personnel per SPR 8500.1, Environmental Management System Procedural Requirements and SPR 8500.2, Environmental Operations and Implementation Program Procedural Requirements

Certification shall be accomplished and maintained in accordance with the requirements of NPR- 8715.3, NASA General Safety Program Requirements, SPR 8715.1 Safety and Health Program Requirements, SSP-8715-0001, and applicable codes for welding and inspection. A Personnel Certification Plan shall be provided in accordance with DR SA01.

### 1.1.3 Project Scheduling Support

The Contractor shall schedule and integrate TOC project activities and resources. Activities to be integrated include:

- a. Special Test Equipment (STE) fabrication
- b. Test position buildup
- c. Hardware delivery
- d. Pre-test procedure development
- e. Installation of test hardware
- f. Test
- g. Facility and system refurbishment

The scheduler is responsible for coordinating across all functional elements to assure project schedules are complete and status provided as required in the project plan. Interfaces will include fabrication personnel, test project engineers, instrumentation and measurement system engineers, control engineers, and the test requestors. This requirement shall be in electronic format using Government approved software.

### 1.1.4 Rocket Propulsion Test (RPT) Program Office Support

In accordance with SOI-8080-0045-LC, Rocket Propulsion Test Management Board (RPTMB) and NRPTA-001, National Rocket Propulsion Test Alliance (NRPTA) Operating Procedures administer the following:

- a. Coordinate, initiate, and document teleconferences and Board/Alliance meetings by developing agendas, collecting and disseminating related information to Board/Alliance members and relevant parties, setting up teleconferences, maintaining meeting minutes and action items, and drafting and coordinating Action Requests and Board Directives/Alliance Recommendations, and disseminating and archiving the final recommendations
- b. Maintain master files of all documentation
- c. Maintain an equipment loan and transfer database consistent with NASA property management standards, including all supporting documentation
- d. Design and develop informational brochures and educational material as needed
- e. Maintain facilities capabilities database, including all NASA, Department of Defense (DOD), and industry rocket propulsion test capabilities
- f. Maintain cost savings and avoidance information documenting rationale and providing updates as savings occur or at least quarterly
- g. Track and report on test facility investments within NASA and DOD
- h. Maintain overall utilization schedules, databases, and associated metrics for NASA and DOD
- i. Coordinate, schedule, and disseminate material associated with lessons learned in rocket propulsion testing at NASA, DOD, and industry test sites
- j. Prepare Alliance annual report(s) and supporting documentation
- k. Maintain technology and test requirements roadmaps



- l. Coordinate and document semi-annual Alliance Senior Steering Group Meeting(s)
- m. Develop presentation material and maintain history of presentations
- n. Provide support to the RPT Program Office outreach initiatives and meetings by developing displays and handout material
- o. Maintain existing web-based management information system containing all propulsion test web site(s) for the RPTMB and the NRPTA

#### 1.1.5 Environmental Protection Program

Review and evaluate proposed and promulgated federal and state environmental statutory and regulatory changes for impact on test operations. Within fifteen (15) calendar days of such notice, provide a written evaluation, discussing the operations and financial impact, and identify with rationale alternatives for impact mitigation, including implementation strategies. Air Emissions data shall be reported in accordance with DR EN01.

Comply with ISO 14001/Environmental Management Systems as described in SPR 8500.1, Environmental Management System Procedural Requirements and all applicable state, federal, local, and Agency environmental regulations and statutes.

Support and maintain NASA's environmental management initiatives per ISO 14001, registration and requirements.

Section	PWS Title	Workload Indicators	Performance Standards	Acceptable Quality Level
1.1.1	Integrated Contract Team	<p>Dependent on Contractor’s proposed management system, organizational structure, and the project activity level</p> <p>Reference Appendix A-2 for historic and projected project activity levels</p>	<p>Appropriate management and administrative services for the execution of the Contractor’s activities</p> <p>Contractor to put forth a good faith effort to meet the proposed small business goals by the submission of the first Individual Subcontracting Report (ISR). If it is anticipated that the goals cannot be met, the contractor should discuss their approach to include the timeline for meeting these goals and the rationale for it.</p> <p>All eSRS reports will be submitted semi-annually within the timeframe specified.</p>	<p>All work is of high quality and conducted in a secure and safe environment with no violations or non-compliances of Public Laws (PL), Executive Orders (EO), FAR/NFS contract clauses promulgated by PL or EO; no OSHA citations or EPA violations, no Department of Labor (DOL) violations; or major breach of security</p> <p>Achievement of the goals established in the approved small business subcontracting plan will be met by the end of the basic contract period as well as the option period if exercised</p> <p>100% timeliness in submission of eSRS reports</p> <p>Reference Attachment J-7, Small Business Subcontracting Plan for achievement of small business subcontracting goals</p> <p>Reference DR PC06, Electronic Subcontract Reporting System (eSRS) for submittal requirements</p>
1.1.2	Technical Staff Training and Certifications	<p>Dependent on Contractor’s proposed management system organizational structure, and the project activity level</p> <p>Reference Appendix A-2 for historic and projected project activity levels</p>	Retention, development and proper mix of qualified personnel and resources to accomplish required work	Dependent on Contractor’s proposed management system organizational structure, and the project activity level

Section	PWS Title	Workload Indicators	Performance Standards	Acceptable Quality Level
1.1.3	Project Scheduling Support	<p>Dependent on the project activity level.</p> <p>Reference Appendix A-2 for historic and projected project activity levels</p>	<p>Schedules outlining planned activities and task execution</p> <p>“As-Run” schedules outlining actual durations and sequences of events</p>	<p>Schedules are timely, detailed, and accurate</p> <p>No major operational conflicts or impacts due to improper scheduling</p>
1.1.4	Rocket Propulsion Test (RPT) Program Office Support	<p>RPTMB/NRPTA weekly meetings</p> <p>Six (6) PMRs per year</p> <p>Twenty presentations per year</p> <p>One (1) NRPTA annual report</p>	<p>Timely and accurate administration of RPTMB and NRPTA processes</p> <p>Support weekly Rocket Propulsion Test Management Board (RPTMB) Meetings</p> <p>Support Six (6) Program Management Reviews per year</p> <p>Prepare Twenty Presentations annually on average</p> <p>Produce Annual NRPTA Report</p>	<p>Meeting minutes completed within 1 week of the meeting</p> <p>Presentations delivered on requested schedule</p> <p>Reports delivered on requested schedule</p>
1.1.5	Environmental Protection Program	<p>Dependent on Contractor’s proposed management system organizational structure, and the project activity level</p> <p>Reference Appendix A-2 for historic and projected project activity levels</p>	<p>Chemicals, fuels, oils, hydraulic fluids, and lubricants are managed in a manner to prevent spills or releases</p>	<p>No reportable spills or releases of chemicals, fuels, oils, hydraulic fluids, and lubricants</p>

## **1.2 Project Formulation**

The Contractor shall perform tasks associated with Project Initiation (including Concepts and Proposals), Project Management Plan development, Scope Planning, Scope Definition, Scope Verification, and Scope Change Control.

Project Formulation is the entry point for new initiatives. The content of Project Formulation will vary across projects depending on the envisioned project scope, but typically, it encompasses concept development and synthesis of project customer expectations into project needs, goals, and objectives. During Project Formulation the project's scope, content, and requirements begin to take shape. Conceptual designs for test facilities and other key project elements are being developed along with strategies and concepts for planning and executing the project.

### **1.2.1 Project Development**

The Contractor shall support the development of new project opportunities and customers, as well as diversification and enhancement of the business base leveraging and taking advantage of SSC's unique capabilities and expertise, as follows:

- a. Develop strategic business interests, test prospects, business plans, outreach plans (including their implementation)
- b. Develop and coordinate customer agreements as assigned and in a proprietary manner as described in the appropriate contract clauses
- c. Develop and maintain SSTI-8080-0013, Volume 1, Stennis Test Facility Capabilities Handbook, as required by DR PT08

### **1.2.2 Project Planning and Integration**

The Contractor shall support the planning of test project concepts including project concept development, preliminary requirements definition, cost estimation and analysis, as well as, decision packages for project authorization. Coordinating with appropriate NASA managers on the following new customer activities, not listed in priority order include:

- a. Documentation processing
- b. Site orientation
- c. Identification of technical points of contact
- d. Access to propulsion test facilities and services
- e. Development of quotes/proposals, including development of cost estimates with attention to the following:
  - i. Test project estimates, including schedule and risk assessments
  - ii. Test project cost phasing plans
  - iii. Preliminary and final cost estimates and analyses
  - iv. Support the development of requirements documents
  - v. Conduct and document special studies such as: feasibility, make or buy, trade, and other related studies

- vi. Draft customer agreements per NPD-1050.1, Authority to Enter into Space Act Agreements, SPD-1050.1, Agreement Preparation, Processing, and Management, and NAII 1050.1, Space Act Agreements Guide
- f. Support the evaluation and integration of multiple projects and programs to provide the most efficient and effective use of resources balanced against customer requirements

### 1.2.3 Project Analysis

The Contractor shall support the analysis of project performance and the long term (2 to 10 year) time-phased requirements for resources to include:

- a. Support the development of tools required to perform analysis
- b. Support the collection of data required to perform analysis
- c. Support the analysis of infrastructure and workforce forecasts
- d. Support the development of facility utilization forecasts along with system lifecycle and risk assessments
- e. Develop user interfaces as required and prepare reports on cover documentation and analysis reports.

Section	PWS Title	Workload Indicators	Performance Standards	Acceptable Quality Level
1.2.1	Project Development	Dependent on the project activity level  Reference Appendix A-2 for historic and projected project activity levels	Support development of Business Cases, Plans, Handbooks, and Agreements	Business Cases, Plans, Handbooks, and Agreements are cogent, executable, within cost, and timely  No violations in the proprietary handling of information gathered in the development of new business
1.2.2	Project Planning and Integration	Dependent on the project activity level  Reference Appendix A-2 for historic and projected project activity levels	Develop Proposals, Studies, Agreements with detailed cost and schedule estimates as well as identification of the associated risks	Estimated cost and schedule data is within +/- 10% of the actual final cost  No violations in the proprietary handling of information gathered in the development of new business
1.2.3	Project Analysis	Dependent on the project activity level  Reference Appendix A-2 for historic and projected project activity levels	Workforce and infrastructure analyses, forecasts, and risk assessments	Analyses, forecasts, and risk assessments are appropriately detailed, cogent, and timely

### **1.3 Business Management**

The Contractor shall perform tasks associated with planning, monitoring, controlling and assessing the business. Included are resources and funds management, control, assessment and reporting, planning and scheduling, workforce management.

The Contractor shall operate within the negotiated contract value while also adhering to the approved annual fiscal operating budget. They shall also be responsible for providing financial services to comply with the SSC financial system to satisfy the reporting requirements of NASA management, resident agencies, commercial tenants, SSC Contractors and others in the management of NASA resources.

#### **1.3.1 Work Authorization System**

The Contractor shall use existing work authorization and control systems for conducting day-to-day test activity and not accept unauthorized or out-of-scope work. However, actions taken to mitigate hazardous or emergency situations are in scope. The Contractor shall use work authorization documents as specified in SOI-8080-0027, Engineering and Test Directorate Operations Work Control. The Contractor shall maintain access control per SOI-8080-0040, Test Area Access Control.

#### **1.3.2 Reimbursable Work Orders**

The Contractor shall process and maintain reimbursable work orders upon receipt and provide estimates into the Funds Availability System (FAS) and obtain FAS acceptance and reservation of funds before work begins. The Contractor shall update the FAS when work orders are amended and as cost is incurred. The Contractor shall not exceed the estimated cost on the work order without obtaining prior written approval from the requestor, NASA COTR, and an amended work order in accordance with DR MF01.

#### **1.3.3 Cost Reporting**

The Contractor's system shall interface with NASA financial systems to provide financial reports to comply with the NASA's financial reporting requirements. NASA management, resident agencies, commercial tenants, other NASA Contractors, as well as others in the management organization of SSC define financial reporting requirements. Cost shall be distributed based on the functional definition specified in NPR 9501.2D, "NASA Contractor Financial Reporting" (reference <http://nodis3.gsfc.nasa.gov/displayDir.cfm?t=NPR&c=9501&s=2D> and DR-MF01). The cost shall be provided monthly for inclusion in NASA's financial systems in an electronic flat file format (reference DR MF03). The Contractor shall provide a monthly accrual based on the reporting requirements. The accrual is based on the file submission and the SSC fiscal calendar. Data files are due by COB the Tuesday of the fiscal month end resulting in an accrual for the remainder of the agreed calendar month. The calendar month can coincide with the Contractor's fiscal month calendar and be accepted as the NASA monthly calendar for accrual purposes. The NASA Chief Financial Officer's Office must approve the calendar and accrual method. The Contractor's system shall distribute cost to the work breakdown structure (WBS) that describes the actual work performed (reference SCWI-7120-0001,

Common Work Instruction for Project Work Breakdown Structure). The Contractor's system shall provide workforce data at the same level as cost is reported. This data is also reported in an electronic flat file format (reference DR MF03).

#### 1.3.4 Budget Development Support

The Contractor shall respond to support requests for development of the annual fiscal operating budget, annual phasing plans, and other special budget exercises as required. Annual fiscal operating budgets are established and reported using SSC budget line items. A variance explanation is required as part of this report. This data is reported monthly via an electronic flat file format (reference DR MF02).

The Contractor shall provide bi-annual reviews of the indirect cost structure including the basis of allocation.

The Contractor shall provide rate data, resource information and head counts for budget formulation and estimation (reference DR MF04).

#### 1.3.5 Report Project Performance

The Contractor shall report project performance status monthly and review with NASA management in accordance with applicable work request. For each project, by identified Work Breakdown Structure (WBS) and Organizational Breakdown Structure (OBS) elements, provide financial, technical, workforce, and schedule status information as required. The Government normally compares the actual cost and schedule to the currently approved plan, and provides an analysis of variance. As requested, the Contractor must possess the capacity to provide this function. The Contractor shall support status and review meetings as defined in SOI-1201-0001, E&TD Management/Administrative Controls and Reviews.

<b>Section</b>	<b>PWS Title</b>	<b>Workload Indicators</b>	<b>Performance Standards</b>	<b>Acceptable Quality Level</b>
1.3.1	Work Authorization System	Dependent on the project activity level  Reference Appendix A-2 for historic and projected project activity levels	Conduct day-to-day operations utilizing existing Work Control System	Work Authorization Documents are to conform to SOI-8080-0027  Input information into the CMMS within 48 hours of action  Information shall be available for Government review during core work hours
1.3.2	Reimbursable Work Orders	Dependent on the project activity level  Reference Appendix A-2 for historic and projected project activity levels	Update Funds Availability System (FAS) as work orders are amended	No instances of exceeding estimated costs on work orders without proper approval

<b>Section</b>	<b>PWS Title</b>	<b>Workload Indicators</b>	<b>Performance Standards</b>	<b>Acceptable Quality Level</b>
1.3.3	Cost Reporting	Reference DR MF01  1 data file per month (in flat file format)	Report cost and workforce data via the Contract Deliverable System (CDS) on 533M and 533Q  Electronic flat file containing cost and workforce data for a fiscal month	Accurate data delivered on time  File format compatible to match Other Accumulated Cost (OAC) parameters and delivered no later than close of business on the Tuesday following close of the SSC fiscal calendar - provided
1.3.4	Budget Development Support	Two (2) Semi-Annual Reports	Report average burden rates per hour for all job classifications, workforce heads by classification and contract productive hours	Accurate data delivered on time  Due first working day in February and July
1.3.5	Report Project Performance	Twelve (12) Monthly Reports	Report project financial, technical, workforce, and schedule performance as well as variance analysis if/as required	Accurate data delivered on time



### **1.4 Risk Management**

The Contractor shall perform tasks associated with an organized, systematic decision-making process that efficiently identifies, analyzes, plans, tracks, controls, communicates and documents risk to increase the likelihood of achieving program/project goals. Risks that may impact cost, schedule, and technical performance are identified and managed within this element. Risk management plans, risk lists, risk response plans are deliverables within this sub-section.

The Contractor shall establish a Risk Management Plan (RMP) in accordance with DR SA05 which formally defines the organization's approach to conducting risk management including the organization's risk management strategy; organizational structure, relationships and responsibilities for managing risk; guidelines and policies regarding processes, metrics and tools for executing and communicating an integrated risk management methodology; and the risk management resource investments required. The SSC Integrated Risk Management Application (IRMA) data base shall be used to document and maintain risk information that is collected from across SSC. All SSC risks shall be identified and entered into IRMA and assessed based upon the likelihood, impact and consequence utilizing the standardized SSC risk impact criteria supported by IRMA.

<b>Section</b>	<b>PWS Title</b>	<b>Workload Indicators</b>	<b>Performance Standards</b>	<b>Acceptable Quality Level</b>
1.4	Risk Management	Dependent on Contractor's proposed management system organizational structure, and the project activity level.  Reference Appendix A-2 for historic and projected project activity levels	Develop, maintain, and utilize a Risk Informed Decision Making process such that it feeds the Continuous Risk Management Process	The Contractor's Risk Management Plan shall conform to SPR-7120.1, Risk Management

## **1.5 Knowledge and Records Management**

The Contractor shall perform tasks associated with identifying, capturing, warehousing, controlling and retrieving programmatic and technical data of the Program/Project. Included are Lessons Learned, Process Improvements, Anomaly Investigation Summaries, Cause Effect Maps, Cost Estimates, and Performance Metrics.

### **1.5.1 Lessons Learned**

As part of the test activity, the Contractor shall gather and incorporate any lessons learned into daily operations and support the identification and submittal of new lessons learned. They shall also complete any corrective/preventive actions identified during the gathering of lessons learned; submit lessons learned to the NASA lessons learned database and to appropriate NASA test management. Lessons learned are usually submitted by test engineers and project managers using test team input. Corrective actions may be submitted by any employee per SPR-1280.1, SSC Management System Requirements.

### **1.5.2 Test Technology**

The Contractor shall develop test technologies, including identification, evaluation and adaptation of new technology and systems to continually improve system ground testing and related processes. These systems will be developed for use in real-time operation and control of ground test systems. Working with NASA:

- a. Provide advanced planning to maintain NASA's testing capabilities at the leading edge of propulsion test technology
- b. Provide or support technology activity that improves ground test operations with cryogenic systems and high-pressure gas systems
- c. Sustain and enhance capabilities in plume effects predictions and monitoring, particularly with respect to test stand safety and operability
- d. Support the development, evaluation, and deployment of new sensor systems, instrumentation systems, automated control systems, real-time facility modeling and characterization, distributed data networks, health monitoring systems, and other systems applicable to ground testing
- e. Support the assessment and infusion of applicable new technologies into propulsion testing in those areas of science and engineering that are at the present limits of commercial availability
- f. Collaborate with other technology development organizations, both external and internal to this contract
- g. Provide a "new technology" review summary that prioritizes and recommends the most applicable ones with high ROI

### **1.5.3 Records Management**

The Contractor shall ensure accurate and complete records (including vital records) of Government business are maintained in accordance with Federal requirements and the NPR 1441.1, and are segregated from company-owned records and from non-record materials. The term "records" is defined in 44 U.S.C. 3301 as "all books, papers, maps, photographs, machine readable materials, or other documentary materials, regardless of physical form or

characteristics, made or received by an agency of the United States Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of data in them. Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference and stocks of publications and of processed documents are not included.” All data created for Government use are Federal records subject to the provisions of 44 U.S.C. chapters 21, 29, 31, and 33, the Freedom of Information Act (FOIA) as amended, and the Privacy Act and must be managed and scheduled for disposition as provided in 36 CFR XII, Subchapter B.

In addition, the Contractor shall:

- a. Maintain a records management program and submit a records management program plan in accordance with DR DM01
- b. Maintain a master records list and index of files in accordance with DR DM02
- c. Provide access to NASA or authorized representatives to all Government records; the Government reserves the right to inspect, audit, and copy record holdings.
- d. Submit an annual "Summary of Record Holdings and Transfers" plan to the NASA Shared Services Center (NSSC) Records Manager, or other NASA Center Records Manager if maintained on behalf of another Center, in accordance with DRs DM02 and DM03.
- e. Manage legacy Federal records (data created for Government use and delivered to, or falling under the legal control of, the Government) inherited from previous contracts
- f. At the completion or termination of this contract, leave all Government-owned records and/or data at the NSSC, or whichever NASA Center the records were generated; the Contractor shall deliver Government-owned records to the appropriate Center Records Manager in accordance with DR DM03
- g. The Contractor shall use Central Engineering Files (CEF), Design and Data Management System (DDMS) and the Tech Doc system.

Section	PWS Title	Workload Indicators	Performance Standards	Acceptable Quality Level
1.5.1	Lessons Learned	Dependent on Contractor’s proposed management system organizational structure, and the project activity level  Reference Appendix A-2 for historic and projected project activity levels	Submit Lessons Learned items as required  Submit Corrective Action inputs as required	Submittals conform to NPR 7120.6 and are generally accepted with no or minimal rework

Section	PWS Title	Workload Indicators	Performance Standards	Acceptable Quality Level
1.5.2	Test Technology	Approximately 20 promising technologies reviewed (per year) for the improvement of test safety and efficiency	Demonstrate technical leadership in chemical rocket propulsion systems test and related technology development	<p>Identify a minimum of six (6) promising technologies and field a minimum of two (2) field applied technologies per year that improve the safety and efficiency of testing</p> <p>A minimum of four (4) mutually unique test technology technical papers accepted by a nationally recognized professional society in research or applied science</p> <p>Maintain membership in three (3) national/international Technical Committees on propulsion systems and propulsion systems ground testing</p>
1.5.3	Records Management	<p>Dependent on Contractor's proposed management system organizational structure, and the project activity level</p> <p>Reference Appendix A-2 for historic and projected project activity levels</p>	Maintain control of all records from creation to disposal per SPR 1440.1	Records management system in compliance with Agency and Center requirements, with no significant audit findings

## **1.6 Acquisition and Property Management**

The Contractor shall perform tasks associated with identification, oversight and management of acquisition processes and property management. Included are activities associated with developing a strategy for acquiring goods & services; the identification, oversight and management of the acquisition process through purchase or lease. The Contractor shall be responsible for all supplies, materials, equipment, and services needed for performance of work under the contract. All procurements will be requested through the FOSC. SCWI-5100-0001, Procedures for Initiating the Purchase of Supplies and Services set forth these procedures. The Contractor shall conduct property management for all Government assigned equipment according to applicable regulations, comply with NASA Property Management Manuals 4100.1, 4200.1, 4200.2, 4300.1, and 4310.1 for acquisition and accountability of materials and equipment, implement an inventory control system for all non-capitalized property and equipment, provide a Government Property Management Plan per DR LS01 and provide input to annual call for equipment buys upon request.

The Contractor shall protect all Government equipment/property against loss or damage and assign individuals to be primary and alternate Equipment Custodians (EC) for items used in support of this contract. Contractor may be liable for replacement of items found unaccountable. Contractor shall participate in the NASA/SSC inventory reporting program as required in DR LS01. Any failure in contract performance or equipment damage shall be documented by the Contractor and immediately reported to the Government for review.

A Government Owned Vehicle (GOV) may be provided for official Government business (if available) for use on or off the installation. If the GOV is made available for Contractor use, the Contractor shall ensure proper vehicle operator care, inspections, operator maintenance, and necessary steps to prevent misuse and damage to vehicles. The Contractor shall ensure that individual vehicle operators are licensed and are briefed on official use, site speed limits, seatbelt policies, and any other applicable policies. Contractor will investigate vehicle incident, accident, misuse and abuse cases that involve their employees and recommend corrective action to the Government. Contractor will reimburse the Government for any damage to vehicles caused by their employees. The Contractor shall report vehicle malfunctions to site vehicle maintenance and ensure the GOV is made available for repairs or service. The Contractor may furnish their own vehicle to perform the requirements of this PWS with no liability to the Government.

Government provided property and equipment necessary to perform the tasks in this PWS is covered by the Contract Administration Data (Section G) and Special Contract Requirements (Section H) sections of this RFP.

Section	PWS Title	Workload Indicators	Performance Standards	Acceptable Quality Level
1.6	Acquisition and Property Management	<p>Dependent on Contractor’s proposed management system organizational structure, and the project activity level</p> <p>Reference Appendix A-2 for historic and projected project activity levels</p> <p>Reference Attachment Section J-10 for Equipment and Facilities list</p> <p>Reference Attachment J-7, Small Business Subcontracting Plan for achievement of small business subcontracting goals</p> <p>Reference DR # PC06, Electronic Subcontract Reporting System (eSRS) for submittal requirements</p>	<p>Maintain accurate accounting of inventory items</p> <p>All required inventory items will be configured and ready for test</p> <p>Manage and coordinate the procurement of supplies, materials, equipment, and services needed to meet test schedule</p> <p>Contractor to put forth a good faith effort to meet the proposed small business goals by the submission of the first Individual Subcontracting Report (ISR). If it is anticipated that the goals cannot be met, the contractor should discuss their approach to include the timeline for meeting these goals and the rationale for it.</p> <p>All eSRS reports will be submitted semi-annually within the timeframe specified.</p>	<p>100% accountability of all TOC inventoried items</p> <p>Achievement of the goals established in the approved small business subcontracting plan will be met by the end of the basic contract period as well as the option period if exercised</p> <p>100% timeliness in submission of eSRS reports</p>

**1.7 Project Closeout**

The Contractor shall perform tasks associated with closeout of all programmatic and technical activities, and the oversight and management of documentation, resources, acquisitions, disassembly, and site restoration.

The Contractor shall review the accomplishments at the conclusion of each test project. Review the appropriate requirements document to assure all desired goals have been met, and close all open work documents. They shall prepare a final report, if required, at the conclusion of each test project reviewing and substantiating the measured results of project testing relative to the appropriate requirements document. The Contractor shall also identify all accomplishments per the requirements document and address any requirements not met. They shall also conduct customer surveys as required by SOI-8080-0006, Development and Approval of Customer Agreements.

<b>Section</b>	<b>PWS Title</b>	<b>Workload Indicators</b>	<b>Performance Standards</b>	<b>Acceptable Quality Level</b>
1.7	Project Closeout	Dependent on the project activity level  Reference Appendix A-2 for historic and projected project activity levels	Written final project report highlighting project activities  Disposition of open items (discrepancies, jettisoned scope) at conclusion of each project  Interim and final test project customer surveys	Final project report delivered per the appropriate project plan  All open items dispositioned  Customer surveys sent out per SOI-8080-0006

## **2.0 Systems Engineering**

This section includes the tasks associated with technical management efforts of technical planning, requirements management, interface management, configuration management, technical data management, technical assessments, and technical decision analysis. Included are the development of technical requirements and the verification and validation of said requirements and subsequent technical products resulting from project activities.

### **2.1 Technical Management**

The Contractor shall perform tasks associated with technical management including technical planning, requirements management, interface management, verification management, validation management, configuration management, technical data management, technical assessments, and technical decision analysis. The Verification and Validation (V&V) Plan and Systems Engineering Management Plan (EMP) are examples of the documents produced in this element. The Contractor shall provide a Test Summary Report per DR PT01.

#### **2.1.1 Configuration Control**

The Contractor shall maintain configuration control of projects, facilities, systems, subsystems, and components utilizing the existing site Configuration Management System. Activities may include support to configuration management boards and sub-boards, cross organization and Contractor coordination for planning, system and documentation auditing, review, problem identification, and resolution.

They shall also submit a Configuration Management Plan in accordance with DR CM01 delineating the policies, processes, procedures, and improvements used for configuration management. The Contractor will assess and recommend improvements to configuration management.

The Contractor, utilizing the current NASA Configuration Management System [consisting of the Design and Data Management System (DDMS) and the Site-wide Operational & Repair Documentation (SORD) system], shall provide electronic access to all controlled data generated, appropriately marked, in digital form, to a specified number of users. The Contractor must interface with the NASA Configuration Management System to facilitate controlled unclassified real-time information. The Contractor will establish a collaborative environment to support NASA insight into analysis, design and engineering, test and evaluation, training, experimentation and other areas as required. All data contained within this system is the property of NASA and will remain with NASA at termination of the contract.

#### **2.1.2 Documentation and Systems**

To the maximum extent possible, the Contractor shall use existing documentation and systems at SSC (see Technical Reference Library (TRL)). They shall also develop and use necessary documentation such as operating plans and procedures, maintenance and operating instructions, and other types of work instructions.



Plans, manuals, reports, and procedures must conform to NASA standards. Included within these documents shall be detailed scientific and engineering language, charts, graphs, specifications, cost estimates, and drawings.

The Contractor shall file, maintain, store, retrieve, and disposition records, such as test data, test readiness reviews, pretest reviews, open end item status reviews, test article data packages, video, and still photography. They shall also provide documents to support investigations and impounding of data and records as required.

All documentation and the document index will be developed, managed, and maintained in accordance with SPR 1400.1, Document Preparation, Numbering, and Management. The Contractor shall maintain, archive, and store all such documentation in the NASA Configuration Management System.

The Contractor shall assist/support the Government in populating the NASA Configuration Management System with engineering drawings, operational procedures, safety analysis, component information and any additional information that is used in support of this contract. Configuration control and storage of any analyses, reports, drawings, designs, and/or models produced under this contract must utilize the SSC Configuration Management System and adhere to NASA-STD-I-0007, NASA Computer Aided Design Interoperability.

### 2.1.3 Mechanical/Electrical Component Installation Tracking

The Contractor shall assure all components used within assigned systems are maintained, tracked, and installed as required in NASA and SSC standards. They shall also implement procedures and policies addressing the maintenance, specification, and use of components to provide maximum efficiency and safety. The Laboratory Services Contractor (LSC) located on site at SSC will provide component calibration services for all system components. All changes from current policies, procedures, and programs will be coordinated with and approved by NASA before implementation.

The Contractor shall utilize and provide input as necessary to maintain the existing database of all components as required in SSC standards and notify appropriate Government personnel of impending calibration due dates to avoid impacting test operations.

Section	PWS Title	Workload Indicators	Performance Standards	Acceptable Quality Level
2.1.1	Configuration Control	<p>Dependent on Contractor's proposed management system organizational structure, and the project activity level</p> <p>Reference Appendix A-2 for historic and projected project activity levels</p>	<p>Input to SSC Configuration Management System</p> <p>Eradicate Backlog of Drawings and sketches submitted for update</p>	<p>Accurate and timely submission of documentation (plans, drawings, sketches)</p> <p>Affected drawings and sketches flagged as requiring update</p> <p>Design and As-built configuration changes incorporated</p>

Section	PWS Title	Workload Indicators	Performance Standards	Acceptable Quality Level
2.1.2	Documentation and Systems	Dependent on Contractor's proposed management system organizational structure, and the project activity level  Reference Appendix A-2 for historic and projected project activity levels	Test Documentation management includes storage and maintenance of drawings, procedures, analyses, component information, models, and reports	Test Documentation is securely maintained and is accessible in a timely manner
2.1.3	Mechanical/Electrical Component Installation Tracking	Dependent on the project activity level.  Reference Appendix A-2 for historic and projected project activity levels	Components used in systems for which the Contractor is responsible are maintained with proper certifications and calibrations	No test projects delayed due to component certification related issues

## **2.2 Requirements Definition**

The Contractor shall perform tasks associated with defining stakeholder expectations and the transformation of those expectations into technical requirements. Included are the validation of the stakeholder expectations, the operational concepts, measures of effectiveness, and measures of performance, validated technical requirements, and technical performance measures. The System Requirements Document (SRD) and the Interface Requirements Document (IRD) are examples of documents produced in this element. The Contractor shall utilize a rigorous approach to collect, manage, and trace requirements consistent with NPR-7123.1, NASA Systems Engineering Processes and Requirements.

Section	PWS Title	Workload Indicators	Performance Standards	Acceptable Quality Level
2.2	Requirements Definition	Dependent on the project activity level  Reference Appendix A-2 for historic and projected project activity levels	Develop and manage system requirements and documentation over the project lifecycle utilizing a rigorous approach	Requirements are collected, managed, and traceable - consistent with NASA (NPR-7123) and Center (SOI-8080-0041) policies and processes

## **3.0 Safety and Mission Assurance**

Safety and Mission Assurance (SMA) is more than a strategy for success: it is an attitude and a characteristic of the management team and is evidenced by the number of successful operations and the absence of injuries, illnesses, damage to property and environmental degradation. The Contractor shall protect the public, the NASA team member, high-value equipment and property and the environment from potential harm resulting from Contractor activities and operations. This section includes the tasks associated with directing and controlling SMA elements. Included are design, development, safety assessment, review and

verification of practices and procedures and mission success criteria intended to assure that the delivered product meets performance requirements and functions for their lifecycle.

### **3.1 Safety and Mission Assurance (SMA) Management and Operations**

The Contractor shall perform tasks associated with overall SMA program development including SMA requirement definitions, verification of requirements and implementation of corrective action processes and evaluate the effectiveness of actions taken. Included are all tasks associated with supervision responsibilities, resource management and the coordination of agency and program/project elements. The Contractor shall develop and maintain a Safety and Health Plan per DR SA02, Mission Assurance Plan per DR SA04, and Risk Management Plan per DR SA05 and submit a Mishap Report per DR SA03 as required after incident/accident. The Contractor shall support and maintain NASA's safety, environmental, and quality management initiatives to include ISO 9001, and AS 9100 compliant. The Contractor shall ensure general housekeeping compliant with SCWI-8715-0005, SSC Safety, Housekeeping and Essential Item Equipment.

Since Stennis Space Center has been established as a Voluntary Protection Program Star Site, the Contractor shall support and maintain compliance with the Occupational Safety and Health Administration (OSHA) Voluntary Protection Program (VPP) Instruction, and Cooperative and State Programs (CSP 03-01-003). The Contractor must receive a satisfactory OSHA evaluation within 15 months of contract start.

<b>Section</b>	<b>PWS Title</b>	<b>Workload Indicators</b>	<b>Performance Standards</b>	<b>Acceptable Quality Level</b>
3.1	Safety And Mission Assurance (SMA) Management and Operations	<p>Dependent on Contractor's proposed management system organizational structure, and the project activity level</p> <p>Reference Appendix A-2 for historic and projected project activity levels</p>	<p>Comprehensive SMA program to include the requirements of ISO 9001 and AS 9100</p> <p>Compliance with OSHA VPP instruction CSP 03-01-003 within 15 months of contract start</p>	<p>SMA Program compliant with SPR 8715.1 and NPR 8621.1</p> <p>Maintain VPP Star Status per VPP instruction CSP 03-01-003</p> <p>Compliant with SCWI-8715-0005 SSC Safety, Health, Housekeeping and Essential Item Inspection</p>

### **3.2 Safety and Risk Assessment**

The Contractor shall perform tasks associated with determination of safety requirements, verification of proper safety reviews and analyses and implementation of processes to ensure the highest level of safety is maintained throughout the program/project life cycle with the lowest level of risk achievable. The Contractor shall ensure that all operations are conducted safely, assuring products and services meet customer requirements and are in compliance with applicable Federal, State and Local regulatory requirements, including OSHA/Environment Protection Agency (EPA)/State of Mississippi/NASA requirements,

with a focus on institutional safety and health, operational safety, and system safety. Operations shall not compromise the safety and health of employees, the value of property, nor harm the environment. The Contractor shall comply with NPR-8715.3, (NASA General Safety Program Requirements), SSP-8715-0001, Safety and Health Handbook, SPR 8715.1, SSC Safety and Health Program Requirements, and OSHA requirements. Safety hierarchy shall be given in the following order:

- a. Safety of public
- b. Safety of astronauts and pilots
- c. Safety of employees
- d. Safety of high value equipment

Identify hazards and control methods associated with the design, buildup, activation, and operation of systems supporting tests, in accordance with site-specific processes for TOC Process Safety Management (PSM) and core capability areas. The Contractor shall provide:

- a. A Safety and Health Plan in accordance with DR SA02
- b. An Emergency Plan in accordance with DR MA04
- c. Participation in system and facility safety and test readiness reviews
- d. Assessment and documentation of potential hazards, associated risk, and development of recommended remediation
- e. Maintenance of product and services
- f. Pursuit of process improvements where cost effective
- g. Safety and Health specialists who are authorized to take appropriate actions relative to safety requirements, including operational safety and environmental health considerations
- h. Monthly safety review meetings for all test personnel including NASA and on site Contractors
- i. Provide and maintain a "job hazard analysis" to identify hazards and hazard controls in accordance with DR SA02
- j. Support and provide product, as well as an appropriate hazard analyses and safety assessments to assist in an Operational Readiness Inspection (ORI), Safety Review Team (SRT), or Independent Investigation (II).

Section	PWS Title	Workload Indicators	Performance Standards	Acceptable Quality Level
3.2	Safety and Risk Assessment	<p>Dependent on Contractor's proposed management system organizational structure, and the project activity level</p> <p>Reference Appendix A-2 for historic and projected project activity levels</p>	Develop and maintain a Safety and Health Plan, Emergency Plan, Job Hazard Analysis, Safety assessments and analyses to inform safety and technical reviews	<p>No Class A, B mishaps and minimum class C, D mishaps; No major OSHA recordable injuries or illnesses, no personnel injuries due to unsafe acts or conditions, no damage to property and environmental degradation</p> <p>Safety and Mission Assurance shall be in compliance with all NASA, Center, and all other Agency, state, federal and local regulations and requirements</p> <p>No major violations identified during audits and inspections</p>

### **3.3 Quality Assurance and Reliability**

The Contractor shall perform tasks associated with providing confidence that adequate technical and SMA requirements are properly established, that products and services conform to established requirements, and verification that acceptable performance of those requirements is achieved throughout the program/project life cycle.

Develop and maintain an effective and timely mission assurance program that includes quality assurance and control, and reliability and maintainability, which will be developed in conjunction with all other functions necessary to satisfy the contract requirements. The program shall:

- a. Provide a Mission Assurance Plan in accordance with DR SA04
- b. Demonstrate recognition of the mission assurance aspects of the contract and an organized approach to achieve them
- c. Ensure that mission assurance requirements are determined and satisfied throughout all phases of contract performance as specified by the contract
- d. Provide for the detection and resolution of actual or potential deficiencies, non-conformances, system incompatibility, marginal quality, and trends or conditions, which could result in unsatisfactory quality or performance
- e. Use existing NASA systems to maintain quality records in an access controlled central location
- f. Provide timely, effective and preventive action, engaging the NASA Material Review process defined in SPR 8730.5, Material Review Board Procedural Requirements as warranted

- g. Provide Software Assurance and Software Safety support for all TOC developed/utilized software per SPR 8739.1, SSC Software Assurance Procedural Requirements

The Contractor shall review and update as required adopted Work Authorization Documents (WADs), develop new WADs and maintain all WADs to successfully implement the Center’s QMS document requirements. WADs may include Standard Operating Procedures (SOP), Test Preparation Sheets (TPS) and shall adhere to the requirements in SPR 8715.1 and SOI-8080-0027.

The Contractor shall provide support which may require a central point of contact, qualified auditors, information, and resolution of any identified discrepancy for internal and external audits and investigations performed by NASA and other agencies, including General Accountability Office (GAO), Office of Inspector General (OIG), Defense Contract Audit Agency (DCAA), and Office of Management and Budget (OMB).

Operate and maintain test medium transporters in accordance with applicable NASA and Department of Transportation (DOT) standards.

Section	PWS Title	Workload Indicators	Performance Standards	Acceptable Quality Level
3.3	Quality Assurance & Reliability	<p>Dependent on Contractor’s proposed management system organizational structure, and the project activity level</p> <p>Reference Appendix A-2 for historic and projected project activity levels</p>	<p>Develop and maintain a Mission Assurance Program that is compliant with ISO 9001, ISO 14001, and AS 9100</p> <p>Update and maintain Work Authorization Documents</p> <p>Maintain housekeeping in all areas</p>	<p>Comprehensive and compliant Mission Assurance Plan per DR SA04</p> <p>No missed/bypassed Mandatory Inspection Points (MIP)</p> <p>Compliant with performance standards through surveillance and inspection at any time</p> <p>Compliant with SCWI-8715-0005 SSC safety, health, housekeeping and essential Item Inspection</p>

## **4.0 Design & Analysis**

This section includes the tasks associated with design solution development activities, including alternative solution development, design development and reviews, and technical modeling and analysis. Key outputs of this element include specifications, operate-to procedures, design solutions and a baseline set of "make-to," "buy-to," "reuse-to," or set of "assemble and integrate-to" specified requirements.

### **4.1 Alternate Solutions**

The Contractor shall perform tasks associated with developing multiple solutions to the extent that stated objectives may be supported, that technical, economic and management approaches can be assessed, and that different concepts with the same, or similar objectives may be assessed for their relative merits. Included are the activities necessary to resolve or minimize logistics problems identified during concept exploration, verify preliminary design and engineering, build prototypes, accomplish necessary planning, and fully analyze trade off proposals. The objective is to validate the choice of alternatives and to provide the basis for determining whether or not to proceed and in which direction to proceed.

Conduct special studies such as concept development, requirements studies, trade studies, operations research, predictive modeling, component and system failure analysis, feasibility and applicability of new methods and processes in data acquisition and controls systems, avionics and telemetry, safety engineering, and risk evaluation.

<b>Section</b>	<b>PWS Title</b>	<b>Workload Indicators</b>	<b>Performance Standards</b>	<b>Acceptable Quality Level</b>
4.1	Alternate Solutions	Approximately five (5) special studies per year	Evaluations and conceptual studies on test and test support systems	Special studies provided in an acceptable form, technically sound, on deadline and meeting all elements of format

### **4.2 Modeling and Analysis**

The Contractor shall perform tasks associated with the evaluation of a system concept by developing a representation of the system capabilities and then exercising it in a variety of configurations and simulated operational environments, and the evaluation of a design to determine correctness with respect to requirements, standards, system efficiency, and other criteria.

Analytic models of test facilities and test support facilities are required to perform the engineering design and analysis functions described in this section. Use of a broad range of analysis tools and design and analysis methodologies will be necessary; to the extent they are developed. The Contractor will be required to develop, maintain and use existing analytic models that describe and evaluate these systems, perform solid model drafting in support of test facility and test project analysis utilizing commercially available Pro/Engineer software. They shall also create and maintain documentation for analytical tools and the engineering computer cluster and develop and maintain analytical tools and methodologies.

The Contractor shall develop and maintain documentation of the analytical tools and utilization/application methodologies used in executing the engineering design and analysis tasks described in this section. This documentation will include a technical description of the analytical tool, its application in test systems design and analysis, and the procedure for this application.

The Contractor shall analyze a broad range of systems to accommodate testing and associated research, development activities and other activities as outlined in the following sections.

All analyses should be prepared, reviewed and documented per SOI-8080-0051, Engineering Analysis.

#### 4.2.1 Mechanical Systems

The Contractor shall provide mechanical analysis of test facilities, test support systems and facility operational performance. The scope of this effort includes system analysis of cryogenic, non-cryogenic, vacuum to ultra high-pressure (UHP) -15000 psi propellant storage, run, distribution, and disposal systems for existing facilities, Special Test Equipment (STE), and Ground Support Equipment (GSE). These systems are composed of propellant and pressurization system tanks and delivery systems, test article thrust measurement, thrust restraints, propellant ignition, component hydraulic and pneumatic actuation, environmental and test article purge systems and related water deluge, and other ancillary and support systems.

They shall also provide specialized engineering services required for test system analysis, and in particular, knowledge, expertise and analysis capabilities in cryogenic systems engineering, from vacuum to an UHP regime and related fluid/structural phenomena, such as flow induced vibration and fluid hammer. Specialized analytical capabilities in steady state, transient, and dynamic modeling of reacting and non-reacting flows are required.

The Contractor shall provide engineering support during test operations and post test analysis of test results for all tests including activation tests, and measurements that may include: propellant discharge plume diagnostics, acoustic monitoring, radiometric monitoring, thermal imaging, and other special and unique measurements.

##### a. Propellant Systems

The Contractor shall provide cryogenic systems analysis engineering from ambient pressure to UHP (15,000 psi) regime. The typical cryogenics in use at the facilities and systems are: liquid oxygen (LO<sub>2</sub>), liquid hydrogen (LH<sub>2</sub>), liquid helium (LHe), liquid methane (LCH<sub>4</sub>) and liquid nitrogen (LN<sub>2</sub>).

They shall also provide non-cryogenic fluid systems analysis engineering. The typical non-cryogenic propellants used at the test facilities include hydrogen peroxide (H<sub>2</sub>O<sub>2</sub>), rocket propellant (RPx), Jet Propellant (JPx), various alcohols as well as hydroxyl terminated polybutadiene (HTPB), and similar solid fuels.



Analysis of test article propellant ignition systems will be required. TEA/TEB, O<sub>2</sub>/H<sub>2</sub>, O<sub>2</sub>/RPx, H<sub>2</sub>O<sub>2</sub>/RPx catalyst systems are typical systems used.

b. Pressurant and Purge Systems

The Contractor shall provide fluid systems analysis for specific environments. Projects typically require high flow (100 – 1800 lb/sec), UHP pressurants. The primary ambient temperature, UHP fluids in use at the facilities and systems which include: oxygen (GO<sub>2</sub>), hydrogen (GH<sub>2</sub>), nitrogen (GN<sub>2</sub>), helium (GHe), and high-pressure air (HPA).

c. Components

The Contractor shall provide propellant, pressurant, and purge system fluid control analysis in support of component sizing, and component selection for a specified environment. Components include, but are not limited to: valves, filters, screens, orifices, venturis, pumps, compressors, intensifiers, heaters, connectors, reducers, instrumentation (pressure, temperature, and acceleration), and flow meters.

d. Hydraulic, Pneumatic, and Steam Systems

The Contractor shall provide hydraulic, pneumatic, and steam systems analysis in support of sizing, and selection for a specified environment.

#### 4.2.2 Electrical Systems

The Contractor shall analyze electrical systems for test facilities, test support systems, and facility operational performance. The scope of this effort includes existing facilities, STE, and GSE. This effort includes system analysis of the electrical systems supporting test in a cryogenic, non-cryogenic, and ambient to UHP propellant environment.

a. Data Acquisition Systems (DAS)

The Contractor shall provide analysis of DAS for test and other operations. This effort includes design, selection, and integration of hardware/software systems, development and verification support for high and low speed DAS, development of software, and integration of signal conditioning, data acquisition, display, and recording systems. Knowledge and experience in the assessment of measurement uncertainty, time correlation, and system margins is also required. They shall also provide analysis of systems (hardware/software) to process acquired data. This effort includes coding, networks, and computer systems for both dynamic and static data processing.

b. Control Systems

The Contractor shall provide analysis of control systems for test and other operations. This effort includes hardware/software development and verification support for controls systems, and requires development of ladder logic, operation screens, integration with engine controllers, specialized equipment for valve operations, test sequencing, redline cut systems,

abort design and analysis, prep complete, timing, and system margin analysis. They shall also provide analysis of systems (hardware/software) to process acquired data. This effort includes: coding, networks, and computer systems for both dynamic and static data processing.

c. Instrumentation

The Contractor shall provide evaluation of dynamic and static measurement instrumentation. This effort includes: instrumentation range selection, placement, measurement uncertainty analysis, cabling, signal conditioning, stress analysis, procurement specifications development, calibrations, and installation support.

d. Ancillary Systems

The Contractor shall provide analysis of video (cameras, high & low speed), GH<sub>2</sub>, GO<sub>2</sub>, and H<sub>2</sub>O<sub>2</sub> detection, fire detection, intercom/paging, infrared (IR) and photographic cameras, and mass spectrometer systems. In addition, they should provide analysis of special power, grounding, and lighting systems. For example: 28 Vdc power for Motor Operated Valve (MOV) and Solenoid Operated Valve (SOV) operation, 270 Vdc for Electromotive Actuators (EMA), three phase camera lighting and heaters, grounding layouts for instrumentation, controls, and Data Acquisition and Control System (DACS) equipment.

Section	PWS Title	Workload Indicators	Performance Standards	Acceptable Quality Level
4.2	Modeling and Analysis	Approximately ten(10) analytical tools and one (1) computing network cluster  Approximately 50 analyses annually	Create and maintain documentation for test facility piping and instrumentation schematics along with solid model drawings, analytical tool documentation and a record of developmental changes. Specific methodologies related to the analytical tools and hardware layout related to computing clusters shall be documented  Documented demonstration/validation of analytic models' accuracy in an applicable RPT environment and test operation condition. Documentation will include a technical description of the analytic model, its application in test systems design and analysis and the procedures for its operation	All analytical tools, methodologies, hardware shall be documented in accordance with approved formats in SSC Configuration Management System and site drafting standards  Analytical results within 5% on high fidelity models and 10% on low fidelity models relative to applicable test environment

### 4.3 Design

The Contractor shall perform tasks associated with defining the architecture, components, modules, interfaces, test approach, procedures, and data for a component, subsystem, or system to satisfy specified requirements. Included are the reviews necessary to validate the design at the preliminary, detailed, and critical design levels. Also included are the tasks associated with designing/developing documentation and operational procedures for development, checkout, activation, and controlled operation of the component, subsystem,

system, and/or end product. Design will conform to applicable industry, Agency and site wide safety standards. Drawings and other documentation will be prepared in accordance with site standards and filed in the Center's approved configuration management system.

The Contractor shall design a broad range of systems to accommodate testing and associated research, development activities and other activities as outlined in the following sections.

All designs should be prepared, reviewed and documented per SOI-8080-0009, Design Reviews. Software shall be developed and maintained per SOI-8080-0052, Software Life Cycle and Development Process.

#### 4.3.1 Mechanical Systems

The Contractor shall provide mechanical design of test facilities, test support systems and facility operational performance. The scope of this effort includes system design of cryogenic, non-cryogenic, and vacuum to ultra high-pressure (UHP) -15000 psi propellant storage, run, distribution, and disposal systems for existing facilities, STE, and Ground Support Equipment (GSE). These systems are composed of propellant and pressurization system tanks and delivery systems, test article thrust measurement, thrust restraints, propellant ignition, component hydraulic and pneumatic actuation, environmental and test article purge systems and related water deluge, and other ancillary and support systems.

They shall also provide engineering support during test operations and post test analysis of test results for all tests including activation tests, and measurements that may include: propellant discharge plume diagnostics, acoustic monitoring, radiometric monitoring, thermal imaging, and other special and unique measurements.

##### a. Propellant Systems

The Contractor shall provide cryogenic systems design engineering from ambient pressure to UHP (15,000 psi) regime. The typical cryogenics in use at the facilities and systems are: liquid oxygen (LO<sub>2</sub>), liquid hydrogen (LH<sub>2</sub>), liquid helium (LHe), liquid methane (LCH<sub>4</sub>) and liquid nitrogen (LN<sub>2</sub>).

They shall also provide non-cryogenic fluid systems design engineering. The typical non-cryogenic propellants used at the test facilities include hydrogen peroxide (H<sub>2</sub>O<sub>2</sub>), rocket propellant (RPx), Jet Propellant (JPx), various alcohols as well as hydroxyl terminated polybutadiene (HTPB), and similar solid fuels.

Design of test article propellant ignition systems will be required. TEA/TEB, O<sub>2</sub>/H<sub>2</sub>, O<sub>2</sub>/RPx, H<sub>2</sub>O<sub>2</sub>/RPx catalyst systems are typical systems used.

##### b. Pressurant and Purge Systems

The Contractor shall provide fluid systems design for specific environments. Projects typically require high flow (100 – 1800 lb/sec), UHP pressurants. The primary ambient temperature, UHP fluids in use at the facilities and systems which include: oxygen (GO<sub>2</sub>), hydrogen (GH<sub>2</sub>), nitrogen (GN<sub>2</sub>), helium (GHe), and high-pressure air (HPA).

c. Components

The Contractor shall provide propellant, pressurant, and purge system fluid control design, component sizing, and component selection for a specified environment. Components include, but are not limited to: valves, filters, screens, orifices, venturis, pumps, compressors, intensifiers, heaters, connectors, reducers, instrumentation (pressure, temperature, and acceleration), flow meters.

d. Hydraulic, Pneumatic, and Steam Systems

The Contractor shall also provide hydraulic, pneumatic, and steam systems design, sizing, and selection for a specified environment.

e. Mechanical Drafting

The Contractor shall perform schematic and solid model drafting for test facility and test project design definition utilizing commercially available AutoCAD and Pro/Engineer software environments.

SSC drafting is defined by SSTD-8070-0002-CONFIG, Facilities Drafting Manual.

#### 4.3.2 Electrical Systems

The Contractor shall design electrical systems for test facilities, test support systems, and facility operational performance. The scope of this effort includes existing facilities, STE, and GSE. This effort includes system design of the electrical systems supporting test in a cryogenic, non-cryogenic, and ambient to UHP propellant environment. The software developed must conform to the requirements delineated in NPR-7150.2, NASA Software Engineering Requirements.

a. Data Acquisition Systems (DAS)

The Contractor shall provide design of DAS for test and other operations. This effort includes design, selection, and integration of hardware/software systems, development and verification support for high and low speed DAS, development of software, and integration of signal conditioning, data acquisition, display, and recording systems. Knowledge and experience in the assessment of measurement uncertainty, time correlation, and system margins is also required.

They shall also provide design of systems (hardware/software) to process acquired data. This effort includes coding, networks, and computer systems for both dynamic and static data processing.

b. Control Systems

The Contractor shall provide design of control systems for test and other operations. This effort includes hardware/software development and verification support for controls systems, and requires development of ladder logic, operation screens, integration with engine

controllers, specialized equipment for valve operations, test sequencing, redline cut systems, abort and prep complete design.

They shall also provide design of systems (hardware/software) to process acquired data. This effort includes: coding, networks, and computer systems for both dynamic and static data processing.

c. Instrumentation

The Contractor shall provide evaluation and selection of dynamic and static measurement instrumentation. This effort includes: instrumentation range selection, placement, cabling, signal conditioning, procurement specifications development, calibrations, and installation support.

d. Ancillary Systems

The Contractor shall provide design of video (cameras, high & low speed),  $\text{GH}_2$ ,  $\text{GO}_2$ , and  $\text{H}_2\text{O}_2$  detection, fire detection, intercom/paging, infrared (IR) and photographic cameras, and mass spectrometer systems.

They shall also provide design of special power, grounding, and lighting systems. For example: 28 Vdc power for Motor Operated Valve (MOV) and Solenoid Operated Valve (SOV) operation, 270 Vdc for Electromotive Actuators (EMA), three phase camera lighting and heaters, grounding layouts for instrumentation, controls, and Data Acquisition and Control System (DACS) equipment.

e. Electrical Drafting

The Contractor shall perform schematic and solid model drafting for test facility and test project design definition utilizing commercially available AutoCAD and Pro/Engineer software environments.

SSC drafting is defined by SSTD-8070-0002-CONFIG.

Section	PWS Title	Workload Indicators	Performance Standards	Acceptable Quality Level
4.3	Design	Dependent on the project activity level  Reference Appendix A-2 for historic and projected project activity levels	Sufficient, effective and timely design of test facilities and operating systems accompanied by supporting analyses to validate adequacy of design and conformance to requirements  Provide accurate and detailed test facility piping and instrumentation schematics along with solid model drawings within test project budget and schedule	No instances of the test facility not being ready to conduct tests due to safety, performance, cost, or schedule problems related to the Contractor's design of the test facility  Facility piping and instrumentation schematics shall be in conformance with site drafting standards  Less than 5% rework of schematics or drawings due to drafting, design or analysis errors/omissions unrelated to test project system design changes

## **5.0 Fabrication & Installation**

This section includes the activities necessary for a product to be fabricated, cleaned, and assembled into a component, subsystem, or system and installed into its test or operational environment.

### **5.1 Fabrication Logistics**

The Contractor shall perform tasks associated with preparing for the fabrication and installation of components, systems, and subsystems, including the storage, movement, distribution, maintenance, evacuation, and disposition of materials and related activities.

Section	PWS Title	Workload Indicators	Performance Standards	Acceptable Quality Level
5.1	Fabrication Logistics	Dependent on the project activity level  Reference Appendix A-2 for historic and projected project activity levels	Material storage, movement, and distribution	Material accountability maintained

### **5.2 Procurement / Acquisition**

The Contractor shall perform tasks associated with buying goods and services necessary for the realization of the technical effort. They shall also be responsible for all supplies, materials, equipment, and services needed for performance of work under the contract. All procurements will be requested through the FOSC. SCWI-5100-0001 sets forth the SSC procedures for initiating the purchase of supplies and services.

Section	PWS Title	Workload Indicators	Performance Standards	Acceptable Quality Level
5.2	Procurement /Acquisition	Approximately 600 to 650 Material requests are processed for the TOC per year	Material shall be procured using the SSC Material Request (MR) procedures	No loss of material after delivery acceptance

### **5.3 Fabrication & Assembly**

The Contractor shall perform tasks associated with the fabrication and installation of test systems and subsystems as required for each test project, modification, or maintenance activity within the responsibility of the TOC as defined in Appendix A-3. This may include fabricating, cleaning, constructing and assembling raw materials into parts, components, or subsystems and installing resulting items into a component or subsystem. Included are the activities associated with joining a number of parts, components, and/or subsystems capable of disassembly together to perform a specific function.

They shall also fabricate and install test systems and subsystems as required for each test or facility project within the responsibility of the TOC. This includes all assigned facilities in Appendix A-3. All fabrication and installation of test systems require close coordination with NASA and other Contractors performing construction on the same facility.

#### **5.3.1 Mechanical Systems Fabrication & Assembly**

The Contractor shall fabricate and assemble mechanical systems within the responsibilities of the TOC, as required for each test project, modification, or maintenance activity. The specific types of work required consist of:

##### a. Tubing

The Contractor shall operate and maintain the tubing manufacturing system that is used to make flared tubing. The Contractor shall have the capability of manufacturing, bending and installing high pressure tubing (up to 15,000 psi working pressure) or up to two (2) inches in diameter.

They shall fabricate and assemble tubing consisting of field fitting of all tubing, installing appropriate connections, and connecting with all components and subsystems. Examples of this would be master facility panels, purge systems, pressurization systems, and instrumentation connect tubing.

Tubing at SSC shall conform to SSTD-8070-0126, Tubing Systems for Facility Systems, Special Test Equipment and Aerospace Hardware.

##### b. Piping and Structures

Construction of piping and structures is performed by the FOSSC and other NASA direct Contractors.

c. Components

The Contractor shall assure all required components have the proper configuration and cleanliness levels, assemble required components as part of systems and subsystems for which the Contractor is responsible. Examples of this would be components in master facility panels or gauges and regulators in purging systems. Component information shall be entered into the appropriate site Configuration Management System.

d. Vessel Systems

The TOC is responsible for the connection of vessels to systems and subsystems as required by the specific test project.

### 5.3.2 Electrical Systems Fabrication & Assembly

The Contractor shall fabricate and assemble electrical systems as required for each test project, modification, or maintenance activity. Types of work required consist of:

a. Data Acquisition Systems

The Contractor shall fabricate and assemble data systems for which the Contractor is responsible. Examples of the type of work involved would be running and terminating copper wire and fiber optic cable, building-up panels and racks, component preparation and installation fabricate and install drag-on cables. Types of equipment include programmable signal conditioners, amplifiers, and multiplexers, and computer-based interface units.

b. Test Control Systems

The Contractor shall fabricate and assemble control systems for which the Contractor is responsible. Examples of the type of work involved would be running and terminating copper wire and fiber optic cable, panel and rack build-up including component preparation and installation. Types of equipment include programmable logic controllers, event recorders, analog and discrete input/output devices, valve position sensors, and computer-based interface units.

c. Instrumentation

The Contractor shall fabricate and assemble instrumentation used on systems for which the Contractor is responsible. Examples of the type of work involved would be: Resistance Temperature Devices (RTDs), transducers, transmitters, accelerometers, thermocouples, strain gauges, load cells, and all the required supporting hardware. Test article instrumentation is normally installed by the test article Contractors. If requested, the TOC is required to perform test article instrumentation installation.

d. Ancillary Systems



The Contractor shall fabricate and assemble ancillary systems as required for which the Contractor is responsible. Examples of this include fire detection, hazardous gas detection, low and high speed video, photographic cameras, intercoms, oral and aural warning systems, test communication systems, area access and control systems, and test warning systems.

Section	PWS Title	Workload Indicators	Performance Standards	Acceptable Quality Level
5.3	Fabrication & Assembly	Dependent on the project activity level  Reference Appendix A-2 for historic and projected project activity levels	Complete mechanical and electrical test systems and subsystems as required	No impact to test schedule and adherence to all NASA and industry codes for mechanical and electrical systems

## **5.4 Installation**

The Contractor shall perform tasks associated with installing test systems and subsystems as required for each test project, modification, or maintenance activity within the responsibility of the TOC as defined in Appendix A-3. This may include combining validated system parts, components, assemblies, software components, and operator tasks into the desired end product prior to verification. Also included are the activities required to install the end product into the use-environment prior to checkout and activation.

The Contractor shall install test systems and subsystems as required for each test or facility project and within the responsibility of the TOC as outlined in section 5.3. This includes all assigned facilities in Appendix A-3. All installation of test systems requires close coordination with NASA and other Contractors performing construction on the same facility.

### **5.4.1 Mechanical System Installation**

The Contractor shall install mechanical systems within the responsibilities of the TOC, as required for each test project, modification, or maintenance activity. Typically, vessels are installed and certified by others, however, small specialty vessels may be installed by the TOC.

### **5.4.2 Electrical System Installation**

The Contractor shall install electrical systems as required for each test project, modification, or maintenance activity.

<b>Section</b>	<b>PWS Title</b>	<b>Workload Indicators</b>	<b>Performance Standards</b>	<b>Acceptable Quality Level</b>
5.4	Installation	Dependent on the project activity level  Reference Appendix A-2 for historic and projected project activity levels	Completed mechanical and electrical test systems and subsystems as required	No impact to test schedule and adherence to all NASA and industry codes for mechanical and electrical systems

## **6.0 Checkout & Activation**

This section includes the activities required to verify component, subsystem, system, and integrated systems prior to test integration. Included are the activities required to integrate the validated systems with the item being tested. These activities occur prior to Section 7.0, Test & Evaluation.

### **6.1 Component Checkout**

The Contractor shall perform tasks associated with verifying that the component or subsystem meets the specified requirements. Tasks include validating that the development of a configuration item has been completed satisfactorily and has achieved the performance and functional characteristics specified and complies with the completed operation and support documents.

<b>Section</b>	<b>PWS Title</b>	<b>Workload Indicators</b>	<b>Performance Standards</b>	<b>Acceptable Quality Level</b>
6.1	Component Checkout	Dependent on the project activity level  Reference Appendix A-2 for historic and projected project activity levels	Validated configuration item performance and functional characteristics	Configuration items are ready for system activation without process related delays or adverse cost impacts

### **6.2 Test Systems Activation**

The Contractor shall perform tasks associated with ensuring the system or integrated systems perform to specified requirements prior to test integration activities. Included are activities such as an Activation Test Readiness Review (ATRR), Cold Flows, System Validation Tests, and Combined System Validation (CSV) Tests.

They shall also activate mechanical and electrical systems and subsystems per engineering instruction as required for each program, modification, or maintenance activity per SOI-8080-0041, Project & Systems Integration. Activation is performed after construction and fully characterizes the facility; including demonstrating that facility performance meets requirements.

#### **6.2.1 Facility Activation Plan Development**

The Contractor shall participate in and/or develop a Facility Activation Plan (FAP). The FAP verifies and validates that all facility systems are ready to meet test article customer test objectives. The FAP shall include cleanliness verification, leak checks, cold flows, DAS validation, control system validation, functional tests and redline cut system validation.

### 6.2.2 Mechanical Systems Activation

In support of facility activation, the Contractor shall perform mechanical system setup and safing operations for tests, verifying system readiness for test, performing testing, support facility or test article failure or incident investigations, troubleshooting, issuing and performing written instructions for maintenance and repairs, and reviewing and validating test results. Examples of this type of work include cleanliness verification, leak checks, and cold flows.

### 6.2.3 Electrical Systems Activation

In support of facility activation, the Contractor shall perform electrical system setup and shutdown operations for tests, verifying system readiness for testing, performing testing, supporting facility or test article failure or incident investigations, troubleshooting, issuing and performing written instructions for maintenance and repairs, supporting test engineering data reduction and reviewing, and validating test results. Examples of this type of work include DAS validation, control system validation, functional tests and redline cut system validation.

<b>Section</b>	<b>PWS Title</b>	<b>Workload Indicators</b>	<b>Performance Standards</b>	<b>Acceptable Quality Level</b>
6.2	Test Systems Activation	Dependent on the project activity level  Reference Appendix A-2 for historic and projected project activity levels	Operation of mechanical and electrical systems as required to perform test system activation  Develop Facility Activation Plan	Test Systems are ready for Test Integration without process related delays or adverse cost impacts  Completed plan, or inputs to plan is/are detailed and appropriate

## 6.3 Test Integration

The Contractor shall perform tasks associated with combining validated integrated systems with the item being tested and evaluated. Included are installation and inspection of the item to be tested into the test environment, as well as the Test Readiness Review (TRR). Integrated systems activation demonstrates all test systems (mechanical and electrical) are operating in unison to accomplish facility performance objectives.

In support of facility activation of integrated systems, the Contractor shall verify system readiness for testing; providing engineering analysis and corresponding expected systems performance assessments and documentations. They shall also perform integrated system performance and shutdown operations; support facility off nominal, failure, or incident investigations; perform troubleshooting; issue written instructions for maintenance and repairs; support test engineering data reduction; and review and validate test results.

<b>Section</b>	<b>PWS Title</b>	<b>Workload Indicators</b>	<b>Performance Standards</b>	<b>Acceptable Quality Level</b>
6.3	Test Integration	Dependent on the project activity level  Reference Appendix A-2 for historic and projected project activity levels	Operation of integrated systems necessary to safely complete facility activation	Test Systems are ready for pre-test Operations without process related delays or adverse cost impacts

## **7.0 Test & Evaluation**

This section includes the tasks associated with operating the validated systems and test item and obtaining and evaluating the technical data generated by said activities.

The TOC will operate mechanical and electrical systems and subsystems to gather data on test article, system, or hardware performance as required for each program, modification, or maintenance activity. Test conduct is the span of operations beginning with facility preparation and includes test article installation/integration, test conduct, facility safing, test article removal and concludes with return of the facility to pretest configuration. Operations of these systems are generally performed by a NASA led test team which may include NASA, the test article Contractor, and the TOC. Examples of this type of work include console operations, mechanical and electrical technician operations, problem resolution, stand and system set up and safing.

### **7.1 Test Logistics**

The Contractor shall perform tasks associated with preparing for and supporting the tests. Included are items to be tested and the equipment, resources, and consumables required to support the test and evaluation activities.

#### **7.1.1 Propellants and Pressurants Management**

The Contractor shall manage and coordinate propellant and pressurant requirements and logistics, provide long-range forecasting, ordering, and coordination of delivery, transport scheduling, certification, acceptance, storage, and distribution of propellants and pressurants (both gas, storable, and cryogenic). They shall also ensure the required quantity and quality of commodities is available at each test and test support facility.

This effort requires close coordination with NASA, NASA's test article Contractors, other NASA centers and other NASA support Contractors. The Contractor shall submit reports of forecasted propellants requirements and propellants and pressurants usage in accordance with DR PT05 and DR PT06.

The commodities may include: liquid and gaseous oxygen, liquid and gaseous hydrogen, liquid and gaseous nitrogen, air, high pressure gaseous nitrogen, high pressure gaseous hydrogen, high pressure gaseous oxygen, liquid and high pressure gaseous helium, hydrocarbon based fluids (i.e. RP-1, IPA, methane, JP-8, JP-4), triethylaluminum/triethylborane (TEA/TEB), and hydrogen peroxide from medium to high concentrations.

#### **7.1.2 Test Article Receipt/Installation**

The Contractor shall receive and inspect test articles in accordance with Center standards; check for transportation damage and parts defects and shortages, identify equipment, and verify completeness of accompanying records, transport, and install test articles into the test stand.

### 7.1.3 Ground Support Equipment (GSE) Management and Operations

The Contractor shall manage and operate Ground Support Equipment (GSE). GSE is defined as non-flight equipment, systems, or devices specifically designed and developed to support flight hardware. The equipment includes but is not limited to transporters, slings, hoists, dollies, lift beams, covers, access stands, handling fixtures, as well as equipment required for inspection, test and checkout of flight system. Reference NASA-STD-8719.9, Standard for Lifting Devices and Equipment and SWI-8834-0001, Lifting Devices and Equipment Instructions for further definition.

<b>Section</b>	<b>PWS Title</b>	<b>Workload Indicators</b>	<b>Performance Standards</b>	<b>Acceptable Quality Level</b>
7.1.1	Propellants and Pressurants Management	Dependent on the project activity level  Reference Appendix A-2 for historic and projected project activity levels	Propellant levels and Pressurant quantities to support test schedules and other activities	Propellant levels and Pressurant quantities are sufficient for Maintenance, Checkout, and Test Operations without process related delays or adverse cost impacts
7.1.2	Test Article Receipt/Installation	Project and customer agreement dependent  Note: The Test Article Contractor is normally responsible for test article work	On an exception basis, the TOC will be required to handle test articles and other customer furnished equipment. Exceptions will be specified in the project's requirement documentation	Test article and/or equipment receipt and/or installation as specified in the project's requirement documentation within cost and schedule constraints
7.1.3	GSE Management and Operations	The amount and type of equipment for each program varies and is indicated in each project's requirements documentation	Manage and operate GSE	GSE is managed and operated to support Maintenance, Checkout, and Test Operations without process related delays or adverse cost impacts

## 7.2 Test

The Contractor shall perform tasks associated with the operation of the validated systems and test item to obtain data on or validate its performance, included are pre-test setup activities, test activities, and post-test activities.

Test is activity performed in accordance with the Center specific work authorization system from the successful Facility Readiness Test (FRT) (if required) and is considered complete after the facility and test article are safed.

### 7.2.1 Pretest Operations

The Contractor shall conduct pretest operations to prepare the facility for test in accordance with specific test project requirements and install/integrate the test article, if required.

- a. Test Article Integration

Test article integration involves coordinated operations between the entire test operations team, including NASA, the test article Contractor, and the Contractor. The Contractor shall perform test article pretest setup and checkout, conditioning, and inspection as required, and install and remove test article instrumentation, as required.

They shall also assist in the resolution of any performance anomaly associated with the test facility or technical issues related to test article and test facility interaction.

The Contractor shall clean, dry, store, package, ship, photograph, handle test articles, and their components, as required. A test article data package shall be maintained which may include a history of tests, discrepancies, repairs, serialization of parts, and time/cycle data.

They shall also perform test anomaly resolution as requested by NASA and coordinated with the test article Contractor.

b. Test Facility/Systems Setup

The Contractor shall prepare test facility mechanical, data, and control systems for subsequent test performance per detailed test requirements, and set up hydraulic, pneumatic, cryogenic, mechanical and electro-mechanical systems, electrical control systems including analog servo controllers, programmable logic controllers (PLCs), digital controllers, event recorders and personal computer-based equipment, per detailed test requirements. They shall also perform General Housekeeping per SCWI-8715-0005, Safety, Health, Housekeeping and Essential Item Inspections.

The Contractor shall set up, checkout, and verify instrumentation and DAS installation and operation per detail test requirements.

They shall also diagnose and troubleshoot problems associated with any component within the end to end instrumentation systems, and diagnose and troubleshoot problems associated with facility mechanical systems involving valves, regulators, filters, relief devices, gauges; control problems within the test facility control systems.

c. Facility Readiness Tests

The Contractor shall perform or support (as required by NASA) a Facility Readiness Test (FRT) with the facility and test article in final configuration. The FRT consists of complete systems operations less propellant flow with data and control systems operation. The results may be analyzed by the Contractor to ensure facility and systems are performing as required. All anomalies will be resolved during this exercise.

d. Test Readiness Reviews

The Contractor shall prepare and present material for test readiness reviews, and archive results in support of NASA and the customer, substantiating readiness to continue with the test phase. All open items and discrepancies will be reviewed and dispositioned. The review will be in accordance with SOI-8080-0041, Projects and Systems Integration.

e. Facility Operational Readiness Reviews



The Contractor shall participate in various reviews as requested by NASA including operational readiness inspections, safety review teams, and independent investigations. The level of participation and responsibility will typically be as an area expert reviewing project designs, procedures, and documentation to reach an independent assessment as to the risk of proceeding with test. In addition, they shall provide technical and administrative support in assembling information required by the review teams. Operational Readiness inspections will be carried out per SPR-8715.2, SSC Operational Readiness Program Procedural Requirements.

### 7.2.2 Test Operations

#### a. Propellant Systems Operations

The Contractor shall load propellant run tanks to the required level; and condition propellants, run systems, and test article to required temperatures per specific test instructions.

#### b. Facility Final Test Setups

The Contractor shall conduct any final facility adjustments such as master facility panel settings and data system changes as required by specific test instructions and as indicated by FRTs.

#### c. Test Systems Operations

The current and anticipated facility systems to be operated by the Contractor are those for liquid propulsion test systems, hybrid propulsion systems, and altitude test chamber systems assigned to SSC. They shall operate test systems and related equipment safely and efficiently in support of test requirements. All work shall be completed in accordance with NASA guidelines, standards and operating instructions (reference J-8). Examples of the type of work required include low speed data console operator, high speed data console operator, facility console operator, video operator, anomaly resolution engineering and technician activity, access control, and technician test crew.

#### d. Test Facility/Systems Securing and Safing

The Contractor shall secure the test facility and systems after each test, placing each system in a safe mode as directed by the test operations engineer or work authorization document. In the event of an off nominal condition before, during or after the test, implement contingency procedures to secure and safe the test facility and systems.

### 7.2.3 Post Test Operations

The Contractor shall conduct post test operations after the test is completed and the facility is safed.

Examples of this work include data processing, data review, data transmittal, storage and retrieval of data and disposition of test article and associated equipment in accordance with specific test project requirements.

#### a. Test Article/Test Facility Inspections

The Contractor shall inspect the test article and/or facility at the conclusion of each test or test series as required by each program. Inspection should include checks for cracks or leaks, loose or broken mechanical and electrical connections, loose debris, or any other condition indicating a safety or technical problem. Additionally, document all anomalies in accordance with the agreed upon requirements document.

b. Data Processing

The Contractor shall process all test data according to requirements specified in the agreed upon requirements document and protect processed data from security and proprietary perspectives in accordance with DR MA07.

c. Test Data Delivery, Storage, Dissemination, and Archiving

The Contractor shall manage data products produced during test activities and/or the operation of core functions and store and transmit data in a consistent and organized manner using NASA SSC standards. Data is defined as low speed, high speed, video, and photographic data. They shall also disseminate and transmit data according to project requirements, and ensure data security, including protection of proprietary data and information, according to NASA SSC Information Technology (IT) standards. An Automated Information Security Plan shall be provided in accordance with DR PT07 that establishes the security processes governing Contractor and Government data on Government supplied computer systems; and of Contractor owned computer systems. The Contractor will be provided data storage and retrieval, LAN administration, system administration, and all desktop computing services.

<b>Section</b>	<b>PWS Title</b>	<b>Workload Indicators</b>	<b>Performance Standards</b>	<b>Acceptable Quality Level</b>
7.2.1	Pretest Operations	Dependent on the project activity level  Reference Appendix A-2 for historic and projected project activity levels	Perform all activities required before a test including all test article receipt and preparation, all reviews and pre-test checks, and operation of ground support equipment	Pre-Test Operations completed and ready for Test Operations without process related delays or adverse cost impacts
7.2.2	Test Operations	Dependent on the project activity level  Reference Appendix A-2 for historic and projected project activity levels	Activities required for a test including propellant transfer, final facility setups, console operations, stand operations, and safing and securing  Contingency operations preformed as required	Test Operations completed and ready for Post Test Operations without process related delays or adverse cost impacts  Contingency operations compliant with Agency, SSC, and Project Pre-Mishap Plans and Policies

7.2.3	Post Test Operations	<p>Dependent on the project activity level</p> <p>Reference Appendix A-2 for historic and projected project activity levels</p>	<p>Test Article and/or facility post test inspections</p> <p>Prepare and disseminate quick-look test data, and disposition equipment no longer needed</p> <p>Data processing, storage, delivery, and archival</p>	Post Test Operations complete and ready for Data Analysis and Review without process related delays or adverse cost impacts
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### **7.3 Data Analysis & Review**

The Contractor shall perform tasks associated with the analysis and review of data produced as a result of Section 7.2, Test. Included are the analysis of the data and formal and informal Technical Data Reviews.

#### **7.3.1 Data Analysis**

The Contractor shall analyze all facility and test article data for accuracy and validity, and quantify and certify test/measurement accuracy and identify data channels that are invalid and recommend corrective action.

#### **7.3.2 Data Reviews**

The Contractor shall provide processed facility and test article data in the required formats. With NASA and the customer's participation, the Contractor shall review and evaluate the data to determine test outcome and to prepare for subsequent testing.

<b>Section</b>	<b>PWS Title</b>	<b>Workload Indicators</b>	<b>Performance Standards</b>	<b>Acceptable Quality Level</b>
7.3.1	Data Analysis	<p>Dependent on the project activity level</p> <p>Reference Appendix A-2 for historic and projected project activity levels</p>	<p>Facility and Test Article data validity, anomaly and accuracy analysis</p> <p>Certify measurement accuracy</p>	No instances of uncertified data being released
7.3.2	Data Reviews	<p>Dependent on the project activity level</p> <p>Reference Appendix A-2 for historic and projected project activity levels</p>	Process facility and test article data with analysis summary	Proper format and on schedule for integrated test team review

## **8.0 Facility Management & Sustainment**

This element includes the tasks associated with operating, sustaining, maintaining, repairing, modifying or otherwise preserving a facility, a piece of equipment, a system, or a utility.

This section provides general information which relates to the performance of core capabilities, that Contractor personnel are required to perform, namely:

- a. Keep the test stands and support facilities in an operational readiness status
- b. Ensure safe operations with crews trained and certified for hazardous operations
- c. Ensure continuity of experience and capabilities for out years

The Contractor shall integrate all operations, maintenance and associated activities for facilities and systems covered under this contract. They shall be responsible to engineer, operate, maintain, and/or manage core facilities and critical processes defined in subsequent paragraphs and listed in Attachment J-10 (Installation-Accountable Government Property (IAGP)), and Appendix A-3 (Government-owned facilities, equipment, and systems at SSC). These activities shall be closely coordinated with test operations in order to ensure minimal impacts to test conduct, to protect equipment reliability and life cycles, and to operate efficiently. They shall also take full responsibility for any systems or functions they are assigned in this section.

The Contractor shall provide a comprehensive operations and maintenance plan for core capabilities in accordance with this section and DR PT09. The plan shall specify an approach for meeting all requirements, identifying and proposing consolidation opportunities, innovations, and efficiencies realizable by using expertise and resources made available across test facilities. The plan shall also address management objectives for consolidating NASA's test operations business practices. The plan shall include a prioritized schedule of specific initiatives, supported by rationale, emphasizing standard procedures throughout the process. The Contractor is an integral member of a test team with the Government and is expected to be a champion on issues related to core capability.

Equipment covered under this section shall be replaced when it reaches "end of service life" or becomes uneconomical to repair. Replacement of this equipment in-kind (including upgrade to accommodate equivalent modern technology) shall not relieve the Contractor of the responsibility of continued performance of specified work within this Section. The Contractor shall begin maintenance and operations of such replacement equipment as soon as it is placed in service. Where applicable, new or replacement CMMS equipment numbers or labels shall be obtained through the FOSC, which is responsible for administering such. Corrections or updates to the CMMS Equipment Database shall be accomplished in accordance with SSTD-8070-0010-CONFIG, Maintenance of the SSC System Operation and Maintenance Responsibility Database (SOMRD).

The Contractor shall coordinate system outages that affect test schedules and test support operations during the semi-weekly outage/scheduling meeting. They shall obtain concurrence from affected parties and the NASA Operations Manager(s) prior to a planned disruption of services. The Contractor shall participate in the planning of system outages that may impact TOC managed systems. They shall provide knowledgeable personnel to attend all required outage meetings, and they shall also notify and schedule outages with the affected parties prior to systems being deactivated and reactivated. Affected parties may include other Contractors or occupants of affected buildings. During emergency outages, the Contractor shall notify the affected parties and the appropriate NASA Operations Manager.

The Contractor shall use the following documents, lists, and databases to further define the scope of their responsibility:

- a. Computerized Maintenance Management System (CMMS) equipment database identifies numbered equipment and associated criticality
- b. The Specified Structures and Facilities List identifies the structures and facilities included in Structures Facilities Utilities, Systems and Subsystems (SFUSS)
- c. The IAGP List identifies equipment for which the Contractor has Maintenance and Operations (M&O) responsibility
- d. The Systems Operations and Maintenance Responsibility Database (SOMRD) which identifies SFUSS and IAGP for which the Contractor has M&O responsibility

NOTE: Core facilities support test operations and require the provision of services during any scheduled work period. Specific test projects may require both operations and maintenance of core facilities to be performed outside normal shifts, although most will only be within regularly scheduled working hours. For example, the High Pressure Gas Facility (HPGF) may have to be operated outside of regularly scheduled hours to assure minimum pressures are provided for test requirements and system maintenance. Core operations for direct test support outside of regularly scheduled hours will be considered a demand service.

## **8.1 Facility Management and Operations**

The Contractor shall perform tasks associated with the planning, prioritizing, organizing, controlling, reporting, evaluating, operating, and adjusting of facility use to support NASA activities based upon facility needs and Center mission requirements.

### **8.1.1 Test Support Facility Management and Operations**

The Contractor shall be responsible for operating the Propellant and Pressurant, High Pressure Gas (HPG), High Pressure Industrial Water (HPIW), and the Emergency Power Generator systems in an efficient and effective manner to ensure they provide their intended functions, outputs, redundancy, and availability. They shall prepare operations planning for equipment under their responsibility in accordance with DR PT09. All equipment and systems shall be operated in accordance with their intended design purpose and consistent with manufacturers' recommendations and instructions. They shall provide qualified personnel required to manage, supervise and operate all assigned equipment. Even though specific guidelines or requirements and standards have been established, the services to be performed will rely heavily on knowledgeable and experienced personnel, capable of safely and efficiently operating these systems in a cost effective and efficient manner. They shall provide a quarterly trend analysis of critical parameters on major equipment or systems in accordance with DR MA12.

Propellant and Pressurant Systems require the operation of the cryogenic propellant and pressurant receiving, storage, and delivery systems. This includes offloading cryogenics from delivery trucks into bulk storage at all test facilities. It also includes the operation of six (6) liquid oxygen barges, three (3) liquid hydrogen barges, six (6) gas trailers used for bulk delivery, and storage tanks at the E-complex and HPGF, as well as JP-8, RP-1, IPA, methane, TEA/TEB, hydrogen peroxide and any other propellants in use at SSC. Barge transportation of LO2 and LH2 to and from A and B complex is provided through the FOSC. Coordination of delivery of barges to the test complex is the responsibility of the TOC.

The HPG System is used to create and distribute high-pressure gases throughout the test site to different facilities. This system includes bulk storage tanks, compressor units, pump units, vaporizers, distribution lines with associated components, tube bank trailers and remote gas storage bottles and equipment. The gases generated and distributed include hydrogen, nitrogen, helium, and air. The Contractor shall support the pressure vessel/system certification program in accordance with SPR-1740.1. The Contractor shall provide a quarterly notification and status of leaks identified on any high pressure gas distribution system in accordance with DR MA11.

The HPIW System is required for deluge and fire suppression. This system includes ten (10) pump assemblies, a water reservoir, canal pumping station, and piping and water valves along with associated hardware for the distribution of HPIW throughout the A\B Test Complex. The emergency power

generation system is a secondary system located within the HPIW facility, which includes the electrical distribution system within the facility to insure backup power as necessary.

The emergency generation system consists of four (4) diesel-driven generators and associated switchgear, controls, and instrumentation. Detailed coordination with test operations and the FOOSC is required in performance of these functions. The interface with the 13.8 KV power transmission system is identified in the SOMRD. The Contractor shall provide services to support the Cogeneration Agreement with Mississippi Power Company in accordance with documents on file with SSC Office of Procurement.

### 8.1.2 Fluid Component Processing Facility (FCPF) Operations

The Contractor shall be responsible for operating the FCPF per DR PT09. The FCPF is responsible for providing extensive component inspection, repair, cleaning, and packaging capability in the shop and in the field. They shall obtain an ASME pressure vessel code stamp, VR. They are also responsible for operator maintenance of the installed and tagged equipment used by FCPF as identified in the SOMRD and as listed in Attachment J-10.

The Contractor shall operate and maintain the FCPF clean line capable of cleaning parts, components, tubing per SSTD-8070-0089-FLUIDS, Surface Cleanliness Requirements for SSC Fluid Systems and STP-8810-0018, Technical Procedure for Field Maintenance Contamination Control and Field Certification of SSC Facility Transfer Systems Cleanliness. They are responsible for all materials and fluids used for cleaning and processing. They shall also have an operating procedure that clearly defines safe operation of these systems. The FCPF clean room shall be operated by certified technicians and maintained to ISO 14644-1 Part 1: Classification of air cleanliness Class Seven (7) and ISO 14644-2 Part 2: Specifications for testing and monitoring. The Contractor shall prepare an internal operating procedure to assure that this system will maintain cleanliness of cleaned components.

The Contractor shall operate and maintain the pressure testing equipment for the certified pressure testing of relief valves and other components. Equipment shall be in calibration and able to test to design specifications. They shall operate and maintain an area utilized for the inspection, buy-off, and packaging of cleaned components. The area shall be kept orderly and components are to be available for Government inspection. The FCPF will receive, inspect, and provide ROM repair scope, time required for repair, and repair cost estimates. Upon customer approval, the Contractor shall provide repair, test, clean, certify cleanliness, package and ship components, assemblies, or subassemblies and document all inspection, testing, and repairs in accordance with SSC engineering standards. In addition to shop work, the FCPF crew will provide field labor to test, and/or remove components to the shop for testing and repair and reinstall the components in the field. All work packages shall be scheduled, prioritized in accordance with customer need date and completed within the schedule.

The Contractor shall be required to maintain the necessary processing materials at the FCPF to sustain efficient operations. Processing materials are defined as oxygen compatible soft goods, miscellaneous soft goods, component repair kits, Teflon, bags, tape, grease, miscellaneous bolts, washers and nuts,

miscellaneous tubing fittings, and miscellaneous cleaning supplies which are not unique to any particular job effort but does not include operating supplies. The TOC shall provide a list of bench stock items along with recommended minimum and maximum sustainment levels to the FOOSC; who is responsible for the procurement. Inventory mix shall be continually evaluated by the TOC and adjusted to fit the current work flow through the shop. It is intended that processing materials will be a zero cost against shop overhead, which means that any usage must be charged against the shop orders. FOOSC replenishment will keep the dollar value of the processing materials at the agreed to level. Historically, the value of processing materials is about \$300,000.00. Replenishment shall be by approved work order or by specific funding line item.

The Contractor shall have the capability to perform shop and field fabrication for the repair and/or modification of components within the FCPF and minor fabrication to support other TOC activities. Welding and machine shop procedures must be developed if not already available. Fabrication and welding requirements include the preparation of detailed documents which list the steps required in the fabrication and repair activities. These documents and work plans are required prior to working on any component or system. Typical welding support required for component processing is the tack welding of threaded retaining parts to prevent loosening during cycling operations. The Contractor shall be staffed correctly with personnel maintaining the required certifications for this task. The FOOSC welding shop shall be used for major and/or specialized welding tasks outside the scope/capability of this contract. Typical machining support required for component processing is chasing threads, removing broken bolts, and installing helicoils. The Contractor shall be staffed correctly with personnel maintaining the required certifications for this task. Tolerances must meet or exceed the accuracy given in the SSC Engineering Standard 66-505, Machine Shop Tolerances or as called out on specific drawings. The FOOSC machining shop shall be used for major and/or specialized machining tasks outside the scope/capability of this contract. Equipment currently available and utilized to perform fabrication and welding operations is listed in Attachment J-10.



Section	PWS Title	Workload Indicators	Performance Standards	Acceptable Quality Level
8.1.1	Test Support Facility Operations	<p>Dependent on the project activity level</p> <p>Reference Appendix A-2 for historic and projected project activity levels</p>	<p>Systems/equipment shall be maintained and operated in such a manner that protects the availability, reliability, and redundancy of equipment and/or systems through their life cycle</p>	<p>No test delays or impact to daily test support operations as a result of the loss of system/equipment availability due to Contractor deficiencies</p> <p>All anomalies that affect the operations of test support facilities shall be documented in a discrepancy report and identified to the NASA Operations Manager and NASA COTR. Resolution of anomalies shall be performed in a manner as to minimize the potential impact to the daily operations of the facility in question</p> <p>Failed gas samples should not result from Contractor maintenance of sampling equipment, sampling personnel training, or sampling procedures</p>
8.1.2	Fluid Component Processing Facility (FCPF) Management and Operations	<p>Historic workload: 30,000-34,000 man-hours/year craft labor; and 9,000 man-hours/year engineering services</p>	<p>Schedule and prioritize work packages in accordance with customer need date meeting or exceeding standards, specifications or other customer requirements</p> <p>Systems/equipment shall be maintained and operated in such a manner that protects the availability, reliability, and redundancy of equipment and/or systems through their life cycle</p>	<p>Component processing should not be delayed due to invalid processing materials</p> <p>Components processed through the clean line should not require rework. Rejection of certification prior to packaging or the rejection of components by the customer should not occur</p> <p>Work packages shall be completed within the estimated schedule and within the estimated cost. Deviations to the estimates should not occur without customer approval</p> <p>No test delays or impact to daily test support operations as a result of the loss of system/equipment availability due to Contractor deficiencies</p> <p>All anomalies that affect the operations of FCPF shall be documented in a discrepancy report and identified to the NASA Operations Manager and NASA COTR. Resolution of anomalies shall be performed in a manner as to minimize the potential impact to the daily operations</p>

## **8.2 Preventive Maintenance**

The Contractor shall perform tasks associated with the recurring day-to-day work required to preserve facilities and systems in such a condition that they may be used for their designated purpose over an extended service life.

They shall also integrate all operations, maintenance and associated activities for facilities/systems covered under this contract per DR PT09. The Contractor shall establish a central work control center for receiving, scheduling, and tracking of all maintenance and repair work. All work shall be performed in accordance with approved planning. They shall also coordinate maintenance within each facility and among facilities for maximum efficiency and minimum downtime. They shall coordinate maintenance performed by other Contractors at the facilities for which they are responsible to minimize work conflicts between individual Contractors. Prior to performing any work in a facility/building, the Contractor shall coordinate and schedule work with the Facility/NASA Operations Manager of the facility or area being affected. Should work progress temporarily halt before job completion, the Contractor shall provide the Facility/NASA Operations Manager with the reason for delay and the projected date or time they will return to complete the work.

A list of Building Managers for each facility is maintained on the SSC Intranet Portal. A list of facility/area customers is maintained in the FOOSC Energy Management and Control Systems (EMCS) office as the, "Access Requirements and Authority to Proceed Signature List."

The Contractor shall establish, implement, and maintain a Preventive Maintenance (PM) program which is innovative, resourceful and intended to protect the life cycle of the equipment/systems ensuring their availability/reliability to the greatest extent possible. The PM program shall include all labor, materials, and reporting necessary to accomplish and validate specified PM. The PM program shall assure that the SFUSS & IAGP as identified in A-3 and the SOMRD, perform their intended functions, outputs, and redundancies and are available during required operating periods. PM includes planned, periodic, or scheduled inspection, adjustment, cleaning, lubrication, and specified parts replacement required to preserve or restore a piece of equipment or a system to such a condition that it may be effectively utilized for its intended purpose and availability, and to preserve equipment reliability through life cycle.

The Contractor shall be innovative in the planning and executing of PMs, consider utilizing methodologies such as Reliability Centered Maintenance (RCM) to determine the optimum combination of Time Based PM, Predictive Testing & Inspection (PT&I), and Pro-Active Maintenance (PAM) tasks for each system, subsystem or unit specified.

All PM work orders will be generated in the FOOSC administered CMMS from information provided by the TOC. The Contractor will initiate this process by entering all necessary information required for the successful scheduling, tracking, and completion of the required PM. This information includes, but is not limited to, funding source, frequency, brief description, and detailed work plan. The CMMS administrator will provide the equipment or asset number, if not already assigned or for new

equipment. The CMMS will use this information provided by the Contractor to generate a schedule of maintenance activities associated with the SFUSS & IAGP as indentified in A-3 and the SOMRD. PM work orders will be generated by the CMMS, which will assign each generated work order with a unique work control number to be used for tracking and reporting purposes.

The Contractor shall also be responsible for the update of data in the CMMS, required for the tracking of maintenance and repair work. Such data shall include, completion date, labor hours required to complete the PM, descriptive comments that detail the scope of work performed, and if Corrective Maintenance (CM) was required. The Contractor shall complete only minor repairs and correct only minor discrepancies identified during the performance of a PM inspection as part of the PM. All other repairs or discrepancies will be documented on a discrepancy report, documented in CMMS and completed as CM in accordance with section 8.3 of this PWS. The Contractor shall provide a monthly report on PM in accordance with DR MA09.

Section	PWS Title	Workload Indicators	Performance Standards	Acceptable Quality Level
8.2	Preventive Maintenance (PM)	Reference Appendix A-2 for historic Preventive Maintenance activity levels	Perform PM as specified in DR MA09  Maintain PM records in the CMMS  Weekly input to the Test Complex Integrated Schedule (administered by the FOOSC through the CMMS)	90% of all monthly scheduled PMs completed on time  Corrections/updates to the CMMS Equipment Database accomplished within 30 days including for equipment replacement. The Contractor shall begin maintenance and operations of such replacement equipment as soon as it is placed in service  Maintenance and outage activities shall be coordinated and scheduled to reduce test project impact

### **8.3 Repair and Modification**

The Contractor shall perform tasks associated with restoring, enhancing, altering, or adjusting a facility or component thereof, including collateral equipment, to such a condition that it may be more effectively used for its presently designated purpose or to increase its functional capability.

#### **8.3.1 Corrective Maintenance (CM)**

The Contractor is responsible for all CM work required for the TOC managed equipment as identified in the SOMRD. CM includes the scheduled or unscheduled work required to repair a piece of equipment, a system, or a real property facility to such a condition that it may be effectively utilized for its intended purpose. Repair includes overhaul, reprocessing, or replacement of constituent parts or material that has deteriorated by action of the elements or usage, have been damaged, regardless of the cause, or have not been corrected through maintenance. CM shall repair to a condition equivalent to the original intended or design capacity, efficiency or capability, and shall comply with SSC site standards and approved work documents. Parts and equipment used for repair shall meet all SSC standards and guidelines.

The TOC will be responsible for creating DRs for authorization in the Work Control System and work orders in the CMMS for any repair work/CM of equipment/systems managed and performed by the TOC. (i.e. The TOC is defined as the System Manager for such equipment/systems in the SOMRD.) The TOC will be responsible for the scheduling each of their CM work orders by entering the appropriate scheduling dates in to the CMMS. The CMMS will use this information to generate a schedule of maintenance activities in the test complex. The TOC will also be responsible for the input and update of data, in the CMMS, required for the tracking of CM and repair work. Such data shall include equipment number, completion date, labor hours and descriptive comments that detail the scope of work performed. The Contractor shall prepare CM planning for all SFUSS and IAGP covered under this section in accordance with this section and DR PT09. The Contractor shall provide a monthly report on CM in accordance with DR MA10.

The Contractor is expected to be resourceful in the timeliness of repairs by using such methods as maintaining inventory of commonly used parts/supplies, expeditious purchase/delivery of parts, development of service contracts, and use of temporary services. The Contractor is expected to use to full advantage the equipment and facilities provided by the Government to offer the greatest extent of CM possible and to establish and implement a CM program that is innovative and resourceful. The Contractor shall use all possible inputs to identify CM work including CM discovered during PM, operations, PT&I, trouble calls, periodic inspections, casual observations, customer complaints.

The Contractor shall not cannibalize site equipment in order to obtain repair parts. In emergency cases, when timely delivery of parts is not possible or parts are not available, relief from this requirement may be obtained through the Supply and Equipment Management Officer's (SEMO) concurrence in

accordance with NASA Handbook 4200. The NASA Form 1617 shall be utilized to record the circumstances and approvals for this action.

The Contractor may obtain spare parts inventory (which shall be used for SFUSS & IAGP only) through cannibalizing site equipment determined to be “scrap or salvage” in accordance with NPR 4300.1, NASA Personal Property Disposal Procedural Requirements. The NASA Form 1617 shall be utilized to record the circumstances and approvals for this action. Approval of any cannibalization is strictly at the discretion of the Government and is subject to NASA standards regulating cannibalization. An inventory shall be maintained on such parts, and the inventory and parts shall be turned over to the Government at the end of the contract.

When permanent repairs require an extended outage, the Contractor shall perform temporary repairs and/or provide temporary services when these repairs/services are possible and will result in substantially earlier restoration of service. Temporary repairs shall meet all safety standards. Temporary services shall be provided using portable or rental equipment and other means, where feasible, to maintain the availability of facilities and systems. When the permanent repair can be scheduled and work resumes, the CM shall be accomplished per this section.

Specified structures and facilities of this Section and IAGP are identified in Attachment J-10, and Appendix A-3.

### 8.3.2 Deferred Maintenance

When CM cannot be accomplished due to funding issues, work site access, or conditions outside the Contractor’s control, work that may be safely, operationally, and economically postponed may be deferred and included in the Facility Manager Database (reference SCWI-8830-0001, John C. Stennis Space Center SSC Facility Manager Program Handbook), Backlog of Maintenance and Repair (BMAR) per DR MA08, or other appropriate database depending on the repairs that are not going to be performed. Prior to deferring any CM of a system or equipment, the Contractor shall submit a repair plan to the appropriate NASA Operation’s Manager. This repair plan shall include the following:

- a. Definition of the problem and conditions for which the CM is necessary
- b. Options and recommendations for completion of the CM
- c. Rough Order of Magnitude (ROM) cost estimates for viable options and recommendations
- d. An estimated timeline for implementation of recommendations
- e. Assessment of risk including levels of likelihood and consequences associated with the current problem, as well as risks associated with continued operations

<b>Section</b>	<b>PWS Title</b>	<b>Workload</b>	<b>Performance Standards</b>	<b>Acceptable Quality Level</b>
8.3.1	Corrective Maintenance (CM)	<p>Dependent on the project activity level</p> <p>Reference Appendix A-2 for historic and projected project activity levels</p>	<p>Perform corrective maintenance and modification per DR PT09</p> <p>Discrepancy Reports (DRs) are generated when required and in a timely manner in accordance with SOI 8080-0027</p> <p>Bi-weekly outage meeting participation and coordination with other Contractors</p> <p>Audit trail for work performed on equipment tracked with and equipment/asset number in CMMS</p>	<p>Anomalies concerning equipment or systems requiring documentation on a Discrepancy Report are also traceable through the CMMS database by equipment number at a minimum</p> <p>Trouble calls are properly documented and dispositioned</p> <p>Corrections/updates to the CMMS Equipment Database shall be accomplished in a timely manner</p> <p>Representation at semi-weekly outage/scheduling meeting by knowledgeable personnel from HPG, Water Plant, Cryo, and A/B/E Test Operations occur. Outage report is distributed to customers within 4 hours of outage meetings. No incidence of planned outage occurring without customer knowledge</p>
8.3.2	Deferred Maintenance	<p>Dependent on the project activity level</p> <p>Reference Appendix A-2 for historic and projected project activity levels</p>	<p>Deferred maintenance reviewed for appropriate rationale and proper disposition to the appropriate database for tracking purposes</p> <p>The Facility Manager Database, BMAR, and 5 year plans are reviewed for completeness and timeliness of updates reflecting deferred repairs and projects</p>	<p>Duplicate records within the BMAR of Facility Manager's database shall be removed</p> <p>Completed records shall be removed and archived</p> <p>All discrepancies identified from quarterly walk-downs, safety walk-downs, maintenance activities or normal operations shall be noted in either the BMAR or Facility Manager Database</p>

## **8.4 Sustaining Engineering**

The Contractor shall perform tasks associated with reducing the total ownership costs or improving the readiness of existing systems. Included are updating designs, introducing new materials, and revising product, process, and test specifications.

### **8.4.1 Component Engineering**

The Contractor shall maintain, update, and write Specification Control Drawings for components per SSTD-8070-0006-CONFIG, along with the maintenance of all component site standards and procurement specifications.

They shall also provide engineering decisions regarding the selection of components and piece parts for the correct application, support decisions regarding repair techniques along with providing detailed procedures for disassembly, repair, re-assembly, test of components, and repair cost estimates. The Contractor shall also disposition non-conformance reports for components and provide field support when required.

They shall also coordinate procurements of spares for various programs, construction, and maintenance activities to meet customer need dates, maintain a database on the status of each item and provide the customer with weekly or monthly updates in delivery information; depending on the criticality of the customer requirements, this update procedure may be required daily but no less often than monthly. The Contractor shall provide a prioritized listing of requirements for spares prior to the start of each fiscal year per DR PT02.

The Contractor shall review shop processing materials and assure the type and quantities of items or material present are adequate to support the shop needs.

#### 8.4.2 System Operational and Maintenance Engineering

The Contractor shall provide System Operational and Maintenance engineering for all facilities, systems, or equipment identified in Section 8.0, Attachment J-10, and Appendix A-3. The Contractor shall be able to communicate effectively across a broad range of organizational levels, including managerial, supervisory, technical, and crafts personnel.

They shall also be capable of making effective technical and managerial decisions in regard to the operation and maintenance of their assigned systems(s). Maintain technical expertise and act as the technical expert and manager over all assigned systems. The Contractor should have knowledge of related work issues such as environmental and safety requirements, systems integration, monitoring, and metering concepts, as well as maintaining knowledge of current industry trends through the review of technical publications, attendance of trade shows, manufacturer product briefings, literature, and other continuing education methods.

The Contractor shall ensure all maintenance work complies with configuration control and work control requirements. Review and adjust corrective and preventive maintenance programs for optimization. Determine best method for accomplishing work, either repair or replacement and also using onsite shop capabilities or outsourcing to an offsite Contractor. Recommend the addition or removal of equipment or systems from the contract, review and update all CMMS data, including the addition or removal of equipment. Verify new equipment is tagged correctly per the CMMS data. The Contractor will provide input and maintain the BMAR and also develop and maintain long range plans per DR MA08 and DR PT09.

They shall also have representation at all design reviews for systems, facilities, or equipment under their assignment. Initiate work planning per SOI 8080-0027, prepare and deliver technical and managerial presentations as well as prepare justifications and other documents to support engineering decisions.

Interface with and provide technical consultation to other engineering and design organizations, customers, and construction field personnel. Assist in the troubleshooting and resolution of system anomalies while informing the NASA Operations Manager on system(s) status and critical activities. Develop scope, work statements, specifications and packages for procurement of operation or repair services, outsource technical consulting, or other services. They shall also provide input on spares to component engineering.

#### 8.4.3 Test Facility Construction Planning and Support

The Contractor shall provide Construction of Facilities (CoF), modernization, and maintenance project inputs consisting of a prioritized listing with one-page justifications for each project. They shall also provide operational support required to properly implement these improvements. This consists of attending design reviews and interfacing with civil servant and construction personnel.



Section	PWS Title	Workload Indicators	Performance Standards	Acceptable Quality Level
8.4.1	Component Engineering	400 tasks/yr for Specification Control Drawings (SCD)  200 tasks/yr in FCPF  One (1) annual task for spares requirements document	Create/Maintain accurate Specification Control Drawings  Provide support for component repair/replacement as requested  Coordinate repair replacement decisions with the customer  Spares report required per DR PT02	SCDs shall be current and changes should be input within three (3) months of requirement  Engineering decisions will be completed within one (1) day for shop work. Customer coordination will be timely and technically in accordance with SSC standards
8.4.2	System Operational and Maintenance Engineering	Dependent on the project activity level.  Reference Appendix A-2 for historic and projected project activity levels	Data in CMMS is up to date, and is reviewed for applicability, including adjustment of PM's or CM's.  Design review attendance  Input into the BMAR and the five (5) year plans required per DR MA08 and PT09	Operating Procedures are approved by engineering prior to release for work  CMMS, BMAR and five (5) Year plans contain accurate and current data  All design reviews for systems under Contractor responsibility per the SOMRD have representative attendance
8.4.3	Test Facility Construction Planning and Support	Approximately \$500,000 in yearly maintenance projects implemented by TOC; One (1) yearly call for proposed maintenance projects; One (1) yearly call for CoF projects	Input for construction planning, design, and implementation as outlined in each specific request/project call	Complete and timely input  No missed opportunities for project funding calls

## **8.5 Standby**

The Contractor shall perform tasks associated with placing a piece of equipment, a system, or a utility into Standby. Test projects are often put on hold by technical, financial, and/or other factors. It may be

financially advantageous for the project customer to stand-down from project activities depending on the circumstances and duration of the expected down-time.

<b>Section</b>	<b>PWS Title</b>	<b>Workload Indicators</b>	<b>Performance Standards</b>	<b>Acceptable Quality Level</b>
8.5	Standby	Dependent on the project activity level  Reference Appendix A-2 for historic and projected project activity levels	Perform activities associated with securing from project activities	Securing activities completed and the Contractor workforce is redeployed per Project direction

## **9.0 Disassembly/Disposal**

This section includes tasks associated with decomposing or disassembling software elements, hardware elements, and common support elements into parts or sub-elements and disposing of the resulting items and used materials through surplus, scrap, salvage or warehousing activities.

### **9.1 Planning & Review**

The Contractor shall perform tasks associated with evaluating the need for disassembly/disposal, as well as the planning and organizing for the disassembly and disposal elements. Included are establishing in detail what will be accomplished, when, how, and by when; preparing for disassembly/disposal and establishing teams; storage, movement, distribution, maintenance, evacuation, and disposition of materials and related activities; and, site cleanup and restoration not covered under environmental remediation.

<b>Section</b>	<b>PWS Title</b>	<b>Workload Indicators</b>	<b>Performance Standard</b>	<b>Acceptable Quality Level</b>
9.1	Planning & Review	Dependent on the project activity level  Reference Appendix A-2 for historic and projected project activity levels	Project cost estimates and schedules contain adequate resource requirements for disassembly and disposal	Reference: Section 9.2 and 9.3 below

**9.2 Disassembly**

The Contractor shall perform tasks associated with decomposing and/or disassembling software elements, hardware elements, and common support elements into parts or sub-elements. Test facilities and systems are to be returned to a configuration as specified by the project plan. This may include the removal of any hardware installed specifically for a project and the reconfiguration of the test facility. The scope will vary depending on the project and future projects. Test article and other customer furnished equipment provided for the test shall be disassembled in accordance with the agreed upon requirements document. Proper packaging, documentation, and shipping are critical. Any special instructions shall be documented and provided to the Government and transmitted to the TOC.

Section	PWS Title	Workload Indicators	Performance Standard	Acceptable Quality Level
9.2	Disassembly	Project and customer agreement dependent  Note: The Test Article Contractor is normally responsible for test article work	Facility reconfiguration requirements vary for each test project and are defined in the Project Plan  On an exception basis, the TOC will be required to handle test articles and other customer furnished equipment. Exceptions will be specified in the project's requirement documentation	Reconfiguration of facility and test article as well as other customer furnished equipment as specified in the project's requirement documentation within cost and schedule as well as environmental regulation constraints

### **9.3 Disposal**

The Contractor shall perform tasks associated with disposing of excess, surplus, scrap, or salvage property under proper authority. Disposal may be accomplished by, but not limited to, transfer, donation, sale, declaration, abandonment, or destruction. Facility equipment provided for the test shall be dispositioned in accordance with the agreed upon requirements document. Test article and other customer furnished equipment provided for the test shall be dispositioned in accordance with the agreed upon requirements document. Proper packaging, documentation, and shipping are critical. Any special instructions shall be documented and provided to the Government and transmitted to the TOC.

<b>Section</b>	<b>PWS Title</b>	<b>Workload Indicators</b>	<b>Performance Standard</b>	<b>Acceptable Quality Level</b>
9.3	Disposal	Project and customer agreement dependent  Note: The Test Article Contractor is normally responsible for test article work	Facility disposal requirements vary for each test project and are defined in the Project Plan  On an exception basis, the TOC will be required to handle test articles and other customer furnished equipment. Exceptions will be specified in the project's requirement documentation	Disposal of all facility and test article as well as other customer furnished equipment as specified in the project's requirement documentation within cost and schedule as well as environmental regulation constraints

(End of PWS)

(End of Section J-1)

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

**ATTACHMENT J-2**

**DATA REQUIREMENTS DOCUMENT**

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## A. INTRODUCTION

### 1. SCOPE

This Data Requirements Document (hereinafter called DRD) is the basic contract document that shall govern all data required by and for the Test Operations Contract. The Contractor shall furnish all data described by the Data Requirements listed on the Data Requirements List hereinafter called DR's and DRL, attached hereto and a part of this DRD. Such data shall be prepared, maintained, and delivered to NASA in accordance with the requirements set forth within this DRD utilizing the Stennis Contract Deliverable System (SCDS).

### 2. DESCRIPTION

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

### 3. Statement of General Requirements (SGR)

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

### 4. Data Requirements List (DRL)

Throughout the performance of the contract, the DRL at all times provides a complete listing of the data requirements of the contract. The DRL is presented as an entity.

### 5. Data Requirement (DR)

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

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

<u>CATEGORY SYMBOL</u>	<u>DESCRIPTION</u>
CM	Configuration Management
DM	Data Management
EN	Environmental
LS	Logistics/Support
MA	Program Management
MF	Manning and Financial
PC	Procurement/Contracts
PT	Propulsion Test
SA	Safety Mission Assurance



The symbol representing these categories forms the prefix of the DR identification number. To facilitate the usage and maintenance of the DRD, the DR's have been sectionalized in accordance with these data categories.

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

**B. MAINTENANCE**

1. Revisions to this DRD shall be accomplished by contractual direction (e.g., Change Order, Supplemental Agreement).

**STATEMENT OF GENERAL REQUIREMENTS**

**A. GENERAL DATA REQUIREMENTS**

1. Deferred Delivery

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

2. Excusable Delays

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

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

3. Cost of Data

Except as otherwise provided in this contract, the cost of data to be furnished in response to this DRD is included in the total cost of this

contract and shall be reimbursed in accordance with the Schedule of the Contract.

4. Data Not Required by the DRD

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

5. Referenced Documents

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

**B. DOCUMENT PREPARATION STANDARDS**

1. Contractor's Internal Documents

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

2. Document Identification

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

3. Reference to Other Documents in Data Submittals

References to other documents in documents submitted in response to the data requirements of the DRD are permissible. Referenced documents must be adequate and include such identification elements as title and number. When a document to be referenced would only be applicable to a minor or limited extent, every effort shall be made to include the applicable information in the response document rather than

using the reference. All referenced documents shall be made readily available to the cognizant NASA organization upon request.

4. Printing Requirements

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

- a. Finished size - 8 1/2" X 11".
- b. Paper - 20 pound opaque bond.
- c. Pages will be printed on both sides; blank pages will be avoided when possible.
- d. Oversize pages will be avoided when possible, but if necessary will be folded to 8 1/2" X 11".
- e. Additional color shall be used only upon written approval by the Contracting Officer's Technical Representative.
- f. Binding shall be the most economical method commensurate with the size of the report and its intended use.

5. Maintenance of Documents

- a. Revisions to documentation may be accomplished either by individual page revision or a complete reissue of the document, with the exception of drawings that shall be revised in accordance with minimum Configuration Management Requirements.
- b. Individual page revision shall be made as deemed necessary by the Contractor or as directed by the Contracting Officer.
- c. The document shall be completely reissued when in the opinion of the Contractor and/or Government the document has been revised to the extent that it is unusable in its present state, or when directed by the Contracting Officer. When complete reissues are made, the entire contents of a document shall be brought up to date.
- d. Changes of a minor nature to correct typing errors, misspelled words, etc. shall only be made whenever a technical change is made, unless the accuracy of the document is affected.

- e. All revised pages shall be identified by placing a revision symbol and data in the upper right-hand corner of the page. Each document shall contain a log or revised pages that will identify the revision status of each page with the revision symbol. This list shall follow the table of contents in each document. The line or lines revised in the margin of the page, and the change authority shall be indicated adjacent to the change.
  
- f. Contractor reports shall not be submitted containing pen and ink markups that correct, add to, or change the text, unless schedule problems exist and approval is obtained in writing from the Contracting Officer's Technical Representative. Such markups, however, shall not exceed 20% of the page content and shall be acceptable provided that the reproduced copies are legible. In addition, hand drawn schematics, block diagrams, data curves, and similar charts may be used in original reports, in lieu of formally prepared artwork. Acceptability will be determined by the Contracting Officer's Technical Representative performing the quality inspection function.

**DATA REQUIREMENTS (DR) LIST  
STENNIS SPACE CENTER**

	<b>PWS Section</b>	<b>DR #</b>	<b>DR Title</b>
1	2.1.1	CM01	Plan, Configuration Management
2	1.5.3	DM01	Plan, Records Management Program
3	1.5.3	DM02	Inventory of Records Holdings
4	1.5.3	DM03	Final Records Contract Closeout Inventory
5	1.1.5	EN01	Report, Air Emissions
6	1.6	LS01	Plan, Government Property Management Administration
7	None	MA01	Report, IT Security Training
8	1.0	MA02	List, Owners, Officers, Directors & Executive Personnel
9	None	MA03	Report, Personnel
10	3.2	MA04	Plan, Emergency
11	None	MA05	Report, Equal Employment Opportunity
12	None	MA06	Report, Contract Performance Progress
13	7.2.3	MA07	Plan, Handling of Data
14	8.4.2	MA08	Annual Work Plan, BMAR Database and Five (5) Year Plan
15	8.2.2	MA09	Report, Preventive Maintenance
16	8.3.2	MA10	Report, Corrective Maintenance
17	8.1.3	MA11	Report, High Pressure Gas Distribution Leakage Rates
18	8.1	MA12	Report, Trend Analysis
19	8.1.2	MA13	Report, FCPF Performance
20	8.1.2	MA14	Report, FCPF Customer
21	1.3.2, 1.3.3	MF01	Report, Contractor Financial Management
22	1.3.4	MF02	Report, Monthly Cost and Workforce Management
23	1.3.3	MF03	Report, Cost and Electronic labor
24	1.3.4	MF04	Financial Reporting for Scheduling/Government Cost Estimates
25	None	PC01	Plan, Organizational Conflict of Interest Mitigation
26	None	PC02	Report, Subcontractor Litigation
27	None	PC03	Report, Patent, Copyright, and Infringement
28	None	PC04	Report, Liability to Third Person(s)
29	None	PC05	Certificate/Policy, Insurance
30	None	PC06	Report, Electronic Subcontracting Reporting System (eSRS)
31	None	PC07	Notice, Patent Application
32	2.1	PT01	Report, Test Summary
33	8.4.1	PT02	Database, Backlog of Spares Requirements
34	1.0	PT03	Report, Automated Information Security incident
35	None	PT04	[Reserved]
36	7.1.1	PT05	Plan and Report, Propellants and Pressurants Management and Forecasting
37	7.1.1	PT06	Report, Commodity Use Rates and Records
38	7.2.3	PT07	Plan, Automated Information Security
39	1.2.1	PT08	Report, Test Capability Handbook
40	8.0, 8.1.1, 8.2.2, 8.3.2	PT09	Plan, Core Capability
41	1.1.2	SA01	Plan, Personnel Certification
42	3.1	SA02	Plan, Safety and Health
43	None	SA03	Report, Mishap
44	3.3	SA04	Plan, Mission Assurance
45	1.4	SA05	Plan, Risk Management

**DATA REQUIREMENT**

DR Number, Date Revised

CM01

Contract Number, Date, &  
Modification No.TOC NNS10AA46C  
Effective:

Title

Plan, Configuration  
Management

Responsible Office

QA00

P.W.S. Reference

2.1.1

**SUBMITTAL REQUIREMENTS**

Distribution Instructions

NASA Contract Deliverable System  
 Approval: DA10 – Contracting Officer (CO),  
 Concurrence: None,  
 Information: PA00 – Contracting Officer’s Technical Representative (COTR),  
 QA00 – Safety Mission Assurance (SMA),  
 RA00 – Center Operations Directorate (COD),  
 EA00 – Engineering & Test Directorate (E&TD)

Initial Submittal Date

90 days after start of the contract.

As of Milestone

End of the month.

Frequency of Submittal

Reviewed at least annually, and updated as required. If there are no changes since the last update the Contractor shall recertify its accuracy no later than 1 October of each year.

**DATA REQUIREMENT DESCRIPTION**

Purpose

To describe and outline methods used in assuring proper configuration identification, control and accounting of Government resources programs and projects.

## Scope

Establishes the requirement for submittal of a Configuration Management Plan to delineate the Contractor policy, processes, and procedures used to assure compliance with established SSC configuration management policies. This DR is applicable to all SSC Mission Essential Infrastructure, Special Management Attention Systems, and other institution, program, and project infrastructure and resources.

## References

SOI-8080-0015	John C. Stennis Space Center Configuration Control of Technical Systems;
SPR 1400.1	John C. Stennis Space Center Document Preparation, Numbering, and Management;
SPR 1150.1	John C. Stennis Space Center Establishment of Charters - Boards/Councils/Committees;
SPR 1280.1	SSC Management System Requirements;
SSTD-8070-0002-CONFIG	John C. Stennis Space Center SSC Facilities Drafting Manual
SSTD-8070-0001-CONFIG	SSC Facilities Engineering Documentation Standard
SOI-8080-0007	Test Site Drawings
SOI-8080-0008	Documentation and Configuration Control of Test Critical Software

## Exceptions/Additions to Referenced Requirements

None.

## Preparation Instructions

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

1. Contractor's policy with regard to configuration management
2. Description of how Contractor integrates Contractor policy with NASA policies concerning safety, mission assurance, operational effectiveness, and ISO 9001
3. Organizational structure and assignment of functional responsibilities to assure effective institutionalization of configuration management principles into the work environment.
4. Process and procedures
5. Areas requiring configuration management

Plan to be submitted electronically as MS Word (SSC desktop standard version at time of submission) file formatted to print on standard 8.5" x 11" paper in portrait orientation. Plan requires NASA approval prior to implementation and subsequent revisions.

## Remarks

None.

**DATA REQUIREMENT**

DR Number, Date Revised

DM01

Contract Number, Date, &  
Modification No.TOC NNS10AA46C  
Effective:

Title

Plan, Records Management  
Program

Responsible Office

RA40

P.W.S. Reference

1.5.3

**SUBMITTAL REQUIREMENTS**

Distribution Instructions

Approval: RA40 – Chief Information Officer,  
Concurrence: PA00 – Contracting Officer's Technical Representative (COTR),  
Information: BA10 – Resources Management Division,  
DA10 – Contracting Officer (CO)

Initial Submittal Date

Contract effective date plus ninety (90) days.

As of Milestone

As of date of plan.

Frequency of Submittal.

Upon revision.

**DATA REQUIREMENT DESCRIPTION**

Describes Contractor plan for managing Government owned records.

Scope

Serves as plan of Contractor-held Government-owned records and associated information.



NPD 1440.6 – NASA Records Management;  
NPR 1441.1 – NASA Records Retention Schedules;  
NARA General Records Schedules;  
36 CFR, Ch. XII, Subchapter B, Records Management  
5 U.S.C. 552a, Privacy Act

#### Exceptions/Additions to Referenced Requirements

None

#### Preparation Instructions

A. The Records Management Plan shall describe the implementation of a records management program plan in accordance with compliance requirements above. The plan shall provide sufficient detail to demonstrate an understanding of the compliance requirements including the following areas, where applicable.

1. Program Management
  - a. Program authorization and organization
  - b. Guidance and training
  - c. Internal Evaluations
  - d. Procedures and Processes
2. Records Creation/Recordkeeping Requirements
  - a. Creation of records/forms/adequacy of documentation
  - b. Contractor records/forms
3. Records Maintenance (General)
  - a. General
  - b. Paper-based Records
  - c. Electronic Records
  - d. Legacy Records
4. Maintenance of Special Records
  - a. Audiovisual Records
  - b. Cartographic and Architectural Records
  - c. Micrographic Records
5. Records Disposition
  - a. Records Disposition Schedule Implementation
6. Vital Records

#### Remarks

None.

**DATA REQUIREMENT**

DR Number, Date Revised

DM02

Contract Number, Date, &  
Modification No.TOC NNS10AA46C  
Effective:

Title

Inventory of Records Holdings

Responsible Office

RA40

P.W.S. Reference

1.5.3

**SUBMITTAL REQUIREMENTS**

Distribution Instructions

Approval: RA40 – Chief Information Officer,  
Concurrence: PA00 – Contracting Officer’s Technical Representative (COTR),  
Information: BA10 – Resources Management Division

Initial Submittal Date

Contract effective date plus ninety (90) days.

As of Milestone

As of date of plan.

Frequency of Submittal

Annually, or as required due to changes.

**DATA REQUIREMENT DESCRIPTION**

Purpose

These requirements pertain to the management of all Government-owned records generated, held, or maintained by the Contractor in the course of performing Government business activities. Applicability includes records of Subcontractor partners to the contract.

**Scope**

Serves as inventory of Contractor-held Government-owned records and associated information.

**References**

NPD 1440.6 - NASA Records Management;  
NPR 1441.1 - NASA Records Retention Schedules;  
NARA General Records Schedules;  
36 CFR, Ch. XII, Subchapter B, Records Management  
5 U.S.C. 552a, Privacy Act

**Exceptions/Additions to Referenced Requirements**

None.

**Preparation Instructions**

The file plan shall provide an index of all Government-owned Contractor-held record holdings. The plan shall be submitted in the format required by the NASA Center Records Manager and shall include at a minimum, the following data:

- a. Agency Filing Scheme (AFS)#: In accordance with NPR 1441.1
- b. Schedule Item #: from NPR 1441.1
- c. Record Title: Record Series Description, a description of the record and its function
- d. Office of Record: Office responsible for retiring the record at end of lifecycle
- e. Location: Physical or virtual location of records
- f. Retention/Disposition: The period of time the record shall be kept, and how it is disposed of at the end of its active lifestyle, as prescribed by the Schedule Item
- g. Permanent vs. Temporary: Designation of permanent or temporary status of records
- h. Vital Status: Records identified as Vital if necessary for continuing operations immediately following an emergency

**Remarks**

None.

**DATA REQUIREMENT**

DR Number, Date Revised

DM03

Contract Number, Date, &  
Modification No.TOC NNS10AA46C  
Effective:

Title

Final Records Contract Close-  
Out Inventory

Responsible Office

RA40

P.W.S. Reference

1.5.3

**SUBMITTAL REQUIREMENTS**

Distribution Instructions

Approval: RA40 – Chief Information Officer,  
Concurrence: PA00 – Contracting Officer’s Technical Representative (COTR),  
Information: BA10 – Resources Management Division

Initial Submittal Date

Ninety (90) days prior to contract completion or termination.

As of Milestone

End of contract.

Frequency of Submittal

Once, upon termination or completion of the contract.

**DATA REQUIREMENT DESCRIPTION**

Purpose

To determine the amount of Government-owned records at the NASA Center that will be turned over to the follow-on contract or stored at the NASA/SSC Archives.

**Scope**

This DR Description establishes the requirement for a complete and final record inventory at contract close-out.

**References**

DM02;  
NPR 1441.1 - NASA Records Retention Schedules;  
NARA General Records Schedules;  
36 CFR, Ch. XII, Subchapter B, Records Management  
5 U.S.C. 552a, Privacy Act

**Exceptions/Additions to Referenced Requirements**

None.

**Preparation Instructions**

The Contractor shall submit a volume report to accompany the final inventory, indicating the total quantity of records held by the Contractor. The volume shall be listed in cubic feet for hard copy records, and in megabytes for records in electronic formats. The Center Records Manager will provide guidance on how to calculate the volume of hard copy records. The report shall include sufficient technical documentation of all electronic records to permit the Agency access and use. The report shall include sufficient detail and location documentation of all hard copy records to permit the Agency access and use.

**Remarks**

None.

**DATA REQUIREMENT**

DR Number, Date Revised

EN01

Contract Number, Date, &  
Modification No.

TOC NNS10AA46C  
Effective:

Title

Report, Air Emissions

Responsible Office

RA02

P.W.S. Reference

1.1.5

**SUBMITTAL REQUIREMENTS**

Distribution Instructions

NASA Contract Deliverables System  
Approval: RA02 – Environmental Officer,  
Concurrence: None,  
Information: None

Initial Submittal Date

45 days after contract start, Quarterly (Quarterly Report for E Complex Emissions Data).

As of Milestone

Monthly - the 10th of each month, Quarterly- Jan 10th, Apr 10th, Jul 10th, Oct 10th.

Frequency of Submittal

Monthly, Quarterly (E Complex Emissions Data).

**DATA REQUIREMENT DESCRIPTION**

Purpose

Provides actual run times for the engines located at B4400. The Official File Numbers are 8531.2.B.

### Scope

This Data Requirement Description (DRD) establishes the requirement for collection of hourly engine meter data for ten (10) engines at B4400. This report is inclusive of the serial # for each engine and any other corrective actions associated with that engine. Provide the actual test emissions data for the A/B/E Complex.

### References

Clean Air Act, Mississippi APC-S-1, APC-S-2, and APC-S-6, and SSC Title V Permit.

### Exceptions/Additions to Referenced Requirements

Subject to regulatory requirements revisions.

### Preparation Instructions

The report will be provided in a spreadsheet with the following data sets in monthly and yearly summation tabulation:

1. Date, Run time for each engine- water pumps and electrical generators (hours) and total fuel usage (lbs/ gallon) located in Building 4400
2. Date, Run time for all test articles (seconds), propellant type, and propellant usage per commodity ( lbs/ gallon) for all test articles, test stands and test positions located within the A complex, B complex, and E complex

Document should be submitted electronically.

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

### Remarks

One (1) copy each must be delivered with an Official File Number and copy ready to be filed in SSC Official Environmental Files.

**DATA REQUIREMENT**

DR Number, Date Revised

LS01

Contract Number, Date, &  
Modification No.TOC NNS10AA46C  
Effective:

Title

Plan, Government Property  
Management Administration

Responsible Office

RA30

P.W.S. Reference

1.6

**SUBMITTAL REQUIREMENTS**

Distribution Instructions

NASA Contract Deliverables System  
Approval: RA30 – Supply & Equipment Management Office,  
Concurrence: None,  
Information: DA10 – Contracting Officer (CO),  
PA00 – Contracting Officer's Technical Representative (COTR)

Initial Submittal Date

60 days after contract start.

As of Milestone

As of start of contract &amp; revisions thereof.

Frequency of Submittal

One time and revisions. Five (5) year plan as requested.

**DATA REQUIREMENT DESCRIPTION**

Purpose

Identify the methods of controlling, maintaining, and administering Government property.  
Develop a plan for Center level equipment procurements and identify Center resources.



### Scope

This Data Requirement establishes the requirements for the preparation of procedures covering the Contractor's methods of implementing all elements of an integrated property control and administration program and to establish the requirement for the preparation and submittal of a five (5) year equipment plan, as requested. The plan shall provide the requirements and procedures for the preparation of the equipment procurement requirements necessary to performing the assigned program at SSC.

### References

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

### Exceptions/Additions to Referenced Requirements

None.

### Preparation Instructions

The plan shall include, as a minimum, the Contractor's methods of implementing the intent of the applicable documents in the "References" section above. Other procedures shall be included as required, to fully define and identify the system of property control. Plan requires NASA approval prior to implementation and subsequent revisions. It shall also include:

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

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

### Remarks

None.

**DATA REQUIREMENT**

DR Number, Date Revised

MA01

Contract Number, Date, & Modification No.

TOC NNS10AA46C  
Effective:

Title

Report, IT Security Training

Responsible Office

LA00

P.W.S. Reference

None

**SUBMITTAL REQUIREMENTS**

Distribution Instructions

NASA Contract Deliverable System  
Approval: LA00 – Office of Human Capital,  
Concurrence: None,  
Information: PA00 – Contracting Officer’s Technical Representative (COTR),  
RA40 – Center Operations Directorate (COD)

Initial Submittal Date

90 days after start of the contract.

As of Milestone

End of the month.

Frequency of Submittal

Monthly, updated as required.

**DATA REQUIREMENT DESCRIPTION**

Purpose

To provide a summary report to the government on contractor personnel that have received IT security training on a monthly basis.

**Scope**

This DR establishes the requirement for documenting and reporting IT Security Training for all contractor personnel.

**References**

Federal Information Security Management Act of 2002 (FISMA), NPR 2810.1A Security of Information Technology.

**Exceptions/Additions to Referenced Requirements**

None.

**Preparation Instructions**

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

1. Company name and POC
2. Provide a breakdown of supervisors and employees who have completed the training, either Basic or Managers Courses
3. Identify any additional significant security responsibility training\*
4. Provide the number of new employees trained, using the CD IT Security for new employees, the CD will be provided
5. Provide the number of new supervisors and report completion of the training (within 30 days of Employment or change status)

\* Reporting of training completed outside of SATERN and not coordinated by NASA OHC, must be supported by a course roster, Form SSC 824, Basic IT Security Training, or in the case of external training, a vendor provided certificate which verifies course completion.

**Remarks**

None.

Test Operations Contract

NNS10AA46C

DR Number, Date Revised

MA02

Contract Number, Date, &  
Modification No.

TOC NNS10AA46C  
Effective:

Title

List, Owners, Officers,  
Directors, and Executive  
Personnel

Responsible Office

RA03

P.W.S. Reference

1.0

## SUBMITTAL REQUIREMENTS

Distribution Instructions

NASA Contract Deliverable System  
Approval: RA03 – Security Officer,  
Concurrence: None,  
Information: DA10 – Contracting Officer (CO),  
PA00 – Contracting Officer’s Technical Representative (COTR)

Initial Submittal Date

Start of contract.

As of Milestone

As of the last revision.

Frequency of Submittal

As Required.

## DATA REQUIREMENT DESCRIPTION

Purpose

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

Scope

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

References

DSA Form 406;  
NISPOM;  
DOD 5220.22-M

Exceptions/Additions to Referenced Requirements

None.

Preparation Instructions

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

DSA Form 406 will be used.

Data submitted to procuring activity for coordination, surveillance, or information.

Remarks

Original to be mailed directly to RA03, Security Officer.

**DATA REQUIREMENT**

DR Number, Date Revised

MA03

Contract Number, Date, &  
Modification No.

TOC NNS10AA46C  
Effective:

Title

Report, Personnel

Responsible Office

DA10

P.W.S. Reference

None

**SUBMITTAL REQUIREMENTS**

Distribution Instructions

NASA Contract Deliverable System  
Approval: DA10 – Contracting Officer (CO),  
Concurrence: None,  
Information: PA00 – Contracting Officer’s Technical Representative (COTR)

Initial Submittal Date

30 days after contract start.

As of Milestone

Date of submittal.

Frequency of Submittal

Annually.

**DATA REQUIREMENT DESCRIPTION**

Purpose

To provide pertinent and administrative information as related to program personnel to be used in resource analysis and obtaining Service Contract Act wage determinations from the Department of Labor.

Scope

This establishes the requirement for the submission of a personnel report.

## References

None.

## Exceptions/Additions to Referenced Requirements

None.

## Preparation Instructions

The report shall provide the following information:

- A. Identification of all personnel by department, department description, and labor category description, distinguishing exempt from non-exempt.
- B. Exempt salary levels and non-exempt applicable (hourly) rates by level which will be utilized in staffing for performance of this contract.
- C. Detailed information on key personnel directly employed in connection with the performance of this contract, covering professional competence, authority and assignment when requested by the Contracting Officer.
- D. Organization charts, including Major Subcontractors, delineated by divisions and number of personnel.

Electronically submitted. For company sensitive information, a hard copy and disk may be provided. Organizational charts may be on 11 by 17 inch bond paper, if necessary.

Report will be updated when any pertinent changes are made in personnel realignments or organizational structure.

Data submitted to procuring activity for coordination, surveillance, or information.

## Remarks

None.

**DATA REQUIREMENT**

DR Number, Date Revised

MA04

Contract Number, Date, & Modification No.

TOC NNS10AA46C  
Effective:

Title

Plan, Emergency

Responsible Office

RA00

P.W.S. Reference

3.2

**SUBMITTAL REQUIREMENTS**

Distribution Instructions

NASA Contract Deliverable System  
Approval: RA00 – Emergency Director (original),  
Concurrence: None,  
Information: PA00 – Contracting Officer’s Technical Representative (COTR),  
DA10 – Contracting Officer (CO),  
EA00 – Engineering & Test Directorate (E&TD),  
RA20 – Operations & Maintenance Division (COD),  
QA00 – Safety Mission Assurance (SMA),  
Submit to: SSC TechDoc System

Initial Submittal Date

60 days after contract start.

As of Milestone

Start of contract.

Frequency of Submittal

Annual Review and Update.

**DATA REQUIREMENT DESCRIPTION**

Purpose

Provide a course of action including procedures to be followed by the Contractor in the event of a disaster.



### Scope

This establishes the requirements for the preparation of a plan for the reasonable protection of the Government facilities and related utilities, for which the Service Contractor is responsible, to prevent or minimize personnel injury and casualties, damage or destruction of the facilities, related utilities and privately owned property resulting from a natural or civil emergency, including but not limited to acts of sabotage, buried munitions, labor disturbances, riots, fire, explosions, hurricanes, and acts of God, as outlined in the SSC Emergency Management Plan.

### References

SPLN-1040-0006 - John C. Stennis Space Center Emergency Management Plan.

### Exceptions/Additions to Referenced Requirements

None.

### Preparation Instructions

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

- Levels of disaster
- Routes of evacuation
- Color-codes and signals the Contractor will execute in case of a disaster
- Provisions for maintenance of up-to-date records of the physical location of all site personnel at all times
- Provisions for accounting of all personnel following evacuation from the area following a disaster, primarily associated with hurricane evacuation events.
- Provisions for immediate notification of next of kin in case of a catastrophic occurrence
- Identification of hospitalization, first-aid areas, emergency vehicles, and qualified medical personnel capabilities
- Indoctrination and training techniques proposed to insure adequate execution of the emergency plan
- Provide a vital records program to allow survival of essential records during disaster conditions
- Provisions for survival equipment and supplies

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

Maintain per NPR 1441.1 - NASA Records Retention Schedules.

Plan requires NASA approval prior to implementation and subsequent revisions.

### Remarks

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

**DATA REQUIREMENT**

DR Number, Date Revised

MA05

Contract Number, Date, &  
Modification No.TOC NNS10AA46C  
Effective:

Title

Report, Equal Employment  
Opportunity

Responsible Office

AA00

P.W.S. Reference

None

**SUBMITTAL REQUIREMENTS**

Distribution Instructions

NASA Contract Deliverable System  
Approval: AA00 – Office of Diversity and Equal Opportunity (EO),  
Concurrence: None,  
Information: DA10 – Contracting Officer (CO)

Initial Submittal Date

90 days after contract start.

As of Milestone

Quarterly.

Frequency of Submittal

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

**DATA REQUIREMENT DESCRIPTION**

Purpose

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

Scope

This establishes the requirement for the preparation and submittal of a quarterly EEO report.

References

FAR 22.802;  
FAR Clause 52.222-26;  
Narrative Reports

Exceptions/Additions to Referenced Requirements

None.

Preparation Instructions

Format and content of report specified in applicable document.

See applicable documents.

Data submitted to procuring activity for coordination, surveillance, or information.

Remarks

Ensure that workforce profile data includes minority and gender designations.

**DATA REQUIREMENT**

DR Number, Date Revised

MA06

Contract Number, Date, &  
Modification No.TOC NNS10AA46C  
Effective:

Title

Report, Contract Performance  
Progress

Responsible Office

DA10

P.W.S. Reference

None

**SUBMITTAL REQUIREMENTS**

Distribution Instructions

NASA Contract Deliverable System  
 Approval: DA10 – Contracting Officer,  
 Concurrence: None,  
 Information: DA00 – Procurement Officer,  
 PA00 – Contracting Officer’s Technical Representative (COTR),  
 AA00 – Office of the Director,  
 CA00 – Office of the Chief Counsel,  
 BA00 – Office of the Chief Financial Officer (CFO),  
 IA00 – Office of External Affairs,  
 QA00 – Safety Mission Assurance (SMA),  
 RA00 – Center Operations Directorate (COD),  
 PA00 – Project Directorate (PD),  
 TA00 – Rocket Propulsion Test Program Office (RPTPO),  
 EA00 – Engineering & Test Directorate (E&TD)

Initial Submittal Date

30 days after contract start.

As of Milestone

End of Government fiscal month.

Frequency of Submittal

Monthly, 15th day of each calendar month.

**DATA REQUIREMENT DESCRIPTION**

## Purpose

To report results of contract performance and accomplishments, including accomplishments in selected special emphasis areas.

## Scope

This establishes the requirement for the preparation and submittal of a monthly contract performance report. This includes a status of all subcontract activity as well as efforts and special emphasis areas.

## References

None.

## Exceptions/Additions to Referenced Requirements

None.

## Preparation Instructions

The report shall address major accomplishment, "new" technology reviews, and events of special significance, difficulties, and progress toward meeting contract requirements. The report shall be in narrative form, brief, and informal in content. It should include discussion of any current problems, which may impede performance, and the proposed corrective action. This report shall also provide Contractor safety and quality metrics and initiatives, including a summary of man-hours, mishaps and close-calls, lost-time accidents, accident frequency and average number of employees.

As a subsection of the report, there shall be a status of all purchase orders and subcontracts (including any modifications to existing purchase orders and subcontracts) awarded. The purchasing activity report shall be generated from the Contractor's automated tracking and status system for all procurement actions. The report shall include a purchase order/subcontract number, date of receipt of the requirement, date the purchase order/subcontract was issued, the dollar amount, a brief description, the vendor and size of business (Small, Small Disadvantaged, HubZone, Women-Owned, Service Disabled, Veteran Owned, Service Disabled Veteran Owned, Large, Foreign Government) and whether it was a sole source or competitive procurement. The report shall summarize the total dollar amount awarded for the month, total contract year to date, and total Government fiscal year to date.

The report summary shall also reflect total obligated dollars and total paid dollars for the month, total contract year to date, and total Government fiscal year to date.

Electronic in Microsoft Office format.

Data submitted to procuring activity for coordination, surveillance, or information.

## Remarks

None.

**DATA REQUIREMENT**

DR Number, Date Revised

MA07

Contract Number, Date, &  
Modification No.TOC NNS10AA46C  
Effective:

Title

Plan, Handling of Data

Responsible Office

EA00

P.W.S. Reference

7.2.3

**SUBMITTAL REQUIREMENTS**

Distribution Instructions

NASA Contract Deliverable System

Approval: EA00 – Engineering and Test Directorate (ET&amp;D),

Concurrence: None,

Information: PA00 – Contracting Officer's Technical Representative (COTR),

DA10 – Contracting Officer (CO),

CA00 – Office of the Chief Counsel,

PA00 – Project Directorate (PD),

QA00 – Safety Mission Assurance (SMA)

Initial Submittal Date

60 days after contract start.

As of Milestone

Start of Contract.

Frequency of Submittal

Annual review and update, as required.

**DATA REQUIREMENT DESCRIPTION**

Purpose

To describe and outline Contractor methods used in assuring proper handling and control of sensitive and proprietary Government and third party data.

Scope

This establishes the requirement for submittal of a Data Handling plan to delineate the Contractor's policy, process, and procedures used to assure the proper handling of sensitive and proprietary data. Data handling includes but is not limited to Government or third party data access, use, disclosure, reproduction, transmission, storage and disposal activities.

References

FAR 52.227-14, 52.227-15, 52.227-16 and applicable NASA Far Supplement Clauses.

Exceptions/Additions to Referenced Requirements

None.

Preparation Instructions

Plan to be submitted electronically as MS Word (SSC desktop standard version at time of submission) file formatted to print on standard 8.5"x11" paper in portrait orientation.

Remarks

Plan shall include a Government notification process, in the event of a policy or procedure violation.

**DATA REQUIREMENT**

DR Number, Date Revised

MA08

Contract Number, Date, &  
Modification No.

TOC NNS10AA46C  
Effective:

Title

Annual Work Plan, BMAR  
Database, and Five (5) Year  
Plan

Responsible Office

RA20

P.W.S. Reference

8.0

**SUBMITTAL REQUIREMENTS**

Distribution Instructions

NASA Contract Deliverable System  
Approval: RA20 – Operations & Maintenance Division (COD),  
Concurrence: None,  
Information: PA00 – Contracting Officer’s Technical Representative (COTR),  
DA10 – Contracting Officer (CO),  
EA00 – Engineering & Test Directorate (E&TD),  
PA00 – Project Directorate (PD)

Initial Submittal Date

90 days after Contract start.

As of Milestone

30<sup>th</sup> day from the end of the Quarterly Performance Period.

Frequency of Submittal

Quarterly.



**DATA REQUIREMENT DESCRIPTION**

Purpose

Provides data to NASA on the existing condition of facilities, systems, and equipment under the Systems Management of the TOC.

The Backlog of Maintenance and Repair (BMAR) is defined as the unfunded facilities maintenance work required to bring facilities and collateral equipment to a condition that meets acceptable facilities maintenance standards.

Scope

All facilities, systems and equipment under the Systems Management of the TOC.

References

Systems Operations and Maintenance Responsibility Database (SOMRD).

Exceptions/Additions to Referenced Requirements

None.

### Preparation Instructions

Contractor shall conduct quarterly inspections and review pertinent data/information sources such as maintenance history files, logs/reports, maintenance technicians, etc to ascertain overall condition and maintenance trends (equipment replacement, system modifications, etc.). Each quarterly inspection should encompass approximately 25% of the total systems and/or equipment per each facility under TOC responsibility.

This data should be submitted in a quarterly report noting the equipment or systems reviewed, any safety issues noted, the condition assessment code, priority rating if corrective maintenance is required, and the discrepancy report number if one is generated. In addition, those facilities, systems and/or equipment that should be replaced or that are within five (5) years of expected service life are required to be incorporated into the BMAR database.

The BMAR database shall be in an electronic spreadsheet format consistent with SSC site standards. The submittal shall contain all fields shown below.

The Contractor shall prioritize those projects in the BMAR database that should be considered for funding in the following fiscal year. Selection should take into consideration; mission impact, length of time a project has been deferred, and prioritization. The Contractor shall also project requirements for Planned Maintenance Projects for five (5) years.

The Contractor shall remove duplicate records from the databases prior to submitting to the Government.

As work identified in the BMAR is accomplished (fully completed) the corresponding record shall be removed from the active database and archived.

The BMAR database shall be in an electronic spreadsheet format consistent with SSC site standards. The submittal shall contain all fields shown below.

The annual five (5) year plans shall be in the same format as the BMAR database. The annual plan shall be in rank order – the first project having the highest priority, etc. The five (5) year plan is the BMAR database sorted by fiscal year and in rank order.

Preparation Instructions (Continued)

BMAR Database shall contain the following fields:	
Project Number Database.	A sequential project number automatically assigned through the BMAR Database.
Project Title	Contractor determined
Status	Contractor determined
Safety	Identifies those projects that are safety related
Condition Assessment Code	1 = Bad 2 = Poor 3 = Fair 4 = Good 5 = Excellent
Inspector	Contractor determined
Project Code	Contractor determined – once project is approved a project code will be assigned.
Facility ID	Real property number for the facility where equipment/system is located.
Facility Discrepancy	Contractor determined – DR reference
Work Element	CM – Corrective Maintenance ROI – Replacement of Obsolete Items SR – Service Requests
Equipment Number	As found in the CMMS (Maximo)
ROM	ROM estimates shall be provided and will be used for planning purposes only.
Priority	1 – Emergency: Safety of life or property threatened; immediate mission impact; loss of system. (SHOULD NOT SEE THESE IN THE BMAR.) 2 – Urgent: Maintenance or repair work required for continued facility operation; should be completed to ensure continuous operation of the facility/system and to restore healthful environment. Not a life-threatening emergency. Respond upon completion of current work but within a specified period of time. (RARELY SEEN IN BMAR.) 3 – Priority: Work that is to support the mission on a priority basis or to meet project deadlines. Complete before starting new Priority 4 (routine) work. 4 – Routine: Maintenance work that can be routinely scheduled within the capability of the maintenance organization. Complete in order of receipt and consolidate by facility or zone to obtain efficiency of operation. 5 – Discretionary: Work that is desired but not essential to protect, preserve, or restore facilities and equipment. Typically, new work that is not tied to a specific mission milestone. 6 – Deferred: Work that may be safely, operationally, and economically postponed; the work should be done, but cannot be scheduled because of funds shortage, work site access, or conditions outside the control of the maintenance organization.
Last Inspected	Fiscal year the project was identified or last inspected.
FY Required	Contractor determined – once established this value cannot change unless the priority changes.
Fund Source	Government determined – Used to identify projects that are the responsibility of CoF, Local Construction, Program funded, etc. (CoF, LC, RPT, SSME, J2X, CEV, RS68, etc.)
Comments	Contractor determined.

Remarks

None.

**DATA REQUIREMENT**

DR Number, Date Revised

MA09

Contract Number, Date, & Modification No.

TOC NNS10AA46C  
Effective:

Title

Report, Preventive Maintenance

Responsible Office

RA20

P.W.S. Reference

8.2

**SUBMITTAL REQUIREMENTS**

Distribution Instructions

NASA Contract Deliverables System  
Approval: RA20 – Operations & Maintenance Division (COD),  
Concurrence: None,  
Information: PA00 – Contracting Officer’s Technical Representative (COTR),  
DA10 – Contracting Officer (CO),  
EA00 – Engineering & Test Directorate (E&TD),  
PA00 – Project Directorate (PD)

Initial Submittal Date

Submit on the 10<sup>th</sup> business day after full month from contract start.

As of Milestone

As of start of contract & revisions thereof.

Frequency of Submittal

Monthly.

**DATA REQUIREMENT DESCRIPTION**

Purpose

To document Preventive Maintenance (PM).

Scope

This establishes the requirement for the development and submittal of PM documentation related to equipment and systems defined in the contract.

References

Systems Operations and Maintenance Responsibility Database (SOMRD).

Exceptions/Additions to Referenced Requirements

None.

Preparation Instructions

The documentation shall include:

A report to contain the facility/building number, equipment number, brief description of the preventive maintenance that was performed, if corrective maintenance was required, the CMMS CM work order number. The report should also note if the PM was completed on time, deferred, rescheduled, or cancelled and the reason why. This report should list all of the PM's that were required during the time period under consideration and segregated by the facility/building number.

Remarks

None.

**DATA REQUIREMENT**

DR Number, Date Revised

MA10

Contract Number, Date, &  
Modification No.TOC NNS10AA46C  
Effective:

Title

Report, Corrective  
Maintenance

Responsible Office

RA20

P.W.S. Reference

8.3

**SUBMITTAL REQUIREMENTS**

Distribution Instructions

NASA Contract Deliverables System

Approval: RA20 – Operations &amp; Maintenance Division (COD),

Concurrence: None,

Information: PA00 – Contracting Officer's Technical Representative (COTR),

DA10 – Contracting Officer (CO),

EA00 – Engineering &amp; Test Directorate (E&amp;TD),

PA00 – Project Directorate (PD)

Initial Submittal Date

Submit on the 10<sup>th</sup> business day after full month from contract start.

As of Milestone

As of start of contract &amp; revisions thereof.

Frequency of Submittal

Monthly.

**DATA REQUIREMENT DESCRIPTION**

Purpose

To document Corrective Maintenance (CM).

Scope

This establishes the requirement for the development and submittal of CM documentation related to equipment and systems defined in the contract.

References

Systems Operations and Maintenance Responsibility Database (SOMRD).

Exceptions/Additions to Referenced Requirements

None.

Preparation Instructions

The documentation shall include:

A report to contain the facility/building number, equipment number, brief description of the corrective maintenance that was performed, CMMS work order number, and the discrepancy report number if one was generated. The report should also note if the CM was related to a trouble ticket, if it was completed on time, deferred, rescheduled, or cancelled and the reason why. This report should list all of the CM's that were performed during the time period under consideration and segregated by the facility/building number.

Remarks

None.

**DATA REQUIREMENT**

DR Number, Date Revised

MA11

Contract Number, Date, &  
Modification No.

TOC NNS10AA46C  
Effective:

Title

Report, High Pressure Gas  
Distribution Leakage Rates

Responsible Office

RA20

P.W.S. Reference

8.1

**SUBMITTAL REQUIREMENTS**

Distribution Instructions

Approval: RA20 – Operations & Maintenance Division (COD),  
Concurrence: None,  
Information: PA00 – Contracting Officer’s Technical Representative (COTR),  
EA00 – Engineering & Test Directorate (E&TD),  
PA00 – Project Directorate (PD)

Initial Submittal Date

DRD for each quarter’s Commodity Consumption shall be available within 30 calendar days of the end of the quarter.

As of Milestone

30<sup>th</sup> day from the end of the Quarterly Performance Period.

Frequency of Submittal

Quarterly.

**DATA REQUIREMENT DESCRIPTION**

Purpose

Provide notification and historical reference of High Pressure Distribution System Leaks.



Scope

Shall provide a record of leaks within each High Pressure Gas Distribution Piping System including discrepancies noted with any metering devices (flowmeters), Leaks shall be categorized according to SSC: 47-451.

References

None.

Exceptions/Additions to Referenced Requirements

None.

Preparation Instructions

Report shall include a listing of all identified leaks by commodity, noting location, class as determined by SSC: 47-451, condition, and projected completion of actions or deferral with rationale.

Report shall also include any discrepancies noted with any metering devices (flowmeters) identifying the system, location, condition, corrective action and discrepancy report number if generated,

Report to be submitted electronically as MS Excel (SSC desktop standard version at time of submission) file formatted to print on standard 8.5"x11" paper in landscape orientation.

Remarks

None.

**DATA REQUIREMENT**

DR Number, Date Revised

MA12

Contract Number, Date, &  
Modification No.

TOC NNS10AA46C  
Effective:

Title

Report, Trend Analysis

Responsible Office

RA20

P.W.S. Reference

8.1

**SUBMITTAL REQUIREMENTS**

Distribution Instructions

Approval: RA20 – Operations & Maintenance Division (COD),  
Concurrence: None,  
Information: PA00 – Contracting Officer’s Technical Representative (COTR),  
EA00 – Engineering & Test Directorate (E&TD),  
EA30 – Design & Analysis Division (E&TD),  
PA00 – Project Directorate (PD)

Initial Submittal Date

90 days after contract start.

As of Milestone

Quarterly.

Frequency of Submittal

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

**DATA REQUIREMENT DESCRIPTION**

Purpose

Provide trend analysis report with supporting data of critical parameters on major equipment/systems.

**Scope**

Obtain and record data of all critical parameters, flow rate, temperatures and temperature differentials, pressures and pressure differentials, run times and other parameters as recommended by the Original Equipment Manufacturer (OEM) for all major equipment items and systems. Major equipment/systems shall include the diesel engines, high pressure industrial water pumps and generators at Building 4400, and the high pressure compressors, high pressure pumps, air dryers, and cooling towers at Building 3305. Data shall be continuously analyzed for trends indicating whether the equipment is operating within designed parameters or possible failure.

**References**

Shall conform with Contractors approved Plan Submittal.

**Exceptions/Additions to Referenced Requirements**

None.

**Preparation Instructions**

Results of analysis and collected data shall be documented in a report to the Government on a quarterly basis. Report to be submitted electronically as MS Word, Excel, and/or Powerpoint (SSC desktop standard version at time of submission) file formatted to print on standard 8.5"x11" paper in portrait orientation.

**Remarks**

None.

**DATA REQUIREMENT**

DR Number, Date Revised

MA13

Contract Number, Date, &  
Modification No.TOC NNS10AA46C  
Effective:

Title

Report, FCPF Performance

Responsible Office

RA20

P.W.S. Reference

8.1.2

**SUBMITTAL REQUIREMENTS**

Distribution Instructions

Approval: RA20 – Operations & Maintenance Division (COD),  
Concurrence: None,  
Information: PA00 – Contracting Officer’s Technical Representative (COTR),  
EA00 – Engineering & Test Directorate (E&TD),  
EA30 – Design & Analysis Division (E&TD),  
PA00 – Project Directorate (PD)

Initial Submittal Date

90 days after contract start.

As of Milestone

Quarterly.

Frequency of Submittal

Reports shall be provided not later than the 5th day of each fiscal quarter.

**DATA REQUIREMENT DESCRIPTION**

Purpose

Provide a report on the FCPF performance on a quarterly basis.

**Scope**

This establishes the requirement for the gathering of performance data related to the overall operations of the FCPF. This encompasses the effective use and maintenance of the clean line, the clean room, testing equipment and repair operations along with procurement of required parts and other materials.

**References**

None.

**Exceptions/Additions to Referenced Requirements**

None.

**Preparation Instructions**

The information in the report should include all components processed through the shop, broken down into categories by type of component. It should include the number of components processed through the shop for the month, along with the number of components that exceed the original ROM estimated cost, the number of components that exceeded the original ROM estimated completion date, and noting any significant delays that affected the processing of components through the shop. Any noted delays should include mitigation efforts the shop may have employed to limit potential impacts.

**Remarks**

None.

**DATA REQUIREMENT**

DR Number, Date Revised

MA14

Contract Number, Date, &  
Modification No.TOC NNS10AA46C  
Effective:

Title

Report, FCPF Customer

Responsible Office

RA20

P.W.S. Reference

8.1.2

**SUBMITTAL REQUIREMENTS**

Distribution Instructions

Approval: RA20 – Operations & Maintenance Division (COD),  
 Concurrence: None,  
 Information: PA00 – Contracting Officer’s Technical Representative (COTR),  
 EA00 – Engineering & Test Directorate (E&TD),  
 EA30 – Design & Analysis Division (E&TD),  
 PA00 – Project Directorate (PD),  
 Other Customers as Required

Initial Submittal Date

30 days after contract start.

As of Milestone

Weekly.

Frequency of Submittal

Reports shall be provided every Monday.

**DATA REQUIREMENT DESCRIPTION**

Purpose

Provide a report on the status of components present in the FCPF on a weekly basis.

Scope

This establishes the requirement for the dissemination of status information pertaining to components located in the FCPF.

References

None.

Exceptions/Additions to Referenced Requirements

None.

Preparation Instructions

The Customer weekly status report should identify all components in the FCPF along with the funding source, work order number, destination, item description, serial number, part number, the date when the component was received by the FCPF, estimated completion date, revised estimated completion date, location within the FCPF, status of processing, and other remarks as required.

Remarks

None.

**DATA REQUIREMENT**

DR Number, Date Revised

MF01

Contract Number, Date, &  
Modification No.TOC NNS10AA46C  
Effective:

Title

Report, Contractor Financial  
Management

Responsible Office

BA22

P.W.S. Reference

1.3.2, 1.3.3

**SUBMITTAL REQUIREMENTS**

Distribution Instructions

NASA Contract Deliverable System

Approval: BA22 – (FMD Cost Accountant),

Concurrence: None,

Information: BA10 – Lead– Resources Management Division,

BA22 – Deputy CFO (Finance),

DA10 – Contracting Officer (CO),

DA30 – Cost/Price Analyst,

PA00 – Contracting Officer’s Technical Representative (COTR)

Initial Submittal Date

See Frequency of Submittal.

As of Milestone

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

Frequency of Submittal

533M plus detail variance analysis due at close of business on the 10th business day of the next calendar month.

533Q due quarterly (533Q is due on the 20<sup>th</sup> day of each month preceding the quarter being projected). All supporting 533’s from Team Members should accompany the total contract 533.



**DATA REQUIREMENT DESCRIPTION****Purpose**

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

**Scope**

This establishes the requirements for the preparation of a report covering accumulated and forecasted dollar expenditures required to perform the contractual effort.

**References**

NASA Form 533M & 533Q;  
NPD 9501.1, NASA Contractor Financial Management Reporting system;  
NPD 9501.2, NASA Contractor Financial Management Reporting.

**Exceptions/Additions to Referenced Requirements**

None.

**Preparation Instructions**

The report shall be prepared in accordance with the General Provision Clause (NASA Financial Management Reporting on NASA Form 533M or 533Q). The 533 will be submitted in electronic format to interface with SAP software.

Data submitted to procuring activity for coordination, surveillance, or information.

**Remarks**

Submitted via the Contract Deliverable System (CDS).

**DATA REQUIREMENT**

DR Number, Date Revised

MF02

Contract Number, Date, &  
Modification No.TOC NNS10AA46C  
Effective:

Title

Report, Monthly Cost and  
Workforce Management

Responsible Office

BA10

P.W.S. Reference

1.3.4

**SUBMITTAL REQUIREMENTS**

Distribution Instructions

NASA Contract Deliverable System  
 Approval: BA10 Lead – Resources Management Division,  
 Concurrence: None,  
 Information: DA10 – Contracting Officer (original),  
 DA30 – Cost/Price Analyst,  
 PA00 – Contracting Officer’s Technical Representative

Initial Submittal Date

30 days after contract start.

As of Milestone

Calendar month end.

Frequency of Submittal

Monthly, due no later than the 10th business day of the next calendar month.

**DATA REQUIREMENT DESCRIPTION**

Purpose

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

Scope

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

References

None.

Exceptions/Additions to Referenced Requirements

None.

Preparation Instructions

Cost (dollars) and workforce reported by SSC operating budget programmatic line items via electronic format. Data submitted to procuring activity for coordination, surveillance, or information.

Remarks

Submitted via the Contract Delivery System (CDS).

**DATA REQUIREMENT**

DR Number, Date Revised

MF03

Contract Number, Date, &  
Modification No.TOC NNS10AA46C  
Effective:

Title

Report, Cost and Electronic  
Labor

Responsible Office

BA12

P.W.S. Reference

1.3.3

**SUBMITTAL REQUIREMENTS**

Distribution Instructions

NASA Contract Deliverable System

Approval: BA22 – FMO Cost Accountant,

Concurrence: None,

Information: DA10 – Contracting Officer (CO) – original,

DA30 – Cost/Price Analyst,

PA00 – Contracting Officer's Technical Representative (COTR)

Initial Submittal Date

30 days after contract start.

As of Milestone

End of NASA/SSC fiscal month.

Frequency of Submittal

Monthly, Tuesday after NASA/SSC fiscal month end. If Monday is an official holiday, files will be due on Wednesday.

**DATA REQUIREMENT DESCRIPTION**

Purpose

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

**Scope**

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

**References**

NPR 9501.2, NASA Contractor Financial Management Reporting.

**Exceptions/Additions to Referenced Requirements**

None.

**Preparation Instructions**

Information input directly to NASA in a flat file format. The Contractor's system shall interface with OAC to provide cost by master cost element (e.g. labor, material, other direct cost) and workforce data (work year equivalents and hours) at the WBS level indicated in SCWI-7120-0001. Cost shall also be distributed based on the functional definition specified in NPR 9501.2. The cost provided shall be accumulated to meet the fiscal year requirement for inclusion in the SSC Cost Reporting System in an electronic flat file format. The cost shall include all direct and indirect costs to the WBS that describes the actual work performed. The end of the month cost data is due by close of business Tuesday following the end of the SSC fiscal month. The NASA SSC Financial Management Division publishes SSC's fiscal year calendar before the start of each fiscal year. A copy will be provided to the Contractor via the COTR before October 1 of each year.

**Remarks**

Submitted via the Contract Deliverable System (CDS).

**DATA REQUIREMENT**

DR Number, Date Revised

MF04

Contract Number, Date, &  
Modification No.TOC NNS10AA46C  
Effective:

Title

Financial Reporting for  
Scheduling/Government Cost  
Estimates

Responsible Office

BA13

P.W.S. Reference

1.3.4

**SUBMITTAL REQUIREMENTS**

Distribution Instructions

NASA Contract Deliverable System  
Approval: BA13 – Lead, Project Support Branch,  
Concurrence: None,  
Information: DA00 – Contracting Officer (CO)

Initial Submittal Date

First working day of February.

As of Milestone

Contract Start.

Frequency of Submittal

Rate data due on the first working day of February and first working day of July for each contract year. Calendar data due on the first working day of July for each contract year.

**DATA REQUIREMENT DESCRIPTION**

Purpose

This establishes the requirements to support Government estimates for new business.

**Scope**

The Contractors shall submit average burdened rates per hours for all job classifications. Rate information shall be provided by resource name/classification. Total number of heads in each classification shall also be provided. Rate information shall be provided NLT the first working day of February and the first working day of July of each calendar year. Provide "productive hours" calendar (hrs. by month) NLT first working day of July each Contract year.

**References**

None.

**Exceptions/Additions to Referenced Requirements**

None.

**Preparation Instructions**

The financial data shall include the following:

- 1) Hourly rate by resource name/job classification
- 2) Total number of personnel in each resource/job classification
- 3) Data shall be provided twice each year; the first working day of February and the first working day of July of each contract year
- 4) "Productive Hours" calendar (hours by month)
- 5) Calendar shall be provided no later than the first working day of each July of each contract year
- 6) Productive hours calendar for the two (2) subsequent years

**Remarks**

None.

**DATA REQUIREMENT**

DR Number, Date Revised

PC01

Contract Number, Date, & Modification No.

TOC NNS10AA46C  
Effective:

Title

Plan, Organizational Conflict of Interest Mitigation

Responsible Office

CA00

P.W.S. Reference

None

**SUBMITTAL REQUIREMENTS**

Distribution Instructions

NASA Contract Deliverable System  
Approval: CA00 – Chief Counsel,  
Concurrence: None,  
Information: DA10 – Contracting Officer (CO)

Initial Submittal Date

Due at Request for Proposal (RFP) submittal, Final approval submittal due five (5) working days prior to contract start date.

As of Milestone

Start of contract.

Frequency of Submittal

Initial as per “Initial Submittal Date” and revisions for significant changes as required, Changes shall be incorporated by change page or complete reissue.



**DATA REQUIREMENT DESCRIPTION****Purpose**

To demonstrate to the Government that the Contractor, when accessing sensitive or nonpublic information or using subject matter experts, will mitigate organizational conflicts of interest and ensure that the Contractor provides unbiased, impartial advice and adequately protects sensitive, proprietary data belonging to other Contractors.

**Scope**

The Organizational Conflict of Interest Mitigation Plan demonstrates that no organizational conflict of interest exists or that any such potential conflicts have been adequately avoided, neutralized, or mitigated when accessing sensitive or nonpublic information or using subject matter experts connected to any Prime Contractor or Subcontractor performing design, development, and/or delivery of space flight hardware, software mission integration services or other critical systems related to SSC.

**References**

NFS Part 1809.505-4, "*obtaining Access to Sensitive Information;*" NFS Part 1837.203-70, "*Providing Contractors Access to Sensitive Information;*" NFS Part 1837.203-71, "*Release of Contractor's Sensitive Information;*" NFS Part 1852.237-72, "*Access to Sensitive Information;*" and NFS 1852.237-73, "*Release of Sensitive Information.*"

**Exceptions/Additions to Referenced Requirements**

None.

### Preparation Instructions

The Organizational Conflict of Interest Mitigation Plan shall include the following:

- a. With regard to access to sensitive or non public information by the Contractor, the comprehensive mitigation plan shall contain a plan to safeguard all proprietary/sensitive data the Contractor receives. The plan shall include:
  1. Identify and describe the OCI.
  2. Describe the actions the Contractor intends to take to mitigate the OCIs identified above. If using a firewall, explain how these actions will operate to successfully address the conflict without adversely affecting performance on the contract. Additionally, identify any potential OCIs created by the requirements of the PWS which the Contractor intends to resolve using methods other than mitigation. Specific mitigation strategies shall be appended to the mitigation plan; specific plans to limit future competition will be reflected in the clause at NFS 1852.209-71, "Limitation of Future Contracting."
  3. Require the reporting of all potential/actual OCIs during performance of the contract. An OCI report shall include (1) a description of the conflict, (2) the plan for resolving the conflict, and (3) the benefits/risks vis-à-vis contract performance associated with plan approval/acceptance.
  4. Include a requirement to update the plan as necessary to address specific OCIs. All updates to the plan must be approved by Chief Counsel and the updates/changes must be incorporated in the contract to be effective.
  5. Define company roles, responsibilities, and procedures for screening (i.e. identifying/recognizing, analyzing/evaluating, resolving, and reporting) existing and new business opportunities for actual/potential OCIs.
  6. Identify any affiliated companies/entities (e.g., a parent company or a wholly-owned subsidiary) and procedures for coordinating OCIs with such affiliated companies/entities.
  7. Explain how the Contractor will flow down the provisions of this mitigation plan to any Subcontractor that may have a conflict with regard to performing the requirements of this contract. Discuss affected Subcontractors OCI program as it relates to this contract and specifically explain how affected Subcontractors will identify, resolve, and report OCIs associated with this contract.
  8. Submit a plan that outlines established and required OCI entrance training for new employees, refresher training for existing employees, and exit training for departing employees.
  9. Outline and describe organizational and employee sanctions for violations of established OCI procedures/requirements/guidelines.
  10. Require periodic self-audits to ensure compliance with established OCI procedures/requirements/guidelines.
  11. Define records related to the OCI plan (e.g., training and audit records) that will be made available to the Government upon request.

### Remarks

None

**DATA REQUIREMENT**

DR Number, Date Revised

PC02

Contract Number, Date, &  
Modification No.TOC NNS10AA46C  
Effective:

Title

Report, Subcontractor  
Litigation

Responsible Office

CA00

P.W.S. Reference

None

**SUBMITTAL REQUIREMENTS**

Distribution Instructions

NASA Contract Deliverable System  
 Approval: CA00 – Chief Counsel,  
 Concurrence: None,  
 Information: DA10 – Contracting Officer (CO),  
 PA00 – Contracting Officer's Technical Representative (COTR)

Initial Submittal Date

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

As of Milestone

As of date of report.

Frequency of Submittal

As Required.

**DATA REQUIREMENT DESCRIPTION**

Purpose

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

Scope

This establishes the requirements for the preparation of a report covering any action of suit filed, and prompt notice of any claim against the Contractor by any subContractor or vendor which, in the opinion of the Contractor, may result in litigation, related in any way to this contract with respect to which the Contractor may be entitled to reimbursement from the Government.

References

FAR 52.244.2 (h) Subcontracts (cost reimbursement and letter contracts).

Exceptions/Additions to Referenced Requirements

None.

Preparation Instructions

Letter format detailing all pertinent facts surrounding actual or potential litigation. Data submitted to procuring activity for coordination, surveillance, or information.

Remarks

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

**DATA REQUIREMENT**

DR Number, Date Revised

PC03

Contract Number, Date, &  
Modification No.TOC NNS10AA46C  
Effective:

Title

Report, Patent, Copyright, and  
Infringement

Responsible Office

CA00

P.W.S. Reference

None

**SUBMITTAL REQUIREMENTS**

Distribution Instructions

NASA Contract Deliverable System  
Approval: CA00 – Chief Counsel,  
Concurrence: None,  
Information: DA10 – Contracting Officer (CO)

Initial Submittal Date

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

As of Milestone

As of date of report.

Frequency of Submittal

As Required.

**DATA REQUIREMENT DESCRIPTION**

Purpose

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

Scope

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

References

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

Exceptions/Additions to Referenced Requirements

None.

Preparation Instructions

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

Data submitted to procuring activity for coordination, surveillance, or information.

Remarks

None.

**DATA REQUIREMENT**

DR Number, Date Revised

PC04

Contract Number, Date, &  
Modification No.

TOC NNS10AA46C  
Effective:

Title

Report, Liability to Third  
Person(s)

Responsible Office

CA00

P.W.S. Reference

None

**SUBMITTAL REQUIREMENTS**

Distribution Instructions

NASA Contract Deliverable System  
Approval: CA00 – Chief Counsel,  
Concurrence: None,  
Information: DA10 – Contracting Officer (CO)

Initial Submittal Date

When any suit or action is filed against the contract.

As of Milestone

As of date of report.

Frequency of Submittal

As Required.

**DATA REQUIREMENT DESCRIPTION**

Purpose

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

Scope

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

References

FAR 52.228-7;  
NASA FAR Supplement 1852.228-75, entitled "Minimum Insurance Coverage".

Exceptions/Additions to Referenced Requirements

None.

Preparation Instructions

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

Data submitted to procuring activity for coordination, surveillance, or information.

Remarks

Report to be made within 15 days after filing of action or claim. Original to DA10 Contracting Officer, and copy to CA00, Chief Counsel.



**DATA REQUIREMENT**

DR Number, Date Revised

PC05

Contract Number, Date, &  
Modification No.TOC NNS10AA46C  
Effective:

Title

Certificate/Policy, Insurance

Responsible Office

DA10

P.W.S. Reference

None

**SUBMITTAL REQUIREMENTS**

Distribution Instructions

NASA Contract Deliverable System  
 Approval: DA10 – Contracting Officer (CO),  
 Concurrence: None,  
 Information: CA00 – Chief Counsel

Initial Submittal Date

15 days after award of contract.

As of Milestone

Start of contract or revisions thereof.

Frequency of Submittal

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

**DATA REQUIREMENT DESCRIPTION**

Purpose

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

**Scope**

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

**References**

FAR 52.228-7;  
NASA FAR Supplement 1852.228-75, "Minimum Insurance Coverage".

**Exceptions/Additions to Referenced Requirements**

None.

**Preparation Instructions**

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

Hard copy of Certificate and Policy to be provided to DA10 Contracting Officer and CA00 Chief Counsel. Letter format submission to NASA Contract Deliverables System detailing submission of hard copies.

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

**Remarks**

None.

**DATA REQUIREMENT**

DR Number, Date Revised

PC06

Contract Number, Date, &  
Modification No.TOC NNS10AA46C  
Effective:

Title

Report, electronic  
Subcontracting Reporting  
System (eSRS)

Responsible Office

DA10

P.W.S. Reference

None

**SUBMITTAL REQUIREMENTS**

Distribution Instructions

NASA Contract Deliverable System  
 Approval: DA10 – Contracting Officer (CO),  
 Concurrence: None,  
 Information: DA30 – Small Business Specialist,  
 NASA HQ - HQ-LP-013

Initial Submittal Date

Must submit 30th day of the month following the close of the semi-annual reporting period.

As of Milestone

Must submit 30th day of the month following the close of the semi-annual reporting period.

Frequency of Submittal

Summary Subcontract Report. Monthly, Summary Subcontract Report.

**DATA REQUIREMENT DESCRIPTION**

Purpose

To provide NASA a basis for evaluation and extent of subcontracts program involving Small ,  
 Small Disadvantaged, Women-Owned Small, Veteran-Owned Small, HUBZone Small and  
 Service Disabled Veteran-Owned Small Business concerns.

Scope

This establishes the requirement for the preparation of the Semi-annual Subcontracting Report for Individual Contracts (ISR) and the Semi-annual Summary Subcontract Report (SSR) for periods ending March 31st and September 30<sup>th</sup>.

References

FAR Part 19.704;  
FAR 52.219-9;  
NFS 1852.219-76

Exceptions/Additions to Referenced Requirements

None.

Preparation Instructions

Data should be submitted in the Individual Subcontracting Report (ISR) and Summary Subcontracting Report (SSR) submitted through the electronic Subcontracting Reporting System (eSRS). Data submitted to procuring activity for coordination, surveillance, or information.

Remarks

None.

**DATA REQUIREMENT**

DR Number, Date Revised

PC07

Contract Number, Date, &  
Modification No.TOC NNS10AA46C  
Effective:

Title

Notice, Patent Application

Responsible Office

CA00

P.W.S. Reference

None

**SUBMITTAL REQUIREMENTS**

Distribution Instructions

NASA Contract Deliverable System  
 Approval: CA00 – Chief Counsel,  
 Concurrence: None,  
 Information: DA10 – Contracting Officer (CO)

Initial Submittal Date

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

As of Milestone

As of report date.

Frequency of Submittal

As Required.

**DATA REQUIREMENT DESCRIPTION**

Purpose

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

Scope

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

References

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

Exceptions/Additions to Referenced Requirements

None.

Preparation Instructions

As defined in applicable reference documents.  
Data submitted to procuring activity for coordination, surveillance, or information.

Remarks

None.

**DATA REQUIREMENT**

DR Number, Date Revised

PT01

Contract Number, Date, &  
Modification No.TOC NNS10AA46C  
Effective:

Title

Report, Test Summary

Responsible Office

EA50

P.W.S. Reference

2.1

**SUBMITTAL REQUIREMENTS**

Distribution Instructions

NASA Contract Deliverable System

Approval: EA50 – Systems Engineering &amp; Integration Division (E&amp;TD),

Concurrence: None,

Information: EA00 – Engineering &amp; Test Directorate (E&amp;TD),

RA00 – Center Operations Directorate (COD),

PA00 – Project Directorate (PD),

PA00 – Contracting Officer's Technical Representative (COTR)

Initial Submittal Date

120 days after start of contract.

As of Milestone

Quarterly, based on the Government fiscal year.

Frequency of Submittal

Reports shall be provided not later than the 10th calendar day of the month following the end of a quarter.

**DATA REQUIREMENT DESCRIPTION**

## Purpose

To provide NASA with a summary of the number of tests/seconds performed on each test facility.

## Scope

The report shall include test data from all test stands at SSC.

Data shall include for each test:

- Test Stand
- Project Name
- Date
- Test type (Hotfire, cold flow, etc.)
- Number of seconds

A summary table for each test stand shall include:

- Test Stand
- Project Name
- Test type (Hotfire, cold flow, etc.)
- Cumulative number of seconds of each type of tests

Note: Previous test history data will be provided to the TOC for inclusion in this report.

## References

None.

## Exceptions/Additions to Referenced Requirements

None.

## Preparation Instructions

Electronic in Microsoft Office format.

## Remarks

None.



**DATA REQUIREMENT**

DR Number, Date Revised

PT02

Contract Number, Date, &  
Modification No.

TOC NNS10AA46C  
Effective:

Title

Database, Backlog of Spares  
Requirements

Responsible Office

RA20

P.W.S. Reference

8.4.1

**SUBMITTAL REQUIREMENTS**

Distribution Instructions

NASA Contract Deliverable System  
Approval: RA20 – Operations & Maintenance Division (COD),  
Concurrence: None,  
Information: EA00 – Engineering & Test Directorate (E&TD),  
PA00 – Project Directorate (PD),  
PA00 - Contracting Officer’s Technical Representative (COTR)

Initial Submittal Date

120 days after contract start.

As of Milestone

August 1, after contract start.

Frequency of Submittal

Annually, August 1.

**DATA REQUIREMENT DESCRIPTION**

Purpose

To document the backlog of spares required for the test and test support areas.

**Scope**

This database will include all spares provisioning for all test project and related support areas.

**References**

None.

**Exceptions/Additions to Referenced Requirements**

None.

**Preparation Instructions**

- Canvas customers annually on their requirements for the next year
- Provide a prioritized listing of requirements for spares prior to the start of each fiscal year (segregated first by program and then facility); Synergy and commonality between programs shall be cost reduction emphasis
- Serve as the advocate for spares procurement
- Coordinate all annual requirements with the Operations and Maintenance Division, Design & Construction Project Management Division, and Project Directorate
- Construction and maintenance activities shall develop spare parts lists which are divided into large dollar (>\$10,000) spares, operating spares, and consumable startup items

**Remarks**

None.

**DATA REQUIREMENT**

DR Number, Date Revised

PT03

Contract Number, Date, & Modification No.

TOC NNS10AA46C  
Effective:

Title

Report, Automated Information Security Incident

Responsible Office

RA40

P.W.S. Reference

1.0

**SUBMITTAL REQUIREMENTS**

Distribution Instructions

NASA Contract Deliverable System  
Approval : RA40 – Information Technology (IT) Security Manager,  
Concurrence: None,  
Information: None

Initial Submittal Date

As IT Security incidents occur.

As of Milestone

As IT Security incidents occur.

Frequency of Submittal

When an IT security incident occurs meeting the criteria specified in NPR 2810.1 Security of Information Technology, Chapter 17. IT Security Incidents Reporting and Handling, it must be documented and transmitted within three (3) days.

**DATA REQUIREMENT DESCRIPTION**

Purpose

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

**Scope**

This establishes the requirements for preparation and submittal of an IT Security Follow-on Incident Report.

**References**

NPR 2810.1 Security of Information Technology, Chapter 17

**Exceptions/Additions to Referenced Requirements**

None.

**Preparation Instructions**

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

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

Data requiring written approval by procuring activity prior to implementation into the procurement or development program.

**Remarks**

None.

**DATA REQUIREMENT**

DR Number, Date Revised

PT05

Contract Number, Date, &  
Modification No.TOC NNS10AA46C  
Effective:

Title

Plan and Report, Propellants  
and Pressurants Management  
and Forecasting

Responsible Office

EA20

P.W.S. Reference

7.1.1

**SUBMITTAL REQUIREMENTS**

Distribution Instructions

NASA Contract Deliverable System

Approval: EA20 – Test Operations - Propellants Manager,

Concurrence: None,

Information: PA00 – Contracting Officer's Technical Representative (COTR),

DA10 – Contracting Officer (CO),

BA13 – Lead – Project Support Branch Office of the CFO

Initial Submittal Date

Within 45 days after contract start.

As of Milestone

As of report date.

Frequency of Submittal

Monthly.

**DATA REQUIREMENT DESCRIPTION**

## Purpose

Documents process to plan, forecast, order, receive, assure quality, store, track usage, conservation & reporting of all propellants and pressurants required for test programs assigned to the TOC.

## Scope

This Data Requirement established the requirement for preparation and submittal of a Propellants and Pressurants Management Plan. This plan shall govern the operations of the propellant management function within the TOC contract.

## References

None.

## Exceptions/Additions to Referenced Requirements

None.

## Preparation Instructions

This plan shall include but not be limited to development of procedures for:

- 1) Planning and forecasting the requirements
- 2) Ordering and receiving propellants and pressurants
- 3) Assuring the quality of media received
- 4) Tracking the usage of media
- 5) Establishing procedures and techniques for conserving media
- 6) Reporting of all elements of propellant management, including cost by commodity contract and user program.

Electronic submission. This plan will be reviewed annually and updated as required.

This forecast report shall be prepared in accordance with the TOC Propellants and Pressurants Plan and submitted monthly. Electronic submission.

Data submitted to procuring activity for coordination, surveillance, or information.

## Remarks

None.

**DATA REQUIREMENT**

DR Number, Date Revised

PT06

Contract Number, Date, &  
Modification No.TOC NNS10AA46C  
Effective:

Title

Report, Commodity Use Rates  
and Records

Responsible Office

RA20

P.W.S. Reference

7.1.1

**SUBMITTAL REQUIREMENTS**

Distribution Instructions

Approval: RA20 – Operations & Maintenance Division (COD),  
 Concurrence: None,  
 Information: PA00 – Contracting Officer’s Technical Representative (COTR),  
 EA00 – Engineering & Test Directorate (E&TD),  
 PA00 – Project Directorate (PD),  
 BA13 – Lead – Project Support Branch Office of the CFO

Initial Submittal Date

DR for each monthly commodity consumption shall be available within five (5) calendar days of the end of each month.

As of Milestone

Five (5) days from the end of the Monthly Performance Period.

Frequency of Submittal

Quarterly.

**DATA REQUIREMENT DESCRIPTION**

Purpose

Provide historical reference of Cryogenic and High Pressure Commodities Consumption.

**Scope**

Shall provide information necessary to determine differentiation of Rates of Consumption for each Commodity Category for Test and for Non-Test Modes of Operation. Shall provide sufficient information for identification of Commodity Consumption by Program and by Test Stand. Shall use all available information of metering and delivery records, and shall reconcile and/or identify any discrepancies of quantities.

**References**

Shall be in conformance with Contractor's approved plan.

**Exceptions/Additions to Referenced Requirements**

None.

**Preparation Instructions**

Report shall provide information necessary to determine differentiation of Rates of Consumption for each commodity by test stand for Test and for Non-Test Modes of operation. The report should provide a metric reflecting conservation effort of Helium, Nitrogen, Air, and Hydrogen. Each commodity shall be represented separately. This metric should demonstrate the reduction or increase in usage for the individual gas and should also note any discrepancies identified with any metering devices along with corrective action taken or deferral with rationale.

Report to be submitted electronically as MS Excel (SSC desktop standard version at time of submission) file formatted to print on standard 8.5"x11" paper in landscape orientation.

**Remarks**

None.



**DATA REQUIREMENT**

DR Number, Date Revised

PT07

Contract Number, Date, &  
Modification No.

TOC NNS10AA46C  
Effective:

Title

Plan, Automated  
Information Security

Responsible Office

RA40

P.W.S. Reference

7.2.3

**SUBMITTAL REQUIREMENTS**

Distribution Instructions

NASA Contract Deliverable System  
Approval: RA40 – IT Security Manager (ITSM),  
Concurrence: None,  
Information: RA40 – Chief Information Officer,  
DA10 – Contracting Officer (CO)

Initial Submittal Date

30 days after contract start.

As of Milestone

As of report date.

Frequency of Submittal

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

**DATA REQUIREMENT DESCRIPTION**

Purpose

This Plan establishes the security requirements governing Contractor and Government data on Government supplied computer systems at SSC; and of Contractor owned computer systems.

**Scope**

This establishes the plan for input into SSC automated information security efforts on Government-owned and Contractor supplied computer systems.

**References**

NPR 2810.1, Security of Information Technology

**Exceptions/Additions to Referenced Requirements**

None.

**Preparation Instructions**

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

Data submitted to procuring activity for coordination, surveillance, or information. Plan requires NASA approval prior to implementation and subsequent revisions.

**Remarks**

None.

**DATA REQUIREMENT**

DR Number, Date Revised

PT08

Contract Number, Date, &  
Modification No.TOC NNS10AA46C  
Effective:

Title

Report, Test Facilities  
Capability Handbook

Responsible Office

PA00

P.W.S. Reference

1.2.1

**SUBMITTAL REQUIREMENTS**

Distribution Instructions

NASA Contract Deliverable System

Approval: PA00 – Project Directorate (PD),

Concurrence: None,

Information: TA00 – Rocket Propulsion Test Program Office (RPTO),

EA00 – Engineering &amp; Test Directorate (E&amp;TD),

RA30 – Institutional Division

Initial Submittal Date

120 days after contract start.

As of Milestone

Update annually.

Frequency of Submittal

Update annually.

**DATA REQUIREMENT DESCRIPTION**

Purpose

To provide SSC a comprehensive Test Facilities Capability Handbook.

Scope

This establishes the requirements for a consolidated Test Facilities Capability Handbook, outlining test capabilities at SSC.

References

STD-8080-0013, Volume I, Test Facilities Capability Handbook

Exceptions/Additions to Referenced Requirements

None.

Preparation Instructions

- Contract format is acceptable
- Provide annual update to STD-8080-0013 and upload to TechDoc as required
- Handbook Volume I - Stennis Space Center (SSC)

Remarks

None.

**DATA REQUIREMENT**

DR Number, Date Revised

PT09

Contract Number, Date, &  
Modification No.TOC NNS10AA46C  
Effective:

Title

Plan, Core Capability

Responsible Office

PA00

P.W.S. Reference

8.0

**SUBMITTAL REQUIREMENTS**

Distribution Instructions

NASA Contract Deliverable System

Approval: PA00 – Project Directorate (PD),  
PA00 – Contracting Officer’s Technical Representative (COTR)

Concurrence: None,

Information: EA00 – Engineering & Test Directorate (E&TD),  
RA00 – Center Operations Directorate (COD),  
RA20 – Operations and Maintenance Division (COD)

Initial Submittal Date

120 days after contract start.

As of Milestone

Annual review.

Frequency of Submittal

Updated as required, annual review.

**DATA REQUIREMENT DESCRIPTION**

Purpose

To provide SSC with a comprehensive plan to ensure operations and maintenance of core test capabilities.

## Scope

The Plan shall detail how the Contractor intends to maintain and operate the equipment and systems covered under section 8.0, including how the Contractor intends to meet personnel requirements, together with certifications, training, etc. because some operations require specific skills and/or certification. The Contractor shall include planned methods for addressing attrition or other necessary contingency planning.

The Plan shall address how the Contractor intends to ensure the operational readiness of all Test and Test Support facilities and equipment based on frequency of operation, identifying all outstanding discrepancies, defects and malfunctions. The plan shall explain:

- How the procedures being used for operations and maintenance will be validated and updated within the first 12 months of the contract
- How operations planning will be updated and maintained
- How the contractor shall handle demand work at the FCPF and other areas, as well as how components are received into the FCPF
- How lessons learned from discrepancy reports and other sources will be evaluated for updating operations planning
- How impacts to operations will be handled concerning the notification of affected personnel, systems, or facilities, along with mitigation efforts
- How the SOMRD will be maintained
- How the FCPF will coordinate component processing as required with the FOSSC Machine Shop and Weld Shop

The Plan shall detail how the Contractor intends to utilize maintenance processes for optimizing PM of all SFUSS and IAGP covered under Section 8.2. It shall address how the Contractor intends to schedule PMs, complete them on time, as well as the process for rescheduling PMs when they cannot be completed on time. The plan shall address how sampling operations required in MSFC-STD-3535, Standard for Propellants and Pressurants used for Test and Test Support Activities at SSC and MSFC, shall be accomplished. The Plan shall contain a full one-year schedule of all PMs.

The Plan shall detail how the Contractor intends to prioritize the Corrective Maintenance of all SFUSS and IAGP covered under Section 8.3 in an effort to minimize downtime/unavailability of systems/equipment, taking in to consideration criticality, risks and consequences. The Plan shall include the Contractor's proposed repair times for restoring availability of systems/equipment dependent on the priority of the work and the criticality of the system/equipment. When restoration entails the use of temporary services, the Plan shall address extended repair times for completing final repairs.

The plan shall detail how the Contractor intends to:

- Handle on demand work efforts.
- Receive and process trouble calls during and outside of normal business hours. This is primarily for work outside of the test area for systems which the Contractor is responsible
- When and how a maintenance task will be listed in either the BMAR or the Facility Manager Database
- How the 5 year plan will be generated and prioritized
- Provide detail as to how the Contractor will maintain data in both the Discrepancy Reporting system as well as CMMS when required
- The Plan shall also address how the Contractor intends to schedule emergency work in accordance with section 8.3

The Plan shall address how the Contractor intends to ensure long-term reliability and availability through the data capture and analysis of operational and maintenance trends associated with critical hardware and equipment in an effort to identify when systems/equipment are operating out of established control limits and in need of corrective action.

Test Operations Contract

NNS10AA46C

References

System Operation and Maintenance Responsibility Database (SOMRD)

Exceptions/Additions to Referenced Requirements

None.

Preparation Instructions

Electronic media required, Contractor format acceptable.  
Data submitted to procuring activity for coordination, surveillance, or information.

Remarks

None.

**DATA REQUIREMENT**

DR Number, Date Revised

SA01

Contract Number, Date, & Modification No.

TOC NNS10AA46C  
Effective:

Title

Plan, Personnel Certification

Responsible Office

QA00

P.W.S. Reference

1.1.2

**SUBMITTAL REQUIREMENTS**

Distribution Instructions

NASA Contract Deliverable System  
Approval: QA00 – Safety Mission Assurance (SMA),  
Concurrence: None,  
Information: LA00 – Office of Human Capital,  
DA10 – Contracting Officer (CO),  
EA00 – Engineering & Test Directorate (E&TD)

Initial Submittal Date

Thirty (30) days after contract start.  
Plan requires NASA approval prior to implementation and subsequent revisions.

As of Milestone

Start of contract.

Frequency of Submittal

Reviewed at least annually and updated as required. If there are no changes since the last update, the Contractor shall recertify its accuracy no later than 1 October of each year.



**DATA REQUIREMENT DESCRIPTION****Purpose**

To document the Contractor's approach for providing training to support a skilled, mobile and synergistic workforce that can maximize employee productivity required for ground operations activities. Training shall comply with all safety, health, standards, rules, and guidelines issued by OSHA, NASA and SSC.

**Scope**

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

**References**

Applicable NASA 8700 series documents,  
SCWI-3410-0003 John C. Stennis Training/Certification Plan and Schedule Report  
SPR 8715.1 SSC's Safety and Health Program Requirements  
SPR 8500.1 Environmental Management System Procedural Requirements  
SCWI-8715-0002 Personal Protective Equipment  
OSHA 29 CFR parts 1910 and 1926, Occupational Safety and Health Standard, Department of Labor (DOL)

**Exceptions/Additions to Referenced Requirements**

American National Standards Institute (ANSI) B31.1 and B31.3, ANSI/American Welding Society (AWS) D1.1 and D1.2, National Board (NB)-23, American Petroleum Institute (API) 510 and 570.

### Preparation Instructions

The Personnel Certification Plan shall include but not limited to the following items:

- A. Establish plans and processes for obtaining and maintaining a skilled workforce to meet the performance challenges of testing, which can include an apprentice/training program
- B. A process that documents the capability to safely perform unique critical skills required to support ground processing lifecycle activities, and/or specialized work for handling hazardous operations through the duration of the contract
- C. The plan shall describe the training approach and address at a minimum the training requirements, roles and responsibilities for developing/acquiring training materials and conducting training
- D. The program shall include provisions for monitoring personnel performance as well as work quality and physical testing requirements to ensure their continued ability to meet all criteria
- E. Provide training to personnel, to include cross training within the Center, through appropriate internal and external sources, to insure the quality of workmanship on systems and equipment is consistent with aerospace/industry standards and NASA requirements
- F. Provide training to personnel on how to wear personal protective equipment (PPE), and the procedures for replacing damaged or defective PPE
- G. Personnel who satisfy certification requirements shall be issued a certification card (SSC Form 727, Employee Certification Card). The card shall indicate the employee's name, company, skill certified in, and date of expiration. A current certification card shall be carried on the person performing the specific operation for which he/she is certified
- H. Certification shall be for a specific period of time.
- I. The Contractor is responsible for maintaining certification records for individual employees
- J. Records shall be maintained in SATERN.

Electronic 8 ½ X 11 format compatible with SSC Microsoft Office Suite.

### Remarks

Submit plan for approval to the NASA Safety Mission Assurance Office and an information copy to the Contracting Officer.

Submit plan to NASA Contracts Deliverables System and post plan in SSC TechDoc System upon SSC Cert Board approval with notice of TechDoc

**DATA REQUIREMENT**

DR Number, Date Revised

SA02

Contract Number, Date, &  
Modification No.

TOC NNS10AA46C  
Effective:

Title

Plan, Safety and Health

Responsible Office

QA00

P.W.S. Reference

3.1

**SUBMITTAL REQUIREMENTS**

Distribution Instructions

NASA Contract Deliverable System  
Approval: QA00 – Safety Mission Assurance (SMA),  
Concurrence: None,  
Information: DA10 – Contracting Officer (CO),  
RA02 – Environmental Officer

Initial Submittal Date

Draft due at Request for Proposal (RFP) submittal, Final approval submittal due five (5) working days prior to contract start date.

As of Milestone

Start of contract and revisions thereof.  
Plan requires NASA approval prior to implementation.

Frequency of Submittal

Reviewed at least annually and updated as required. If there are no changes since the last update, the Contractor shall recertify its accuracy no later than 1 October of each year.

## DATA REQUIREMENT DESCRIPTION

### Purpose

To ensure the contract is conducted in a safe manner and complies with all Safety & 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 and conditions throughout the performance of this contract.

### Scope

The plan shall define the safety and health program, objectives and goals, management structure, and detailed description of the total safety program including responsibilities, procedures, reporting, training, compliance methodologies, and interface and coordination activities.

### References

SPR 8715.1 SSC Safety and Health Program Requirements,  
SSP-8715-0001 Safety and Health Handbook  
OSHA Voluntary Protection Program (VPP) instruction, Cooperative and State Programs (CSP) 03-01-003  
SCWI-8715-0010 Process Safety Management Program  
SPR 8739.1 Software Assurance Procedural Requirements

### Exceptions/Additions to Referenced Requirements

The Plan shall be based upon the current revision of the above standards and shall comply with all applicable Federal, State, Local and Environmental Regulations.

### Preparation Instructions

The Safety and Health Plan shall be:

- a. Compliant with SPR 8715.1 SSC Safety and Health Program Requirements
- b. Compliant with SSP-8715-0001 Safety and Health Handbook
- c. Written around the elements of the Voluntary Protection Program OSHA Instruction CSP 03-01-003
- d. Compliant with SPR 8739.1

Electronic 8 ½ X 11 format compatible with SSC Microsoft Office Suite.

Remarks

The Plan shall be maintained in a current condition by page revision or complete reissue, as contractually determined, to reflect the latest program changes and hardware configuration. Maintain per NPR 1441.1. Submit plan to NASA Contracts Deliverables System and post plan in SSC TechDoc System upon QA00 approval with notice of TechDoc posting submitted to NASA Contracts Deliverables System.

**DATA REQUIREMENT**

DR Number, Date Revised

SA03

Contract Number, Date, &  
Modification No.TOC NNS10AA46C  
Effective:

Title

Report, Mishap

Responsible Office

QA00

P.W.S. Reference

None

**SUBMITTAL REQUIREMENTS**

Distribution Instructions

NASA Contract Deliverable System

Approval: QA00 – Safety Mission Assurance (SMA),

Concurrence: None,

Information: DA00 – Procurement Officer,  
 DA10 – Contracting Officer (CO),  
 PA00 – Contracting Officer's Technical Representative (COTR),  
 CA00 – Chief Counsel,  
 AA00 – Office of the Director,  
 BA00 – Office of the CFO,  
 PA00 – Project Directorate (PD),  
 IA00 – Office of External Affairs,  
 RA00 – Center Operations Directorate (COD),  
 EA00 – Engineering & Test Directorate (E&TD)

Initial Submittal Date

Submittal shall conform to the requirements of SPR 8715.1 or SSP-8715-0001.

As of Milestone

Immediately after incident/accident.

Frequency of Submittal

Individual Accidents/Incidents determined to be a Class A, B, C, D close calls, or mission failures shall be reported using the Incident Reporting Information System (IRIS). Contractor may use SSC form 1627 for ease of collecting data and emailing information, but official entry is IRIS.

## DATA REQUIREMENT DESCRIPTION

### Purpose

Establish processes for reporting and investigating mishaps, in accordance with NPR 8621.1 (NASA Procedural Requirements for Mishap and Close Call Reporting, Investigating, and Recordkeeping) and to identify the cause and corrective action.

### Scope

These requirements apply to all activities and employees under the scope of this contract. Programs shall be established that describe the investigation procedures, assign responsibilities, outline required training, specify the forms to be used, and all recordkeeping requirements.

### References

NPR 8621.1 NASA Procedural Requirements for Mishap and Close Call Reporting, Investigating, and Recordkeeping  
SPR 8715.1 SSC Safety and Health Program Requirements  
SSP-8715-0001 Safety and Health Handbook  
SPLN-8621-0003 Mishap Preparedness and Contingency Plan

### Exceptions/Additions to Referenced Requirements

Accident Reporting, Trend Analysis and Corrective Action.

### Preparation Instructions

Data submitted to procuring activity for coordination, surveillance, and information shall be maintained in NASA SMA files and electronically in the IRIS database.  
The Contractor's report shall comply to the requirements and reporting structure identified in SPR 8715.1, SSP -8715-0001, and all safety and health standards, rules, regulations and guidelines issued by OSHA and NASA.

### Remarks

The Contractor shall support the investigation and make available all pertinent documentation and personnel as required.  
The Contractor shall obtain Government approval prior to resumption of work for type A and B mishaps and any other mishap designated by NASA that has residual risks.

**DATA REQUIREMENT**

DR Number, Date Revised

SA04

Contract Number, Date, &  
Modification No.TOC NNS10AA46C  
Effective:

Title

Plan, Mission Assurance

Responsible Office

QA00

P.W.S. Reference

3.3

**SUBMITTAL REQUIREMENTS**

Distribution Instructions

NASA Contract Deliverable System

Approval: QA00 – Safety Mission Assurance (SMA),

Concurrence: None,

Information: DA10 – Contracting Officer (CO),

PA00 – Contracting Officer's Technical Representative (COTR),

RA00 – Center Operations Directorate (COD),

EA00 – Engineering &amp; Test Directorate (E&amp;TD),

Initial Submittal Date

Thirty (30) days after contract start.

As of Milestone

Start of contract.

Frequency of Submittal

Reviewed at least annually and updated as required. If there are no changes since the last update, the Contractor shall recertify its accuracy no later than 1 October of each year.

**DATA REQUIREMENT DESCRIPTION**

Purpose

To ensure that quality requirements are implemented and satisfied throughout all phases of contract performance, providing the methods to accomplish and satisfy contractual requirements.



### Scope

This establishes the requirement for the preparation of a Mission Assurance Plan. It shall cover the organizational relationship and responsibilities of management and the quality inspection and engineering functions. The authority and duties of persons and organizations implementing quality policies and processes will ensure compliance with contract requirements. Quality and assurance functions shall be clearly established and delineated and shall have sufficient authority and organizational freedom to identify problems as well as initiate, recommend or provide solutions. The NASA approved Plan will be the governing document for the implementation and maintenance of the Mission Assurance Plan.

### References

AS 9100 Aerospace Quality Management System Standards  
ISO 9001 Quality Management System  
NPR 8735.1 Procedures for Exchanging Parts, Material, and Safety Problem Data Utilizing the Government – Industry Data Exchange Program and NASA advisories  
NPR 8735.2 Management of Government Quality Assurance Functions  
SPR 1280.1 SSC Management System Requirements  
SPR 8730.1 Control of Nonconforming Product  
SPR 1440.1 Records Management Program Requirements  
SPR 8715.1 SSC Safety & Health Procedural Requirements  
SOI-8080-0027 Engineering and Test Directorate Operations Work Control  
SCWI-8715-0005 Safety, Health, Housekeeping and Essential Item Inspections  
SPR 8739.1 Software Assurance Plan

### Exceptions/Additions to Referenced Requirements

The Plan shall be based upon the current revision of the above standards and shall comply with all applicable Federal, State, Local and Environmental Regulations.

## Preparation Instructions

The Plan shall outline the quality policies and processes that will ensure compliance with the contract requirements and shall include the following:

- A. Develop and implement a management system providing quarterly progress reports regarding documenting, developing, implementing and maintaining their management system to comply with the requirements of AS 9100 Aerospace Quality Management System Standards, and ISO 9001 Quality Management System.
- 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 inspection, surveillance and audit methodologies, quality metrics and/or leading indicators used to assess quality of processes and products and measure effectiveness of the Quality Program throughout the Contractor organization.
- E. Performance of sufficient inspection and test part components and assemblies to insure that prior to delivery, all articles conform to the applicable specification described on the WAD. The inspection shall include: workmanship, finish, cleanliness, Foreign Object Debris (FOD) control, construction, functional performance, identification marking and the criteria for determining quality conformance or rejection of the articles. (This inspection is not applicable for receiving, processing and shipping of articles.)
- F. A comprehensive system of planned and periodic Quality Audit process that identifies and prioritizes audits to be performed annually to verify compliance with all aspects of contract. The annual summary report shall include significant findings, corrective actions, barriers to implementing corrective actions, summary of risk and an audit schedule.
- G. Documented evidence that articles are fabricated, inspected, and tested in accordance with the requirements specified on the Work Authorization Document (WAD) and necessary changes are accomplished in accordance with requirements.
- H. Control of raw material to determine conformance to the applicable specification, drawing or WAD documentation.
- I. Recorded evidence, in the form of quality inspection reports and test results.
- J. Control of stamps used to indicate quality status of NASA equipment, components, materials, and related documents either procured from suppliers or fabricated from in-house requirements.
- K. Control of non-conforming articles to prevent their use.
- L. Control of inspection, measuring, and test equipment to insure conformance of articles to contract requirements.
- M. Compliance with NPR 8735.1 Procedures for Exchanging Parts, Material, and Safety Problem Data Utilizing the Government – Industry Data Exchange Program and NASA advisories (GIDEP)
- N. Compliant with Software Assurance Procedural Requirements per SPR 8739.1
- O. Sampling inspection to determine quality conformance.
- P. Maintenance and storage of quality records.

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

## Remarks

The Mission Assurance Plan requires NASA Safety Mission Assurance approval prior to implementation and subsequent revisions.

Submit plan to NASA Contracts Deliverables System and post plan in SSC TechDoc System upon QA00 approval with notice of TechDoc posting submitted to NASA Contracts Deliverables System.

The Contractor shall revise the Mission Assurance Plan as required and when major organizational changes occur that change the organization executing the quality requirements, change the quality management functions including the process through which management decisions will be made, or change the organizational responsibility, authority and accountability. The Contractor shall submit the revised Plan for Government approval within 30 days of revision.

**DATA REQUIREMENT**

DR Number, Date Revised

SA05

Contract Number, Date, &  
Modification No.TOC NNS10AA46C  
Effective:

Title

Plan, Risk Management

Responsible Office

QA00

P.W.S. Reference

1.4

**SUBMITTAL REQUIREMENTS**

Distribution Instructions

NASA Contract Deliverable System  
Approval: QA00 – Safety Mission Assurance (SMA),  
Concurrence: None,  
Information: DA10 – Contracting Officer (CO)

Initial Submittal Date

60 days after contract start.

As of Milestone

Annual review.

Frequency of Submittal

As new risks are identified.

**DATA REQUIREMENT DESCRIPTION**

Purpose

To ensure all risks are identified, captured, managed and communicated in a common way across the Center using SSC's Integrated Risk Management Application (IRMA) database.

### Scope

Establishes the requirements for the preparation and submittal of a Risk Management Plan (RMP) using SSC's (IRMA) database.

### References

SPR 7120.1 Risk Management Procedural Requirements  
SPD 7120.1 SSC Institutional Risk Management  
SPR 8739.1 Software Assurance Procedural Requirements

### Preparation Instructions

The Contractor shall establish a RMP that formally defines the organization's approach to conducting risk management including the organization's risk management strategy: organizational structure, software risk management, relationships and responsibilities for managing risk; guidelines and policies regarding processes, metrics and tools for executing and communicating an integrated risk management methodology; and the risk management resource investments required.

All risks shall be identified and entered into SSC's IRMA database for assessment based upon the likelihood, impact and consequence utilizing the standard SSC risk impact criteria supported by IRMA.

### Remarks

Utilizing the IRMA Center data base to document the process will allow the Directorate/Office Level Organization to create and maintain an informational environment where risk information is collected in a coherent manner across SSC and can proceed up to the next higher organizational element as required per SPR 7120.1. IRMA training module is provided in distance learning format (SATERN course number SSC-001-08).

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

**ATTACHMENT J-3**

**AWARD FEE EVALUATION PLAN**

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- A. Purpose
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**Attachments**

Attachment I	Award Fee Evaluation Factors
Attachment II	Narrative Description of Evaluation Factors
Attachment III	Adjectival Ratings and Associated Numerical Scores
Attachment IV	Award Fee Evaluation Period
Attachment V	Provisional Payment Rate



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## **AWARD FEE EVALUATION PLAN**

### **SECTION I. INTRODUCTION**

#### **A. Purpose**

The purpose of the award fee process is: (1) to encourage and motivate excellent performance in such areas as safety, quality, timeliness, technical ingenuity, and cost-effective management in fulfilling requirements set forth in this contract; (2) to provide flexibility for changes in management, business, and performance emphasis or concern established by the Government; and (3) to foster effective communications between the Government and the Contractor.

#### **B. Award Fee Provisions**

This award fee evaluation plan has been developed in accordance with FAR, NASA FAR Supplement, and other guidelines. The Contractor can earn award fee from a minimum of zero dollars to a maximum stated in Clause B.4, Estimated Cost and Award Fee (NASA FAR Supplement 1852.216-85) of this contract. Changes to these award fee provisions will be via bilateral modification, except for internal NASA processes, performance evaluation factors, and special emphasis areas, which are established unilaterally by NASA.

Under award fee provisions, NASA may evaluate the Contractor on any area of performance within the overall contract. A significant element of any award fee evaluation shall be the Contractor's demonstrated performance in meeting or exceeding the Performance Work Statement (PWS) performance standards. Thus, while the award fee process is subjective, these more objective measurable standards may be used in award fee evaluation.

### **SECTION II. PROCEDURES FOR DETERMINING AWARD FEE**

The Government will evaluate the Contractor's performance after the first six (6) months and every six (6) months thereafter. All periodic performance evaluations will be final. "Days" refers to calendar days in this plan. Procedures to be followed in monitoring, assessing, and evaluating Contractor performance during each period are set forth below and further specified in the Clause G.9, Award Fee For Service Contracts (NASA FAR Supplement 1852.216-76); SPR 1150.1, and NASA FAR Supplement 1816.405-2 for Cost-Plus-Award-Fee (CPAF) Contracts, and NASA FAR Supplement 1816.406-274.

The total award fee earned by the Contractor shall be determined based on evaluation of the Contractor's performance of contract requirements conducted through assessments by Government performance monitors. Safety, Technical Performance, Cost Management, and Small Business Utilization will be included as evaluation factors, with weights of 15%, 50%, 25% and 10%, respectively, of the total available award fee. The award fee evaluation factors are appended to this plan as Attachment I. A narrative description of the evaluation factors is

attached as Attachment II. The adjectival ratings and associated numerical scores are attached as Attachment III.

Emphasis will be directed at particular areas under the contract, which appear to the Government to be in need of special attention, and will be used in judging the Contractor's performance. Areas of emphasis may not cover all contract requirements that will be evaluated in determining award fee scores and dollars earned. No later than 45 days prior to the start of each evaluation period, the Contractor may submit to the Contracting Officer recommended areas of special emphasis for the ensuing evaluation period that are within the evaluation factors listed in Attachment II. Consideration will be given to the Contractor's recommendations; however, it is the Government's responsibility to establish the areas of emphasis. The Contractor will be advised by letter from the Contracting Officer of the specific areas of emphasis indicating where the Contractor is to place management attention. This notification will be provided to the Contractor 30 days prior to the beginning of each six-month evaluation period. The Contracting Officer may notify the Contractor at a later date of any alteration of areas of emphasis.

After the end of each evaluation period, the Performance Evaluation Board (PEB), after assessing all performance information, will report findings and recommendations to the Fee Determination Official (FDO). The FDO will review the record, including the Board's findings and recommendations, will determine whether, and to what extent the Contractor's performance for the preceding evaluation period warrants payment of a pro rata share of the Available Award Fee provided for in Clause B.4, Estimated Cost and Award Fee (NASA FAR Supplement 18-52.216-85).

The FDO's decision will be in writing and will be furnished to the Contractor by the Contracting Officer. The decision will set forth the reasons for concluding that the Award Fee was earned or not earned so that the Contractor will know those areas of its operation that are exemplary or require improvement.

The Contractor keeps the fee earned in any performance period regardless of the evaluations received in subsequent rating periods. Unearned award fee in any rating period in this contract is lost and cannot be carried forward, or "rolled-over", into subsequent periods.

### **SECTION III. CHANGES IN PLAN COVERAGE**

#### **A. Right To Make Unilateral Changes**

In accordance with this plan, the Government may unilaterally change the matters in this plan, not otherwise requiring mutual agreement under the contract, provided the Contractor receives notice of the changes at least 30 calendar days PRIOR TO the beginning of the evaluation period to which the changes apply. The determination and the methodology for determining the award fee are unilateral decisions made solely at the discretion of the Government. Administrative changes shall be at the discretion of the Government and may be made at any time.

**B. Method For Changing Plan Coverage**

The method to be followed for changing the plan coverage is described below:

1. Personnel involved in the administration of the award fee provisions of the contract are encouraged to recommend plan changes with a view toward changing management emphasis, motivating higher performance levels, or improving the award fee determination process. Recommended changes should be sent to the PEB Chairperson.
2. Prior to the end of each evaluation period, the PEB Chairperson will determine if any changes will apply to the next evaluation period. If the changes are significant, the Procurement Officer must approve the revised plan.

**Attachment I Award Fee Evaluation Factors**

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<b><u>EVALUATION FACTORS</u></b>	<b><u>WEIGHT</u></b>
<b>1. Safety</b>	<b>15%</b>
<b>2. Technical Performance</b>	<b>50%</b>
Project Management	
Use of Resources	
Timeliness	
Quality	
<b>2. Cost Management</b>	<b>25%</b>
<b>3. Small Business Utilization</b>	<b>10%</b>

(End of Attachment)

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**Attachment II      Narrative Description of Evaluation Factors**

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1. Factors used to evaluate the Contractor's SAFETY PERFORMANCE are as follows:

SAFETY

The Contractor will be evaluated on how well the Contractor has conformed to the contract safety requirements, approved safety procedures, clauses of the contract entitled "Safety and Health" and "Major Breach of Safety or Security" (See H.1), and other pertinent guidelines. Protection of the public, astronauts, employees, facilities, and equipment must be demonstrated.

The Contractor will be evaluated on maintaining an effective safety and health program. Consideration will be given to the lost time frequency rate, number of lost time injuries, exposure of personnel, and accident/incident dollar losses. The Government will rely partially on the Contractor's quarterly reports, as required by the Safety and Health Clause, for evaluating the latter mentioned areas. If there is a major breach of safety, as a result of Contractor negligence, there will be an overall award fee determination of zero for any evaluation period in which the major breach occurs. A major breach of safety is an act or omission of the Contractor that consists of an accident, incident, or exposure resulting in a fatality or mission failure; or in damage to equipment or property equal to or greater than \$1 million; or in any "willful" or "repeat" violation cited by the Occupational Health and Safety Administration (OSHA) or by a state agency operating under an OSHA approved plan. A major breach of safety must be related directly to the contract. The Contractor will be evaluated on the maintenance of an effective Safety and Health Program by Subcontractors the same as if performed by its own employees.

The Contractor will be evaluated for compliance with the Mississippi Department of Environmental Quality and the U. S. Environmental Protection Agency (EPA) regarding proper use, handling, and storage of hazardous materials. The Government will conduct quarterly Environmental Management System assessments of environmentally related processes to assure adherence to specific requirements as stated in the SSC Environmental Management System Procedures and Requirements, SPR 8500.1. A major breach of environmental compliance is defined as liability or fines exceeding \$1 million; or any "willful" or "repeat" violation cited by the EPA.

2. Factors used to evaluate the Contractor's TECHNICAL PERFORMANCE are as follows:

PROJECT MANAGEMENT

The Contractor will be evaluated on the Contractor's project management performance and leadership, including the following:

- The understanding of and response to Government requirements
- Management initiative in preventing, detecting, correcting, and reporting problem areas

- The effectiveness of management in regard to planning, scheduling, coordinating supervising, and follow-up functions
- Professional conduct in support of mission requirements at all levels
- The Contractor's organizational structure including lines of communication
- Technical ingenuity
- Management systems' reporting
- Risk management for all NASA mission-essential systems supported by the Contractor
- Performance reporting (fiscal, schedule and manpower)
- The establishment and maintenance of proper controls, including work control, export control, and security
- An exhibited ability to seek, develop, and implement innovations, consolidations, and streamlining where applicable

The Contractor will be evaluated on the effectiveness of the Contractor's administration and overall compliance with all terms and conditions of the contract. Specific areas to be evaluated will include the following:

- The ability to achieve improvements in consistency and efficiency by identifying and implementing best business practices, streamlining and consolidating business and technical processes.
- The supply and administration of a flexible, competent, and qualified staff, to fully support and accomplish the contract requirements.
- Labor policies and practices for effectiveness in prevention of disputes, legal or regulatory citations, or disruption of contract performance.

The Contractor will be evaluated on the effectiveness of the management approach in fulfilling contract requirements. Specific areas to be evaluated will include the following:

- Immediately notifies the TMR, Contracting Officer, and Contracting Officer's Technical Representative of any changes in Key Personnel, accidents, incidents, or critical/sensitive issues affecting contract management.
- Maintains internal audit and internal control programs to prevent or eliminate waste, fraud, and abuse.
- Submits timely and accurate data deliverables in response to applicable Data Requirements Documents.
- Resolves any problems with other on-site Contractors and Subcontractors expeditiously without Government assistance.

If there is a major breach of security as a result of Contractor negligence, there will be an overall fee determination of zero for any evaluation period in which the major breach occurs. Security is the condition of safeguarding against espionage, sabotage, crime (including computer crime), or

attack. A major breach of security may arise from any of the following: compromise of classified information; illegal technology transfer; workplace violence resulting in criminal conviction; sabotage; compromise or denial of information technology services; damage or loss greater than \$250,000 to the Government; or theft. A major breach of security may occur on or off Government installations, but must be related directly to the work on the contract. Specific evaluation of individuals will not be made. The Contractor will be evaluated on project management for work performed by Subcontractor s as if performed by its own employees.

### USE OF RESOURCES

The Contractor will be evaluated on the efficiency and economical manner employed in utilizing labor and material resources. The basis for evaluating this factor will be the use of resources both Contractor and Government Furnished. The availability, capability and retention of adequately trained, certified, and supervised personnel, as well as the efficiency of their utilization will be evaluated. Also evaluated will be the overall efficiency in the use of facilities and equipment, including breakage, damage, industrial safety practices, and loss experienced in operating equipment and personal property. The Contractor will be evaluated on use of resources for work performed by Subcontractor s as if performed by its own employees.

### TIMELINESS

The Contractor will be evaluated on the timeliness of responses to communications and contacts, adhering to completion schedules in performing work assigned, and applying priorities among requirements. In evaluating this factor, allowances will be made for changes in schedule requirements due to change in scope of work requested. The ability of the Contractor to promptly respond to changes in project/program emphasis will also be considered. The Contractor will be evaluated on timeliness of work performed by Subcontractor s as if performed by its own employees.

### QUALITY

The Contractor will be evaluated on the maintenance of an effective quality program and implementation of performance measures that ensure continuous high quality products and services. The level of quality of required services performed and required end products delivered within the scope of this contract will be evaluated. In determining the level of quality, consideration will be given for performing required quality inspections, and the frequency and extent of quality deficiencies requiring rework. The Contractor's overall management awareness of the quality program status and effectiveness in ensuring continuous high quality services and products will be evaluated. The Contractor will be evaluated on the quality of work performed by Subcontractor s as if performed by its own employees.

### 3. Factors used to evaluate the Contractor's COST MANAGEMENT are as follows:

The Contractor will be evaluated on cost management for the overall contract, baselined against the negotiated costs of the contract. The factors used to evaluate cost management are a comparative analysis of actual cost to negotiated cost by elements of cost for the overall contract,



and the reasons for identified variances. An analysis of cost management will give consideration to changed service requirements, changed statutory requirements, and/or other changes beyond the Contractor's control that impact contract costs. Each cost element will be analyzed to determine its effect on total reimbursable costs. At the end of each period, the Contractor will be given the opportunity to explain any variances.

The evaluation of cost management will consider the impact of overruns and underruns of the negotiated costs. The Contractor will be scored downward when there is a significant overrun within its control or may receive a higher score for cost management if the overrun is insignificant. Scores will decrease sharply as the size of the overrun increases. The evaluation of the Contractor's overrun performance will be considered. An assessment will be made of the effectiveness of the Contractor's efforts to control or mitigate the overrun. The Contractor should be rewarded for an underrun within its control, provided the average rating for all other award fee factors is not below satisfactory.

Emphasis on cost management will be balanced against other performance requirement objectives. The Contractor will not be incentivized to pursue cost management to a degree that overall performance is degraded, for example, incentivizing an underrun that results in direct negative impacts on technical performance, safety, or other critical contract objectives.

The Contractor will be evaluated on timely notification for the prime contract as contemplated by the Limitation of Funds Clause or Limitation of Cost Clause and timely and adequately supported prime cost proposals in response to change orders and/or new requirements.

4. Factors used to evaluate the Contractor's SMALL BUSINESS UTILIZATION performance are as follows:

The Contractor will be evaluated on the effectiveness of the Contractor's performance against the subcontracting plan. Specific areas to be evaluated include the following:

- Accomplishment of its goals for subcontracting with small business, HUBZone small business, women-owned small business, veteran-owned small business, and service-disabled veteran-owned small business concerns
- Performance against the contract target for participation as subcontractors by small disadvantaged business concerns in the NAICS Major Groups designated by the Department of Commerce
- Achievements in subcontracting high technology efforts as well as the contractor's performance under the Mentor-Protégé Program, if applicable

\*\*Note: High Technology is defined as research and development efforts that are within or advance the state-of-the-art in technology discipline and are performed primarily by professional engineers, scientists, and highly skilled and trained technicians or specialists.

SMALL BUSINESS GOALS

Total SB
SDB
WOSB
VOSB
SDVOSB
HUBZone

(b)(4)

(End of Attachment)

**Attachment III      Adjectival Ratings and Associated Numerical Scores**

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1. A scoring system of 0-100 shall be used for all award fee ratings. Award fee earned is determined by applying the numerical score to the award fee pool. For example, a score of 85 yields an award fee of 85% of the award fee pool. No award fee shall be paid unless the total score is 61 or greater.

2. The following are standard adjectival ratings and associated numerical scores applicable to this Contract:

Excellent (100-91): Of exceptional merit; exemplary performance in a timely, efficient, and economical manner, very minor (if any) deficiencies with no adverse effect on overall performance.

Very Good (90-81): Very effective performance, fully responsive to contract requirements accomplished in a timely, efficient, and economical manner for the most part; only minor deficiencies with no adverse effect on overall performance.

Good (80-71): Effective performance; fully responsive to contract requirements; reportable deficiencies, but with little identifiable effect on overall performance.

Satisfactory (70-61): Meets or slightly exceeds minimum acceptable standards; adequate results; reportable deficiencies with identifiable, but not substantial, effects on overall performance.

Poor/Unsatisfactory (less than 61): Does not meet minimum acceptable standards in one or more areas; remedial action required in one or more areas; deficiencies in one or more areas which adversely affect overall performance.

3. As a benchmark for evaluation, in order to be rated Excellent, the Contractor must be on, or under cost; on, or ahead of schedule; and have provided excellent technical performance.

(End of Attachment)

### Attachment IV      Award Fee Evaluation Periods

**The Evaluation Periods set forth in the contract schedule are as follows:**

PERIOD	EVALUATION PERIOD	CLIN	AVAILABLE AWARD FEE	AWARD FEE EARNED	COMPOSITE SCORE	ADJECTIVAL RATING	FEE MOD #	CONTRACT VALUE
<b>Base Period</b>			(b)(4)					
1	04/01/2011-09/30/2011							
2	10/01/2011-03/31/2012							
3	04/01/2012-09/30/2012							
4	10/01/2012-03/31/2013							
5	04/01/2013-09/30/2013							
<b>Option Period One (1)</b>								
6	10/01/2013-03/31/2014							
7	04/01/2014-09/30/2014							
8	10/01/2014-03/31/2015							
9	04/01/2015-09/30/2015							
10	10/01/2015-03/31/2016							

The Contractor can earn award fee from a minimum of zero dollars to the maximum available award fee for each period above as stated in NASA FAR Supplement clause 1852.216-85, "Estimated Cost and Award Fee" of the contract. A portion of the total available award fee is allocated to each of the evaluation periods. The allocations are in equal distributions of fee among the periods, based on the nature of the contract.

(End of Attachment)

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**Attachment V      Provisional Payment Rate**

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<b>AWARD FEE RATING</b>	<b>PROVISIONAL PAYMENT RATE</b>
100-91	80%
90-81	70%
80-71	60%
70-61	50%
60 and below	0%

(End of Attachment)

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

**ATTACHMENT J-4**

**SSC WAGE DETERMINATION # 05-2301**  
**(REV 10) DATED 6/22/2010**

**AND**

**COLLECTIVE BARGAINING AGREEMENT BETWEEN**  
**JACOBS TECHNOLOGY INC.**  
**SMITH RESEARCH CORPORATION**  
**ERICA LANE ENTERPRISES**

**CORE**

**AND**

**INTERNATIONAL ASSOCIATION OF MACHINISTS AND AEROSPACE WORKERS**

**Local No. 2249**

**AFL-CIO**

**COLLECTIVE BARGAINING AGREEMENT WAGE DETERMINATION**  
**No. CBA-2010-3330 (REV 2) DATED 7/6/2010**

**AND**

**COLLECTIVE BARGAINING AGREEMENT**  
**BETWEEN**  
**JACOBS TECHNOLOGY INC., SMITH RESEARCH CORPORATION (SRC) AND**  
**ERC, INC. (ERC) ON THE TEST OPERATIONS CONTRACT**  
**AT STENNIS SPACE CENTER (SSC)**

**AND**

**INTERNATIONAL ASSOCIATION OF MACHINISTS**  
**AND AEROSPACE WORKERS,**

**AFL-CIO**

**AND ITS**

**LOCAL LODGE 2249**

**COLLECTIVE BARGAINING AGREEMENT WAGE DETERMINATION**  
**No. CBA-2010-3326 (REV 0) DATED 2/5/2010**

**\*NOTE: It is the responsibility of each Offeror at the time of Proposal submission to ensure they utilize the most current CBA and wage determination respectively.\***

WD 05-2301 (Rev.-10) was first posted on www.wdol.gov on 06/22/2010

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REGISTER OF WAGE DETERMINATIONS UNDER		U.S. DEPARTMENT OF LABOR
THE SERVICE CONTRACT ACT		EMPLOYMENT STANDARDS
		ADMINISTRATION
By direction of the Secretary of Labor		WAGE AND HOUR DIVISION
		WASHINGTON D.C. 20210
		Wage Determination No.: 2005- 2301
Shirley F. Ebbesen		Revision No.: 10
Director		Date Of Revision: 06/15/2010
Division of		
Wage Determinations		

State: Mississippi

Area: Mississippi Counties of George, Hancock, Harrison, Jackson, Pearl River, Stone

**\*\*Fringe Benefits Required Follow the Occupational Listing\*\***

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		12.39
01012 - Accounting Clerk II		15.08
01013 - Accounting Clerk III		16.77
01020 - Administrative Assistant		18.76
01040 - Court Reporter		14.61
01051 - Data Entry Operator I		10.76
01052 - Data Entry Operator II		12.08
01060 - Dispatcher, Motor Vehicle		15.59
01070 - Document Preparation Clerk		11.31
01090 - Duplicating Machine Operator		11.31
01111 - General Clerk I		11.03
01112 - General Clerk II		12.04
01113 - General Clerk III		13.67
01120 - Housing Referral Assistant		16.29
01141 - Messenger Courier		9.56
01191 - Order Clerk I		12.09
01192 - Order Clerk II		14.67
01261 - Personnel Assistant (Employment) I		13.54
01262 - Personnel Assistant (Employment) II		15.14
01263 - Personnel Assistant (Employment) III		16.89
01270 - Production Control Clerk		18.74
01280 - Receptionist		11.19
01290 - Rental Clerk		10.82
01300 - Scheduler, Maintenance		13.06
01311 - Secretary I		13.06
01312 - Secretary II		14.61
01313 - Secretary III		16.29

01320 - Service Order Dispatcher	12.47
01410 - Supply Technician	18.10
01420 - Survey Worker	13.80
01531 - Travel Clerk I	11.65
01532 - Travel Clerk II	12.37
01533 - Travel Clerk III	12.97
01611 - Word Processor I	13.29
01612 - Word Processor II	14.92
01613 - Word Processor III	16.69
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	21.73
05010 - Automotive Electrician	17.59
05040 - Automotive Glass Installer	16.90
05070 - Automotive Worker	16.90
05110 - Mobile Equipment Servicicer	15.49
05130 - Motor Equipment Metal Mechanic	18.27
05160 - Motor Equipment Metal Worker	16.90
05190 - Motor Vehicle Mechanic	19.39
05220 - Motor Vehicle Mechanic Helper	14.84
05250 - Motor Vehicle Upholstery Worker	16.20
05280 - Motor Vehicle Wrecker	16.90
05310 - Painter, Automotive	17.59
05340 - Radiator Repair Specialist	16.90
05370 - Tire Repairer	12.36
05400 - Transmission Repair Specialist	18.27
07000 - Food Preparation And Service Occupations	
07010 - Baker	11.15
07041 - Cook I	10.34
07042 - Cook II	11.28
07070 - Dishwasher	8.77
07130 - Food Service Worker	8.41
07210 - Meat Cutter	13.16
07260 - Waiter/Waitress	8.83
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	16.50
09040 - Furniture Handler	13.10
09080 - Furniture Refinisher	16.50
09090 - Furniture Refinisher Helper	13.94
09110 - Furniture Repairer, Minor	15.20
09130 - Upholsterer	16.50
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	9.14
11060 - Elevator Operator	9.14
11090 - Gardener	12.62
11122 - Housekeeping Aide	10.53



11150 - Janitor	10.53
11210 - Laborer, Grounds Maintenance	10.96
11240 - Maid or Houseman	8.89
11260 - Pruner	10.35
11270 - Tractor Operator	12.20
11330 - Trail Maintenance Worker	10.96
11360 - Window Cleaner	11.11
12000 - Health Occupations	
12010 - Ambulance Driver	14.53
12011 - Breath Alcohol Technician	15.99
12012 - Certified Occupational Therapist Assistant	18.30
12015 - Certified Physical Therapist Assistant	16.64
12020 - Dental Assistant	13.64
12025 - Dental Hygienist	26.82
12030 - EKG Technician	24.24
12035 - Electroneurodiagnostic Technologist	24.24
12040 - Emergency Medical Technician	14.53
12071 - Licensed Practical Nurse I	14.30
12072 - Licensed Practical Nurse II	15.99
12073 - Licensed Practical Nurse III	17.83
12100 - Medical Assistant	13.23
12130 - Medical Laboratory Technician	13.98
12160 - Medical Record Clerk	12.63
12190 - Medical Record Technician	14.22
12195 - Medical Transcriptionist	13.85
12210 - Nuclear Medicine Technologist	30.24
12221 - Nursing Assistant I	9.73
12222 - Nursing Assistant II	10.94
12223 - Nursing Assistant III	11.94
12224 - Nursing Assistant IV	13.40
12235 - Optical Dispenser	15.66
12236 - Optical Technician	12.82
12250 - Pharmacy Technician	13.17
12280 - Phlebotomist	13.52
12305 - Radiologic Technologist	21.02
12311 - Registered Nurse I	22.23
12312 - Registered Nurse II	25.94
12313 - Registered Nurse II, Specialist	27.19
12314 - Registered Nurse III	32.89
12315 - Registered Nurse III, Anesthetist	32.89
12316 - Registered Nurse IV	39.42
12317 - Scheduler (Drug and Alcohol Testing)	19.82
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	16.83
13012 - Exhibits Specialist II	20.86

13013 - Exhibits Specialist III	25.61
13041 - Illustrator I	16.83
13042 - Illustrator II	20.86
13043 - Illustrator III	25.61
13047 - Librarian	23.09
13050 - Library Aide/Clerk	9.77
13054 - Library Information Technology Systems Administrator	20.86
13058 - Library Technician	12.78
13061 - Media Specialist I	15.05
13062 - Media Specialist II	16.83
13063 - Media Specialist III	18.77
13071 - Photographer I	12.74
13072 - Photographer II	14.25
13073 - Photographer III	17.66
13074 - Photographer IV	21.74
13075 - Photographer V	26.13
13110 - Video Teleconference Technician	14.62
14000 - Information Technology Occupations	
14041 - Computer Operator I	14.48
14042 - Computer Operator II	16.20
14043 - Computer Operator III	18.76
14044 - Computer Operator IV	20.07
14045 - Computer Operator V	22.22
14071 - Computer Programmer I	(see 1) 20.43
14072 - Computer Programmer II	(see 1) 25.30
14073 - Computer Programmer III	(see 1)
14074 - Computer Programmer IV	(see 1)
14101 - Computer Systems Analyst I	(see 1)
14102 - Computer Systems Analyst II	(see 1)
14103 - Computer Systems Analyst III	(see 1)
14150 - Peripheral Equipment Operator	14.48
14160 - Personal Computer Support Technician	20.07
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	27.76
15020 - Aircrew Training Devices Instructor (Rated)	33.59
15030 - Air Crew Training Devices Instructor (Pilot)	40.14
15050 - Computer Based Training Specialist / Instructor	27.76
15060 - Educational Technologist	34.22
15070 - Flight Instructor (Pilot)	40.14
15080 - Graphic Artist	19.42
15090 - Technical Instructor	19.73
15095 - Technical Instructor/Course Developer	22.52
15110 - Test Proctor	15.92
15120 - Tutor	15.92

16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	8.97
16030 - Counter Attendant	8.97
16040 - Dry Cleaner	10.38
16070 - Finisher, Flatwork, Machine	8.97
16090 - Presser, Hand	8.97
16110 - Presser, Machine, Drycleaning	8.97
16130 - Presser, Machine, Shirts	8.97
16160 - Presser, Machine, Wearing Apparel, Laundry	8.97
16190 - Sewing Machine Operator	11.00
16220 - Tailor	11.65
16250 - Washer, Machine	9.36
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	18.58
19040 - Tool And Die Maker	21.01
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	15.50
21030 - Material Coordinator	18.74
21040 - Material Expediter	18.74
21050 - Material Handling Laborer	11.36
21071 - Order Filler	11.80
21080 - Production Line Worker (Food Processing)	15.50
21110 - Shipping Packer	12.52
21130 - Shipping/Receiving Clerk	12.52
21140 - Store Worker I	14.79
21150 - Stock Clerk	16.50
21210 - Tools And Parts Attendant	15.50
21410 - Warehouse Specialist	15.50
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	24.47
23021 - Aircraft Mechanic I	23.29
23022 - Aircraft Mechanic II	24.47
23023 - Aircraft Mechanic III	25.68
23040 - Aircraft Mechanic Helper	18.92
23050 - Aircraft, Painter	22.06
23060 - Aircraft Servicer	20.66
23080 - Aircraft Worker	21.56
23110 - Appliance Mechanic	18.58
23120 - Bicycle Repairer	12.36
23125 - Cable Splicer	22.88
23130 - Carpenter, Maintenance	17.95
23140 - Carpet Layer	14.76
23160 - Electrician, Maintenance	19.75
23181 - Electronics Technician Maintenance I	20.75
23182 - Electronics Technician Maintenance II	21.51

23183 - Electronics Technician Maintenance III	22.25
23260 - Fabric Worker	17.20
23290 - Fire Alarm System Mechanic	20.09
23310 - Fire Extinguisher Repairer	16.49
23311 - Fuel Distribution System Mechanic	21.51
23312 - Fuel Distribution System Operator	16.76
23370 - General Maintenance Worker	14.91
23380 - Ground Support Equipment Mechanic	23.29
23381 - Ground Support Equipment Servicer	20.66
23382 - Ground Support Equipment Worker	21.56
23391 - Gunsmith I	16.49
23392 - Gunsmith II	17.92
23393 - Gunsmith III	19.91
23410 - Heating, Ventilation And Air-Conditioning Mechanic	18.90
23411 - Heating, Ventilation And Air Conditioning Mechanic (Research Facility)	19.16
23430 - Heavy Equipment Mechanic	18.79
23440 - Heavy Equipment Operator	16.03
23460 - Instrument Mechanic	19.91
23465 - Laboratory/Shelter Mechanic	18.58
23470 - Laborer	11.36
23510 - Locksmith	18.22
23530 - Machinery Maintenance Mechanic	20.21
23550 - Machinist, Maintenance	18.65
23580 - Maintenance Trades Helper	15.22
23591 - Metrology Technician I	19.91
23592 - Metrology Technician II	20.59
23593 - Metrology Technician III	21.20
23640 - Millwright	19.82
23710 - Office Appliance Repairer	16.72
23760 - Painter, Maintenance	15.08
23790 - Pipefitter, Maintenance	18.47
23810 - Plumber, Maintenance	17.40
23820 - Pneudraulic Systems Mechanic	19.91
23850 - Rigger	19.91
23870 - Scale Mechanic	17.92
23890 - Sheet-Metal Worker, Maintenance	18.08
23910 - Small Engine Mechanic	13.96
23931 - Telecommunications Mechanic I	24.20
23932 - Telecommunications Mechanic II	27.78
23950 - Telephone Lineman	20.70
23960 - Welder, Combination, Maintenance	17.57
23965 - Well Driller	18.90
23970 - Woodcraft Worker	19.91

23980 - Woodworker	17.07
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	8.61
24580 - Child Care Center Clerk	11.40
24610 - Chore Aide	11.01
24620 - Family Readiness And Support Services Coordinator	15.82
24630 - Homemaker	12.19
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	19.60
25040 - Sewage Plant Operator	16.13
25070 - Stationary Engineer	19.60
25190 - Ventilation Equipment Tender	15.23
25210 - Water Treatment Plant Operator	15.97
27000 - Protective Service Occupations	
27004 - Alarm Monitor	13.21
27007 - Baggage Inspector	11.23
27008 - Corrections Officer	12.80
27010 - Court Security Officer	15.40
27030 - Detection Dog Handler	15.38
27040 - Detention Officer	12.80
27070 - Firefighter	17.64
27101 - Guard I	11.23
27102 - Guard II	15.38
27131 - Police Officer I	15.75
27132 - Police Officer II	17.50
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	11.14
28042 - Carnival Equipment Repairer	12.75
28043 - Carnival Equipment Worker	9.60
28210 - Gate Attendant/Gate Tender	14.28
28310 - Lifeguard	12.19
28350 - Park Attendant (Aide)	15.97
28510 - Recreation Aide/Health Facility Attendant	11.66
28515 - Recreation Specialist	19.61
28630 - Sports Official	12.72
28690 - Swimming Pool Operator	17.32
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	20.56
29020 - Hatch Tender	19.81
29030 - Line Handler	19.81
29041 - Stevedore I	19.70
29042 - Stevedore II	21.36
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	35.77

30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	24.66
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	27.16
30021 - Archeological Technician I	17.91
30022 - Archeological Technician II	20.08
30023 - Archeological Technician III	24.82
30030 - Cartographic Technician	26.10
30040 - Civil Engineering Technician	18.35
30061 - Drafter/CAD Operator I	18.63
30062 - Drafter/CAD Operator II	21.06
30063 - Drafter/CAD Operator III	23.45
30064 - Drafter/CAD Operator IV	28.86
30081 - Engineering Technician I	16.25
30082 - Engineering Technician II	18.24
30083 - Engineering Technician III	20.44
30084 - Engineering Technician IV	25.28
30085 - Engineering Technician V	31.68
30086 - Engineering Technician VI	37.41
30090 - Environmental Technician	23.70
30210 - Laboratory Technician	18.70
30240 - Mathematical Technician	25.12
30361 - Paralegal/Legal Assistant I	15.77
30362 - Paralegal/Legal Assistant II	19.54
30363 - Paralegal/Legal Assistant III	23.91
30364 - Paralegal/Legal Assistant IV	28.92
30390 - Photo-Optics Technician	25.12
30461 - Technical Writer I	24.33
30462 - Technical Writer II	27.26
30463 - Technical Writer III	32.98
30491 - Unexploded Ordnance (UXO) Technician I	22.74
30492 - Unexploded Ordnance (UXO) Technician II	27.51
30493 - Unexploded Ordnance (UXO) Technician III	32.97
30494 - Unexploded (UXO) Safety Escort	22.74
30495 - Unexploded (UXO) Sweep Personnel	22.74
30620 - Weather Observer, Combined Upper Air Or (see 2)	23.45
Surface Programs	
30621 - Weather Observer, Senior (see 2)	25.12
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	9.59
31030 - Bus Driver	14.48
31043 - Driver Courier	12.79
31260 - Parking and Lot Attendant	8.66
31290 - Shuttle Bus Driver	13.37
31310 - Taxi Driver	10.09
31361 - Truckdriver, Light	13.37
31362 - Truckdriver, Medium	15.35

31363 - Truckdriver, Heavy	18.33
31364 - Truckdriver, Tractor-Trailer	18.33
99000 - Miscellaneous Occupations	
99030 - Cashier	8.64
99050 - Desk Clerk	9.43
99095 - Embalmer	22.74
99251 - Laboratory Animal Caretaker I	13.56
99252 - Laboratory Animal Caretaker II	13.95
99310 - Mortician	22.74
99410 - Pest Controller	12.79
99510 - Photofinishing Worker	11.95
99710 - Recycling Laborer	14.77
99711 - Recycling Specialist	16.34
99730 - Refuse Collector	13.46
99810 - Sales Clerk	11.54
99820 - School Crossing Guard	13.99
99830 - Survey Party Chief	16.49
99831 - Surveying Aide	10.91
99832 - Surveying Technician	14.98
99840 - Vending Machine Attendant	13.25
99841 - Vending Machine Repairer	15.07
99842 - Vending Machine Repairer Helper	12.35

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**ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:**

**HEALTH & WELFARE:** \$3.50 per hour or \$140.00 per week or \$606.67 per month

**VACATION:** 1 week paid vacation after 1 year of service with a contractor or successor; 2 weeks after 2 years; 3 weeks after 5 years; and 4 weeks after 15 years.

Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

**HOLIDAYS:** A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

**THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESSES RECEIVE THE FOLLOWING:**

1) **COMPUTER EMPLOYEES:** Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive,

administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

- (1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;
- (2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;
- (3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or
- (4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

## 2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you

work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am.

If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

**HAZARDOUS PAY DIFFERENTIAL:** An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or



in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives.

Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**\*\* UNIFORM ALLOWANCE \*\***

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the

"Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor,

for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).

- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

**AGREEMENT**

**BETWEEN**

**JACOBS TECHNOLOGY INC.  
SMITH RESEARCH CORPORATION  
ERICA LANE ENTERPRISES  
CORE**

**Stennis Space Center/Facility Operating Services  
John C. Stennis Space Center  
Stennis Space Center, MS 39529-6000**

**AND**

**INTERNATIONAL ASSOCIATION OF  
MACHINISTS AND AEROSPACE WORKERS  
Local No. 2249  
AFL-CIO**

**9 JUNE 2009 THROUGH 8 JUNE 2011**

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## PREAMBLE

This agreement entered into by and between Jacobs Technology Inc., Stennis Space Center, Facility Operating Services Contract, and its teammates: Smith Research Corporation, (SRC), Erica Lane Enterprises (eLe), and CORE, their successors and assigns (hereinafter called "Company") and the International Association of Machinists and Aerospace Workers, AFL-CIO, and its Local Lodge 2249, (hereinafter called "Union") evidences the desires of the parties hereto to promote and maintain harmonious relations between the Company, and the Union and Employees represented by the Union, by setting forth herein the terms of agreement relating to rates of pay, hours of work and conditions of employment.

## **ARTICLE 1 INTRODUCTION**

### **Section 1. Application.**

This Agreement applies to the employees of the Company assigned to Stennis Space Center/Facility Operating Services Contract (FOSC) at Stennis Space Center, Mississippi.

### **Section 2. Purpose.**

The purpose of this contract is to set forth the agreement reached 09 June 2009, between the Company and the Union, who are signatory hereto, as to the rates of pay, hours of work, and other conditions of employment to be observed by the parties, except as it may be amended hereafter by written agreement of the parties.

### **Section 3. Duration.**

This contract shall become effective 9 June 2009 except for those provisions herein which specify a different effective date and shall continue through 8 June 2011 and yearly thereafter unless notice is given in writing of a desire to change, modify or terminate this contract by either party to the other party sixty (60) days or more prior to the expiration of this contract, or any anniversary date thereof.

In the event notice is given, negotiations shall commence within thirty (30) days after said notice and shall continue until an agreement is reached, or until ten (10) days advance notice is given by either party to the other to terminate the contract. Until then the terms and provisions of this contract shall remain in full force and effect. In the event no such notice is given, this contract shall be automatically renewed and extended for additional periods of time of one year thereafter, unless one party gives to the other party sixty (60) days prior written notice before the end of any yearly period of a desire to change, modify or terminate this Agreement.



**Section 4. Savings Clause.**

In the event that any Federal or State Legislation, governmental regulation or court decisions cause invalidation of any Article or Section of this Agreement, all other Articles and Sections not so invalidated shall remain in full force and effect.

**Section 5. No Strikes or Lockouts.**

During the life of this Agreement, no work stoppages, strikes, or slowdown shall be called or sanctioned by the Union, and no lockouts shall be made by the Company. Any employee actively involved in a work stoppage, strike, or slowdown in violation of this provision shall be subject to disciplinary action, up to and including discharge. The Union shall take prompt and reasonable steps to stop such violation.

**Section 6. Gender Neutral.**

It is understood that wherever in the Agreement employees or jobs are referred to in the male gender it shall be recognized as referring to both male and female employees.

**Section 7. Waiver.**

The Company and the Union, for the life of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to any subject not specifically referred to or covered in this Agreement.

This agreement and the applicable benefit agreements are the sole and controlling source of employees' rights and benefits. The entitlement of employees to rights, benefits, and privileges shall be governed solely by those agreements without regard or reference to any past practices of the parties as they may have existed before August 28, 2007.

**Section 8. Mutual.**

Exceptions, local or side agreements or modifications of this Agreement may not be made except by mutual agreement in writing between the Company Manager of Human Resources, the Union International Representative, President of Local 2249 and the affected Committeepersons.

## **ARTICLE 2 MANAGEMENT RIGHTS & GOVERNMENT RESPONSIBILITY**

**Section 1. Management Rights.**

Except to the extent expressly abridged by a specific provision of this Agreement, the Company reserves and retains, solely and exclusively, all of its rights to manage the business, as such rights existed prior to the execution of this Agreement.

All matters not specifically and expressly covered or treated by the language of this Agreement may be administered for its duration by the Company in accordance with such policy or procedure as the Company may determine from time to time.

**Section 2. Government Responsibility.**

The Union recognizes that the Company is a Contractor to the Federal Government at NASA, Stennis Space Center, Mississippi and that the Company is required at all times to fully meet its obligations as a Contractor. The Union further recognizes that from time to

time the Government may impose legal and/or lawful demands or obligations upon the Company and that the Company and its employees must meet such demands, obligations or comply with such rules or regulations as may be promulgated or imposed by the Government.

It is further understood that if a security clearance is required in order to perform work in job classifications covered by the Collective Bargaining Unit, that such security clearance shall be a condition of continued employment with the Company. Such employees shall be subject to investigation for security clearance under regulations prescribed by NASA or any other authorized and appropriate agency of the United States Government. A denial or withdrawal of such clearance by such government agency shall be just cause for discharge. However, if the affected employee is qualified and cleared to work in a different position under this collective bargaining agreement, he shall be offered that position provided he has the necessary seniority.

### **ARTICLE 3**

## **RECOGNITION, REPRESENTATION, ACCESS & SECURITY**

#### **Section 1. Recognition and Exclusive Representation.**

The Company recognizes the Union as the sole and exclusive Collective Bargaining agency for the purpose of Collective Bargaining with respect to rates of pay, hours of work, and other conditions of employment pursuant to Sections 9(a) of the National Labor Relations Act and the certifications of representation in:

- (a) Case No. 15-RC-4714 of the 16th day of September, 1971, and, Case No. 15-RC-4713 of the 23rd day of September, 1971 for cafeteria, fire department, operations, transportation, maintenance, warehouse, inventory and purchasing employees of the Company at the Stennis Space Center, excluding watchmen, guards, professional employees and supervisors as defined in the Act; and,
- (b) Case No. 15-RC-6461 of the 23rd day of July, 1979 for all office clerical employees, including property administrators, planner/schedulers and estimators employed by the Company at the Stennis Space Center; excluding all other employees, including industrial relations employees, administrative secretaries, confidential employees, technical writers, licensed and/or professional engineers, field engineers, associate engineers, architects, physicians, head nurses, nurses, guards, watchmen, foremen and supervisors as defined in the Act.
- (c) Case No. 15-RC-7805 dated 20 December 1993 for all compositors, reproduction operators, photographers, video technicians, photo technicians, illustrators and technical information specialists employed by the employer at the Stennis Space Center; excluding all other employees; guards, watchmen and supervisors.
- (d) Case No. 15-RC-7897 dated 2 March 1995 for Utility Service Control technicians employed by the Company at the Stennis Space Center, excluding all professional employees, guards and supervisors as defined by the Act.
- (e) Case No. 15-RC-3217 dated 7 March 1966 for janitors, matrons and refuse employees employed by the Company at the Stennis Space Center, excluding professional, technical, office clerical employees, guards and supervisors.

- (f) Case No. 15-RC-4714 and Case No. 15-RC-4713 dated 5 September 2001 for Visitors Relations Specialist I and Visitors Relations Specialist II employees employed by the Company at the Stennis Space Center, for cafeteria, fire department, operations, transportation, maintenance, warehouse, inventory and purchasing employees of the Company at the Stennis Space Center, excluding watchmen, guards, professional employees and supervisors as defined in the Act.
- (g) Case No. 15-RC-4714 and Case No. 15-RC-4713 dated 4 January 2003 for Tugboat Pilot employees employed by the Company at the Stennis Space Center, for cafeteria, fire department, operations, transportation, maintenance, warehouse, inventory and purchasing employees of the Company at the Stennis Space Center, excluding watchmen, guards, professional employees and supervisors as defined in the Act.
- (h) Case No. 15-RC-4714 and Case No. 15-RC-4713 dated 21 May 2002 for Remediation Waste System Operator employees employed by the Company at the Stennis Space Center, for cafeteria, fire department, operations, transportation, maintenance, warehouse, inventory and purchasing employees of the Company at the Stennis Space Center, excluding watchmen, guards, professional employees and supervisors as defined in the Act.

The Company and Union agree and understand that classification names have changed and recognition has been extended to other classifications since the issuance of the above-described certifications. The Company recognizes the Union as employees' sole and exclusive representative for the purposes of collective bargaining of the classifications listed in Exhibit A.

**Section 2. Union Representation.**

The Company will recognize and confer, where appropriate, with all accredited members of the Union Committee, Stewards, and other Union Representatives in all matters relating to grievance, interpretations of the agreement, or in any other matters which affect, or may affect, the relationship between the Company and the Union.

The Company agrees to hold a quarterly labor management meeting to facilitate open communication between the Company and Union. These meetings will be scheduled annually during the months of March, June, September and December.

A written list of the Union Committeepersons and Union Stewards will be furnished to the Company after their designation and the Union will notify the Company of any changes.

The Union Committeepersons will consist of a maximum of six (6) committee people and two (2) members At-large. The number of Union Stewards shall not exceed the ratio of one (1) Steward for every thirty (30) employees.

The Company shall pay employees covered by this Agreement and representing the Union at their straight time rate for the time spent during the employee's normally scheduled work period in negotiating a Collective Bargaining Agreement, processing grievances, arbitration hearings and attending Company Union meetings.

It is agreed that the employees representing the Union in the negotiating of a Collective Bargaining Agreement with the Company shall consist of the Union Committeepersons as previously defined.

Hours spent in preparing and for negotiating a Collective Bargaining Agreement will be agreed upon by the Union and the Company, limited to forty (40) hours per week.

Union Committeepersons, Stewards and Officers of the Union will be granted unpaid leave(s) to attend official union meetings and/or training. However, the Company reserves the right to withhold approval where it is determined that such leave(s) would unreasonably impact operations.

### **Section 3. Union Access to Company Premises.**

Accredited representatives of the Union shall be permitted to enter on the premises of the Company at all reasonable times to the extent that government regulations permit. Upon being admitted, the Union representatives shall inform the Manager, Human Resources, or his designated representative, of the area or areas they wish to visit and then proceed to the area they wish to visit and contact the supervisor present in the area. It is understood that if it becomes necessary for the Union representatives to engage in any substantial discussion with an employee during his working time, then the Union representatives will secure permission for such discussion from the employee's supervisor.

The collection of dues and assessments and campaigning for Union office will be restricted to non-working hours, but in no event shall any Union representative engage in organizing or campaigning for political office on Company premises.

**Section 4. Union Security.**

For the convenience of the Union and employees who are members of the Union, the Company agrees to deduct regular weekly Union dues from the wages of each employee who authorizes such deduction as provided for herein.

An employee who desires the Union dues to be deducted from his wages shall submit a fully executed authorization form to the Company, as approved by the parties, signed by said employee from whose wages deductions are to be made as provided for therein.

Deductions shall be made for the regular weekly Union dues of each employee in the bargaining unit for whom the above authorization has been received effective the first full pay period after an employee's authorization is received. Deductions shall continue weekly in like manner thereafter.

Deductions shall be remitted monthly to the designated Financial Officer of the Union not later than fifteen (15) days after the last weekly deductions have been made each calendar month. The Company shall furnish the designated Financial Officer of the Union with a monthly record of those for whom deductions have been made.

An employee's authorization for dues deduction shall automatically be voided upon his transfer outside the bargaining unit.

An employee changing the company for whom he is working shall submit a new authorization card.

Temporary employees are exempt from this section. On call employees shall have minimum dues deducted and remitted to the Union in accordance with this article.

**Section 5. Permanent Union Office.**

The Company will support, with its customer, the provision of a union office with adequate office space for all union committee members to meet. Any and all signage shall be consistent with NASA regulations and specifications. The office will have a computer and phone connection.

## **ARTICLE 4 EQUAL OPPORTUNITY**

**Section 1. Equal Opportunity.**

The Company and the Union mutually agree to cooperate in establishing and/or maintaining, at the project covered by this Agreement, Equal Employment Opportunity, Affirmative Action Programs, the Americans with Disabilities Act (ADA) and Family and Medical Leave Act (FMLA) consistent with all Government statutory obligations applicable to employees and applicants for employment and thereby to provide, consistent with corporate policy, equal treatment with respect to rates of pay, benefits and other terms and conditions of employment and employment opportunity regardless of race, color, religion, sex, national origin, age, disability, or membership or non-membership in any labor organization. The Company shall also give due consideration to qualified Veterans.

When the Company needs additional employees, the Union will be given equal opportunity with all other sources to provide suitable applicants. The Company, however, shall not be required to hire those referred by the Union or any other sources.

## **ARTICLE 5 GRIEVANCE & ARBITRATION PROCEDURE**

### **Section 1. Grievance Procedure.**

It is mutually agreed that the prompt adjustment of grievances is desirable in the interest of sound relations between the Union, the employee, and the Company.

For the purpose of this Agreement the term grievance means any differences arising between the Company and the Union or an employee involving the interpretation or application of the terms of this Agreement.

Whenever an employee covered by this Agreement has instituted a grievance as described below or wishes to institute a grievance, the Union Steward and/or the Union Committeeperson responsible for that employee's work area shall be permitted to leave his work area to address the matter. An employee may inform the Union that he does not desire Union representation which request shall be honored; however, such a request shall not deprive the Union of the right to be present and participate at all stages of the grievance procedures. The Union Representative must secure permission from his Supervisor prior to his departure during working hours which permission shall be granted unless the Union Representative's departure at that time would create an extremely critical situation. If the Union representative must enter a work area other than his own in fulfillment of his duties, he shall notify the Supervisor in that area of his presence and purpose. The Supervisor shall allow the Union Representative to discuss the matters with the affected employee unless discussion at that time would create an extremely critical situation.

Upon the request of an employee or the Union Representative, the Supervisor shall permit the Union Representative and the affected employee to discuss matters relating to a complaint or grievance in private. Time spent in investigating and adjusting grievances by Union Representatives and employees during working hours shall be limited to a reasonable period of time which the parties hereto would not normally expect to exceed 30 minutes to an hour per investigation.

Step 1. (Oral) A grievance shall be raised by the aggrieved employee with Union Representation which would normally be the employee's area Steward/Committeeperson, presenting the facts and issues in connection with the grievance to the aggrieved employee's Supervisor. The initial raising of a grievance must be done within five (5) working days of the occurrence of the facts that give rise to the grievance, or else it shall be considered waived. Employees raising a grievance shall cite the Article of the Collective Bargaining Agreement that has been violated. The Supervisor shall have three (3) working days in which to advise the employee, and the Union Representative of his decision in connection with the grievance raised. Should this fail to settle the grievance, then:

Step 2. The grievance shall be reduced to writing by the Union Representative and the aggrieved employee and be presented to the Company Department Manager or

his designated representative within three (3) working days by the Union Representative and the aggrieved employee, or else it shall be considered waived. Grievances or disputes affecting the employees in a Unit as a whole may be initiated by the Union by presenting it in writing to the Company Department Manager, or his authorized representative within seven (7) working days of the occurrence of the facts giving rise to the grievance or else it shall be considered waived. The Company Department Manager or his designated representative shall answer in writing within three (3) working days. Should this fail to settle the grievance then:

- Step 3. The grievance shall be presented to the Company Manager, Human Resources or his designated representative within five (5) working days of the answer of the Company Department Manager or his designated representative or else the grievance shall be considered waived. A conference shall then be expeditiously arranged and held within ten (10) working days, which period may be extended by mutual agreement, between the Company Manager, Human Resources and a maximum of three (3) on-site representatives, not including the Business Representative(s), of the Union and the aggrieved employee. The Company Manager, Human Resources shall have five (5) working days in which to answer the grievance in writing. In the event that this conference fails to settle the grievance amicably, the Union may refer the matter to arbitration.
- Step 4. Non-Binding Mediation. Any grievance that has not been settled pursuant to Step 3 above of this Agreement may, with the consent of both Parties, be referred to non-binding Mediation before the grievance is moved to Arbitration. The Mediator will be requested from the Federal Mediation and Conciliation Service (FMCS).

## **Section 2. Company Grievances.**

The Company shall have the right to file grievances alleging violations by the Union of the Collective Bargaining Agreement. Such grievances shall be filed by the Company Manager, Human Resources with the Local Union President and shall be resolved in accordance with Step 3 above – i.e., the Local Business Representative(s) shall have five (5) working days in which to answer the grievance in writing.

**Section 3. Arbitration Procedure.**

Any grievance not adjusted in the normal manner or any dispute between the Company and the Union involving the interpretation or application of this agreement shall be referred to arbitration as herein provided.

The Company and Union will make every attempt to mutually agree upon an arbitrator to hear any case before submitting to the Federal Mediation and Conciliation Service.

In the event the parties are unable to agree on an arbitrator, then either or both parties may request the Federal Mediation and Conciliation Service to submit a panel of five (5) names to the parties. If the parties agree and select an arbitrator, the arbitrator's name will be sent to the Federal Mediation and Conciliation Service. In the event the parties cannot agree on an arbitrator, the choice shall be made by the alternate strike method. The person whose name is not struck shall be named as arbitrator. The determination of who goes first shall be made by tossing a coin. After a case on which the arbitrator is empowered to rule hereunder has been referred to said arbitrator, it may not be withdrawn by either party except by mutual consent.

The arbitrator shall have no power to alter, change, or modify the terms of the Agreement.

The arbitrator shall render a decision, signed by the arbitrator, and copies of the award shall be delivered or mailed to each of the parties.

There shall be no appeal from the arbitrator's decision, which shall be final and binding on the Union and its members, the employee or employees involved covered by this Agreement, and the Company.

Regardless of the outcome of any matter submitted to arbitration, the costs thereof shall be borne by the Company and the Union, share and share alike. Such costs shall be limited to the arbitrator's fee and expenses.

The costs of any additional services required by either party shall be borne by the party requesting these additional services. The cost of requests for arbitration panels shall be alternated by the Union and the Company.

Any grievance not presented, processed to adjustment or scheduled for arbitration as provided in this article within six (6) months of the date of the alleged contract violation shall be waived. The time limitations set forth in this article may be extended by mutual agreement of the parties.



## ARTICLE 6 EMPLOYEE BENEFITS

### Section 1. Types of Employees

Regular, Full-Time – Employees who are not in a temporary or introductory status and who are regularly scheduled to work the company's full-time schedule.

Regular, Modified Full-Time – Employees who are not assigned to a temporary or probationary status and who are regularly scheduled to work less than the full-time work schedule, but at least thirty (30) hours per week as established by management. A copy of the modified schedule should be on file in the local Human Resources office. Furthermore, it is understood, Modified Full-time employees cannot work more than thirty-nine (39) hours in a workweek and therefore are not eligible for overtime pay.

Regular, Part-Time – Employees who are not assigned to a temporary status and who are regularly scheduled to work less than thirty (30) hours per week. They receive all legally mandated benefits (such as Social Security and Worker's Compensation Insurance). Company agrees to have no more than ten (10) regular part-time employees at one time.

Temporary – Employees, whether full-time, modified full-time, or part-time, who are hired as interim replacements to temporarily supplement the work force or to assist in the completion of a specific project. Employment assignments are of a limited duration, no more than sixty (60) calendar days. A temporary employee cannot be replaced by another temporary employee.

On-Call – Employees who are hired as an interim replacement to temporarily supplement the workforce on a strictly as needed basis. These employees are usually not on a schedule and work less than forty (40) hours per month.

### Section 2. Holidays.

Employees covered by this Agreement shall receive eight (8) hours of pay at their regular hourly rate for the following holidays:

New Year's Day	Martin Luther King Birthday	Presidents Day
Memorial Day	Independence Day	Labor Day
Columbus Day	Veteran's Day	Thanksgiving Day
Christmas Day		

One floating day to be requested by the employee and approved by management.

Any additional holiday or special days authorized by the Congress or the President of the United States will only be granted to employees when approved in writing by the Contracting Officer.

To be eligible for holiday pay, an employee must be in pay status on the scheduled working day preceding and following the holiday.

Any holiday which falls on a Sunday shall be celebrated on the following scheduled day of work. Any holiday which falls on a Saturday shall be celebrated on the preceding scheduled day of work.

If a holiday falls within an employee's Paid Time Off or bereavement such holiday shall not be considered as part of the leave period and the Company shall give an additional day off.

Any employee called in and reporting to work on any of the above holidays, or days on which they are observed, shall perform the work for which he was called in, work related thereto, and any other emergency work which arises and shall be paid one and one-half (1.5) his regular straight time rate of pay for actual hours worked in addition to eight (8) hours holiday pay and will be guaranteed four hours work or pay in lieu thereof.

Full-time, Modified Full-time, Temporary and Part-time employees will receive Holiday pay for the hours which they would normally be scheduled to work. (For example; if a Modified Full-time employee is normally scheduled to work four (4) hours on a Monday, then he would receive four hours of Holiday pay for a Holiday that is recognized on that Monday)

On-call employees are not eligible for Holiday pay.

### **Section 3. Paid Time Off**

All current Vacation, Sick Leave and Personal Time in an employee's account at the signing of this agreement will be added together and converted into one account called Personal Time Off (PTO). Legacy Sick Leave will remain unchanged.

Continuous service accumulated with prior SSC/FOS Contractors will be counted in determining the amount of PTO for which an employee is eligible. In all other cases, service for PTO purposes will date from the employee's date of hire by the Company.

PTO Accrual rates will be as follows for all Regular Full-time employees:

Employees with less than four (4) years of service will accrue 3.54 hours per week –  
Twenty-three (23) days per year (Fire Dept. 5.38 hours per week)

Employees with four (4) to seven (7) years of service will accrue 4.31 hours per week –  
Twenty-eight (28) days per year (Fire Dept. 6.54 hours per week)

Employees with seven (7) or more years of service will accrue 5.08 hours per week –  
Thirty-three (33) days per year (Fire Dept. 7.69 hours per week)

Accruals will begin from first week of service and employees can use immediately.

When an employee moves to the next higher level of accruals it is understood that the new accrual rate will begin on the first day of the next full pay period.

Scheduling of PTO will be management's responsibility and shall take into consideration the workload commitments of the organization. PTO must have been accrued prior to using. All PTO requests should be made in advance.

Unscheduled PTO may be granted by management for all or part of a day for reasons of illness, emergency or other unanticipated reasons deemed valid by management.

Employees on an approved medical leave through Human Resources will be allowed to immediately use their banked legacy sick time in lieu of PTO. Employees will have the option to use PTO and/or Legacy Sick Leave in part or whole to supplement any disability income.

Any employee having accrued unused leave at the end of the government fiscal year shall have the privilege of carrying such unused leave forward into the following fiscal year. If unused leave is carried forward, a maximum of 800 hours will be permitted. Any hours above will be paid in the first full pay period in October.

All accrued PTO will be paid out upon termination/retirement.

All Regular Full-time and Modified Full-time employees are entitled to PTO. Modified Full-time employees will accrue pro-rated hours of PTO based on actual hours worked.

Pay for PTO shall be based on the hours scheduled for a normal work week of 40 hours at the straight hourly rate of the employee, except that pay for employees in the Fire Department shall be based on the amount earned in a normal scheduled work week.

If an employee dies while on the payroll of the Company, payout of PTO shall follow the normal payroll procedures.

Employees shall be provided each pay period an accounting of their PTO accrual on their pay stub or other appropriate document.

PTO Sellback - Employees, who have a minimum of 120 hours of PTO accrued, may request to sell back to the Company PTO in the calendar year in increments of forty (40) hours. The request(s) may be submitted at any time during the calendar year as long as the employee maintains a minimum of 120 hours of PTO accrued. Amounts paid for PTO redemptions are subject to all applicable taxes and deductions, i.e., 401(k).

A bargaining unit employee (donor) may transfer PTO hours to another employee (donee) where the medical condition of the donee, or the medical condition of an immediate family member of the donee, requires the donee to be absent from work and will result in substantial loss of income to the donee because of unavailability of paid leave. In order to become entitled to transfer under this section, the donor and donee employees must qualify under company policy and follow applicable procedures.

The Company may discharge any employee who misuses this provision for leave.

Legacy sick leave is paid out only for qualifying absences and is paid out upon termination based on the following criteria:

- A. Employees who are employed by the Company on a Regular Full-time or Regular Part-time basis as of the signing of this Agreement who retire at the age of 62 years of age or older and provided they have at least one year of service with the Company, regardless of their eligibility for IAM National Pension Plan retirement benefits, or who retire at 55 years of age with 20 years of service or at any age with 30 years of service will be paid for unused legacy sick leave time when the employee leaves the Company.

- B. Should any employees who are employed by the Company on a Regular Full-time or Regular Part-time basis as of the signing of this Agreement who passed the age of 62 die while in the employment of the Company, their unused legacy sick leave time will be paid following normal payroll procedures.
- C. Employees who either are laid off and not offered an opportunity to return to work within one year or apply for, but do not receive, employment with a successor Contractor to the Company at SSC, will be paid at their straight time rate for the Legacy sick leave time accrued, but unused, up to a maximum of sixty (60) days when the employee was laid off by the Company or when the successor Contractor took over from the Company. However, employees covered by the former Office/Clerical Agreement who have 400 hours or more of Legacy sick leave as of the signing of the 9 June 2000 through 8 June 2005 Agreement will, in the above described circumstances, be paid at their straight time rate for all Legacy sick leave time accrued but unused.

#### **Section 4. On-the-Job Injury.**

Employees injured on the job shall not be at a loss of pay on the day of an injury.

Employees injured on the job must be examined at the SSC Medical Clinic unless medical personnel determine transportation to a local hospital is required.

Employees injured on the job shall be subject to drug screening either after release from the SSC medical Center or as part of examination and treatment in the hospital.

Employees will be given reasonable time off to attend future scheduled medical appointments related to the injury.

#### **Section 5. Leave of Absence.**

Any employee, upon application in writing, may be granted a leave of absence without pay at the discretion of the Company. A leave of absence without pay shall be granted for a period not to exceed one (1) year because of personal illness, disability or undue hardship. Documentation substantiating the need for leave of absence may be required by the Company. Seniority shall not accrue for a leave of absence in excess of one calendar month except for leave of absence for personal illness, disability or undue hardship.

At the termination of the leave of absence if for personal illness, disability or undue hardship the employee will upon application be returned to his former position providing that the position is available and the employee is able to perform the job. In the event the former position has since been abolished or the employee is unable to perform the job, the employee will be assigned to an equivalent position for which he is qualified in accordance with the seniority provisions of this Agreement. In all cases, the employee will receive the prevailing rate of pay for the job to which he is assigned.

Employees accepting full time positions as Union Representatives shall be given an automatic leave of absence without pay for their term of office, or any renewal thereof, without loss of seniority rights and with the privilege of returning to their former position. In the event their former position has since been abolished, and there is no equivalent position vacant, they shall be allowed, if necessary, to bump into an equivalent position at the prevailing rate of pay for that job.

Employees taking a medical leave of absence will not be required to first use accrued PTO.

**Section 6. Jury, Witness and Military Pay.**

Jury and subpoenaed witness duty shall be considered a paid absence outside of that which is provided elsewhere in this agreement. The employee who serves on a jury or as a witness shall be paid their normal straight time wage rate to a maximum of forty (40) hours per week except Fire Department which will be sixty (60) hours. Any difference in pay due to military leave will be paid for up to eighty (80) hours per calendar year. Fire Department personnel will be paid up to one hundred and twenty (120) hours per calendar year if on day/night schedule. This payment is not applicable to weekend or monthly inactive drill dates. Modified Full-time employees will be compensated for jury and subpoenaed witness duty and military duty based on their normal hours scheduled to work.

Employees on military leave shall continue to accrue seniority in the classification of which they held prior to military leave.

**Section 7. Pension Plan.**

For the duration of this Agreement, the Company agrees to make hourly contributions in the amounts listed below to the IAM National Pension Fund of the International Association of Machinists and Aerospace Workers for each employee covered by this collective bargaining agreement on the basis of eight (8) hours a day up to a maximum of forty (40) hours per week for each hour the employee is receiving his regular rate of pay.

Part time and On-call employees working 601 or more hours in a calendar year will receive pension contributions for hours worked in that calendar year where he received his regular rate of pay.

However, when an On-call or Regular Part-time employee receives a bid award to a Regular Full-time or Modified Full-time position, the date of the bid award is the eligibility date for the commencement of benefits and leave accruals.

The Company agrees to continue to pay the normal salary (up to forty (40) hours per week) and benefit contributions when an employee is on excused short-term Union Business. It is understood that the Company will invoice the Union for these costs. Reimbursement will be made within thirty (30) days of invoice receipt.

Pension contributions will be as follows:

Effective 13 June 2009 - \$2.65

Effective 12 June 2010 - \$2.75

Payments to the program are due by the twentieth (20<sup>th</sup>) day of the month following the month in which they were accrued.

**Section 8. Health and Welfare Benefits.**

The Company will provide Medical, Dental and Vision coverage to the Bargaining Unit employees. All parties agree these benefit packages will be developed to be as close as possible between Jacobs Technology Inc., Smith Research Corporation (SRC), Comprehensive Occupational Resources (CORE), and Erica Lane Enterprises (eLe). The

cost to the employee will be twenty (20%) percent of the prime Contractor's (Jacobs Technology Inc.) monthly premium cost for medical coverage elected by the employee.

The parties recognize that the current plan terms and benefits may change in the future and agree that such will be applied under this agreement and will be made apart thereof. The parties agree to meet to review annual renewal rates and possible changes-

If the cost share increases more than 10% at the time of renewal the Company agrees to meet with the Union to discuss options.

The Company will pay 50% of the total premium cost for dental coverage elected by the employee. All employees portion of the premium shall be figured on the prime Contractor premium cost.

The employee will pay 100% of the total premium cost for vision insurance elected by the employee. The cost to the employee shall not exceed the prime Contractor cost.

For an employee on a leave of absence without pay for personal illness, disability or undue hardship, the Company will continue to pay the Company portion of the medical insurance premium for a period up to twelve (12) months. Employees who do not participate in the plan will not receive monetary payments.

The Company agrees to maintain life/accidental death insurance in the amount of fifty thousand dollars (\$50,000), with an additional twenty five thousand dollars (\$25,000) for accidental death, for the duration of this Agreement.

#### **Section 9. Funeral Leave.**

In the event of a death in the current immediate family – parents (including step-parents), grandchild, sister, brother (including half-sister and half-brother), spouse, child (including stepchild), mother or father-in-law, brother or sister-in-law, son or daughter-in-law and grandparents, and grandparents-in-law – any employee covered by this Agreement will be granted three (3) days of leave (twenty-four (24) hours). The Company will grant covered employees an additional day (8 hours) of funeral leave, for travel in excess of two hundred (200) miles one-way from the employee's home. It is further understood that employees may use their PTO to extend their absence in conjunction with funeral leave. Modified Full-time employees will be compensated for funeral leave based on their normal hours scheduled to work.

#### **Section 10. 401(k) Plan.**

The Company agrees to make payroll deductions for the IAMAW 401(k) plan in accordance with the plan document provided to the Company by the IAMAW Pension Office.

#### **Section 11. Critical Illness/Injury of Children.**

An employee absence, regardless of pay status, necessitated by the critical illness or injury of the employee's child of any age shall not be held against the employee.

## **ARTICLE 7**

## **DISCHARGE & DISCIPLINE**

### **Section 1. Just Cause.**

No employee shall be discharged, suspended, demoted, or otherwise disciplined without just cause. Any employee who has been discharged shall be granted an interview with his Union Steward or Committeeperson, before he is required to leave the premises. The employee may inform his Union Steward or Committeeperson that he does not desire union representation, which request shall be honored.

### **Section 2. Representation.**

In all cases of discharge, demotion or written discipline, the employee involved and the Union representative shall be notified in writing of the action taken and the reason at a meeting among all involved. In addition, the Company shall provide a copy of the written notification to the Union's Recording Secretary.

### **Section 3. Disputes.**

Should there be any dispute between the Company and the Union concerning the existence of just cause for discharge, demotion or discipline, such dispute shall be adjusted in accordance with the Grievance and Arbitration provisions of this Agreement.

When an employee is suspended from work without pay, that absence will not negatively impact the employee.

### **Section 4. Letters of Discipline.**

Letters of discipline (warning or suspension) will not be used in arbitration or any formal disciplinary action, nor will they prevent promotions, after a period of one (1) year from the date of issuance. No oral warnings that are six (6) months or older will be used in any formal disciplinary procedures. Suspensions will stay on file for two (2) years.

### **Section 5. Removal from Work.**

Employees involved in violent or hostile circumstances may be removed from Stennis Space Center and sent home pending result of investigation.

## **ARTICLE 8 SAFETY & SANITATION**

### **Section 1. Regulation.**

The Company will comply with all applicable Federal and State safety and health laws to the extent it is permitted to do so by the provisions of its contract with the National Aeronautics and Space Administration.

### **Section 2. Equipment.**

The Company will furnish uniforms and safety glasses for employees when such are required for the efficient and safe performance of the employees' duties.

For employees in the Fire Department, the company will furnish safety hats, working gloves, jackets, boots, bunker coats, bunker pants, fire helmets and any other equipment which the Company requires its firemen to use in the performance of their duties. (The

quantity and quality of the foregoing items will be up to accepted standards in the industry). Sanitary facilities, dormitory facilities, including beds, pillows, linens, and lockers shall be provided by the Company. Kitchen facilities and cooking utensils will be provided by the company and each shift will be permitted cooking privileges.

### **Section 3. Inoculations.**

Employees working in areas having unsanitary conditions will be furnished inoculations as good medical practices dictate.

### **Section 4. Buddy System.**

The Buddy System will be required when employees are working in environments as follows:

Inside vessels, lift stations, areas of leaking gas, high voltage (50 volts when energized, or above), high pressure gas (3500 lbs. or higher), chemical cleaning or cryogenic testing, or to work with hoist equipment, necessitating the presence or assistance of another individual under the existing safety regulations, there shall always be two or more employees assigned thereto; however, the “buddy system” will be utilized to comply with any regulatory or safety provisions as required.

When work involves extensive troubleshooting and/or work on top of elevators there will always be two (2) qualified technicians assigned. Elevator work will require the “buddy system” for all work under or over the elevator or for proof testing. (See latest revision of SSC/FOSS Project Article 11-20-008 “Buddy System”.)

### **Section 5. Safety & Training.**

Employees shall be reimbursed the renewal cost for Commercial Drivers License needed to perform his duties. It is understood that the employee is responsible for the initial payment for the renewal license and that the Company requires a receipt for payment.

A Committeeperson, or his designee, may participate in monthly safety meetings and training sessions. The Committeeperson may report any condition he believes to be unsafe to the Safety Department for investigation and response. It is also understood that all employees should participate to the maximum extent possible in safety programs and report any unsafe condition which they believe exists for investigation.

The Company and the Union are deeply committed to support safety in the workplace for all workers and will, therefore, partner to achieve and maintain the OSHA Voluntary Protection Program.

A joint Management Labor Safety Committee will be formed consisting of three (3) management representatives and three (3) labor representatives. The labor representatives will be appointed by the Union President. Either party to the VPP partnership may elect to opt out of the partnership for good cause by providing a ninety (90) day written notice to the other party stating the basis for its withdrawal. During the 90-day notice period, the parties will endeavor in good faith to provide for the continuation of the VPP.

### **Section 6. Safety Shoes.**

The Company will issue safety shoes to employees who are required to wear them in accordance with OSHA, ANSI, and Jacobs Safety Standards.



The Company will pay for quality safety shoes when required in accordance with the above. The Company will pay up to \$120 for a quality safety shoe or up to \$150 for employees required to wear EH (Electrical Hazard) safety shoes.

Employees who are designated to wear safety shoes must wear them each day of work. If for any reason they do not have them in their possession on a workday, they will be required to wear safety protective shoe caps consistent with OSHA standards.

Shoes will normally be replaced by the Company every twelve (12) months from the date of issue to the employee. Employees who damage shoes through neglect or lose possession of them will be required to purchase new ones at their expense through payroll deduction within a period of ten (10) days after loss.

Employees must contact the Safety Department to initiate the replacement. Prior to obtaining the new shoes, safety protective shoe caps consistent with OSHA standards must be worn as a temporary measure.

## **ARTICLE 9 ASSIGNMENT OF WORK**

### **Section 1. Work Assignments.**

Company supervision will make all work assignments.

When an employee is assigned to perform work in a higher paying job classification and performs such work during any one working day, he shall receive the higher rate of pay for all hours worked in the higher paying classification, provided that the employee is assigned and is actually performing the primary duties of the higher paying position. When an employee is temporarily assigned to a lower classification, he shall receive his regular rate of pay. Where practical, assignments to lower classifications will be rotated.

When work schedules are posted for the Fire Department, no change may be made without both the Company and the Union agreeing.

The primary duties and responsibilities of a Lead shall be the leading and directing of employees as assigned. However, Leads will not make job assignments.

Exempt/non-represented employees will not be called to work to perform those functions presently certified under the Collective Bargaining Agreement. Notwithstanding the above, an exempt/non-represented employee may be required to inspect and determine the nature of a problem.

If it is determined to be other than incidental and a non-emergency situation, an attempt will be made to contact and call in to work appropriate employees covered by the Collective Bargaining Agreement.

The exempt/non-represented employee assigned to the tugboat operations as the Captain shall perform all functions related to the tugboat operations presently certified under the Collective Bargaining Agreement. In addition, represented employees assigned to the tugboat operations may be assigned to perform the functions of the Captain related to the tugboat operations, which are not certified under the Collective Bargaining Agreement.

In two shift operations, personnel will be allowed to select the shift of their choice by seniority. However, the Company reserves the right to assign individuals to a given shift in order to assure proper balance of experienced personnel.

Whenever practicable, but excluding subcontracting decisions made by the Company when placing subcontracts with minority, small or disadvantaged businesses, the Company will, when work covered by the Collective Bargaining Agreement is identified for subcontracting, discuss subcontracting plans with the Union. When requested by the Company, the Union may submit a proposal and the Company will review the Union proposal, without commitment on the Company's part, prior to the selection of a Subcontractor.

### **Section 2. Cross Training.**

1. Cross Training opportunities will be awarded based on the bid process, noted on the bid announcement.
2. With the approval of the Union and the employee, an employee may be assigned to a higher classification, under supervision, for the purpose of gaining experience at his regular rate of pay.
3. To enhance employee skills and opportunity for advancement, employees will be cross-trained in other skills. While cross training, the employee will receive his regular rate of pay.
4. Employees who do not desire cross training shall decline in writing and will not be considered for the next opening in that position.
5. A cross training program and procedure will be established by the Company, which will meet and consult with a designated union cross-training committee not to exceed three (3) members. The cross training program will be established to encourage senior employees to identify job classifications for which they hold minimum qualifications and to which they wish to progress.
6. Quarterly meetings of the cross training committee will be held to review and implement cross training procedures.
7. The Company and the Union shall mutually agree upon a cross training program no later than 60 days after the end of current negotiations.

## **ARTICLE 10 WAGES & CLASSIFICATIONS**

### **Section 1. Wage Rates.**

The applicable wage rates and effective dates for the respective classifications are shown in the attached Exhibit A.

### **Section 2. Pay Practices.**

Payment of wages shall be weekly and, at the option of each employee's payroll employer, shall be made by electronic funds transfer with electronic advice (notification) of deposit, or

direct distribution of paycheck to the employee. For those employers not electing EFT as provided above, current pay practices regarding check distribution will remain in effect for the duration of this Agreement.

### **Section 3. Shopleader/Leads.**

1. A Shopleader will be a working employee who will, at the direction of his supervisor, assist the supervisor in the performance of his duties and/or act as a working Shopleader. He must be able to provide initiative and competent leadership. He will be responsible for the continuity of work and quality and quantity of work produced by his assigned group. He must be able to properly prepare and process all forms required in conjunction with the group and work assigned.
2. Seniority shall not be controlling in regard to promotion to Shopleader. Selection of individual employees for promotion to Shopleader shall be based upon qualifications, merit and capability; however, seniority will be a factor to be considered by the Company.
3. A Shopleader who is selected from a lower classification will continue to accrue his seniority, in that lower classification. In the event of a layoff, the most junior employee in the job classification affected will be laid off. For example, a certified welder selected to be a Shopleader of the weld shop would continue to accrue his seniority in the certified welder classification. However, if a layoff for certified welders occurs, the most junior employee in that classification would be selected for layoff, and not the Shopleader.
4. Shopleaders can bump back to any job that they have previously worked, in accordance with seniority provisions of this Agreement, provided they give the Company a two (2) week notice in writing.
5. Additional pay for Lead, Lead I and Shopleader will be as follows:
  - A Lead will receive 5% over their current classification straight time rate.
  - A Lead I will receive 7% over their current classification straight time rate.
  - A Shopleader will receive 10% over their current classification straight time rate.

Leads, Lead 1's and Shopleaders who are above the Maximum of their lead pay listed above at the signing of this agreement will be Grandfathered at their current rate of pay until the Maximum is greater than their hourly wage. These employees will receive a onetime payment in lieu of the percentage wage increase in accordance with the wage increases in Exhibit A. Said payment will be equal to the percentage increase of that contract year based on the following formula (current hourly wage x pay status hours for contract year x wage percentage increase).

6. The Company may establish a Lead or Lead I position in certain shops to assist Shopleaders as operations dictate. In such instances, the Lead or Lead I will not perform all the duties of Shopleader in any one work-day schedule. It is understood that every shop will not require these position(s), and the intent is to provide Shopleaders in large shops with qualified assistants.

## **ARTICLE 11 HOURS OF WORK & OVERTIME**

### **Section 1. Applicability.**

All Regular Full-time and Modified Full-time Employees except Fire Department and EMCS Personnel:

- a. A work day is defined as a 24-hour consecutive period commencing at 0001 and ending at midnight.
- b. A work/pay week is defined as a 7-day consecutive period commencing at 0001 Saturday and ending at 2400 (midnight) Friday.
- c. The normal work week schedule will be Monday through Friday 40 hours per week with a regular workweek defined as 40 hours per week Saturday through Friday. The normal work week and shift schedules for departments, shops or other organizational units shall be decided as required by operational requirements determined by management. But nothing herein shall prohibit management from establishing the normal work week as required by operational requirements. Where operating requirements permit, the Company will provide affected employees two (2) working days notice of a change. Normal routine shifts cannot be staggered within a work group for the purpose of preventing overtime.
- d. Employees whose normal work shift begins between the hours of 12:00 Noon and 3:30 a.m. will be considered on a night shift. Such employees will receive a shift pay differential of \$1.00 per hour, in addition to their regular earnings for all work performed on such shifts (included in straight time rate for overtime computation).
- e. One and one-half (1.5) the regular straight time rate will be paid for hours worked in excess of eight (8) hours in a day, except for employees who are subject to reduced daily schedules due to inclement weather and make up time within the same work week, Regular Part-time employees and On-call employees. One and one-half (1.5) the regular straight time rate will be paid for hours worked on a holiday.

One and one-half (1.5) times the straight-time rate of pay, plus applicable differentials, shall be paid for all time worked on an employee's first day of rest.

Two (2) times the straight-time rate of pay, plus applicable differentials, shall be paid for all time worked on an employee's second day of rest.

- f. For the purpose of determining whether or not an employee is entitled to overtime pay for having worked more than eight (8) hours in a day all hours in a pay status except PTO shall be counted.
- g. Two (2) times the straight time rate will be paid for hours worked in excess of twelve (12) hours in a day or in a continuous required work period. If an employee is called back to work during the day of his normal work period, the hours worked thereafter shall be added to the hours worked during his normal work period for the basis of determining overtime payment. When under this computation, an employee goes into a double the straight time rate pay status, he shall remain in a double the

- straight time rate pay status until released by the company. For the purpose of computing overtime pay, a shift cutting across two calendar days shall be treated as worked on the day on which the shift begins. If, on the second calendar day, the employee is released by the Company and reports to work for his regular shift, the first eight (8) hours will be paid at straight time. When it becomes necessary for employees covered by this Agreement to work overtime, they shall not be laid off during regular working hours to equalize the time except where the employee has worked for twenty-four (24) hours or more in a two (2) day period. He may be sent home for rest without pay at the Company's discretion to report back at his next regularly scheduled work period provided the employee has had a minimum of eight (8) hours off for rest. When an employee has worked twenty-four (24) or more hours in a two (2) day period and has not had a minimum of eight (8) hours off for rest between the second and third day, all hours worked on the third day will be paid at two (2) times the straight time rate.
- h. Employees are required to work overtime when assigned. The Company will inventory and attempt to equalize the opportunity for overtime within each classification by crew, by department, by bargaining unit. Records of overtime worked by employees shall be made available each week to Union representatives. Employees from one job classification will not be called upon to work overtime in another classification unless all employees within such other classification request relief from overtime work. Employees who request relief from overtime will be charged the equivalent pay hours of overtime worked. Temporary employees will not be scheduled for any overtime work until the regular employees in that job classification have been offered the overtime.
  - i. Among office/clerical employees, overtime shall be the responsibility of the employee normally assigned to work. When necessary, anyone familiar enough with the work can be called upon to help out. When possible, large, pre-planned overtime jobs should be shared within the classification.
  - j. Overtime or premium rates shall not be pyramided on any workday.
  - k. For the purpose of computing the overtime pay for holidays, a shift cutting across two calendar days shall be treated as worked on the day on which the shift begins.
  - l. In the event the employee reports for work at the start of his scheduled shift, he shall receive at least four (4) hours of work or pay in lieu thereof unless he was previously notified not to report.
  - m. In the event the employee is called back to work after he has completed his scheduled hours and after leaving the site for the day, he shall be guaranteed at least four (4) hours of work at the designated overtime rate. For the purpose of computing overtime pay, a shift cutting across two calendar days shall be treated as worked on the day on which the shift begins. If, on the second calendar day, the employee is released by the Company and reports to work for his regular shift, the first eight (8) hours will be paid at straight time. In the event the employee is called in to report to work less than four (4) hours before his scheduled hours, he shall be guaranteed at least four (4) hours pay at the designated overtime rate. These four (4) hours are guaranteed to be paid in addition to and not inclusive of the regularly scheduled work hours.

- n. In the event the employee is called to work on an unscheduled workday (Saturday or Sunday) he shall be guaranteed at least four (4) hours of pay at an overtime rate of one and one-half (1.5) times for Saturday and two (2) times for Sunday.
- o. Employees who began work on an overtime assignment on their first day of rest will be paid at the overtime rate (i.e., one and one-half (1.5) times the regular straight time rate) for all continuous hours worked up to twelve (12), even though the period of continuous service continues into second day of rest.
- p. Employees who began work on an overtime assignment on their second day of rest will be paid at the overtime rate (i.e., two (2) times the straight time rate) for all continuous hours worked even though the period of continuous service continues into another day.
- q. Further to the above, if an employee normally works the day shift he will not be paid shift differential for overtime hours; however, if any employee normally works the evening shift he will be paid the appropriate shift differential compounded for overtime purposes.
- r. Any employee who is called in to work shall receive a minimum of four (4) hours call-in pay.

### **Section 2. Shift Worker (Rotating).**

- a. A rotating shift worker is defined as an employee who normally works a rotating shift providing seven (7) day a week coverage.
- b. The following paragraphs of Section 1 above also apply to the rotating shift workers: a, b, c, d, g, h, i, j, k, l, m, n, o, p, q, and r.
- c. Shift workers will be paid one and one-half times (1.5) the straight time rate for hours worked in excess of eight (8) hours in a day on their first day of rest and on holidays.
- d. Shift workers will be paid at two (2) times the straight time rate for hours worked in excess of twelve (12) in any one day or continuous required work period, and on their second day of rest.
- e. If an unexpected absence among the shift workers is to be filled by the use of overtime, then the employee working the preceding shift will be offered the opportunity to work over four (4) hours into the next shift.

In addition, attempts will be made by the supervisor to reach the employee reporting for the succeeding shift as early as possible, and he will be offered the opportunity to report four (4) hours early.

### **Section 3. Off-site Assignments.**

Employees shall receive straight time rates for all hours spent traveling, but not working.

Employees who are assigned work while away from the Stennis Space Center will be paid in accordance with the provisions of this Agreement for such hours worked.

Prior to any off-site assignment, the Company and the Union shall meet and confer regarding any special payment provisions for the assignment.

#### **Section 4. Fire Department Employees Only.**

1. Work Week

The work week for each employee in the Fire Department covered by this Agreement shall consist of three (3) staggered twenty-four (24) consecutive hours of duty. The compensation for the Fire Department employees during the twenty-four (24) hour period shall be as follows:

- a. The first eight (8) hours starting at 0730 hours, normal work will be performed at straight time rate.
- b. The second eight (8) hours starting at 1530 will be at time and one-half (1.5). The only work to be performed during this eight (8) hour period will be ambulance stand-by assignments and responding to alarms and emergencies.
- c. No compensation for the third eight (8) hours starting at 2330 hours. However, an employee shall receive a minimum of one hour of pay at time and one-half (1.5) the base hourly rate in each instance the employee is called upon to answer alarms during the third period.
- d. Employees who do not get five (5) hours of uninterrupted rest during the combined second and third shift periods due to answering alarms or emergencies will be paid at one and one-half (1.5) the base rate for the entire eight (8) hour third period.
- e. Any work in addition to regularly scheduled work shall be compensated at time and one-half (1.5) the base pay. This does not apply to Regular Part-time employees.
- f. Sundays and listed contractual holidays are days on which no work will be scheduled. However, apparatus inspections are required seven (7) days per week.
- g. Any employee who is called in to work shall receive a minimum of four (4) hours call in pay. It is further understood this does not apply for replacement of a shift.

2. Consecutive Shifts & Temporary Relief

No firefighter shall be required to work a second consecutive twenty-four (24) hour shift unless he agrees to do so. Firefighters can be allowed to work more than three (3) consecutive 24-hour days, with approval of the Company.

Temporary relief for employees in the Fire Department will be provided by:

- a. Full-time employees.
- b. Use of On-call personnel in accordance with their seniority.

- c. Replacement personnel will be paid for the full 24-hour shift provided they work at least 16 hours. If they do not work at least 16 hours, the first eight (8) will be paid at straight time and the remaining hours will be paid at one and a half (1.5) times the straight time rate.

A firefighter not wishing to work a second consecutive 24-hour shift will remain on duty for a reasonable period of time to allow for the securing of a temporary relief firefighter. The relief firefighter will be paid for the full 24-hour shift.

### 3. Fire Department Shift Exchange

This section sets forth the procedures to be adhered by all personnel of the SSC Fire Department interest in exchanging a shift with another employee of the Fire Department.

#### a. Procedure

- (1) Requests must be submitted one week in advance of the exchange.
- (2) Shift exchange will be completed in the same pay period.
- (3) All exchanges will be made within the same classification.
- (4) The shift exchange will not result in additional cost to operations.
- (5) The exchange will not impact the capabilities of the Fire Department.
- (6) The resulting exchange will not require either person to work more than three (3) consecutive 24-hour shifts.
- (7) The 40-hour Firefighter classification is exempt from the Shift Exchange Policy.
- (8) If requestor is going to take vacation in conjunction with the shift exchange, this shall be documented at the time the request is made.
- (9) When a firefighter is asked to work an extra shift at the request of the Company, the firefighter may request to swap the extra shift later in the pay period. The request for exchange must be made at the time of the Company's request. When a firefighter is asked to perform a higher classification, upgrades will be authorized.

#### b. Approval/Review

- (1) The Fire Chief will approve/disapprove all requests for shift exchange and the decision of the Fire Chief will be final.
- (2) If it is determined that this privilege is being abused, the person found abusing the privilege will lose all rights to exchange shifts.
- (3) The shift exchange policy is not for long-term changes to the work schedule.

4. All firefighters are required to successfully pass a task-oriented fitness test on an annual basis. Newly hired personnel will be required to pass the fitness test prior to a job offer being tendered. The facility of the Wellness Center and a fitness program will be made available to fire department personnel at no cost to the firefighter.
5. Employees in the firefighter classification who are in a Regular Full-time pay status, and EMT certified, and are required for standby emergency medical duty will be compensated one hundred fifty dollars \$150 per month for such certified emergency medical duty. Employees who are certified will be selected by seniority. Employees will have to be re-certified as required to maintain the EMT status. Employees will be assigned to shifts to provide proper coverage by seniority.



6. Fire Department employees possessing CPR instructor certification shall be paid an additional one hundred fifty dollars (\$150) per month, not to exceed 4 employees.
7. Fire Department employees who are certified Fire Inspectors will be paid one hundred fifty dollars (\$150) per month.
8. Employees in the Fire Department, in cases of extended absences will be allowed to use leave in forty (40) hour per week increments.

**Section 5. Energy Management Control Service Personnel Only.**

- a. A work day is defined as a 24-hour consecutive period commencing at 0001 hours and ending at 2400 (midnight). However, such hours may be changed at the discretion of the Company provided they give affected employees a 48-hour notice.
- b. A work week is defined as a 7-day consecutive period commencing at 0001, Saturday and ends at 2400 (midnight) on Friday. However, such work week schedule may be changed by the Company to meet the customers' operational requirements provided they give the affected employees a 48-hour notice.
- c. EMCS personnel assigned to work a rotating shift will normally be scheduled to work twelve (12) hours per shift. The Company desires to maintain the current shift schedule but reserves the right to change. If such a change is made, the new schedule will allow two (2) consecutive weekends off for rotating shift personnel. When a change is made, the Company will give the affected employees a 2-week notice of such a change.
- d. EMCS personnel will be paid one and one-half (1.5) times the straight time rate for hours worked in excess of forty (40) hours in a week and on holidays. For hours worked in excess of sixty (60) hours in a work week they will be paid two (2) times the straight time rate.

For the purpose of computing overtime pay for EMCS Operators/Trainees, a shift cutting across two work weeks shall, where the employee is in an overtime status, be treated as worked in the work week which the shift begins. For the purpose of computing overtime pay for the Shopleader, a shift cutting across two work weeks, regardless of whether the Shopleader is in an overtime status, shall be treated as worked in the work week which the shift begins. If an employee should work in excess of twelve (12) continuous hours, they shall be paid one and one-half (1.5) for all hours exceeding twelve (12) hours in a continuous period.

- e. For the purpose of determining whether or not an employee is entitled to overtime pay for having worked more than forty (40) hours in a work week, sixty (60) hours in a work week and twelve (12) hours in a continuous period, all hours in a pay status except legacy sick leave shall be counted.
- f. The regular shift allowance for all hours worked between 1800 hours and 0600 hours shall be \$1.00 per hour. Day shift personnel working an overtime assignment after 1800 hours shall not be eligible for the shift allowance.

- g. EMCS personnel shall have their PTO requests honored on a first come basis. If there is a conflict, seniority will govern.
- h. PTO will be in hourly entitlements. A 1-day PTO utilizes twelve (12) hours of PTO entitlement for rotating shift workers.
- i. Employees in the EMCS Department, in cases of extended absences will be allowed to use leave in forty (40) hour per week increments.
- j. The Company will pay an hourly pension contribution not to exceed forty (40) hours per week for each EMCS personnel who is in a pay status. Pension contributions will be made for forty (40) hours per week when an employee is in a pay status for less than forty (40) hours per week due to the rotating shift schedule of the EMCS Shop.
- k. EMCS personnel who are in their initial training period will not be eligible for overtime until they are qualified, as determined by management. However, this initial period of training should be no longer than six (6) months.
- l. The EMCS overtime list will be one list which includes the following classifications:
  - Shopleader
  - EMCS Operator
  - EMCS Operator Trainee

Shift schedules permitting, the Company will attempt to equalize overtime where practical.

- m. Jury and subpoenaed witness duty shall be paid at the normal straight time of 12 hours per day to a maximum of 40 hours per week.
- n. EMCS Operator duties:
  - (1) Analyze, trouble-shoot and repair all system software problems.
  - (2) When assigned, EMCS personnel will adjust, repair and replace all EMCS hardware devices with the EMCS/HVAC Specialist.
  - (3) EMCS Operators can handle trouble desk calls.
  - (4) Shopleader duties interchange with management responsibilities and that work when performed is not to be classified exclusively as union work.
  - (5) Equipment belongs to the Company and may be used by any qualified person; however, no performance of any EMCS Operator's normal duties will be done, except in cases of emergency.

## **ARTICLE 12 GENERAL**

### **Section 1. Bulletin Boards.**

Space on existing bulletin boards will be made available for the sole use of the Union as follows:

Notices of Union recreational and social affairs.  
Notices of Union elections.  
Notices of Union appointments and results of Union elections.  
Notices of Union meetings.  
Other notices concerning bona fide Union activity such as Cooperatives, Credit Unions, and unemployment compensation information.

## **Section 2. Emergency Work Stoppages.**

Emergency work stoppages not under the Company's control such as weather disasters, riots, and other national disasters, wherein employees are directed not to report to work are considered a normal work day, and personnel shall be allowed their regular salary (not to exceed eight (8) hours in a day) will only be granted when approved in writing by the Contracting Officer. However, each employee who is called in by the Company to perform emergency duties during their regular hours of work shall be paid one and one-half times (1.5) his regular straight time rate of pay for actual hours worked in addition to their regular rate of pay. Emergency Rideout Team members (including EMCS Operators) who are designated to work when SSC is closed and required to remain on site until release by the NASA/SSC Incident Command shall be paid two and one-half (2.5) hours pay for all hours worked and on-site rest periods and all daily administrative hours paid to non-essential personnel during base closure.

No charges to PTO or other leave will be made by the Company for such emergency work stoppages.

It is understood that under such conditions some confusion may exist in the selection of employees who agree to perform emergency work. The selection of employees will be on a rotating voluntary basis according to classification seniority.

## **Section 3. Maintenance of Privileges.**

Any and all privileges enjoyed by the employees will not be denied to them because of the signing of this Agreement, unless the parties, through collective bargaining mutually agree to change or specifically waive any of these privileges.

Privileges as used herein means advantages or special benefits (i.e., lunches, parties, banking privileges) heretofore granted to employees and subject to reasonable rules and regulations promulgated by the Company or the customer. Privileges do not refer to wages, hours and working conditions negotiated by the parties and made a part of this Agreement.

## **Section 4. Tool and Work Area Clean Up Period.**

Adequate time will be allowed before the end of the shift to clean up work areas, put away tools used during the shift as directed by the Company, and for time-keeping recording.

## **Section 5. Flexible Work Schedule.**

A Flexible Work Schedule will be administered in accordance with a mutually agreed upon policy. Both parties agree to review this policy semi-annually. Changes will be made only by mutual agreement of the parties.

## **Section 6. 4 Day/10 Hour Workweek.**

1. One and one-half (1.5) the regular straight time rate will be paid for hours on Saturday, and scheduled day off, Also hours in pay status over 10 and below 12. Two (2) times the straight-time rate of pay shall be paid for hours worked on Sunday, also all hours in pay status over 12.
2. Employees who are laid off for lack of work will receive 80 working hours notice or 80 working hours pay, at straight time rate, in lieu of notice.
3. Employees who resign their employment with the Company must provide 80 working hours notice.
4. PTO accrual rates will not change. However, absences for PTO, or military, jury duty and funeral leave would be charged at the 10 hour per day rate when taken on work days.
5. The Company will make the appropriate contributions per hour to the IAM Pension Plan up to a maximum of forty (40) hours per week for each hour the employee is receiving his regular rate of pay.
6. On weeks with a regularly scheduled holiday, management of each unit will provide coverage for the remaining regular workdays in that week. Providing work schedules permit, employees shall be allowed to flex or take PTO leave during holiday weeks to get 40 hours provided management determines it is feasible. Management requires the entire unit to revert to an 8-hour/5-day workweek. On weeks preceding and succeeding a holiday week, the unit will work a 4 day/10 hour workweek period.
7. The normal work week schedule will be Monday through Friday 40 hours per week with a regular workweek defined as 40 hours per week Saturday through Friday. The normal work week and shift schedules for departments, shops or other organizational units shall be decided as required by operational requirements determined by management. But nothing herein shall prohibit management from establishing the normal work week as required by operational requirements. Where operating requirements permit, the Company will provide affected employees two working days notice of a change.
8. At the employee's request, the employee will be allowed to work a 4 day/10 hour work week schedule. All efforts to allow the employee to work 4 day/10 hour work week will be made. Employees will be notified of any discontinuation of a 4 day/10 hour work week upon mutual agreement between the Company and the Union.
9. Mutually agreed upon pilot programs will be implemented in areas that have not previously worked a 4 day/10 hour work week schedule.

**Section 7. Job Descriptions.**

Job descriptions, including revised and amended job descriptions, shall be provided to the Union. These job descriptions will be stamped Company proprietary and shall be treated as such by the Union. The Union shall retain custody and control of them in a secure manner.

Company changes to the job descriptions will be given to the Union at least thirty (30) days prior to the job being posted with the new requirements.

The Company and Union will mutually agree to update job descriptions within six (6) months of the signing of this agreement.

**Section 8. Use of Forklift Trucks.**

Heavy equipment operators will be assigned to lift items weighing up to 8,000 pounds or greater. All other personnel will normally be restricted to movement of 6,000 pounds or less, but in no event more than 8,000 pounds.

If an employee has a need for a forklift truck to perform his regular duties at a location other than inside the 2204/2205 industrial complex, the employee may drive it to that location. However, no materials will be transported on the forklift to the job location except by storekeeper personnel and the property administrator, since heavy equipment operators will normally perform this function in accordance with the weight limitation referred to above.

All employees who are operators of forklifts must be certified in accordance with the FOSC Certification Plan.

## **ARTICLE 13 SENIORITY - JOB VACANCIES & LAYOFFS**

**Section 1. Seniority/Breaks in Seniority.**

1. Seniority for employees covered by this Agreement after its execution shall be determined for purposes of promotion, layoff, and callback, according to the Company SSC Seniority List in effect at the time. A copy of the current Company SSC Seniority List will be provided to each employee covered by the Collective Bargaining Agreement. The seniority list will be posted on the Union bulletin board for a period of thirty (30) days upon publication of this Agreement during which period any employee covered by this Agreement shall advise his Union Representative of any alleged inaccuracy and it shall be the duty of the Union to advise the Company if any change is required in the seniority list. Once an employee agrees that his seniority is correct by affixing his initials by his seniority date, it shall not be changed in any subsequent review. Individuals becoming employees covered by this Agreement after finalization of the attached seniority list shall be added to the list in the appropriate classification according to the time that each became an employee covered by the Agreement. Effective 5 January 1979 the relative seniority of new employees hired on the same date shall be determined by the last four (4) digits of the employee's Social Security Number. The employee with the lowest last four (4) digits shall be deemed the senior.

The seniority date for a temporary employee will always be the date they become a regular employee.

2. Seniority for the employees covered by this Agreement for purposes of promotion, layoff, and callback shall accrue for time actually worked with the Company and time on authorized leave under the terms of this Agreement. Seniority will be lost whenever the employee covered by this Agreement: (Ex. If an employee is on military duty they will continue to accrue seniority.)
  - a. Voluntarily terminates his employment, is discharged, or fails to apply to return to work at the termination of an authorized leave of absence.
  - b. Is absent from work because of personal illness or accident and fails to keep his manager notified monthly stating the probable date of his return to work.
  - c. Is laid off for a period of more than two (2) years.
  - d. Is notified within two years from date of layoff that he may return but fails to respond within five (5) working days after receipt of offer and arrange a mutually satisfactory date for re-employment.
  - e. Accepts a position outside the bargaining agreement and exceeds thirty (30) calendar days.
3. The seniority list will be revised periodically and provided to the Union representative once a year for a period of forty-five (45) days, during which period of time it shall be the obligation of each employee and the Union to notify the Company in writing of any errors on said list. The list shall be available for inspection by any employee or Union Representative at reasonable times. It is the Union's duty to resolve any dispute between employees covered by this Agreement as to their respective seniority and to advise the company of the resolution thereof. Failure to notify the Company Manager, Human Resources, or his designee, of any errors within the above-mentioned 45-day period shall foreclose any changes to the dates shown on the list.
4. For purposes of this Agreement, there will be three (3) seniority dates: Union Seniority, Classification Seniority and Site Service Seniority.

Union Seniority - represents the total amount of time (adjusted if required) employees have been in a job now covered under the Collective Bargaining Agreement. Union seniority will be used for bidding and bumping purposes only.

Classification Seniority - is the time accrued under each classification in which an employee has worked. Classification seniority will be used to determine the most junior employee in an affected classification in a layoff or as defined in exhibit B.

Site Service Seniority - is the length of continuous time an employee has worked at the Government facility performing the kind of work performed by the Company and its predecessors.

Site Service Seniority shall apply for purposes of PTO eligibility. However, for those employees with an adjusted company service date greater than their Site Service, the adjusted Company service date shall apply for purposes of PTO

eligibility. The seniority described above is that seniority indicated for each employee in the current SSC seniority list.

5. Layoff date is the date on which an employee was laid off from the Company. The layoff date shall be maintained on the seniority list for the length of callback rights.

## **Section 2. Job Vacancies.**

1. Notices of job openings in the bargaining unit covered herein will be posted on the Union bulletin board for a period of five (5) working days during which time the job shall not be filled. All employees covered by this agreement regardless of employer will be eligible to bid on openings. Employees on leave may bid by phone or by proxy for any openings posted during their leave time.
2. If an employee who possesses the required qualifications wishes to be considered for an available opening, the employee may submit a job posting application. Such request must be received by the Human Resources Department no later than the end of the employee's regularly scheduled shift on the fifth (5<sup>th</sup>) working day following the original day of posting. The Human Resources Department will provide a listing of represented employees who bid on the job openings.
3. When an employee is promoted or refuses promotion, the employee shall not be eligible to file another bid request for six (6) months. Prior to being selected for promotion, an employee may withdraw a promotional request at any time.
4. New hire employees with less than twelve (12) months seniority in the job classification for which they were originally hired shall not be eligible to participate in the Job Posting Program until they have completed the twelve (12) month seniority requirement, unless there is no qualified bidder.
5. Employees selected for promotion shall be released to the available higher-rated classification and transferred to the new department within ten (10) working days following selection for promotion.
6.
  - a. Seniority shall be the determining factors in filling job vacancies.
  - b. In the event of a posted job opening the bidding employee with the most classification seniority in the union as defined in Exhibit B shall be awarded the position. In the Warehouse and Clerical job classifications, seniority within those job classifications, not union seniority, shall be the measurement.
  - c. Qualified shall be defined as any person holding the minimum requirements as defined by the job description for the position.
7. If the Company determines within a period of thirty (30) working days that an employee selected to fill a job vacancy is not performing the job satisfactorily, the employee will be returned to his previous job without loss of seniority. If the employee's previous job has been abolished and there is no other job available for which the employee is qualified and eligible, then the employee shall be put on layoff. If employee returns to their previous held job, the job will not have to be re-

- bid. In this event, the second senior qualified bidding employee will be granted the job.
- a. If the employee determines to return to their previously held job position within 30 working days the Company shall grant the request. If employee returns to their previously held job, the job will not have to be re-bid. In this event, the second senior qualified bidding employee will be granted the job.
8. Employees who bid on a position vacated by an incumbent being placed on a Medical Leave of Absence (MLOA) will be placed into the position on a permanent basis unless the incumbent employee returns from the MLOA. Bid Bulletins will indicate positions vacated by employees placed on a MLOA. Employees displaced by another employee returning from a MLOA may exercise their seniority to bump into another job in accordance with other provisions of this Article.
  9. When a lateral vacancy occurs within a job classification senior employees within the classification shall be given the choice to transfer. Employees desiring to make a lateral transfer within their classification shall inform their supervisor and Company Human Resources Manager.
  10. Newly hired employees from sources external to the SSC/FOS contract will be considered as probationary employees for sixty (60) working days and shall be subject to discipline including discharge at the complete discretion of the Company. New employees shall be evaluated bi-weekly with a union representative and shall only be discharged for just cause.
  11. Temporary employees will not accrue seniority. If the temporary employee is required beyond the initial sixty (60) days or the date of the agreed upon extension period, whichever is later, the job will be posted for bid.
  12. The Company will notify the Union of any new hires.
  13. A weekly union/insurance orientation session for newly hired employees will be held on Tuesday after the employees complete their paperwork in the Human Resources Department and prior to their reporting to work. The Human Resources Office will advise the Union on Friday of each week whether there will be any new employees hired on the following Monday.
  14. If on any given date when there are multiple openings in a posted job classification, classification seniority for those awarded such positions will be established as follows:
    - a. A Regular Full-time employee who bids into that classification on that date will be placed first in seniority order.
    - b. A Regular Modified Full-time employee placed in that classification on that date will be placed second in seniority order.
    - c. A Regular Part-time employee placed into that classification on that date will be placed third in seniority order.



- d. A Temporary employee placed into that classification on that date will be placed fourth in seniority order.
  - e. A newly hired employee placed into that classification on that date will be placed fifth in seniority order.
15. When filling vacancies, On-call employees will be considered prior to considering sources external to the SSC/FOS contract

### **Section 3. Layoffs and Recalls.**

1. A layoff is a termination of employment of indefinite length. Any Regular Full-time employee who is laid off for lack of work will receive ten (10) working days notice or ten (10) working days pay in lieu of notice.
2. In the event of a layoff, the employee with the least classification seniority in the job classification affected shall be laid off.
3. An employee subject to layoff may exercise his union seniority, or in the case of Groups listed in Exhibit B his group classification seniority, to bump into any classification provided he has previously held that job classification or performed like work in a now defunct classification, and provided he has the union seniority, or in the case of craftsmen listed in Exhibit B the group classification seniority, and qualifications and capabilities to perform in that classification.
4. Employees on layoff from a classification (onsite/offsite) will be recalled within two years if an opening exists in the classification from which they were laid off. This recall will be done without posting the job and will be processed according to the individual's seniority within the job classification. Notification of offsite recalls will be made by certified mail to the employee at his last known address and a failure of said employee to respond within five (5) working days of the time of mailing that he will report to work, will constitute a waiver of his rights in regard to that recall, and to all future recalls unless he explains his failure to respond and report for work to the satisfaction of the Company. If a temporary vacancy occurs, the employee can accept or decline the recall, and it will not interfere with the employee's recall rights.
5. If an employee who has been in a bargaining unit position for a period of one year is transferred to another position by the Company so as to be excluded from the coverage of this Agreement, such employee shall retain his seniority in the position from which he was transferred.
6. Employees who resign their employment with the Company must provide ten (10) working days notice.

### **Section 4. Recall of Regular Employees to Temporary Positions.**

When Personnel Requisitions are received for temporary positions (positions that do not exceed 60 days), employees who have been laid off from regular positions are contacted prior to filling the requisition with outside candidates. The recall letter sent to the employee should specifically state that it is temporary – not to exceed 60 days – and their recall rights will be maintained if they decline because it is a temporary position. When the temporary assignment ends, the employee is terminated without a ten (10) day layoff letter issued.

The two year recall right for regular employees on layoff who accept recall to temporary positions (positions that do not exceed 60 days) will begin all over again at the end of the temporary assignment. Seniority will not be accrued while on temporary recall.

**ARTICLE 14**  
**HIGH PERFORMANCE WORK ORGANIZATION**

The Company and the Union agree to establish and maintain a High Performance Work Organization in accordance with Exhibit D.

In WITNESS WHEREOF, this instrument is executed as of this 9<sup>th</sup> day of June 2009.

**FOR THE UNION:**

**FOR THE COMPANY:**

\_\_\_\_\_  
Joe Harrington  
Directing Business Representative IAMAW  
Local Lodge 2249

\_\_\_\_\_  
Larry Bramlitt  
Vice President / GM, FOOSC  
Jacobs Technology Inc.

\_\_\_\_\_  
Benjamin Sullivan  
Business Representative IAMAW  
FOOSC  
Local Lodge 2249

\_\_\_\_\_  
Samantha Pitcairn  
Manager, Human Resources,  
  
Jacobs Technology Inc.

\_\_\_\_\_  
Bryan Burleson  
President, IAMAW  
Local Lodge 2249

\_\_\_\_\_  
Steven Iapicco  
Labor Relations Manager  
Jacobs Technology Inc.

\_\_\_\_\_  
Mickey Carr  
Vice President, IAMAW  
Local Lodge 2249

\_\_\_\_\_  
Gary Buckner  
Vice President  
Erica Lane Enterprises

\_\_\_\_\_  
Brenda "Cricket" Reynolds  
Recording Secretary, IAMAW  
Local Lodge 2249  
Resources

\_\_\_\_\_  
Dr. William Nassetta  
Subcontract Principal  
Comprehensive Occupational

\_\_\_\_\_  
Rhonda Adcox  
Secretary/Treasurer, IAMAW  
Local Lodge 2249

\_\_\_\_\_  
Roland Vaughn  
Subcontract Principal  
Smith Research Corporation

**FOR THE UNION:**

**FOR THE UNION:**

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Teresa Ehrlich  
Committee Person  
Local Lodge 2249

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Michael C. Smith  
Committee Person  
Local Lodge 2249

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Brock Saucier  
Committee Person  
Local Lodge 2249

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Edward Dye  
Committee Person  
Local Lodge 2249

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John C. Felder  
Committee Person  
Local Lodge 2249

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Douglass Mayberry  
Committee Person  
Local Lodge 2249

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Marsha' King  
Committee Person  
Local Lodge 2249

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Jacob McKinley  
Committee Person  
Local Lodge 2249

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Debra Ladner  
Committee Person  
Local Lodge 2249

**EXHIBIT A**  
**Wages**

CLASSIFICATION	6/13/2009	6/12/2010
Accounting Clerk	15.56	16.03
Accounting Clerk, Senior	16.87	17.38
Air Conditioning Technician	21.70	22.35
Air Conditioning Technician, Certified	22.45	23.13
Bus Driver	17.07	17.58
Buyer	20.47	21.08
Buyer, Jr.	17.39	17.91
Carpenter	21.98	22.64
Chauffeur	16.40	16.89
Chief Storekeeper	21.00	21.63
Collateral / Equipment Specialist	21.75	22.41
Commodity Specialist/Cataloger	20.47	21.08
Component Technician	21.98	22.64
Compositor	17.52	18.05
Computer Operator	16.61	17.11
Configuration Control Clerk	14.89	15.34
Configuration Control Clerk, Jr.	13.99	14.41
Configuration Coordinator I	19.34	19.92
Configuration Coordinator II	17.20	17.72
Configuration Coordinator III	16.88	17.39
Cook	13.51	13.92
Documentation Coordinator	21.85	22.50
Documentation Specialist	18.19	18.74
Elec./Elec. Controls Specialist	23.15	23.85
Elec./Elec. Controls Specialist, Certified	23.82	24.54
Electrician	21.70	22.35
Electrician, Certified	22.38	23.05
EMCS Operator (12+ months)	25.03	25.78
EMCS Operator (12+ months), Certified	25.71	26.48
EMCS Specialist Senior, Certified	24.96	25.71
EMCS Trainee (0-12 months)	23.45	24.16
EMCS Trainee (0-12 months), Certified	24.11	24.84
EMCS/HVAC Systems Specialist	23.08	23.77
EMCS/HVAC Systems Specialist, Certified	23.82	24.54
Engineer (previously Driver/Operator)	15.92	16.40
Environmental Health Technician	18.92	19.49

**EXHIBIT A**  
**Wages (continued)**

CLASSIFICATION	6/13/2009	6/12/2010
Environmental Specialist 1 (> 15 years)	13.18	13.58
Environmental Specialist 2 (< 15 years)	12.15	12.52
Environmental Systems Operator	22.71	23.39
Environmental Technician 1 (>15 years)	12.68	13.06
Environmental Technician 2 (>5 and <15 years)	12.16	12.53
Environmental Technician 3 (< 5 years)	11.91	12.26
Equipment Operator, Heavy	22.33	23.00
Equipment Operator, Heavy, Certified	23.14	23.84
Equipment Operator, Jr.	18.81	19.37
Expeditor	24.21	24.93
Facility Warranty Administrator	18.84	19.40
Fire Inspector	16.55	17.05
Firefighter	15.64	16.10
Food Service Helper	12.59	12.96
Food Truck Operator/Sales	13.42	13.82
General Clerk	13.99	14.41
General Helper	16.12	16.60
Graphics Coordinator	21.85	22.50
Grounds Technician	18.73	19.29
Illustrator	23.22	23.91
Illustrator, Senior	26.38	27.17
Librarian Technician	13.73	14.14
Lieutenant (Previously Crew Chief)	16.72	17.22
Lineman	22.20	22.86
Lineman, Certified	23.15	23.85
Machinist	22.29	22.96
Mail Clerk	13.10	13.49
Marine Maintenance Technician	22.05	22.71
Material Accounting Specialist	18.98	19.55
Mechanic Automotive	21.77	22.43
Mechanical Technician	21.77	22.43
Mechanical Technician, Certified	22.71	23.39
Medical Records Specialist	15.18	15.64
Medical Records Specialist, Senior	21.85	22.50
Multimedia Graphics Artist	23.22	23.91
NAVO Liaison	21.85	22.50
Painter	20.66	21.28
Payroll Specialist	18.99	19.56

**EXHIBIT A**  
**Wages (continued)**

CLASSIFICATION	6/13/2009	6/12/2010
Photo Technician	23.46	24.17
Photographer	20.86	21.48
Pipefitter/Plumber	21.77	22.43
Pipefitter/Plumber, Certified	22.71	23.39
Planner	25.24	25.99
PM Mechanic/Pesticide Tech.	20.07	20.68
Property Administrator	18.97	19.54
Property Administrator, Senior	19.97	20.57
Property Control Coordinator	16.35	16.84
PT&I Specialist/Electrician	23.08	23.77
PT&I Specialist/Electrician, Certified	23.82	24.54
PT&I Specialist/HVAC	23.08	23.77
PT&I Specialist/HVAC, Certified	23.82	24.54
Quality Assurance Technician	20.76	21.39
Quality Assurance Technician, Certified	21.86	22.51
Rad./X-Ray Quality Technician	20.76	21.39
Rad/X-Ray Quality Technician, Certified	21.86	22.51
Radiation Safety Officer	22.45	23.13
Radiologic Technologist	23.66	24.37
Real Property Specialist	21.75	22.41
Receiving/Shipping Clerk	15.41	15.87
Records Clerk	13.99	14.41
Registered Nurse I	19.29	19.87
Registered Nurse II	20.85	21.47
Registered Nurse III	22.60	23.28
Registered Nurse IV	24.70	25.44
Registered Nurse V	27.16	27.98
Reports Coordinator	16.76	17.26
Reproduction Operator	21.05	21.68
Reproduction Operator, Senior	24.05	24.77
Scheduler (Previously Planner Scheduler)	21.85	22.50
Shipping Specialist	19.66	20.25
Small Engine Mechanic	20.63	21.25
Small Mower Operator	16.12	16.60
SpecsIntact Clerk	16.76	17.26
Stock Specialist	17.17	17.69
Storekeeper	16.29	16.78
Supply Clerk	17.17	17.69

**EXHIBIT A**  
**Wages (continued)**

CLASSIFICATION	6/13/2009	6/12/2010
Technical Publications Specialist	18.92	19.49
Tractor Operator	18.73	19.29
Transportation Coordinator	18.82	19.38
Truck Driver, Heavy	19.29	19.87
Truck Driver, Medium	16.40	16.89
Truck Driver, Refuse	18.11	18.65
Tugboat Deckhand	17.01	17.52
Tugboat Pilot	24.09	24.81
VEM Maintenance Mechanic	22.50	23.17
Visitor Relations Specialist	12.34	12.71
Visitor Relations Specialist, Certified	16.50	17.00
Warehouseman	15.06	15.51
Warranty Administrator	17.17	17.69
Welder, Certified	22.66	23.34



**EXHIBIT B****GROUP CLASSIFICATION SENIORITY**

Employees in these group classifications who transfer into another classification within that group will continue to have their seniority accumulate within these groups. Should they transfer into another group classification, their seniority within that group classification will be frozen on the date of their transfer.

For purposes of promotion, layoff, or recall the following classifications shall be considered one classification:

**Group A (Plumb Shop)**

Pipefitter/Plumber and Mechanical Technician, Pipefitter/Plumber Certified and Mechanical Technician Certified, EMCS Specialist Senior, Certified, Plumber/Mechanical

**Group B (Electrical Shop)**

Electrician, Electrician/Electrical Control Specialist, PT&I Technician/Electrician and PT&I Specialist/Electrician, Electrician Certified, Electrician/Electrical Control Specialist Certified, PT&I Technician/Electrician Certified and PT&I Specialist/Electrician Certified, EMCS Specialist Senior, Certified/Elec.

**Group C (HVAC)**

Air Conditioning Technician, EMCS/HVAC Systems Specialist, PT&I Technician/HVAC and PT&I Specialist/HVAC, Air Conditioning Technician Certified, EMCS/HVAC Systems Specialist Certified, PT&I Technician/HVAC Certified and PT&I Specialist/HVAC Certified, EMCS Specialist Senior, Certified/HVAC

**Group D (Warehouse)**

Buyer, Buyer Junior, Real Property Specialist, Chief Storekeeper, Commodity Specialist/Cataloger, Mail Clerk, Material Accounting Specialist, Facility Warranty Administrator, Property Administrator, Property Administrator Senior, Receiving/Shipping Clerk, , Shipping Specialist, Stock Specialist, Storekeeper, Supply Clerk, Warehouseman, Warranty Administrator, Records Clerk, Medium Truck Driver, Chauffeur, Property Control Coordinator

**Group E (Clerical)**

Scheduler, NAVO Liaison, Medical Records Specialist Senior, Documentation Coordinator, Graphics Coordinator, Configuration Coordinator 1,2 and 3,

**EXHIBIT B****GROUP CLASSIFICATION SENIORITY (continued)****Group E (Clerical-continued)**

Transportation Coordinator, Documentation Specialist, Environmental Health Technician, Specs Intact Clerk, Reports Coordinator, Medical Records Specialist, Configuration Control Clerk, General Clerk, Collateral / Equipment Specialist, Payroll Specialist, Accounting Clerk Senior, Accounting Clerk, Computer Operator, Configuration Control Clerk Jr., Librarian Technician

**Group F (Fire Dept)**

Firefighter, Lieutenant, Engineer

**Group G (Multi Media)**

Senior Illustrator, Multi-media Graphic Artist, Photo Technician, Reproduction Operator Senior

**Group H (Quality)**

Quality Assurance Technician, Quality Assurance Technician Certified, Radiation/X-ray Quality Technician, Radiation/X-ray Quality Technician Certified

**Group I (Public Relations)**

Visitor Relations Specialist, Visitor Relations Specialist/Certified, Bus Driver

**Group J (Cafeteria)**

Cooks, Food Service Helper, Food Truck Operator

**Group K (EMCS)**

EMCS Operator, Certified, EMCS Trainee, Certified

**Group L (Custodial)**

Environmental Specialist 1, 2, 3, Environmental Technician 2, 3

**Group M (Heavy Equipment)**

Heavy Equipment Operator, Heavy Equipment Operator, Certified

**Group N (Roads & Grounds)**

Grounds Technician, Tractor Operator, Small Mower Operator

**Group O (Mechanic Shop)**

Vehicle Equipment Maintenance, Automotive Mechanic, Small Engine Mechanic, Marine Maintenance Technician

**EXHIBIT C****Custom Choices Worksite Benefits Program****AGREEMENT BETWEEN****IAMAW LOCAL 2249****AND****Jacobs Technology Inc.****Stennis Space Center / Facility Operation Service Contract  
Smith Research Corporation, Erica Land Enterprises, and CORE****THEIR SUCCESSORS AND ASSIGNS (HEREINAFTER CALLED  
“COMPANY”)**

This agreement acknowledges that the Company has agreed to allow the IAMAW and its Local 2249, to offer the Custom Choices Worksite Benefits program of supplemental insurance benefits to their employees in the bargaining unit through their designated agent, Employee Benefit Systems, Inc. (EBS). Employees will be given an opportunity to spend up to fifteen minutes with an EBS Counselor at the worksite during normal working hours, once per year, not to exceed 15 minutes absence from work per employee. EBS shall schedule the employee meetings in consultation with Company managers to minimize operational disruption. Further, the Company will honor payroll deduction requests and make payments to the underwriting insurance companies for supplemental life, cancer, long-term and short term disability and critical illness insurance.

All policyholder service will be provided by the underwriter and Employee Benefit Systems, Inc. It is recognized that the Company is not endorsing this program and that participants will pay 100% of the cost through payroll deduction.

**EXHIBIT D****HIGH PERFORMANCE WORK ORGANIZATION**

The formation of a responsible SSC FOS Project High Performance Work Organization Partnership is essential in our current Service Contract Arena for long-term success. Our HPWO Partnership will create a relationship where all employees are empowered to be successful, are involved in the decision-making process, and mutually share in the benefits of partnering. By creating an atmosphere of mutual trust and respect, through education and training, through open communications, commitment, and to the greatest extent possible, decision making by consensus, we will achieve our goals of continual improvements in safety, quality, customer satisfaction, cost competitiveness, and employment security through innovation and partnering between SSC FOSC Contractor and its Subcontractors (Company) and the Union.

**Agreement to Partner**

We, the International Association of Machinists and Aerospace Workers Local Lodge 2249, and the SSC FOSC Contractor and its Subcontractors (Company) have committed to a HPWO partnership that will accomplish goals that mutually benefit the Company, the Union, all employees, the SSC as our customer, and the community in which we live.

Both the Union and the Company recognize that success and growth will be based largely on the efforts of all employees and those efforts are best achieved through a professional and positive Union-Management relationship.

We agree to develop, through shared decision-making, work processes and practices that will focus on providing services that meet or exceed the needs of our customers. The approach will enable continuous improvement by maximizing the contribution of skills, knowledge, and sharing information. Through this ongoing partnering commitment, people will seek out, learn, and apply competence in our daily work environment.

Cooperative activities or projects undertaken as a result of this commitment shall be in conformity with the provisions of the Collective Bargaining Agreement, which is our contract. The partnership agreement will be enabling language, which will allow leaders of labor and management to expose the entire workforce to their commitment to establish and promote positive, and extensive workplace change. This agreement will highlight the mutual goals and benefits of the partnership and the commitment to establish a new era of labor relations through shared decision making. Working as one, we will participate in understanding our customers' perceptions and definitions of value. The knowledge gained will be integrated with design and development efforts, thereby creating high value in all new products and services that we offer.

The Company and the union recognize that total team effort is required through the HPWO Implementation and development process. As we strive toward service contract excellence, we agree to trust, respect, and help each other throughout all phases of the partnership, and its commitment to positive workplace change. With this partnership agreement we intend to increase operation efficiency, expand the workforces, better educate and train our employees, increase Company profitability, provide the basis for enhancement of wages and benefits, and secure employment for all who participate.

REGISTER OF WAGE DETERMINATION UNDER  
THE SERVICE CONTRACT ACT  
ADMINISTRATION

By direction of the Secretary  
of Labor

William W.Gross  
Director

Division of  
Wage Determinations

U.S. DEPARTMENT OF LABOR  
EMPLOYMENT STANDARDS

WAGE AND HOUR DIVISION  
WASHINGTON D.C. 20210

Wage Determination No.: CBA-  
2010-3330

Revision No.: 2

Date Of Last Revision:  
7/6/2010

State: Mississippi

Area: Hancock

Employed on NASA Office of Procurement Mail Code DA10 Stennis Space Center 39529 contract for Providing test operations and supporting services at Stennis Space Center in support of NASA Headquarters Space Operations Mission Directorate (SOMD) and Exploration Systems Mission Directorate (ESMD) goals and objectives.

Collective Bargaining Agreement between contractor: Jacobs Technology Inc, and union: International Association of Machinists and Aerospace Workers Local 2249, effective 6/9/2009 through 6/8/2011.

In accordance with Section 2(a) and 4(c) of the Service Contract Act, as amended, employees employed by the contractor(s) in performing services covered by the Collective Bargaining Agreement(s) are to be paid wage rates and fringe benefits set forth in the current collective bargaining agreement and modified extension agreement(s).

**BETWEEN**

**Jacobs Technology Inc., Smith Research Corporation (SRC) and ERC, Inc. (ERC)  
on the Test Operations Contract at Stennis Space Center (SSC)**

**AND**



**INTERNATIONAL ASSOCIATION OF MACHINISTS  
AND AEROSPACE WORKERS,  
AFL-CIO**

**AND ITS**

**LOCAL LODGE 2249**

**THIS AGREEMENT**, dated as of May 1, 2007 by and between Jacobs Technology Inc., Smith Research Company (SRC), and ERC on the Test Operations Contract at Stennis Space Center (hereinafter referred to as NASA Test Operations Group (NTOG) or the “Company”) and the International Association of Machinists and Aerospace Workers, AFL-CIO, and its Local Lodge 2249 (hereinafter referred to as the “Union”).

**WITNESSETH** that

**WHEREAS**, the union is the exclusive bargaining agent of certain employees of the company, and

**WHEREAS**, the union and the company have negotiated a collective bargaining agreement covering wages, hours and other employment, and

**WHEREAS**, the parties desire to reduce the agreement to writing,

**NOW, THEREFORE**, in consideration of the mutual promises hereinafter set forth, the parties hereto agree as follows:

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## **ARTICLE 1 RECOGNITION**

The Company, during the life of this Agreement, recognizes the Union as the exclusive representative of all full time and regular part time NTOG employees whose classifications are listed in Appendix A, for the purposes of collective bargaining with respect to rates of pay, wages, hours of employment and other conditions of employment (reference National Labor Relations Board Case Number 15-RC-8664 dated 01 June 2006).

## **ARTICLE 2 RIGHTS OF MANAGEMENT**

**Section 2.1 Company Policies and Procedures.** The management of the Companies and the direction of the work force is vested exclusively in the Companies subject to the terms of this Agreement. All matters not specifically and expressly covered or treated by the language of this Agreement may be administered for its duration by the Companies in accordance with such policy or procedure as the Companies from time to time may determine.

**Section 2.2** Unless this Agreement specifically and expressly provides the Union and/or employees in the bargaining unit rights which limit Management decision making, the Companies retain all rights of management they had before this Agreement, the management of the facilities and the direction of the work force are exclusively vested in the Companies.

This includes, but is not limited to, the right:

- (a) to make, change and enforce rules as well as promulgate new rules and change existing rules for the maintenance of discipline;
- (b) to promote and demote;
- (c) to transfer;
- (d) to hire;
- (e) to retire;
- (f) to suspend;
- (g) to layoff under circumstances it determines appropriate;
- (h) discipline or discharge for cause;
- (i) to assign employees to participate in ad hoc groups in support of customer requirements, tiger teams, improvement teams, and investigations;
- (j) to determine how best to comply with the requirements of our customers, and the implementation of changes necessary for customer satisfaction.



**Section 2.3** The Company shall be the judge of all matters pertaining to the location of operations, the size of the workforce, hours of work, whether to shut down permanently or temporarily any operation in whole or in part, production schedules, and the methods, processes and means of manufacture or servicing and materials to be used, including the right to introduce new and improved methods or facilities and to change existing methods or facilities. Company policies, procedures, organization, assignments of supervision and team leads, may be revised by the Company as deemed necessary by management.

**Section 2.4** The Company shall be the judge of employee performance and may implement a bonus pool or similar program to reward individual performance. This compensation is in addition to the wages and benefits negotiated herein and will be rewarded at the sole discretion of management and are not subject to the grievance procedure.

**Section 2.5** Nothing in this agreement shall interfere with the Company's ability to meet TOC commitments, including proposal objectives, customer expectations, and Company practices already in-place.

### **ARTICLE 3 UNION AND COMPANY RELATIONS**

**Section 3.1 Union Activity During Working Time.** There shall be no discrimination, coercion, interference, harassment or restraint by the Company against any employee because of Union activity or membership in the Union. The Union will not harass, coerce, or intimidate employees into becoming members of the Union. There shall be no interference with Company operations. There shall be no solicitation or promotional Union activity on Company time, except as otherwise provided in this Agreement.

**Section 3.2 Strikes and Lockouts.** The Union agrees that during the terms of this Agreement and regardless of whether an unfair labor practice is alleged (a) There will be no strike, stoppage or slow-down, sit-down, primary or secondary boycotts, refusal to handle or deliver any merchandise, raw materials, goods, services and processed or finished products, picketing or walk-out of any kind, sympathy or general strikes, or any other interference with any of the operations of the Company and (b) The Union will not directly or indirectly authorize, encourage or approve any refusal on the part of employees to proceed to the location or normal work assignment where no rare or unusual physical hazard is involved in proceeding to such location. Any employee who violates this clause shall be subject to discipline. (c) The Company agrees that during the term of this Agreement there will be no lock-out of employees covered by this Agreement. (d) Any claim by the Company that the Union has violated this Section 3.2 shall not be subject to the grievance procedure or arbitration provisions of this Agreement and the Company shall have the right to submit such claim to the courts.

(e) The Company has the right to discipline, up to and including discharge, any employee who either instigates, encourages, participates in, or gives leadership and/or support to any of the activities encompassed in sub-section (a) of this Article. The Company's discipline in this regard is within the discretion of the Company and is not subject to the Grievance Procedure. However, an issue of fact as to whether or not any particular employee has engaged in, participated in or encouraged any such activities may be subject to the Grievance Procedure. (f) In the event the employees should engage in any activity in violation of the provisions of Section 1 hereof, the International and Local No. 2249 shall immediately take all affirmative action legally available to prevent and stop any such illegal activity that occurs, including, but not limited to, immediately instructing the involved employees in writing that their conduct is in violation of this Agreement; that they may be disciplined up to and including discharge.

**Section 3.3 Business Representatives - Access to Work Areas.** The Business Representative of the Union shall have access to SSC during working hours for the purpose of conducting legitimate Union Business pertaining to this Agreement including, but not limited to, the investigation and advising in the handling of grievances, and the Company will not impose regulations which will render the intent of this provision ineffective. The necessary Company badges and credentials will be available to the Business Representative during working hours. The Company maintains the right to restrict access to Test Areas. Access will be given to non-restricted areas and a meeting place will be provided. The Union shall keep the NTOG Manager of Human Resources currently informed in writing of the name of the accredited Business Representative.

**Section 3.4 Shop Stewards.** The Union may select not to exceed, except by mutual agreement, six (6) employees as shop stewards, one of whom shall be the Chief Steward. The Union shall keep the NTOG Manager of Human Resources currently informed in writing of the name of the accredited shop steward. The Union may also select one (1) Alternate for each Representative, but the Alternate shall not function as the Representative except in the absence from the plant or location (clocked out) of the regular Representative. For the purposes of this paragraph, a Representative who is specifically assigned out of the geographic area for at least one (1) full shift shall be deemed clocked out and during such period the alternate may function.

**Section 3.5 Departure from Work Assignment by Stewards to Investigate Complaints or Claims of Grievance.** The steward shall notify and obtain permission from his Supervisor before leaving his work assignment for the purpose of investigating complaints or claims of grievance on the part of employees or the Union or contacting the Business Representative in regard to such claim or grievance. Investigations shall be conducted in accordance with Article 4 Section 4.2.

**Section 3.6** Shop Stewards shall not handle any grievances arising outside of their respective shifts or area, except when assigned to do so by the Business Representative or the Chief Steward. When an employee temporarily leaves their area, their home representative will continue to represent them when appropriate.

**Section 3.7** Nothing in this Agreement is intended to abridge the right of a Supervisor to privately discuss with any employee under his Supervision topics pertinent to the work place, including but not limited to, the employee's job performance.

**Section 3.8 Time Off for Union Business.** Upon receipt, five (5) working days in advance, of a written request by the Business Representative or the Chief Steward of the Union, not more than three (3) designated representatives of the Union, unless mutually agreed by the parties, shall be granted unpaid time off for official Union business.

**Section 3.9 New Employee Introduction.** A Union official will be given an opportunity to meet with newly hired Collective Bargaining Unit (CBU) employees during new employee orientation to answer questions about the Union. Such meetings will be limited to fifteen (15) minutes.

**Section 3.10 Union Security.** For the convenience of the Union and employees who are members of the Union, the Company agrees to deduct regular weekly Union dues and or initiation, reinstatement fees from the wages of each employee who authorizes such deduction as provided for herein.

An employee who desires the Union dues to be deducted from his wages shall submit a fully executed authorization form to the Company, as approved by the parties, signed by said employee from whose wages deductions are to be made as provided for therein.

Deductions shall be made for the regular weekly Union dues of each employee in the bargaining unit for whom the above authorization has been received effective the first full pay period after an employee's authorization is received. Deductions shall continue weekly in like manner thereafter.

Deductions shall be remitted monthly to the designated Financial Officer of the Union not later than fifteen (15) days after the last weekly deductions have been made each calendar month. The Company shall furnish the designated Financial Officer of the Union with a monthly record of those for whom deductions have been made.

An employee's authorization for dues deduction shall automatically be voided upon his transfer outside the bargaining unit.

An employee changing the Company for whom he is working shall submit a new authorization card.

Temporary employees are exempt from this section. On call employees shall have minimum dues deducted and remitted to the Union in accordance with this article.

### **Section 3.11 Discharge and Discipline.**

**3.11 (a) Cause.** No employee shall be discharged, suspended, demoted, or otherwise disciplined without cause. Any employee who has been discharged shall be granted an interview with his Union Steward or Committeeperson, before he is required to leave the premises. The employee may inform his union steward or committeeperson that he does not desire union representation, which request shall be honored.

**3.11 (b) Disputes.** Should there be any dispute between the Company and the Union concerning the existence of cause for discharge, demotion or discipline, such dispute shall be adjusted in accordance with the Grievance and Arbitration provisions of this Agreement.

**Section 3.12 Labor Management Meetings.** Both parties agree that holding labor management meetings to facilitate open communication between the Company and Union are important. Either party can request a meeting in writing with the other. Every attempt should be made to meet at the earliest opportunity.

#### **ARTICLE 4 GRIEVANCE AND ARBITRATION PROCEDURE**

**Section 4.1 Union Grievances.** Any grievances or disputes which the Union may have with the Company arising out of the application or interpretation of a specific clause or clauses of this Agreement shall be adjusted according to the following procedures:

**4.1(a)** The Union, through the Business Representative or Chief Steward, shall present the grievance, in writing, to the Union Relations Representative for NTOG in compliance with the time periods established in Section 4.13. They or their authorized representatives, shall discuss the grievance within ten (10) working days after receipt. The Company's decision shall be given, in writing, to the Union by the Union Relations Representative or Designee within seven (7) working days after the discussion of the grievance. This grievance shall contain the information defined in Paragraph 4.2(b).

**4.1(b)** The Representative's decision on such appeal shall be given to the Union, in writing, within seven (7) working days after such discussion is concluded. If the Union is dissatisfied with the decision, it may submit such grievance to arbitration pursuant to Section 4.3 of this Article.

**4.1(c) Grievances Excluded From This Section.** Grievances requesting remedy for individual employees, which can be presented under the provisions of Section 4.2 of this Article, and the subject matter of any grievance that has been presented by an employee under Section 4.2, shall not be presented under this Section 4.1. Union grievances which are presented under the provisions of this Section, and the subject matter of any grievance that has been presented by the Union under this Section, shall not be presented under Section 4.2.

**Section 4.2 Employee Grievances.** It is mutually agreed that the prompt adjustment of grievances is desirable in the interest of sound relations between the Union, the employee, and the Company.

For the purpose of this Agreement the term grievance means any differences arising between the Company and the Union or an employee involving the interpretation or application of the terms of this Agreement.

Whenever an employee covered by this Agreement has instituted a grievance as described below or wishes to institute a grievance, the Union Steward, responsible for that employee's work area or his alternate, in their absence, the Chief Steward ["the Union Representatives"] shall conduct any interview or investigation of the matter made subject of a grievance. Time spent in investigating and adjusting grievances by Union Representatives and employees during working hours shall be limited to a reasonable period of time which the Parties hereto would not normally expect to exceed 30 minutes to an hour per investigation. The Union Representative must secure permission from his Supervisor prior to his absence during working hours which permission shall be granted, unless the Union Representative's departure at that time would create a situation detrimental to the customer's interest. If the Union representative must enter a work area other than his own in fulfillment of his duties, he shall notify the Supervisor in that area of his presence and purpose. The Supervisor shall allow the Union Representative to discuss the matters with the affected employee unless discussion at that time would create a situation detrimental to the customer's interest. Upon the request of an employee or the Union Representative, the Supervisor shall permit the Union Representative and the affected employee to discuss matters relating to a complaint or grievance in private. An employee may inform the Union that he does not desire Union representation which request shall be honored; however, such a request shall not deprive the Union of the right to be present and participate at all stages of the grievance procedures.

**4.2(a) Step 1. (Oral)** A grievance shall be raised by the aggrieved employee with Union Representation which would normally be the employee's area steward/committeeperson, (but in the absence of the area steward the Chief Steward, or alternate steward shall serve as the Union Representative) presenting the facts and issues in connection with the grievance to the aggrieved employee's Supervisor. The initial raising of a grievance must be done within five (5) working days of the occurrence of the facts that give rise to the grievance, or else it shall be considered waived. Employees raising a grievance shall cite the Article of the Collective Bargaining Agreement that has been violated.

The Supervisor shall have five (5) working days in which to advise the employee, and the Union Representative of his decision in connection with the grievance raised. Should this fail to settle the grievance, then:

**4.2(b) Step 2.** The grievance shall be reduced to writing by the Union Representative and the aggrieved employee and be signed by the employee(s) and Union and presented to the NTOG Department Manager, or his designated representative, and the Subcontractor Site Manager/designee, if any, within seven (7) working days of the occurrence of the facts that give rise to the grievance or else it shall be considered waived. The NTOG Department Manager, or his designated representative, and the Subcontractor Site Manager/designee, if any, shall answer in writing within seven (7) working days. Should this fail to settle the grievance then:

**4.2(c) Step 3.** The grievance shall be presented to the NTOG Manager, Human Resources or his designated representative within seven (7) working days of the answer of the Department Manager or his designated representative and the Subcontractor Site Manager/designee, if any, or else the grievance shall be considered waived. A conference shall then be expeditiously arranged and held within fifteen (15) working days, which period may be extended by mutual agreement, between the NTOG Manager, Human Resources, the Subcontractor Site

Manager/designee, if any, and a maximum of three (3) on-site representatives, not including the Business Representative, of the Union and the aggrieved employee. The NTOG Manager, Human Resources shall have seven (7) working days in which to answer the grievance in writing. In the event that this conference fails to settle the grievance amicably, the Union may refer the matter to arbitration.

**4.2(d)** Grievances alleging improper discharge, layoff or failure to recall filed by grievants not on the payroll and other grievances agreed upon by the Union and the Union Relations Representative or Designee shall be filed in writing directly into Step Two. Such written presentation, in addition to the information required in Paragraph 4.2(b), shall include the signature of a District Business Representative or his Designee.

**4.2(e) Group Grievances.** Pursuant to Paragraphs 4.2(a) through 4.2(c) and Section 4.3, in the event a group grievance is filed by more than two (2) employees, the Oral, Step One and Step Two meetings shall be limited to two (2) grievants chosen by the Union to be representatives of the group.

**4.2(f) Witnesses.** Representatives meeting with the Manager or Designee to discuss a grievance in the first (1<sup>st</sup>) step or meeting with the Union Relations Representative or Designee to submit or discuss a grievance in the second (2<sup>nd</sup>) step shall be entitled to have employee witnesses called in without loss of regular shift pay (if any is involved) to help determine the facts pertinent to the grievance or dispute. Any such witness so called in shall be paid only for time spent as a witness during regularly assigned shift hours. Not more than one (1) such witness may be called in at one time, unless otherwise agreed to by the parties. Any such witness on the active payroll shall be notified only by the Company at the request of the Union.

For the purpose of expediting the conducting of a second (2nd) step hearing, a Business Representative of the Union shall advise the appropriate Union Relations Representative of the name(s) of known witness(es) at least two (2) hours prior to the scheduled hearing.

**4.2(g) Computation of Delays.** For purposes of computing all time periods in this Article, working days are Monday through Friday. Saturday and Sunday are not working days, in spite of the fact that the grievant may be regularly scheduled to work those days, or the fact that an occurrence giving rise to a grievance occurs on either Saturday or Sunday. **Example:** If an occurrence giving rise to a grievance occurs on Tuesday, the first working day counted towards the five day period for raising the grievance is Wednesday. The second working day would be Thursday, the third working day would be Friday. Saturday and Sunday would not count as working days. The fourth working day would be Monday and the fifth and final day to raise a timely grievance would be Tuesday.

**4.2(h) Non-Binding Mediation.** Any grievance that has not been settled pursuant to Article IV, Section 4.1 or 4.2 of this Agreement may, with the consent of both Parties, be referred to non-binding Mediation before the grievance is moved to Arbitration. No grievance shall be submitted to mediation if the absence of a written request for arbitration as specified by Section 4.3.

**Section 4.3 Arbitration Procedure.** Within seven (7) working days from the date of receipt of the decision of the Union Relations Representative or Designee on a grievance under Section 4.1, or the Company's decision on a grievance in Step Three under Section 4.2, the Union, through its Business Representative or Designee may request in writing that a grievance, arising out of the interpretation or application of a specific Article(s), and Section(s) of this Agreement, be submitted to arbitration. Only such grievances may be submitted to arbitration and none of them shall be arbitrated unless the request for arbitration cites the Article(s), and Section(s) of this Agreement cited on the grievance form.

**4.3(a) Submission to Arbitration.** The Company and the Union, at least two (2) working days in advance of the arbitration hearing, shall submit to the other and the arbitrator a statement in writing of the issues it considers in dispute. After the parties opening statements and prior to the taking of evidence or testimony at the hearing, the arbitrator shall determine the issues and in cases involving employee grievances the specific remedy based on the issues set forth by the arbitrator, provided that such issues are arbitratable under the terms of Paragraph 4.3.

**4.3(b) Arbitration Rules and Procedures.**

**4.3(b)(1) Priority Scheduling.** Priority grievances are those filed by grievants not on the payroll which involve continuing liability in alleging improper discharge or improper layoff. Once a priority case is scheduled the scheduling of non-priority cases will not be precluded even though they may be set for hearing prior to the hearing date of the priority case.

**4.3(b)(2) Regular Scheduling.** Grievances, other than those described in Paragraph 4.3(b)(1), shall be scheduled for arbitration in the order selected by the Union. After the order is established by the Union, the Company and the Union shall select the arbitrator according to this Article. The cases shall then be heard in that order unless the Company grants, the Union withdraws, or the case is otherwise mutually settled.

**Section 4.4 Selection of Arbitrator-From Federal Mediation and Conciliation Service.**

The Company and Union will make every attempt to mutually agree upon an arbitrator to hear any case before submitting to the Federal Mediation and Conciliation Service. In the event the parties are unable to agree on an arbitrator, the parties shall jointly request the Federal Mediation and Conciliation Service to submit a panel of seven (7) arbiters. Such requests shall state the general nature of the case and ask that the nominees, be qualified to handle the type of case involved. When notification of the names of the panel of seven (7) arbiters is received, the parties in turn shall have the right to strike a name from the panel until only one name remains. The right to strike the first name shall be determined by lot. The remaining person shall be the arbiter. If the arbitrator selected is not available within sixty (60) calendar days after selection, the selection procedure shall be repeated, starting within two (2) working days following notification by the arbitrator. After a case on which the arbitrator is empowered to rule hereunder has been referred to said arbitrator, it may not be withdrawn by either party except by mutual consent.

In the event both Parties agree, an entire panel may be rejected, provided the Parties agree to request another panel within twenty (20) calendar days of receipt of the FMCS letter identifying the original panel.

**Section 4.5 Hearing Date Limitations.** Non-priority cases shall be heard by an arbitrator within ninety (90) calendar days from the date of filing for the arbitration.

**Section 4.6 Hearing Date Extension - Priority Cases.** In the event that the number of cases scheduled for arbitration precludes the Union from appearing and presenting such cases within thirty (30) calendar days for alleged improper discharge, layoff or recall, the Union may request in writing an extension not to exceed thirty (30) calendar days and such extension shall be granted in writing.

**Section 4.7 Procedure Compliance.** In the event a party fails to comply with the procedure set forth in Paragraphs 4.3(b)(1) through 4.6, the other party may, after five (5) calendar days written notice to the opposite party, make written request to the Arbitrator selected pursuant to Paragraphs 4.3 through 4.12 that the arbitrator appoint a time and place for the hearing of the case and cause notice thereof to be served personally or by registered or certified mail on the parties to the arbitration not less than seven (7) calendar days before the hearing.

**Section 4.8 Time of Hearing and Decision.** Pursuant to Paragraphs 4.3(b)(1) or 4.3(b)(2), the parties and the impartial arbitrator shall begin the arbitration on the mutually agreed date. The decision of the impartial arbitrator shall be rendered in writing and mailed to the parties within thirty (30) calendar days after the conclusion of the taking of evidence.

**Section 4.9 Expenses of Arbitrator.** The fees and expenses of the impartial arbitrator shall be shared equally by the parties. Should the Union withdraw a grievance or should the Company grant a grievance that has been scheduled for hearing, it shall be the responsibility of the withdrawing party or the party granting the grievance to pay the arbitrator's fee if there should be one. The parties shall jointly inform the arbitrator of the cancellation of the arbitration.

**Section 4.10 Expenses of Parties.** Each party shall be responsible for all expenses incurred by it in the presentation of its case, including the payment for time lost by any employee called as a witness. Either party, at its option and at its own expense may have the arbitration proceedings reported and transcribed. The costs of any additional services required by either party shall be borne by the party requesting these additional services. The cost of requests for arbitration panels shall be alternated by the Union and the Company.

**Section 4.11 Power of Arbitrator.** The impartial arbitrator shall have no power to add to, subtract from or modify any of the terms of this Agreement or any supplement thereto, or any submission to arbitration agreed to by the parties, or to retain jurisdiction pending implementation of the award.

**Section 4.12 Effect of Arbitrator's Decision.** The decision of the impartial arbitrator, if within the scope of authority as defined in this Section 4.3, shall be final and binding upon the parties. There shall be no appeal from the arbitrator's decision.

**Section 4.13 General.**



**4.13(a) Extension of Time.** Any of the periods within which any of the acts is required by this Article to be performed may be extended by written consent of the parties. If an extension beyond fifteen (15) calendar days is requested by the Union in a grievance involving continuing financial liability on the part of the Company, the period of time covered by such extension shall not be counted in determining financial liability.

**4.13(b) Time Within Which to File Grievances.**

**4.13(b)(1) Five Working Day Time Limit.** No matter shall be considered as a grievance or dispute under either Section 4.1 or Section 4.2 of this Article unless it is presented in writing within five (5) working days after the occurrence of the events on which the grievance is based.

**4.13(b)(2) Circumstances Preventing Knowledge.** If the circumstances of the case prevent either the employee or the Union from knowing prior to the expiration of the five (5) working day period that grounds exist for a grievance, the grievance must be filed within five (5) working days after the circumstances resulting in the grievance, are discovered, or should have been discovered.

**4.13(b)(3)** Grievances or disputes regarding alleged improper discharge must be filed in writing within five (5) working days after such discharge.

**4.13(b)(4)** Grievances or disputes regarding alleged improper layoff must be filed in writing within five (5) working days after such layoff or recall unless the circumstances of the case made it impossible for either the employee or the Union to know that the employee had such a grievance prior to that date, in which case such grievance must be filed within five (5) working days after the discovery of the circumstances resulting in the grievance.

**4.13(c) Limitation on Retroactive Effect of Grievance or Arbitration Decision.**

**4.13(c)(1)** No reclassification or change in rate to be effective prior to the date a grievance is filed shall be granted in any decision under this Article, unless the aggrieved employee requests in the statement of the grievance that the reclassification or rate change be made effective retroactively and it is determined in the grievance or arbitration procedure to be justified.

If such request is made and found to be justified, such request shall be granted retroactively, effective as of the beginning of the payroll period nearest the date that the misclassification first occurred or the change in rate was found to be justified, provided that such retroactive period shall not extend beyond fifteen (15) working days prior to the date such grievance was filed.

**4.13(c)(2)** No grievance or arbitration decision covering any other type of grievance shall provide for retroactive effect for more than thirty (30) working days prior to the date such grievance was filed.

**4.13(c)(3) Decision Final.** The decision rendered in any step of the grievance procedures provided for in this Article shall be in writing and signed by the person or persons who made the decision, and such decision shall be final and binding unless within the time allowed such decision is appealed to the next step in the proper grievance procedure or to arbitration where arbitration is available.

**4.13(d) Effect of Union Failure to Comply with Time Limitations.** The parties agree that the time limitations provided in this Article are essential to the prompt and orderly resolution of any case appealed to arbitration and that each will abide by the time limitations, unless an extension of any such time limitation is mutually agreed to in writing prior to expiration. Failure by the Union to comply with any time limitation provided in Section 4.3 of this Article, unless such written extension is secured, shall constitute a withdrawal from arbitration of the grievance.

**4.13(e) Effect of Company Failure to Comply With Time Limitations.** In the event of failure by the Company to comply with time limitations required of the Company by this Article, unless such written extension is secured, the Union may proceed to the next step of the grievance procedure without waiting for the Company to comply.

**4.13(f) Time for Paying Grievance and Arbitration Awards.** Any employee found to be entitled to monetary redress by reason of a grievance or arbitration award shall be paid this money, less any amount earned by reason of employment elsewhere during a period of termination within thirty (30) calendar days of the date of such award or the date the employee furnishes the Company with a statement of earnings of the employee, if applicable, whichever is later.

**4.13(g)** Notwithstanding the provisions of Section 4.1 and Section 4.2 of this Article, the termination by the Company of probationary employees, as defined in Paragraph 5.2(a), for failure to meet the work requirements of the employee's job as they relate to ability or production shall not be subject to the Grievance and Arbitration Procedure set forth in this Article.

## **ARTICLE 5 SENIORITY**

**Section 5.1 Definitions.** The term "seniority" is defined as including the whole span of continuous service with the present Contractor, or successor, and with predecessor Contractors, in the performance of similar work at Stennis Space Center. An employee who is transferred into the bargaining unit from another Company site shall establish a new seniority date, which is the date the transfer is effective. Employees transferring in from another Company site shall retain their original benefit date.

A copy of the current NTOG SSC Seniority List will be provided to each employee covered by the Collective Bargaining Agreement. The seniority list will be posted on the Union bulletin board for a period of thirty (30) days upon publication of this Agreement during which period any employee covered by this Agreement shall advise his Union Representative of any alleged inaccuracy and it shall be the duty of

the Union to advise the Company if any change is required in the seniority list. Once an employee agrees that his seniority is correct by affixing his initials by his seniority date, it shall not be changed in any subsequent review.

Individuals becoming employees covered by this Agreement after finalization of the attached seniority list shall be added to the list according to the time that each became an employee covered by the Agreement. Effective upon ratification the relative seniority of new employees hired on the same date shall be determined by the last four (4) digits of the employee's Social Security Number. The employee with the lowest last four (4) digits shall be deemed the senior.

The seniority date for a temporary employee will always be the date they become a regular employee.

## **Section 5.2 Determination of Seniority.**

### **5.2(a) Probationary Employees.**

**5.2(a)(1)** For the first ninety (90) days of employment, employees shall be considered as on probation and without seniority. However, if a probationary employee is laid off and rehired within a period of time not in excess of the time he had previously spent as a probationary employee, he will be credited with the time previously worked toward the completion of his probationary period. Upon the completion of his probationary period, his seniority date will then be established as of ninety (90) days prior to the completion date of his probationary period. This period may be extended by mutual agreement between both parties.

**5.2(a)(2)** During such ninety (90) day period, probationary employees may be laid off or terminated at the discretion of the Company. Such layoffs or terminations during the probationary period shall not be subject to the grievance and arbitration procedure.

**5.2(b) Seniority During Periods of Layoff.** Subject to the provisions of Section 5.4 of this Article, employees who are laid off shall accumulate seniority during such periods of layoff.

## **Section 5.3 Temporary Transfers/Reclassifications.**

**5.3(a) Transfers Out of the Bargaining Unit.** If an employee is temporarily transferred/ reclassified from the Bargaining Unit for a period not to exceed ninety (90) working days or such longer period as may be mutually agreed upon by the Company and the Union, in writing, the employee shall retain and accumulate seniority in the classification in the same Bargaining Unit from which transferred/ reclassified during the period of such temporary transfer.

**5.3(b) Transfers Within the Bargaining Unit.** If an employee is temporarily transferred from an occupation in the Bargaining Unit to another, also within the same Bargaining Unit, said transfer shall be limited to a period not to exceed thirty (30) working days, unless mutually agreed upon by the Company and the Union in writing. Such assignments shall take precedence over all recalls, promotions or shift transfer requests in the affected classification.

**Section 5.4 Loss of Seniority.** Seniority shall be lost by the occurrence of any of the following:

Seniority will be lost whenever the employee covered by this Agreement:

- a. Voluntarily terminates his employment, is discharged, or fails to apply to return to work at the termination of an authorized leave of absence.
- b. Is absent from work because of personal illness or accident and fails to keep his manager notified monthly stating the probable date of his return to work.
- c. Is laid off for a period of more than eighteen (18) months.
- d. Is notified within eighteen (18) months from date of layoff that he may return but fails to respond within five (5) working days and arrange a mutually satisfactory date for re-employment.
- e. Retirement.
- f. Failure to keep the Human Resources Department of the Company informed, by certified or registered mail, of proper mailing address and name changes after layoff.
- g. Quit, including absent without leave.
- h. Discharge for cause.
- i. Laid off employees shall be called back to work in accordance with their seniority, except as specified in Section 12.4.(c). The Company shall notify them in writing, by registered mail forwarded to the employee's last known address on the Company's records, and the employee will be required to notify the Company within four (4) working days that he will report back to work within fourteen (14) days of the receipt of this notice. Failure to comply with provisions of Section 12.10(b) will result in automatic loss of seniority and the Company will be relieved of any obligation to reinstate the employee. It is the sole responsibility of the employee to keep the Human Resources Department of the Company properly informed as to their current address.

- j. Employees who refuse placement in their last Bargaining Unit classification at time of layoff or reclassification from their non-bargaining unit occupation, which refusal must be in writing, shall lose all seniority in the Bargaining Unit.
- k. Refusal of recall by a former employee has no additional recall.

## **ARTICLE 6 WORKWEEK, HOURS OF WORK, SHIFTS**

### **Section 6.1 Definition of Workday and Workweek.**

**6.1(a)** Each employee shall be assigned to a definite shift with designated times of beginning and ending. The shifts each shall be eight-hour and thirty-minute (8 ½ hours) periods which shall include a thirty-minute unpaid lunch period. The thirty-minute unpaid lunch period shall be within a time frame of three (3) hours after the regular start time and three (3) hours before the end of the regular shift. If an employee does not get the lunch period within this time frame, they may at their option choose either to forego lunch and get paid for it or take the half hour when operations permit.

**6.1(b) Workday and Workweek.** For the purpose of computing overtime pay of each employee on a standard workweek, the workweek shall consist of seven (7) consecutive twenty-four (24) hour periods beginning at the regular starting time of an employee's assigned shift. The workday shall begin each calendar day at the regular starting time of the employee's assigned shift and end twenty-four consecutive hours later, with the exception that a workweek will not extend into the assigned start time of the next workweek.

**Workweek:** A workweek shall consist of seven (7) consecutive twenty-four hour periods, beginning on Saturday and extending through Friday.

**Pay week:** A Pay week is seven consecutive days beginning with Saturday, extending through Friday.

**Pay Period:** A pay period is a pay week beginning on Saturday of the first (1<sup>st</sup>) pay week and ending on Friday of the pay week.

**6.1(c) Normal Work Week Schedule.** A normal work schedule shall consist of five (5) workdays, Monday through Friday with two days of rest (Saturday [1<sup>st</sup> day of rest] and Sunday [2<sup>nd</sup> day of rest]), except for those employees designated who regularly work on Saturday and/or Sunday, whose normal work schedule shall consist of five consecutive workdays followed by two (2) days of rest, which shall be treated as their Saturday[1<sup>st</sup> day of rest] and Sunday [2<sup>nd</sup> day of rest], in that order.

**6.1(d) Non-standard Workweek.** A non-standard workweek shall consist of five (5) workdays, with two (2) days of rest on other than Saturday and Sunday.

**6.1(d)(1)** The Company shall have the right to assign personnel a non-standard workweek when necessary.

**6.1(d)(2)** It is further understood and agreed that employees will remain on the non-standard workweek schedules for at least fourteen (14) calendar days. If an employee on a non-standard workweek wishes to return to a regular Monday through Friday workweek they may file a written request to do so. If an employee does change per the above, they must wait at least six (6) months to put in another request.

**6.1(e) Split Workdays.** When it is necessary to work an employee on a split workday during the first five days of the workweek [i.e., the Company sends the employee home prior to completion of eight (8) hours work and then directs the employee to return during the same workday] the employee's pay will be calculated at straight time for up to eight (8) hours worked if that work is performed within an eight (8) hour period which begins with the employee's start time that day. Opportunities for split workdays will be administered per the overtime wheel. Qualified employees with the lowest credited overtime will be given preference.

**EXAMPLE:** Employee is assigned to first shift (7:00 a.m. to 3:30 p.m. including a ½ hour unpaid lunch). He starts his shift at 7:00 a.m. and at 9:00 a.m. the test he is supporting is put on hold for issues unrelated to his skill set. The determination has been made that the test will resume at 3:00 p.m. and he will be required to support. He is sent home by management at 9:00 a.m. and told to report back to work at 2:30 p.m. to support the test. He will charge a total of three (3) hours to his regular rate of pay (7:00 a.m. to 9:00 a.m. = 2 and 2:30 p.m. to 3:30 p.m. = 1). The test is completed and the employee is sent home at 8:30 p.m. (five (5) hours). The rate of pay for the five (5) hours is at the premium rate charged to the test support. He has worked a total of eight (8) hours for the day.

**Section 6.2 Shift Hours.** Shift hours of employees in the Bargaining Unit Shall Be:

First (1 <sup>st</sup> Shift)	Shift beginning normally 7:00 a.m.
Second (2 <sup>nd</sup> Shift)	Shift beginning normally 3:30 p.m.
Third (3 <sup>rd</sup> Shift)	Shift beginning normally 11:00 p.m.

The Customer requires flexibility with work shifts. The Company reserves the right to adjust shift start/stop times with as much advance notice as possible.

In the event the employee is given notice of a change in shift times for the next week before 12:00 p.m. (noon) on Thursday of the prior week of the requested change, the Company has a right to send the employee home after completing eight (8) hours of work. If less notice is given, the employee can exercise his right to work to the end of his normally scheduled shift or leave after completing eight (8) hours if the workload allows.

**ARTICLE 7****OVERTIME PAY****Overtime Work**

The Company shall make a reasonable effort to fill overtime requirements on a voluntary basis within the classification before making overtime mandatory.

**Section 7.1 Double Time Pay.** Double time [i.e., two (2) times working rate] shall be paid for all hours worked in excess of twelve (12) hours in any given workday including Holidays.

**7.1 (a) Holiday.** Each employee shall be paid double time [i.e., two (2) times working rate] for all hours worked on any Holiday granted under the provisions of Article 15 in addition to receiving Holiday pay. Where employees work into the Holiday as an extension of their regular assigned shift on the workday preceding the holiday, work performed within the Holiday period defined in Article 15 as an extension of such regular shift, will be paid at time and one-half (1½) and such payment will not be deducted from the employee's holiday pay granted under Article 15.

**Section 7.2 Time and One-Half Pay.** Time and one-half [i.e., one and one-half (1½) times working rate] shall be paid for each hour worked as provided in this Subsection:

**7.2(a) Sixth and Seventh Workday (1<sup>st</sup> and 2<sup>nd</sup> ay of Rest).** Time and one-half (1½) shall be paid for all hours worked on the sixth (6<sup>th</sup>) and seventh (7<sup>th</sup>)[1<sup>st</sup> and 2<sup>nd</sup> day of rest] workday, as such, in the employee's workweek.

**Section 7.3 Daily Overtime.** Employees shall be paid time and one-half (1½) for all hours worked in excess of eight (8) in any one (1) workday except as defined in Section 6.1(e).

**Section 7.4 Temporary/TDY Employees.** Temporary or employees on TDY to this site will not be scheduled for overtime work until regular employees in that job classification have been offered the overtime.

**Section 7.5 General Rules Pertaining to Computation of Overtime Pay.**

**NOTE:** All hours worked and Holidays will count toward computation of overtime pay.

**7.5(a) Pyramiding of Rates.** Overtime or premium rates shall not be pyramided on any workday. All parties agree that overtime and vacation and/or sick leave cannot be charged on the same workday.

**7.5(b) Holidays.** Whenever one of the holidays specified in Article 15 falls on a regularly scheduled workday and the Holiday is granted, such day shall be considered as a day worked for the purpose of computing overtime pay.

**Section 7.6 Rotation of Overtime.** Overtime work shall normally first be offered, within a classification, among qualified employees in the department and on the shift where such overtime work is to be performed, to employees with the lowest number of credited overtime hours. In the event additional employees are required to perform such overtime work, the Company will select employees from other departments in the classification required, to perform such overtime work. Such selection shall be in order from such other departments' overtime list based on credited overtime hours. The parties agree to utilize a forty (40) hour equalization policy in the distribution of overtime work.

**7.6(a)** If it is alleged that there has been an improper distribution of overtime, a grievance may be filed in Step 1. If it is found in the investigation that the overtime was not distributed in accordance with this Agreement, the manager will notify people in writing. The employee will be given the opportunity by management to perform the next available overtime for which he is qualified. Management will not, however, reschedule other employees who have already been scheduled for overtime. Failure of management to provide next available overtime will result in a Step 2 grievance for resolution.

**Section 7.7 Equalization of Overtime.**

**7.7(a)** Employees with low credited overtime hours shall normally be offered overtime work first so that equalization within a forty (40) hour differential can be maintained between the employee with the least number of credited overtime hours and the employee with the most number of credited overtime hours. An employee will only be offered overtime work once for each 24-hour period until all other employees on the same overtime wheel are offered overtime, in the order that it occurs. If two or more employees are equal, then the most senior employee will have first preference. However, an employee who does not have a low number of credited overtime hours may be assigned overtime (1) in order to maintain job continuity, or (2) to meet qualification requirements, (3) to maintain compliance with the constraints imposed by NASA overtime policies, or (4) when an employee is on a temporary duty assignment.

**7.7(b)** When someone is disqualified, per Section 7.7(a) they will not be credited as having worked the overtime.

**7.7(c)** During normal working hours employees who are present will be offered the overtime first. If an eligible employee refuses an offer of overtime, cannot accept overtime due to absence for any reason other than a pre-approved vacation of five (5) days or more, authorized military training of five (5) days or more but not to exceed ten (10) work days, refuses overtime when contacted, or cannot be contacted by one telephone number outside of his regular working hours, he will be credited with, but not paid for, the scheduled overtime hours (to the nearest whole hour) he would have worked, up to a maximum of 24 hours per day for the purpose of administering the forty (40) hour equalization requirement.



**7.7(d)** When overtime has been offered to all available employees within the department, classification and shift, and the required number of employees have not accepted the overtime offered, the Company may make overtime mandatory. The person with the lowest number of hours shall be forced. Should two or more employees be equally low, the employee with the least seniority shall be forced. An employee forced to work overtime will be charged once for refusing and again for the force.

**7.7(e)** An employee hired or transferred will be credited with the same number of hours as the employee with the highest number of hours on the list within the forty (40) hour limit.

**7.7(f)** Employees when returning from a temporary shift transfer as defined in Section 12.7, will have the overtime hours worked on the temporary assignment added to their pre-assignment hours.

**7.7(g)** When an employee is temporarily transferred to another department, he will continue to participate in overtime opportunities in his home department's overtime list, and carry the overtime hours worked on the temporary assignment back to their home department wheel. If an employee is working second or third shift and does not have work available, he may be assigned to do work in another department if qualified.

**7.7(h)** Should any employee be forced to a position outside the forty (40) hour requirement due to Sections, 7.7(a), 7.7(c), 7.7(e), 7.7(f), and 7.7(g), the Company shall not be penalized. If the employee has assumed the less than forty (40) hour or "low" position he shall be given first preference for all overtime in his department and shift until he is within the forty (40) hour requirement. If the employee has assumed the greater than forty (40) hour or "high" position he shall not be allowed to further participate in any overtime opportunities until he is within the forty (40) hour requirement or to avoid forced overtime or going outside the department.

**7.7(i)** Overtime lists shall be developed and maintained by the Managers' Team Leads by department, classification and shift. These lists may be verified on a regular basis by the Union Representative responsible for the geographic area. An employee upon request to his Team Lead may view the list for his overtime distribution unit. These lists will be reconciled each calendar year by giving zero hours to the employee with the least hours. Each other employee will receive the difference between their respective total overtime hours and those of the low employee.

**7.7(j)** An employee working or chargeable in accordance with Section 7.3(c) will be credited with the number of overtime hours paid, computed to the nearest whole hour.

**7.7(k)** Probationary employees will become eligible for sharing in overtime upon receipt of qualifying certifications.

**Section 7.8 Overtime Restriction.** Employees placed on modified duty are ineligible for overtime until such time as they are released to full duty.

## **ARTICLE 8 LEAVE OF ABSENCE**

Any employee, upon application in writing, shall be granted a leave of absence without pay at the discretion of the Company and not subject to grievance. A leave of absence without pay shall be granted for a period not to exceed *one (1) year* because of personal illness, disability or undue hardship, etc. Seniority shall not accrue for a leave of absence in excess of one calendar month except for leave of absence for personal illness, disability or undue hardship.

At the termination of the leave of absence the employee will be returned to his former position. In the event the former position has since been abolished or the employee is unable to perform the job, the employee will be assigned to an equivalent position for which he is qualified. In all cases, the employee will receive the prevailing rate of pay for the job to which he is assigned.

**Section 8.1 Authorized Leaves of Absence.** For the time period indicated in each instance, leaves of absence without pay except to the extent vacation credit or sick leave credit can be used and is used under and in accordance with Articles vacation and sick shall be granted to an employee on the active payroll:

**8.1(a)** In the case of accident or illness, for the period of time the injury or illness requires that the employee be absent from work, the Company may require satisfactory proof of such illness. Alcoholism may be the basis for granting medical leave to individuals while under treatment at a recognized and accepted treatment center or hospital if such treatment is requested prior to the employee being terminated for unsatisfactory attendance or violation or other Company rules.

**8.1(b)** In pregnancy cases, upon request of the employee or at such time as leave shall be mandatory under any applicable law. The Company must be notified immediately upon medical confirmation that a pregnancy exists.

**8.1(c)** For the period of time necessary to serve in the Armed Forces of the United States.

**8.1(d)** The Company may grant leaves of absence without pay for other reasons that the Company considers valid, such as Family Leave or for personal reasons.

**8.1(e)** A request for a leave of absence must be made in writing to the Company and specify the reason for the absence.

**8.1(f)** Employees taking a medical leave of absence will not be required to first use accrued vacation

**Section 8.2 Return from Leave of Absence.** An employee who applies for return from leave of absence on or before the expiration date of his leave will be returned in accordance with the following:

**8.2(a)** When an employee returns from a leave of absence that was granted due to industrial injury or industrial illness and is medically able to perform the job which was last held:

**8.2(a)(1)** The employee will be returned to that job if this does not conflict with Article 12.

**8.2(a)(2)** If this does conflict with Article 12, the employee will be considered for any job that he is qualified and able to perform, or (if a surplus occurred that would have affected him during such leave) be subjected to surplus procedures with Article 12.

**8.2(b)** When an employee returns from a leave of absence described in paragraph 8.2(a) and is not able to perform the job last held due to medical limitation, he will be considered for any job that he is qualified and able to perform, or (if a surplus occurred that would have affected him during such leave) be subjected to surplus procedures, all in accordance with Article 12.

**8.2(c)** When an employee returns from a leave of absence that was granted due to non-industrial injury or illness or because of pregnancy, and the period of the leave has not exceeded 30 days, and the employee is able to perform the job last held, the steps and procedures of subparagraphs 8.2(a)(1) and 8.2(a)(2), limitation will apply.

**8.2(d)** When an employee returns from a leave of absence described in paragraph 8.2(c) and is medically not able to perform the job which he last held due to medical limitation, he may, at the Company's discretion, be considered for any job which he is qualified and able to perform; otherwise, he may be on layoff, in accordance with Article 12.

**8.2(e)** If leave was granted due to non industrial injury or illness and the period of leave is in excess of 30 days, the employee may be returned to the job title last held providing there is an opening in such job title and placement in such opening is not inconsistent with Article 12; otherwise, he may be placed on layoff.

**8.2(f)** If leave was granted for military service, the provisions of applicable laws shall apply.

**8.2(g)** Employees accepting full time positions as Union Representatives shall be given an automatic leave of absence without pay for their term of office, or any renewal thereof, without loss of seniority rights and with the privilege of returning to their former position. In the event their former position has since been abolished, and there is no equivalent position vacant, they shall be allowed, if necessary, to bump into an equivalent position at the prevailing rate of pay for that job.

## **ARTICLE 9 SAFETY**

**Section 9.1 Health and Safety.** It is the desire of the parties to this Agreement to maintain high standards of safety in order to eliminate, as far as possible, occupational injuries and illnesses. The Company agrees to abide by and maintain in its work locations, standards of sanitation, safety, and health in accordance with NASA safety provisions applicable to the TOC at SSC, Federal, State, County, and City laws and regulations issued in pursuance thereof.

**9.1(a) OSHA Hazard Communication.** The Company has the responsibility to inform all employees of any toxic substances to which they may be exposed in the working areas. The Company shall provide training in safe handling practices and emergency procedures. Attendance at this training is mandatory.

**Section 9.2 Safety Devices and Personal Protective Equipment.** The Company will continue to furnish personal protective equipment and/or devices in particular situations where it is now the practice to do so unless circumstances in such situations change, making the use of such personal protective equipment and/or devices unnecessary. Whenever personal protective equipment is required by the Company, it shall be mandatory for employees to wear such equipment.

**Section 9.3 Safety Report Forms.** The Company shall have available at all times a supply of Safety Report Forms for use by employees in reporting alleged unsafe conditions or needed safety corrections in their department. This form shall be used before the Grievance and Arbitration procedure for safety complaints and requests for corrections relative to safety conditions. Copies of forms will be made available to a designated Union Representative upon request. Employees shall submit the forms to the Safety Office, who will appoint an investigator. The investigator will report back to the employee the results of the investigation and corrective actions (if any) that have been or will be taken. Employees may file anonymous complaints by mail to the following address:

Jacobs NTOG  
Attention: Safety Manager  
Bldg 3226  
Stennis Space Center, Mississippi

**Section 9.4 Alleged Unsafe Condition.** No employee shall be discharged or disciplined for refusing to work on a job or a machine if the refusal is based upon employee's claim that said job or machine is not safe or will endanger the employee's health until it has been determined that the job or machine is or has been made safe or will not unduly endanger the employee's health. Pending the determination, as set forth in this section, the employee shall be transferred to other available work, which the employee is qualified to perform. The determination shall be made jointly by the Manager-Safety and the NTOG Team Lead. When it has been determined that the job or machine is or has been made safe, the employee shall be returned to such job. If the employee continues to refuse to work after the job or machine is determined to be safe by the Company, the employee may appeal to NASA Safety for a final review. Unless NASA Safety makes the determination the job or machine is unsafe, the employee must perform the work on the job or machine in question, or be subject to discharge or other disciplinary action.

## **ARTICLE 10 SEPARABILITY**

Should any part hereof or any provision herein contained be rendered or declared invalid by reason of any existing or subsequently enacted legislation or by any decree by a court of competent jurisdiction, such invalidation of such part or portion of this Agreement shall not invalidate the remaining portions hereof and they shall remain in full force and effect.

## **ARTICLE 11 MISCELLANEOUS**

**Section 11.1 Sabotage.** The Union agrees to report to the Company when it has knowledge of any acts of sabotage or damage to or the unauthorized or unlawful taking of Company, Government, customer or any other person's or employee's property. The Union further agrees, if any such acts occur, to use its best efforts in assisting to identify the guilty person or persons and notify the Company of its investigation.

**Section 11.2 Security Clearance.** Nothing in this Agreement shall require the Company to employ or continue to employ or give access to any of its facilities or work locations, any person or persons to whom the cognizant Security Agency, in the interest of security against espionage or subversive activity, refuses to give access to classified information and/or work.

**Section 11.3 Non-Discrimination.** All terms and conditions of employment included in this Agreement shall be administered and applied without regard to race, color, religion, national origin, status as a disabled or Vietnam era veteran, age, sex, or the presence of a handicap except in those instances where age, sex or the absence of a handicap may constitute a bona fide occupational qualification. If administration and application of the contract is not in contravention of Federal laws, such administration shall not be considered discrimination under this Section 11.3.

Notwithstanding any other provision of Section 11.3 of this Agreement, a grievance alleging a violation of this Section 11.3 shall be subject to the grievance procedure and arbitration of Article 4 only if it is filed on behalf of and pertains to a single employee. Class grievances based on alleged violation of this Section 11.3 shall not be subject to the grievance procedure and arbitration under this Agreement.

**Section 11.4 Successor and Assigns.** It is expressly agreed between the parties that the terms of this Agreement are binding on any successor Contractor or successor employer to the Company, whether said successor takes over all or part of Company's operation. If such successor is unable to provide the benefits as negotiated herein, the successor will be obligated to negotiate comparable benefits with the Union. In the event the Company ceases to perform on the contract as identified in Article 1, the Company shall be released from all obligations on the project(s) so affected under this Agreement.

**Section 11.5 Performance of Work.** Managerial, salaried and other non-represented employees shall not be permitted to perform production work normally performed by employees in the Bargaining Unit except in cases of emergency or instructional purposes. All Parties agree that the Company will maintain the right to use non-represented employees from other contracts to perform production work normally performed by the employees of the Bargaining Unit to supplement surges in work or at the Customers request. Furthermore, all Parties agree the Company will not use outside employees to the extent to cause a reduction in force of employees assigned to the TOC contract at SSC.

**Section 11.6 Travel Reimbursement.** The Company will furnish, to the Union, copies of the present published Company policies relating to reimbursement of travel.

**Section 11.7 Masculine - Feminine References.** In construing and interpreting the language of this Agreement, reference to the masculine such as “he”, “him”, or “his” shall include reference to the feminine.

**Section 11.8 NASA Hands-On Requirement.** It is understood and agreed that the National Aeronautics and Space Administration, hereafter referred to as NASA has retained the right as specified in the Test Operations Contract to accomplish any task with Government personnel or others, as required by NASA, to acquire hands-on experience, training, and enhanced customer support. The Company and the Union agree that such work does not violate the intent and agreement between the parties.

**Section 11.9 Bulletin Boards.** Space on existing bulletin boards will be made available for the sole use of the Union as follows:

- Notices of Union recreational and social affairs.
- Notices of Union elections.
- Notices of Union appointments and results of Union elections.
- Notices of Union meetings.
- Other notices concerning bona fide Union activity such as Cooperatives, Credit Unions, and unemployment compensation information.

## **ARTICLE 12 WORKFORCE ADMINISTRATION**

**Section 12.1 - Surplus Action.** For the purpose of administering the layoffs in Section 12.2 through Section 12.5, employees shall be selected for displacement and layoff in accordance with the following:

### **Section 12.2 - General Layoff Procedure**

**12.2(a)** - An employee who has acquired seniority in accordance with the provisions of this Article shall not be laid off unless all probationary employees and temporary employees doing work in such employee's job classification within the Departmental Seniority Unit have been laid off.

**12.2(b)** - Each employee shall have a seniority date defined in Section 5.1.

**12.2(c)** - Where a surplus employee under the general layoff procedure is qualified and entitled to be placed in more than one classification, the employee shall be placed in the classification carrying the highest rate of pay the employee shall displace in the classification occupied by the least senior employee.

**12.2(d)** - A surplus employee shall have the option of taking layoff instead of being placed in a lateral or lower rated classification.

**12.2(e)** - In the application of this Section, such employees shall displace the least senior of any less senior employees in a classification within the Departmental Seniority Unit where the employee has accrued classification seniority, provided:

**12.2(f)** - The employee is able to perform the duties of such classification without a training or learning period. Prior to the effected employee making a decision whether to elect to perform the duties of such classification, the employee will be afforded an interview with the respective Management Representative. During this meeting the employee will be informed about all the pertinent aspects, training, and work procedures required to successfully perform the job. The NTOG Human Resources Manager will coordinate this process and both the employee and management representative will document, in writing, the final outcome and date of this meeting. The employee will be afforded the opportunity to have a steward present at this meeting upon request.

**12.2(g)** - The employee will be given five (5) work days following the date of this meeting to make a decision. If the employee elects to begin a ten (10) working day trial period, the management representative will have daily status review meetings with the employee regarding job performance. If it is determined at the end of that period that the employee does not exhibit the ability, skill and efficiency required to perform the duties, the employee shall be laid off and shall not have recall rights to that specific position covered by such classifications.

#### **Section 12.4 Voluntary Layoffs.**

**12.4(a)** Consideration may be given to accept voluntary requests for layoff out of seniority order. If more than one request is received within a classification, the more senior employee will receive first consideration.

**12.4(b)** Denial of requests to volunteer for layoff will not be subject to the grievance procedure.

**12.4(c)** All normal layoff benefits will apply. Volunteers will be subject to recall in accordance with Article 12, Section 12.10 of the Agreement.

#### **Section 12.5 Displacement Rules.**

**12.5(a)** Bargaining Unit employees who are reclassified to a lower-rated job as a result of this displacement procedure or for any other reason shall receive the rate of pay for such lower-rated job.

**Section 12.6 Return of Non-Bargaining Unit Employees With Bargaining Unit Seniority.** When the Company determines it necessary to place employees who formerly were promoted or reclassified as provided in Section 5.4 (j), back into the Bargaining Unit, such employees shall exercise their retained Bargaining Unit seniority as provided in Section 12.6(c). Notification of the employee's desire to exercise this retained seniority must be given by the employee to the Company at time of receipt of notice of layoff.

**12.6(a)** These employees shall be offered the classification of the last held Bargaining Unit classification.

**12.6(b)** Employees whose seniority is insufficient for placement in such classification shall be entitled to all of the provisions of this Article, including recall to the last held classification.

**12.6(c)** Any employee who is covered under this agreement and transfers to a non-CBU position for a period of one year or more shall be placed at a position equal to the lowest seniority position or their prior seniority, whichever is less, should they return to their former CBU position.

**12.6(d)** Employees then shall become subject to the provisions of Article 5.4, Section 12.10 of this Article.

**Section 12.7 Notice of Layoff.** The Company will give fourteen (14) calendar days notice prior to layoff to the employee to be laid off except when caused by the termination or amendment of a government or other production contract subject to cancellation, and except in cases where the employee is absent or it is otherwise impractical to give such notice, and except in cases of temporary layoff not exceeding two (2) weeks probable duration. As to temporary layoffs, the Company shall, whenever possible, give at least two (2) working days notice to the employees to be laid off.

**Section 12.8 Employees on Leaves.** Employees who become subject to layoff while on leave of absence by reason of disability shall be processed for layoff as of the date of return from such leave of absence. Prior notice of layoff to such employees is not required.

**Section 12.9 TDY Assignments.** Employees who become subject to layoff while on TDY, i.e., receiving per diem, will be returned from such assignment within ninety (90) working days to be processed for layoff.

**Section 12.10 Recall.** Employees who have been on layoff for eighteen (18) months or less shall be recalled from the recall list in order of seniority applied by job classification within the Departmental Seniority Unit from which they were laid off where ability, skill, and efficiency are substantially equal. Such employees shall be eligible for recall to those job classifications from which such laid off employees were surplus.



The recall list shall include:

Employees on layoff from the Departmental Seniority Unit who were laid off from the job classification.

**Section 12.10(a) Eligibility for Recall.** For the purpose of this Section, a former employee is considered to have been recalled when notice of recall to the employee has been initiated in accordance with this Section. Subject to the provisions of Section 12, when adding to the work forces of an occupation, employees heretofore laid off in the classifications of such occupation and employees who accepted a transfer in lieu of layoff shall be recalled in order of their seniority if the available openings are in the classification(s) to which they possess recall rights.

**12.10(b) Refusal of Recall - Former Employee.** Laid off employees shall be called back to work in accordance with their seniority. The Company shall notify them in writing, by registered mail forwarded to the employee's last known address on the Company's records, and the employee will be required to notify the Company within four (4) working days that he will report back to work within fourteen (14) days of the receipt of this notice. Failure to do so will result in automatic loss of seniority and the Company will be relieved of any obligation to reinstate the employee. It is the sole responsibility of the employee to keep the Human Resources Department of the Company properly informed as to his address.

**12.10(c) Rehire in a Different Classification.** In the event an employee subject to recall is rehired in a different classification included in the Bargaining Unit to which the employee has recall rights, the employee's seniority shall be credited at the time of rehire to the new classification. Such employees shall not lose their right to recall in their former occupations by reason of their employment in a different classification or by reason of termination for failure to meet work requirements in such different classification.

**12.10(d) Failure to Accept Recall - Active Employee.** In the event of failure to accept any recall offered within twenty-four (24) hours after notification, the employee shall lose recall rights to that classification and to all other lower-rated classifications to which the employee possesses recall.

**12.10(e) Recall - Temporary Medical Reject.** Former employees who at time of reporting to Employment for recall processing who temporarily fail to meet the medical requirements of the Company, shall be placed in the suspended recall file. The employee's recall time will not be extended, but will be eligible for future recall as defined in Section 5.4 time limits.

**12.10(f) Recall While on TDY Assignments.** Employees who become subject to recall and accept such recall while on TDY assignment, i.e., receiving per diem, will be returned from such assignment within ninety (90) working days to be processed for recall to the appropriate classification.

**12.10(g) Temporary Recall.** When adding to the work forces of a classification and it is anticipated by the Company that the work requirement will exist for less than six (6) weeks, the Company may either recall in accordance with Section 12, or offer former employees with recall rights a temporary recall to their former classification. In the event the former employee does not elect to accept a temporary recall, the former employee shall not lose the right of recall for that classification. Employees shall be telephoned in seniority order. The Company will notify the appropriate Union Representative and inform him of its intent to contact the affected former employee. If the employee has no telephone or there is no answer, the next employee shall be called and offered the temporary recall. Employees shall report to the Company's Employment Office on the next regularly scheduled workday after the offer is extended. If such recall should extend beyond the six (6) weeks, employees who possess recall rights shall be recalled in accordance with this Section and temporary recalls shall be laid off. Temporary recall shall not extend the original period of eligibility for recall as specified in Section 5.4(c) and a temporarily recalled employee shall not be granted any of the promotional privileges allowed in Section 12.13 of this article. At the completion of a Temporary Recall assignment the employee will be laid off with no displacement rights.

**Section 12.11 Shift Transfers.** The Company shall have the right to assign employees to any shift in accordance with operation requirements. Senior employees, when qualified, shall be given preference in the same department over other employees for placement in available jobs in their same classification, and work schedule for either temporary or permanent shift changes. Temporary shift transfers shall be considered to be thirty (30) days or less.

**12.11(a)** Employees who are transferred at the direction of the Company from one shift to another will be given as much advance notice as possible.

**12.11(b)** An employee may request of their immediate manager, in writing, a transfer to another shift which shall be limited to their present job classification and department.

**12.11(c)** Any employee may cancel their request for shift transfer at any time prior to their notification of shift transfer by the Company. Such cancellation must be made in writing to their manager and signed by the requesting employee. Cancellation of a request for shift transfer will prohibit that employee from submitting any further requests for shift transfer for six (6) months. In addition, an employee whose application for shift transfer has been granted may not file a new shift transfer request for six (6) months. High Pressure Gas Facility operations may, at management's discretion, retain the current shift practice already in-place.

**12.11(d)** The terms and conditions for temporary shift transfers as prescribed above shall not apply to sixth (6th) and seventh (7th) day shift changes created as a result of overtime requirements. When there are not enough employees available to work the required shift overtime, work assignments will be made as agreed in Sections 7.1 through 7.3.

Overtime guidelines, rather than seniority, will be used to make these sixth (6th) and seventh (7th) day temporary work assignments.

**12.11(e) Temporary Shift Transfers.** Employees whose temporary shift request has been granted will not be eligible for another temporary shift change until the completion of the temporary shift they are assigned to.

**Section 12.12 Compensable Injuries.** Any employee included within this Agreement who has been wholly or partially incapacitated for the employee's regular work by compensable occupational injury or compensable occupational illness while in the employ of the Company, while so incapacitated, may be placed on available work which the employee can do without regard to the seniority provisions of this Agreement. Should such disability be of a temporary nature, such as will permit the employee to return to and perform the duties of the employee's classification, the employee shall retain and accumulate seniority in the former job. Should the nature of the employee's disability be permanent, such as will not permit the employee to return to perform the duties of the employee's classification, the employee's seniority shall be transferred to the new classification.

### **Section 12.13 Promotions/Job Posting/Lateral Transfers**

**12.13(a) Definition of Promotion.** For the purpose of this Article, a promotion shall be defined as any change from one classification to another classification with a higher wage rate.

**12.13(b) Promotional Procedures.** When effecting promotions, employees shall be selected for promotion in order of their seniority, if they possess substantially equal ability to perform the higher-rated classification, in accordance with the following procedure: (Employees will not be downgraded for the express purpose of defeating the application of this promotional procedure).

**12.13(c) Request for Promotion.** Employees shall be offered promotion under this Subsection as follows:

**12.13(c)(1)** Notice of available Bargaining Unit classification openings with a brief description of the required qualifications shall be placed on Company designated bulletin boards. The notice normally will be posted on a Monday for five (5) consecutive working days. The closing date of the posting will be included on the notice.

**12.13(c)(2)** If an employee who possesses the required qualifications wishes to be considered for an available opening, the employee may submit a job posting application. Such request must be received by the Human Resources Department no later than the end of the employee's regularly scheduled shift on the fifth (5th) working day following the original day of posting.

**12.13(c)(3)** When an employee is promoted or refuses promotion as a result of the procedure defined in Section 12.13(c)(1) through Section 12.13(c)(7), the employee shall not be eligible to file another request for promotion for six (6) months. Prior to being selected for promotion, an employee may withdraw a promotional request at any time.

**12.13(c)(4)** New hire employees with less than twelve (12) months seniority in the job classification for which they were originally hired shall not be

eligible to participate in the Job Posting Program until they have completed the twelve (12) month seniority requirement.

**12.13(c)(5)** When selected for promotion in accordance with Section 12.13(b), the other job posting applications, if any, shall be canceled.

**12.13(c)(6)** Employees selected for promotion under Section 12.13(c) through Section 12.13(c)(7) shall be released to the available higher-rated classification and transferred to the new department within ten (10) working days following selection for promotion.

**12.13(c)(7)** Employees promoted to a higher-rated classification who, within sixty (60) days of work after such promotion, disqualify themselves or are found not to possess the qualifications to perform the job, shall be returned to their former classification provided their seniority is greater than that of other employees employed in such former classification.

**12.13(c)(8)** In the event promotions involve shift changes, employees selected for promotion shall be given preference in seniority order for placement in the available classification. This will apply once the employee has obtained any and all certifications to perform the duties of the new

**12.13(c)(9)** It is recognized that the adjustment of a grievance under Article 12, Section 12.13, sometimes results in the granting of the aggrieved employee's request for promotion.

It is also recognized that the aggrieved employee is not always the senior person in the classification, although senior to the person the aggrieved seeks to replace. When such a grievance is adjusted in the above manner, the adjustment is not to be construed as a separate promotion in accordance with the definition as set forth in Article 12, Section 12.13. The only promotion in such cases will be construed to have taken place on the date the junior employee was reclassified to the available opening. If more than one (1) grievance is filed against the promotion of a junior employee, such grievances will be adjusted in seniority order only against such originally promoted junior employee.

**12.13(d) Lateral Transfer Procedures.** In accordance with seniority, employees who possess the proper qualifications and skills may laterally transfer to another job classification within the same labor grade with no increase in wages through use of the Job Posting Program. However, release of employee is contingent upon an available qualified replacement having been identified.

## **ARTICLE 13 RATES OF PAY**

**Section 13.1 Pay Rates For New or Revised Occupational Classifications.** In the event the Company desires to establish new classifications or revise existing occupational classifications, the wage rates shall be subject to negotiations. Operations shall not be delayed through failure to immediately agree upon wage rates and classifications. In such cases, wage rates will be established and placed into effect. If a negotiated wage rate is established which is higher than the proposed rate, it will be paid retroactive to the start date of the classification. Inability to agree on a negotiated wage rate may be referred to Arbitration.

**Section 13.2 Paydays.** All employees will be paid in accordance with Company processes as outlined within each individual's Orientation Notebook on a weekly basis of every Friday with the payment via direct deposit, except when circumstances intervening beyond the company's control make such practice impossible.

**Section 13.3 Wage Payment Basis.** Employees shall be paid for time worked computed to the nearest one-tenth (0.1) hour.

**13.3(a)** The base wage for employees covered by this agreement shall be as identified in **Appendix A**.

**Section 13.4 Effective Date of Increase.** The effective date of any pay increase identified in this agreement, shall be the first day of the next pay period. Exceptions to this will be temporary assignments.

**Section 13.5 Shift Differential.** Employees assigned to the Second and Third shifts shall receive a shift differential of one dollar (\$1.00) per hour for all hours actually worked in that workday. Employees assigned to non- standard work week will receive an additional one dollar (\$1.00) per hour for all hours actually worked.

**Section 13.6** An employee will receive shift differential as identified in Section 13.5 when the employee is assigned to either Second or Third Shift. In those situations where an employee is required to work either pre-shift or post-shift overtime, shift differential will not be paid unless the employee is regularly assigned to the Second or Third Shift.

**Section 13.7 Report Time/Call-In Time.** If an employee reports for work in accordance with instructions he shall receive a minimum of four (4) hours pay at his base rate. Report time will not apply in case of emergency shut down arising out of any condition beyond the Company's control.

**13.7(a)** An employee who leaves work of his own volition, or because of incapacity (other than industrial injury), or is discharged or suspended after beginning work, will be paid only for the number of hours actually worked during that day.

**13.7(b)** An employee that leaves work because of incapacity due to occupational injury/illness will be paid eight (8) hours pay at his base rate.

**13.7(c)** Where work is assigned to an employee on either the employee's sixth (6th) or seventh (7th) workday, or both, and the employee has not been notified of cancellation of such work at least one (1) hour prior to its start, and the employee reports to work, the employee shall receive a minimum of four (4) hours work or four (4) hours pay. Hours not worked shall be considered as straight time hours, and hours worked shall be paid at the applicable overtime rate.

**13.7(d) Call-ins** – employees may be recalled to work by a Supervisor after their regularly scheduled shift, on a scheduled day off or on a holiday. Employees will receive a minimum of four hours pay at the appropriate overtime rate.

**Section 13.8 Ride-out Crews** - Employees who are assigned and work as a part of a ride out crew will be compensated for one and one-half (1½) hours pay for all hours worked and all daily administrative hours paid to non-essential personnel during base closure. It is understood that the ride out crew is intended for time prior to and immediately following an event and that the Company will release the ride out crew upon fulfillment of their assignment. The Company may retain members of the ride out crew in support of returning base to normal operations.

**Section 13.9 Automatic Wage Increases.** Each employee will, the first pay period of each April automatically progress through the rate range by advancing .25 cents per hour until the maximum rate for the assigned classification has been achieved. If at the time of an automatic increase an employee's base rate is .24 cents per hour or less from the maximum base rate of the classification, the increase will be the amount necessary to reach the maximum base rate of the classification.

## **ARTICLE 14 SHORT-TERM MILITARY DUTY**

An employee who is a member of a reserve component of the Armed Forces, who is required to enter active annual training duty or temporary special services duty, shall be paid his normal straight time earning, up to a maximum of ten (10) workdays each calendar year. The amount due to the employee under this Article shall be computed and paid upon receipt of the employees Earnings and Leave statement, reduced by the amount received from the government body identified with such training duty or services for the period of such duty (up to the maximum period mentioned above). Such items as subsistence (does not include allowance for quarters), uniform and travel allowance shall not be included in determining pay received from state or federal government.

**ARTICLE 15  
HOLIDAYS**

**Section 15.1 Holidays.** Employees covered by this Agreement shall receive eight (8) hours of pay at their regular hourly rate for the following Holidays:

New Year's Day	Martin Luther King Birthday	Presidents Day
Memorial Day	Independence Day	Labor Day
Columbus Day	Veteran's Day	Thanksgiving Day
Christmas Day		

**Section 15.1(a)** In the event a day (not listed above) or partial day is designated by the United States Government as a Holiday, day of mourning, or other day, on which Federal employees are not required to report for work under Presidential proclamation, employees covered by this agreement will be authorized this time off when the Company is directed by the TOC Contracting Officer.

**Section 15.1(b)** To be eligible for holiday pay, an employee must be in pay status on the scheduled working day preceding and following the Holiday

**Section 15.1(c)** Employees coding time as Sick Leave on either the scheduled working day preceding or following the Holiday will not be paid for the Holiday. The employee will be authorized to charge Sick Leave for that time.

**Section 15.2 Unworked Holidays.** Eligible employees shall receive eight (8) hours pay for unworked Holidays (those Holidays designated above) at their working base rate in effect at the time the Holiday occurs.

**Section 15.3 Worked Holidays.** Employees who are required to work on the above named Holidays shall receive the pay due them for the Holidays, plus double (2) time their base rate for all hours worked on such Holiday, plus shift differential, if applicable.

**Section 15.4 Holiday Observance When Occurring on a Scheduled Day of Rest.** When a Holiday falls on an employee's scheduled day of rest, the Holiday will be moved in accordance with the following:

**15.4(a)** As directed (observed) by NASA at SSC.

**15.4(b)** If the Holiday falls on the first day of rest, the last work day immediately preceding the Holiday will be observed as the Holiday.

**15.4(c)** If the Holiday falls on the second day of rest, the first work day immediately following the Holiday will be observed as the Holiday.

**ARTICLE 16**  
**VACATION BENEFITS**

**Section 16.1 General.** It is the policy of the Company to grant vacation to employees as it accrues. It is believed that a reasonable period of time away from the job is conducive to good health and well-being and can have a refreshing effect that is to the advantage of the Company as well as the employee. Accordingly, it is management's responsibility to allow each eligible employee the opportunity to take a vacation each year.

**Section 16.2 Accumulation of Credits.** Vacation credits will be awarded according to the schedule as listed in this section. Credit will be given for the employee's total length of service which is continuous with the Company, and other predecessor Contractors who performed similar work at Stennis Space Center.

**Section 16.3 Eligibility Conditions.** The vacation service date will be the date of last hire by the Company or predecessor Contractor at Stennis Space Center, when service was continuous, or the most recent rehire date following a termination.

**Section 16.4 Allowance for Use of Credits.** An employee who meets the requirements as set forth in this section shall be eligible for vacation credits in accordance with the following:

**Section 16.5 Computation of Credit.** The credit to which an employee shall be entitled on the vacation award date, shall be computed in accordance with the following rules:

**16.5 (a) Vacation Crediting:** Vacation will be credited to the employee's account weekly, in hourly increments, as they are earned.\*

**16.5 (b) Vacation Accrual Rate:**

*Continuous Service Credit*

0 Years – 5 Years - (80 hours)

5 Years – 10 Years - (120 hours)

10Years – 15 Years - (140 hours)

15 Years or More - (160 hours)

\*Includes hours paid for the following: sick leave, vacation, holiday, military duty, jury duty, witness pay.

**Section 16.6 Unused Vacation Credit.** It is the intent of the parties that employees use vacation credit as vacation.

**16.6(a)** The Maximum Vacation accrual, (i.e. maximum unused vacation) which may be accumulated and credited to an employee's account will not be limited during the calendar year.

**16.6(b)** An employee's allowable year-end vacation accrual balance (January 1 through December 31 – approximate dates based on the Company's calendar year start/end) cannot exceed the year-end balance of 160 hours. Any time above 160 hours will be forfeited.



**16.6(c)** Employees have the ability to verify vacation balances on a weekly basis via the electronic time card to ensure that the end of the fiscal year balance will not exceed the year end limit of 160 hours.

**Section 16.7 Vacation Award.** Vacation time will be paid at the employee's working base rate, not to exceed forty (40) hours per week. Accrued vacation may be taken at a time mutually agreeable between the employee and the Company. Vacation time may be taken as it is accrued, immediately commencing from the employee's date of hire, in increments as small as tenth (0.1) of an hour.

**Section 16.8 Use of Vacation Credits.** Vacation credits are to be used in units equal to the scheduled hours in the employee's normal workday; however, vacation credits may be used in lesser amounts to permit a partial day absence. Also, in cases when sick leave credits are exhausted, a partial day of absence for sick leave may be charged against vacation credits in any amount up to the scheduled hours in the employee's normal work day.

**16.8 (a)** An employee shall use his unused vacation credit accrued in his account as vacation with pay at the rate in effect at the time his vacation begins, including shift differential where applicable, subject to the following conditions:

**16.8(a)(1)** The Company will endeavor to schedule his vacation as requested.

**16.8(a)(2)** In instances where Company management believes the awarding of vacation as requested would interfere seriously with production requirements, the scheduling of vacation shall be as near to the dates requested as possible.

**16.8(a)(3)** When approving time off, preference will be given to senior employees whose Vacation Authorization forms have been received by Management no more than one hundred twenty days (120) nor less than five (5) calendar days prior to the proposed start of vacation. Vacation requests received after the five (5) calendar days will only be approved on the basis of production requirements. Prior approved vacation will not be canceled as a result of requests filed less than thirty (30) calendar days prior to the proposed start of vacation. Circumstances that could require an emergency vacation will be granted upon the result of the existing conditions.

**Section 16.9 Termination.** An employee who is removed from the active payroll shall be provided pay-in-lieu of vacation for all unused and accrued vacation credits in his account, regardless of reason for termination subject to all reimbursements the employee owes the Company.

## **ARTICLE 17 SICK LEAVE**

**Section 17.1 Accumulation of Sick Leave.** Employees on the Company's active payroll at the time of this agreement shall complete calendar year 2007 with the same method of accrual for each respective Company.

Beginning in calendar year 2008 employees will accrue 60 hours of sick leave per calendar year. Sick leave is earned and credited at the rate of 1.154 hours per week and credited against the employee's account the first pay period of each month.

Beginning in calendar year 2010 employees will accrue 80 hours of sick leave per calendar year. Sick leave is earned and credited at the rate of 1.54 hours per week and credited against the employee's account the first pay period of each month.

Sick leave credits will not be accrued during periods of layoff, strike, or after the first thirty calendar days of a leave of absence.

### **Section 17.1(a) Sick Leave Pay**

Payment for sick leave shall be at the employee's straight time base rate, including shift differential where applicable, not to exceed a maximum of eight (8) hours pay for any one-day of absence. Sick leave time absences shall be taken and paid in units to the nearest tenth (0.1) of an hour.

**Section 17.1(b) Time Charge.** Sick leave time absences shall be charged to an employee's unused Sick Leave balance, upon depletion of such balance any additional sick leave time absences, up to the maximum provided for in Section 17.1 of this Article, shall be charged against the employee's Legacy Sick Leave balance.

**Section 17.1(c) Year end balance.** An employee can carry over up to forty (40) hours of sick leave each year. The maximum sick time accrual during the calendar year can not exceed sixty (60) hours in 2008 and 2009 and eighty (80) hours in 2010.

**Section 17.2** An employee who has Legacy Sick Leave (LSL) credits available will maintain these hours to use after current sick leave is exhausted.

**Section 17.3 Use of Sick Leave.** An employee shall be eligible to use sick leave credits only when such credits are available for use or to the extent of available accumulated credits in his sick leave account.

**Section 17.4** Sick leave shall be granted under the following conditions:

**17.4(a)** Illness of employee.

**17.4(b)** Medical or dental appointments (Employees should be encouraged to arrange medical or dental appointments so as to avoid absence from work when reasonably practical.)

**17.4(c)** Bereavement.

**Section 17.5** All sick leave payments must be approved by the employee's Supervisor.

**Section 17.6** When sick leave cannot be charged because the employee has exhausted all sick leave credits the employee may use available vacation credits.

**Section 17.7** Employees on leave of absence may use sick leave credits only if the leave is for medical reasons.

**Section 17.8 Termination.** An employee removed from the active payroll, regardless of reason, shall not be paid for unused accrued sick leave hours or any Legacy Sick Leave.

**Section 17.9** It is expressly agreed between the parties that the terms of this Agreement, and any accrual benefits are binding on any successor Contractor or successor employer whether said successor takes over all or part of the operation. Specifically, but without limitation accrued but untaken sick leave shall continue as an obligation of any successor Contractor or successor employer, and the employees covered by the collective bargaining agreement shall continue to have their individual credit with said successor the full amount of sick leave accrued, and shall continue to accrue benefits of this article.

**Section 17.10 Flex Time.** At the employee's option, with Manager/Supervisor approval, he may voluntarily flex his schedule on a daily basis to meet personal needs such as Doctor's appointments and childcare arrangements. An employee may choose this option to avoid using sick time or vacation leave to meet the required 40-hour workweek. To exercise this option, an employee will request this option in writing, in advance, and the Manager/Supervisor may approve as meets scheduling needs and customer requirements.

The Company and Union agree this is a voluntary program and will result in no additional compensation including shift differential pay, overtime, special operations pay, and emergency non-scheduled duty pay.

**ARTICLE 18**  
**SAVINGS AND RETIREMENT PLAN**

**I.A.M. National Pension Fund, National Pension Plan**

- (A) The Company shall contribute to the I.A.M. National Pension Fund, National Pension Plan for which employees in all job classifications covered by this Agreement are entitled to receive pay under this Agreement as follows: Seventy-five (\$0.75) per hour effective the first pay period of January 2008.
- (B) The Employer shall continue contributions based on a forty (40) hour workweek while an employee is off work due to paid vacations, holidays, or jury duty. It is understood that contributions will not be made for vacation paid upon termination.
- (C) Contributions for a new employee are payable at the completion of the employee's probationary period but no later than 90 calendar days after date of hire. Upon successful completion of the employee's probationary period the employer will contribute for the employee retroactive to their date of hire.
- (D) The I.A.M. Lodge and Employer adopt and agree to be bound by, and hereby assent to, the Trust Agreement, dated May 1, 1960, as amended, creating the I.A.M. National Pension Fund and the Plan rules adopted by the Trustees of the I.A.M. National Pension Fund in establishing and administering the foregoing Plan pursuant to the said Trust Agreement, as currently in effect and as the Trust and Plan may be amended from time to time.
- (E) The Parties acknowledge that the Trustees of the I.A.M. national Pension Fund may terminate the participation of the employees and the Employer in the plan if the successor collective bargaining agreement fails to renew the provisions of this pension Article or reduces the Contribution Rate. The parties may increase the Contribution Rate and/or add job classifications or categories of hours for which contributions are payable.
- (F) Increases to the hourly amount will be as follows effective the first pay period of: January 2009 - \$0.80, January 2010 - \$0.85, and January 2011 - \$1.00.

This Article contains the entire agreement between the parties regarding pensions and retirement under this Plan and any contrary provisions in this Agreement shall be void. No oral or written modification of this Agreement shall be binding upon the Trustees of the said Pension Fund.

**ARTICLE 19  
EMPLOYEE BENEFITS**

***NOTE: THIS IS INTENDED TO BE A BRIEF SUMMARY OF EMPLOYEE BENEFITS. IN THE EVENT OF A DISCREPANCY BETWEEN THIS SUMMARY AND A PLAN DOCUMENT, THE PLAN DOCUMENT WILL TAKE PRECEDENCE.***

**Section 19.1 Medical, Dental, and Vision Plans.** The Company will provide the same insurance to Bargaining Unit employees as it does to the Non-bargaining Unit employees with the following employer / employee cost share:

<u>Company</u>	<u>Employer Cost</u>	<u>Employee Cost</u>
Jacobs	80%	20%
ERC	75%	25%
SRC	90%	10%

The parties recognize that the current plan terms and benefits may change in the future and agree that such changes will be applied under this Agreement and will be made a part hereof. In order to maintain current plan design in effect 01 January 2007, the parties mutually agree to meet in the event the cost increase is greater than 10% to the plan on the annual renewal rate.

**Section 19.2 Basic Life, Short Term / Long Term Disability Insurances.** The Company will pay 100% of the cost for the duration of the Agreement for the following:

**19.2(a) Basic Life.** \$50,000 for each employee.

**19.2(b) Short Term Disability (STD)**

Employees are provided a short term disability plan after a seven (7) calendar day period (on the eighth (8<sup>th</sup>) day), which replaces sixty (60%) percent of an employee's straight time rate for up to twenty-five (25) weeks, for a total coverage of twenty-six (26) weeks (180 days).

**19.2(c) Long Term Disability.**

Employees are provided a long term disability plan with a sixty (60%) percent disability income replacement benefit, after satisfying a 180-day waiting period. Benefits are payable up to age 65 except for mental/nervous disorders, which are limited to twelve (12) months.

**Section 19.3 STD / LTD Eligibility.** Employees must exhaust all accrued sick leave as well as any Legacy Sick Leave (LSL) before STD / LTD benefits will begin.

**Section 19.4 401(k) Savings Plan.** All regular employees are eligible to participate in the 401(k) Savings Plan effective on their date of employment. Employees may contribute up to 50% of base pay. Employees are immediately 100% vested.

**19.4(a)** The Company matches employee contributions at 100% of the first 3% the employee contributes and 50% of the next 2% an employee contributes on a weekly basis.

Basic compensation includes regular pay, bonuses, shift differential, and overtime. This Section 19.4(a) will remain in effect through the last pay period of calendar year 2007.

**19.4(b)** Effective the first pay period of January 2008 the Company will no longer match employee contributions. The 401(k) Company match will be replaced with the IAMAW Pension Plan as outlined in Article 18.

**Section 19.5 Temporary Duty Travel (TDY).** TDY travel shall be on a rotation basis, whereas the most senior, and qualified employee in the affected department, classification and shift are given first preference. Should they accept, they will then be disqualified from future travel until all others in the same department, classification and shift are offered the same opportunity.

**Section 19.6 Jury and Witness Pay.** Jury and subpoenaed witness duty shall be considered a paid absence outside of that which is provided elsewhere in this agreement. The employee who serves on a jury or as a witness, in accordance with NTOG Policy, shall be paid their normal straight time wage rate to a maximum of forty (40) hours per week.

**Section 19.7 Tuition Reimbursement.** The Company supports a comprehensive training and education program to develop, increase, or upgrade employee skills. One aspect of the program is the Undergraduate and Graduate Study program. This includes undergraduate and graduate level courses taken for credit or audit, on campus or by extension through educational institutions, and undergraduate senior-level courses that are a requisite part of the prescribed curriculum for the graduate degree the employee is pursuing. When involved in an approved program the employee pays for all courses and is reimbursed by the Company after successful completion of coursework. The maximum payment in any calendar year is \$3,500 per employee.

**Section 19.8 Flexible Spending Accounts.** Flexible Spending accounts are defined as a Medical Reimbursement Account (MRA) or a Dependent Care Reimbursement Account (DCR). Employees enrolled in the MRA can set aside up to \$2,500 in tax-free dollars per full year for eligible medical expenses. Employees enrolled in the DCR can set aside up to \$5,000 in tax-free dollars per year for dependent care expenses.

**Section 19.9 Employee Assistance Program (EAP).** Employees and their family members are provided with an on-site confidential counseling assistance program. This voluntary program is available to assist those who experience a need for counseling assistance related to problems such as substance abuse, family problems, and a variety of other stressful situations.

**Section 19.10 Travel Accident.** The Travel accident plan provides three (3x) times the employee's annual salary with a minimum benefit of \$100,000 and a maximum benefit of \$500,000.

**Section 19.11 Accidental Death & Dismemberment Insurance.** The Company provides \$10,000 of Accidental Death and Dismemberment coverage at no cost. Employees may purchase additional AD&D coverage in \$10,000 increments up to \$500,000 in coverage, or up to ten (10x) times the employee's annual salary.

**Section 19.12 Supplemental Life Insurance.** Employees may purchase Company offered supplemental life coverage in \$10,000 increments up to \$500,000. Policies over \$200,000 in coverage will require evidence of insurability.

**Section 19.13 Spouse Life Insurance.** Employees can purchase Spouse Life Insurance from \$10,000 to \$250,000, in \$10,000 increments limited to fifty-percent (50%) of the employee's Supplemental Life amount. When electing spousal coverage at the employee's first opportunity, the spouse will not be required to furnish evidence of insurability for amounts of coverage up to \$50,000.

**Section 19.14 Children Life Insurance.** Employees may purchase either \$5,000 or \$10,000 of coverage.

## **ARTICLE 20 DURATION**

This Agreement shall become effective as of 05 May 2007, sometimes referred to as the "effective date of this Agreement" and shall remain in full force and effect until midnight 30 April 2011 and shall automatically be renewed for consecutive periods of one year thereafter 30 April 2011 unless either party shall notify the other in writing, at least sixty (60) days, but not more than seventy-five (75) days prior to 30 April of any calendar year beginning with 2011 of its desire to terminate the Agreement, in which event this Agreement shall terminate at midnight at the close of 30 April unless renewed or extended by mutual written agreement. In the case of such notice, the parties agree to meet immediately thereafter for the purpose of negotiating a new agreement or a written renewal of this Agreement.

**SIGNATURES OF THE PARTIES:**

IN WITNESS WHEREOF, the Company and the Union have caused this Agreement to be signed by their authorized representatives.

**FOR THE UNION:**

**International Association of  
Machinists and Aerospace Workers,  
AFL-CIO**

**FOR THE COMPANY:**

**Jacobs Technology Inc.  
ERC  
Smith Research Corporation**

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**Joe Harrington**  
Business Manager  
IAMAW Local Lodge 2249

---

**Stephen D. Jackson**  
Vice-President / General Manager  
Jacobs Technology Inc.  
NTOG

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**Allen R. Colombo**  
Union Committee Member

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**Lee Whitham**  
Director, Human Resources  
Jacobs Technology Inc.

---

**Billy S. Davis**  
Union Committee Member

---

**Ernie Wu**  
President  
ERC

---

**Kenneth L. Powe**  
Union Committee Member

---

**Roland C. Vaughn**  
Smith Research Corporation  
Subcontract Principle

---

**Thomas H. Wolfe**  
Union Committee Member

---

**Samantha A. Biles**  
Jacobs Technology Inc.  
Manager, Human Resources, NTOG



**LETTER OF UNDERSTANDING # 1****DRUG AND ALCOHOL TESTING PROGRAM**

The Company continues to be vitally concerned with the health, safety, and well being of all employees. It is recognized that illegal drug use and alcohol abuse can create serious problems for workers, their families, the workplace, and the community. Our goal is to make every effort to provide education and assistance to employees and their families, to encourage employees to receive treatment as needed, and to foster and encourage an environment that is free of illegal drug use and alcohol abuse.

The Company has developed a high quality program for Drug and Alcohol Testing. This program will meet the provisions of the Federal Government's Drug-Free Workplace Act of 1988 and NASA and Department of Defense directives for a Drug-Free Workplace.

Management and the Union recognize the need for a partnership to successfully achieve a Drug-Free Workplace. We look forward to the continued support of all teammates in meeting our goal of achieving a workplace that is free of illegal drug use and alcohol use.

The published policy includes, but is not limited to: random testing, as well as testing for reasonable suspicion, testing following an accident and testing upon return to work for a positive drug or alcohol test.

If a challenged test is requested after a positive analysis, the employee agrees to pay fees incurred from a second test of the same sample performed by the contracted lab. If the second test is negative, the Company will reimburse the incurred fees. The Union shall have the right to inspect the testing lab and verify the chain of custody and, at no time shall the employee or Union be asked to waive constitutional, common law or contractual rights.

The Company is committed to conducting the highest quality drug-free workforce program that protects the privacy and best interest of our employees. Furthermore, the Company encourages those who need help or counseling to contact the Employee Assistance Program (EAP).

Human Resources has oversight responsibility for the Testing Program to verify consistency with and adherence to this policy.

**LETTER OF UNDERSTANDING # 2****COMPLIANCE WITH FEDERAL AND STATE EMPLOYMENT PRACTICE  
LAWS**

In the event the Company is required to make certain changes in its employment practices or conditions of work which affect provisions of this collective bargaining agreement in order to achieve compliance or directive with a federal or state agency or department, the parties agree to negotiate any necessary changes or modifications to affected terms and conditions of employment or to specific paragraphs or articles contained in this Agreement. Efforts on the part of the Company to comply with such compliance, orders or directives as established by any federal or state department or agency or court order will not be considered a breach of this collective bargaining agreement and the parties will do everything possible to work out a mutually acceptable compliance formula with said departments or agencies. It is further agreed and understood that the provisions of the No Strike - No Lock-Out clause of this Agreement fully apply to this Letter of Understanding.

<b>Appendix A - Classification and Wage Schedule</b>								
Classification	October 2007		October 2008		October 2009		October 2010	
	Mini mum	Maxi mum	Mini mum	Maxi mum	Mini mum	Maxi mum	Mini mum	Maxi mum
Configuration Management Associate	18.00	21.60	18.54	22.25	18.54	22.25	19.10	22.92
Configuration Management Associate (Senior)	21.60	25.00	22.25	25.75	22.92	26.52	23.60	27.32
Data Analyst	22.00	26.40	22.66	27.19	22.66	27.19	23.34	28.01
Data Analyst (Senior)	30.00	36.00	30.90	37.08	30.90	37.08	31.83	38.19
Document Coordinator	15.00	18.00	15.45	18.54	15.45	18.54	15.91	19.10
Document Coordinator (Senior)	18.00	21.60	18.54	22.25	18.54	22.25	19.10	22.92
Drafter	20.00	24.00	20.60	24.72	20.60	24.72	21.22	25.46
Engineering Associates	20.00	24.00	20.60	24.72	20.60	24.72	21.22	25.46
Engineering Associates (Senior)	26.00	31.20	26.78	32.14	26.78	32.14	27.58	33.10
Engineering Technician I (Electrical)	13.93	16.72	14.35	17.22	14.35	17.22	14.78	17.73
Engineering Technician I (Mechanical)	13.93	16.72	14.35	17.22	14.35	17.22	14.78	17.73
Engineering Technician II (Electrical)	16.16	19.39	16.64	19.97	16.64	19.97	17.14	20.57
Engineering Technician II (Mechanical)	16.16	19.39	16.64	19.97	16.64	19.97	17.14	20.57
Engineering Technician III (Electrical)	18.58	22.30	19.14	22.96	19.14	22.96	19.71	23.65
Engineering Technician III (Mechanical)	18.58	22.30	19.14	22.96	19.14	22.96	19.71	23.65
Engineering Technician IV (Electrical)	22.62	27.14	23.30	27.96	23.30	27.96	24.00	28.80
Engineering Technician IV (Mechanical)	22.62	27.14	23.30	27.96	23.30	27.96	24.00	28.80
Engineering Technician Lead	23.62	28.14	24.33	28.98	24.33	28.98	25.06	29.85
Facilitator	28.80	34.56	29.66	35.60	29.66	35.60	30.55	36.66
Safety / Quality	20.00	24.00	20.60	24.72	20.60	24.72	21.22	25.46
Technical Editor	15.00	18.00	15.45	18.54	15.45	18.54	15.91	19.10
Technical Editor (Senior)	18.00	21.60	18.54	22.25	18.54	22.25	19.10	22.92
Work Control	16.00	19.20	16.48	19.78	16.48	19.78	16.97	20.37

## Notes:

1. As of the establishment of this CBA (May 2007) there may be individuals that are currently or through the course of this agreement obtain an hourly rate above the maximum of the established range for their Labor Classification. These employees will be "Grandfathered" above the range and shall receive the General Wage Increase each October.
2. Effective June 2, 2007, all employees covered under this Agreement will receive a 3% wage increase on their current hourly rate. It is further understood that once the employee's new rate has been calculated and his new rate is below the minimum of the range for his classification, his rate will be adjusted to that minimum.
3. The following are the annual wage increases as per Section 13.4: 3% June 2007, 2% October 2007, 3% October 2008, 2% October 2009 and 3% October 2010.

REGISTER OF WAGE DETERMINATION UNDER  
THE SERVICE CONTRACT ACT

By direction of the Secretary  
of Labor

U.S. DEPARTMENT OF LABOR  
EMPLOYMENT STANDARDS ADMINISTRATION  
WAGE AND HOUR DIVISION  
WASHINGTON D.C. 20210

Wage Determination No.:  
CBA-2010-3326

William W.Gross  
Director

Division of  
Wage Determinations

Revision No.: 0  
Date Of Last Revision:2/5/2010

State: Mississippi

Area: Hancock

Employed on NASA Office of Procurement Mail Code DA10 Stennis Space Center 39529 contract for Providing test operations and supporting services at Stennis Space Center in support of NASA Headquarters Space Operations Mission Directorate (SOMD) and Exploration Systems Mission Directorate (ESMD) goals and objectives.

Collective Bargaining Agreement between contractor: Jacobs Technology Inc, and union: International Association of Machinists and Aerospace Workers Local 2249, effective 5/5/2007 through 4/30/2011.

In accordance with Section 2(a) and 4(c) of the Service Contract Act, as amended, employees employed by the contractor(s) in performing services covered by the Collective Bargaining Agreement(s) are to be paid wage rates and fringe benefits set forth in the current collective bargaining agreement and modified extension agreement(s).

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

**ATTACHMENT J-5**

**U.S. GOVERNMENT COMPARABLE RATES**

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STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (FAR 52.222-42) (MAY 1989)

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29 CFR Part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

THIS STATEMENT IS FOR INFORMATION ONLY:  
IT IS NOT A WAGE DETERMINATION

Classification	Minimum	Grade/Step	Maximum	Grade/Step
Configuration Management Associate	GS-7/3		GS-7/9	
Configuration Management Associate ( Senior)	GS-8/6		GS-9/8	
Data Analyst	GS-9/2		GS-9/9	
Data Analyst ( Senior)	GS-11/6		GS 12/7	
Document Coordinator	GS-5/3		GS-5/10	
Document Coordinator ( Senior)	GS-7/3		GS-7/9	
Drafter	GS-8/3		GS-8/9	
Engineering Associate	GS-8/3		GS-8/9	
Engineering Associate ( Senior)	GS-11/1		GS-11/8	
Engineering Technician I ( Electrical)	GS-5/1		GS-5/7	
Engineering Technician I ( Mechanical)	GS-5/1		GS-5/7	
Engineering Technician II ( Electrical)	GS-6/2		GS-6/9	
Engineering Technician II ( Mechanical)	GS-6/2		GS-6/9	
Engineering Technician III ( Electrical)	GS-7/3		GS-7/10	
Engineering Technician III ( Mechanical)	GS-7/3		GS-7/10	
Engineering Technician IV ( Electrical)	GS-10/1		GS-10/6	
Engineering Technician IV ( Mechanical)	GS-10/1		GS-10/6	
Engineering Technician Lead	GS-10/2		GS-10/8	
Facilitator	GS-11/5		GS-12/5	
Safety / Quality	GS-8/3		GS-8/9	
Technical Editor	GS-5/3		GS-5/10	
Technical Editor (Senior)	GS-7/3		GS-7/9	
Work control	GS-6/2		GS-6/8	
Welder	GS-8/6		GS-8/6	
Machinist	GS-8/5		GS-8/5	
Component Technician	GS-8/5		GS-8/5	

**FRINGE BENEFITS:** twenty-eight (28%) (to all classifications)

(End of Clause)



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

**ATTACHMENT J-6**

**HANDLING OF DATA PLAN**

**(TO BE PROVIDED BY OFFEROR IN ACCORDANCE WITH SECTION H.24)**

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

**ATTACHMENT J-7**

**SMALL BUSINESS SUBCONTRACTING PLAN**

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**Part III – LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS**

**ATTACHMENT J-8**

**LIST OF APPLICABLE MANUALS, REGULATIONS, AND PROCEDURES**

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**Attachment J-8**  
**Technical Reference Library (TRL)**  
**LIST OF APPLICABLE MANUALS, REGULATIONS, AND PROCEDURES**

***NASA Agency Documents***

**NASA Policy Directives**

- NPD 1050.1 Authority to Enter into Space Act Agreements
- NPD 1440.6 NASA Records Management
- NPD 1800.2 NASA Occupational Health Program
- NPD 2810.1 NASA Information Security Policy
- NPD 8730.5 NASA Quality Assurance Program Policy
- NPD 9501.1 NASA Contractor Financial Management Reporting System
- NPD 9501.2 NASA Contractor Financial Management Reporting

**NASA Procedural Requirements**

- NPR 1441.1 NASA Records Retention Schedules
- NPR 1600.1 NASA Security Program Procedural Requirements
- NPR 2190.1 NASA Export Control Program
- NPR 2810.1 Security of Information Technology
- NPR 4100.1 NASA Materials Inventory Management Manual
- NPR 4200.1 NASA Equipment Management Procedural Requirements
- NPR 4200.2 Equipment Management Manual for Property Custodians
- NPR 4300.1 NASA Personal Property Disposal Procedural Requirements
- NPR 4310.1 Identification and Disposal of NASA Artifacts
- NPR 6000.1 Requirements for Packaging, Handling, and Transportation for Aeronautical and Space Systems, Equipment, and Associated Components
- NPR 6200.1 NASA Transportation and General Traffic Management
- NPR 7120.5 NASA Space Flight Program and Project Management Requirements
- NPR 7120.6 Lessons Learned Process
- NPR 7120.7 NASA Information Technology and Institutional Infrastructure Program and Project Management Requirements
- NPR 7120.8 NASA Research and Technology Program and Project Management Requirements
- NPR 7123.1 NASA Systems Engineering Processes and Requirements
- NPR 7150.2 NASA Software Engineering Requirements
- NPR 8000.4 Agency Risk Management Procedural Requirements
- NPR 8580.1 Implementing the National Environmental Policy Act And Executive Order 12114
- NPR 8621.1 NASA Procedural Requirements for Mishap and Close Call Reporting, Investigating, and Recordkeeping
- NPR 8705.6 Safety and Mission Assurance Audits, Reviews, and Assessments
- NPR 8715.1 NASA Occupational Safety and Programs
- NPR 8715.3 NASA General Safety Program Requirements



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- NPR 8735.1 Procedures for Exchanging Parts, Material, and Safety Problem Data Utilizing the Government – Industry Data Exchange Program and NASA advisories
- NPR 8735.2 Management of Government Quality Assurance Functions for NASA Contracts
- NPR 8820.2 Facility Project Requirements
- NPR 8831.2 Facilities Maintenance and Operations Management

### **NASA Standards**

- NASA-STD-8719.7 Facility System Safety Guidebook
- NASA-STD-8719.9 Standard for Lifting Devices and Equipment
- NASA-STD-8719.12 Safety Standard for Explosives, Propellants, and Pyrotechnics
- NASA-STD-8719.13 Software Safety Standard
- NASA-STD-8729.1 Planning, Developing and Managing an Effective Reliability and Maintainability (R&M) Program
- NASA-STD-8739.8 Software Assurance Standard
- NASA-STD-(I)-0007 NASA Computer-Aided Engineering Design Interoperability

### **MSFC/SSC Common Standard**

- MSFC-STD-3535 Standard for Propellants and Pressurants used for Test and Test Support Activities at SSC and MSFC

### ***Stennis Space Center Documents***

#### **SSC Policy Directives (SPD)**

- SPD 1050.1 John C. Stennis Space Center Agreement Preparation, Processing and Management
- SPD 1107.1 John C. Stennis Space Center SSC Organization Mission and Responsibilities
- SPD 1550.1 John C. Stennis Space Center Use of SSC Government Building and Other Property for Meeting and Non-Government Activities
- SPD 5100.1 John C. Stennis Space Center Policy for Ordering of Materials and Support Services at Stennis Space Center
- SPD 5150.5 John C. Stennis Space Center Industry Presentations and Related Non-Disclosure Agreements
- SPD 7120.1 John C. Stennis Space Center Institutional Risk Management
- SPD 8715.1 John C. Stennis Space Center Operational Readiness Program
- SPD 8715.4 John C. Stennis Space Center Safety and Health Policy

#### **SSC Procedural Requirements (SPR)**

- SPR 1150.1 John C. Stennis Space Center Establishment of Charters - Boards/Councils/Committees
- SPR 1280.1 John C. Stennis Space Center SSC Management System Requirements
- SPR 1382.1 John C. Stennis Space Center Freedom of Information
- SPR 1400.1 John C. Stennis Space Center Document Preparation, Numbering, and Management

- SPR 1440.1 John C. Stennis Space Center Records Management Program Requirements
- SPR 1740.1 John C. Stennis Space Center Pressure Vessel and Pressurized System Procedural Requirements
- SPR 2010.1 John C. Stennis Space Center Alternate Dispute Resolution
- SPR 5200.1 John C. Stennis Space Center Reserve/Neutral Gate Procedures
- SPR 7120.1 John C. Stennis Space Center Risk Management Procedural Requirements
- SPR 8500.1 John C. Stennis Space Center Environmental Management System Procedural Requirements
- SPR 8500.2 John C. Stennis Space Center Environmental Operations and Implementation Program Procedural Requirements
- SPR 8715.1 John C. Stennis Space Center Safety and Health Program Requirements
- SPR 8715.2 John C. Stennis Space Center Operational Readiness Program Procedural Requirements
- SPR 8730.1 John C. Stennis Space Center Control of Nonconforming Product
- SPR 8730.4 John C. Stennis Space Center Metrology and Calibration Control Program
- SPR 8730.5 John C. Stennis Space Center Material Review Board Procedural Requirements
- SPR 8739.1 John C. Stennis Space Center Software Assurance Procedural Requirements

**Stennis Common Work Instructions (SCWI)**

- SCWI-2810-0002 John C. Stennis Space Center Information Technology (IT) Security Incident Reporting and Response
- SCWI-2810-0007 John C. Stennis Space Center Information Technology (IT) Security Access Control List (ACL) Change
- SCWI-2810-0008 John C. Stennis Space Center Information Technology (IT) Security Modem Connectivity
- SCWI-3410-0003 John C. Stennis Space Center Training/Certification Plan and Schedule Report
- SCWI-5100-0001 John C. Stennis Space Center SSC Procedures for Initiating the Purchase of Supplies and Services
- SCWI-7120-0001 John C. Stennis Space Center Common Work Instruction for Project Work Breakdown Structure
- SCWI-8080-0001 John C. Stennis Space Center Propulsion Test Project Management
- SCWI-8500-0004-ENV John C. Stennis Space Center Hazardous material, Hazardous Waste, and Solid Waste Plan
- SCWI-8500-0020-ENV John C. Stennis Space Center Environmental Integrated Contingency Plan
- SCWI-8500-0026-ENV John C. Stennis Space Center Environmental Resources Document
- SCWI-8610-0001 John C. Stennis Space Center Gas and Cryogenic Sampling Guidelines
- SCWI-8710-0001 John C. Stennis Space Center Systems Safety and Health

SCWI-8715-0002 Equipment	John C. Stennis Space Center Personal Protective
SCWI-8715-0005	John C. Stennis Space Center Safety, Health, Housekeeping and Essential Item Inspections
SCWI-8715-0010	John C. Stennis Space Center Process Safety Management Program
SCWI-8730-0002	John C. Stennis Space Center Corrective Action, Preventive Action and Improvement
SCWI-8830-0001	John C. Stennis Space Center SSC Facility Manager Program Handbook
STP-8810-0018	John C. Stennis Space Center Technical Procedure for Field Maintenance Contamination Control and Field Certification of SSC Facility Transfer Systems Cleanliness

**Stennis Work Instructions (SWI)**

SWI-8834-0001	John C. Stennis Space Center Lifting Devices and Equipment Management Instructions
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**Stennis Plans (SPLN)**

SPLN-8621-0003	John C. Stennis Space Center Mishap Preparedness and Contingency Plan
SPLN-8700-0005	John C. Stennis Space Center OSHA Voluntary Protection Program Implementation Plan
SSP-8715-0001	John C. Stennis Space Center Safety and Health Handbook
SPLN-1040-0006	John C. Stennis Space Center Emergency Management Plan

**Stennis Organizational Instruction (SOI)**

SOI-1201-0001	John C. Stennis Space Center Engineering & Test Directorate Management/Administrative Controls and Reviews
SOI-8040-0002	John C. Stennis Space Center Configuration Management Plan For The Projects Directorate
SOI-8080-0006	John C. Stennis Space Center Development and Approval of Customer Agreements
SOI-8080-0007	John C. Stennis Space Center Test Site Drawings
SOI-8080-0008	John C. Stennis Space Center Documentation and Configuration Control of Test Critical Software
SOI-8080-0009	John C. Stennis Space Center Design Reviews
SOI-8080-0012	John C. Stennis Space Center Requirements Development and Management
SOI-8080-0015	John C. Stennis Space Center Configuration Control of Technical Systems
SOI-8080-0027	John C. Stennis Space Center Engineering and Test Directorate Operations Work Control
SOI-8080-0040	John C. Stennis Space Center Test Area Access Control

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SOI-8080-0041 John C. Stennis Space Center Projects and Systems Integration  
SOI-8080-0045-LC NASA Rocket Propulsion Test Management Board (RPTMB)  
Operating Procedures  
SOI-8080-0051 John C. Stennis Space Center Engineering Analysis  
SOI-8080-0052 John C. Stennis Space Center Software Life Cycle and  
Development Process

**SSC Standards (SSTD)**

SSTD-8070-0001-CONFIG John C. Stennis Space Center Facilities Engineering  
Documentation Standard  
SSTD-8070-0002-CONFIG John C. Stennis Space Center SSC Facilities Drafting  
Manual  
SSTD-8070-0005-CONFIG John C. Stennis Space Center Preparation, Review,  
Approval, and Release of SSC Standards  
SSTD-8070-0006-CONFIG John C. Stennis Space Center Component Servicing  
Documentation  
SSTD-8070-0007-CONFIG John C. Stennis Space Center Standard For Variance  
and Alternate Standard Requests  
SSTD-8070-0008-CONFIG John C. Stennis Space Center Discrepancy &  
Correction Report  
SSTD-8070-0010-CONFIG John C. Stennis Space Center Maintenance of the SSC  
System Operation and Maintenance Responsibility  
Database (SOMRD)  
SSTD-8070-0081-ELEC John C. Stennis Space Center Facility Electrical  
Standard  
SSTD-8070-0089-FLUIDS John C. Stennis Space Center Surface Cleanliness  
Requirements for SSC Fluid Systems  
SSTD-8070-0124-IDCODES John C. Stennis Space Center Identification of Piping  
Systems and Above-Ground Markers  
SSTD-8070-0126 John C. Stennis Space Center Tubing Systems for  
Facility Systems, Special Test Equipment, and  
Aerospace Hardware  
SSC-47-451 Allowable Leak Standard

**Other**

NAII 1050.1 Space Act Agreements Guide  
NRPTA-001 National Rocket Propulsion Test Alliance Operating Procedures  
SSTI-8080-0013 Test Facilities Capability Handbook, Volume I  
DoD 5220.22-M National Industrial Security Program Operating Manual

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

**ATTACHMENT J-9**

**CONTRACT SECURITY CLASSIFICATION SPECIFICATION**

Test Operations Contract 0NNS10AA46C

<b>DEPARTMENT OF DEFENSE</b> <b>CONTRACT SECURITY CLASSIFICATION SPECIFICATION</b> <i>(The requirements of the DoD Industrial Security Manual apply to all security aspects of this effort.)</i>				<b>1. CLEARANCE AND SAFEGUARDING</b> a. FACILITY CLEARANCE REQUIRED <b>SECRET</b>			
				b. LEVEL OF SAFEGUARDING REQUIRED <b>SECRET</b>			
<b>2. THIS SPECIFICATION IS FOR:</b> <i>(X and complete as applicable)</i>			<b>3. THIS SPECIFICATION IS:</b> <i>(X and complete as applicable)</i>				
a. PRIME CONTRACT NUMBER NNS10AA46C		<input checked="" type="checkbox"/>	a. ORIGINAL <i>(Complete date in all cases)</i>		Date (YYMMDD) TBD, Section J Attachment J-7		
b. SUBCONTRACT NUMBER			b. REVISED <i>(Supersedes all previous specs)</i>	Revision No.	Date (YYMMDD)		
c. SOLICITATION OR OTHER NUMBER NNS10336617R	Due Date (YYMMDD)		c. FINAL <i>(Complete Item 5 in all cases)</i>		Date (YYMMDD)		
<b>4. IS THIS A FOLLOW-ON CONTRACT?</b>			NO. If Yes, complete the following: NNS04AB62C				
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Classified material received or generated under _____ <i>(Preceding Contract Number)</i> is transferred to this follow-on contract.					
<b>5. IS THIS A FINAL DD FORM 254?</b>			NO. If Yes, complete the following:				
<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	In response to the Contractor's request dated _____, retention of the classified material is authorized for the period _____.					
<b>6. CONTRACTOR</b> <i>(Include Commercial and Government Entity (CAGE) Code)</i>							
a. NAME, ADDRESS, AND ZIP CODE Lockheed Martin Services, Inc 595 Gemini Avenue Houston, TX 77058		b. CAGE CODE 08YG4	c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i> Defense Security Services (IOFSA) 2300 Lake Park Drive, Suite 240 Smyrna, Georgia 30080-7606				
<b>7. SUBCONTRACTOR</b>							
a. NAME, ADDRESS, AND ZIP CODE		b. CAGE CODE	c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i>				
<b>8. ACTUAL PERFORMANCE</b>							
a. LOCATION National Aeronautics and Space Administration John C. Stennis Space Center Stennis Space Center, MS 39529-6000		b. CAGE CODE	c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i> Defense Security Services (IOFSA) 2300 Lake Park Drive, Suite 240 Smyrna, Georgia 30080-7606				
<b>9. GENERAL IDENTIFICATION OF THIS PROCUREMENT</b> Provide Test Operation Contract (TOC) to the John C. Stennis Space Center.							
<b>10. CONTRACTOR WILL REQUIRE ACCESS TO:</b>		YES	NO	<b>11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR</b>		YES	NO
a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION			<input checked="" type="checkbox"/>	a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY		<input checked="" type="checkbox"/>	
b. RESTRICTED DATA			<input checked="" type="checkbox"/>	b. RECEIVE CLASSIFIED DOCUMENTS ONLY			<input checked="" type="checkbox"/>
c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION			<input checked="" type="checkbox"/>	c. RECEIVE AND GENERATE CLASSIFIED MATERIAL			<input checked="" type="checkbox"/>
d. FORMERLY RESTRICTED DATA			<input checked="" type="checkbox"/>	d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE			<input checked="" type="checkbox"/>
e. INTELLIGENCE INFORMATION				e. PERFORM SERVICES ONLY			<input checked="" type="checkbox"/>
(1) Sensitive Compartmented Information (SCI)			<input checked="" type="checkbox"/>	f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES			<input checked="" type="checkbox"/>
(2) Non-SCI		<input checked="" type="checkbox"/>		g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER			<input checked="" type="checkbox"/>
f. SPECIAL ACCESS INFORMATION		<input checked="" type="checkbox"/>		h. REQUIRE A COMSEC ACCOUNT			<input checked="" type="checkbox"/>
g. NATO INFORMATION		<input checked="" type="checkbox"/>		i. HAVE TEMPEST REQUIREMENTS			<input checked="" type="checkbox"/>
h. FOREIGN GOVERNMENT INFORMATION			<input checked="" type="checkbox"/>	j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS			<input checked="" type="checkbox"/>
i. LIMITED DISSEMINATION INFORMATION			<input checked="" type="checkbox"/>	k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE			<input checked="" type="checkbox"/>
j. FOR OFFICIAL USE ONLY INFORMATION		<input checked="" type="checkbox"/>		l. OTHER <i>(Specify)</i>			<input checked="" type="checkbox"/>
k. OTHER <i>(Specify)</i>			<input checked="" type="checkbox"/>				

Test Operations Contract 0NNS10AA46C

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

Direct  Through (Specify)

Chief, Public Affairs  
John C. Stennis Space Center

to the Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs)\* for review.  
\*In the case of non-DoD User Agencies, requests for disclosure shall be submitted to that agency.

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

a. Issuance of this document will serve as written notice of the letting of a classified service contract. The highest level of classification of the contract is SECRET.

b. The user activity will furnish complete classification guidance for the service to be performed. Contract performance is restricted primarily to the John C. Stennis Space Center, Hancock County, Mississippi.

c. Personnel security clearances required or requested for work assignments on the contract will be limited strictly to those required to perform the assigned function. The Contractor shall be in compliance with National Industrial Security Program (NISP), DoD 5220.22, and confer with the responsible official prior to assigning employees in-house.

d. Personnel assigned to work in-house must comply with pertinent NASA and SSC Security Regulations. Security specifications for each service task will be included in appropriate work requests.

e. Security specifications for each task will be detailed in the work request for that task.

f. Contractor is not allowed receipt and storage of classified documents or other materials.

g. Biennial review of this DD Form 254 is required on date: \_\_\_\_\_ (two years from date of issuance)

**14. ADDITIONAL SECURITY REQUIREMENTS.** Requirements, in addition to ISM requirements, are established for this contract. (If Yes, identify the pertinent contractual clauses in the contract document itself, or provide an appropriate statement which identifies the additional requirements. Provide a copy of the requirements to the cognizant security office. Use Item 13 if additional space is needed.)

Yes  No

**15. INSPECTIONS.** Elements of this contract are outside the inspection responsibility of the cognizant security office. (If Yes, explain and identify specific areas or elements carved out and the activity responsible for inspections. Use Item 13 if additional space is needed.)

Yes  No

**16. CERTIFICATION AND SIGNATURE.** Security requirements stated herein are complete and adequate for safeguarding the classified information to be released or generated under this classified effort. All questions shall be referred to the official named below.

a. TYPED NAME OF CERTIFYING OFFICIAL	b. TITLE	c. TELEPHONE (Include Area Code)
David Delsanto	NASA/SSC Security Officer	(228) 688-2985

d. ADDRESS (Include Zip Code)

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

e. SIGNATURE

**17. REQUIRED DISTRIBUTION**

<input checked="" type="checkbox"/>	a. CONTRACTOR
<input type="checkbox"/>	b. SUBCONTRACTOR
<input checked="" type="checkbox"/>	c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR
<input type="checkbox"/>	d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION
<input type="checkbox"/>	e. ADMINISTRATIVE CONTRACTING OFFICER
<input checked="" type="checkbox"/>	f. OTHERS AS NECESSARY NASA HQ/Code SA000



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**Part III – LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS**

**ATTACHMENT J-10**

**List 1, 2, and 3 – LIST OF GOVERNMENT FURNISHED PROPERTY**

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**Attachment J-10**  
Government Furnished Equipment

<b>List 1 – No Class Exceptions</b>					
<b>FSC Code</b>	<b>Title</b>	<b>Equipment Description</b>	<b>Acquisition Date</b>	<b>Building Location</b>	<b>Acquisition Value</b>
1930	Barges and Lighters, Cargo	BARGE, LIQUID HYDROGEN	04/15/1966	SS-3407	\$2,718,998.00
		BARGE, LIQUID OXYGEN	09/03/1965	SS-3407	\$ 809,358.00
			10/18/1965	SS-3407	\$ 809,324.00
			11/03/1965	SS-3407	\$ 809,358.00
			04/15/1966	SS-3407	\$2,442,972.00
1940	Small Craft	BOAT, ALUMINUM 14'	09/28/1999	SS-4400	\$ 1,260.00
2320	Trucks and Truck Tractors, Wheeled	TRUCK, OFF-ROAD UTILITY	09/11/1992	SS-4010	\$ 15,400.00
			08/17/2007	SS-4010	\$ 4,775.00
		TRUCK, PICKUP	07/22/1992	SS-4010	\$ 8,791.45
		TRUCK, UTILITY, ELECTRIC	08/02/1993	SS-2205	\$ 3,188.00
2330	Trailers	TRAILER, SEMI, HYDRAULIC	11/19/1965	SS-4010	\$ 36,274.00
				SS-9101	\$ 36,274.00
			06/16/1966	SS-4010	\$ 36,274.00
				SS-9101	\$ 36,274.00
		TRAILER, TUBE BANK	11/04/1993	SS-3305	\$ 33,182.00
		TRAILER, CARGO, ENCLOSED	04/03/2002	SS-8306	\$ 5,974.00
2340	Motorcycles, Motor Scooters, and Bicycles	GLOBAL ELECTRIC MOTORCARS	09/08/2003	SS-3407	\$ 9,094.00
				SS-4010	\$ 18,188.00
3220	Woodworking Machines	SAW, BAND, WOODWORKING	08/25/1987	SS-4220	\$ 6,760.00
3405	Saws and Filing Machines	BANDSAW, METALWORKING	03/06/2008	SS-4400	\$ 4,771.00

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<b>FSC Code</b>	<b>Title</b>	<b>Equipment Description</b>	<b>Acquisition Date</b>	<b>Building Location</b>	<b>Acquisition Value</b>
		SAW, ABRASIVE CUTOFF	10/27/1987	SS-4220	\$ 1,700.00
		SAW, BAND	02/01/1988	SS-4080	\$ 519.00
			03/14/1988	SS-4010	\$ 336.00
			04/02/1997	SS-4010	\$ 1,395.00
			09/20/2007	SS-4080	\$ 749.00
		SAW, BAND, 18	05/05/2003	SS-8306	\$ 1,357.00
		SAW, CUTOFF	08/22/1994	SS-4400	\$ 218.00
			12/01/2005	SS-2205	\$ 890.00
		SAW, CUTOFF 14	11/18/1997	SS-4080	\$ 219.00
		SAW, CUTOFF 3	10/07/1997	SS-4010	\$ 239.00
		SAW, VERTICAL BAND	7/9/1993	SS-4010	\$ 5,197.00
3408	Machining Centers and Way-Type Machines	LATHE, MINIATURE	04/01/1984	SS-8306	\$ 521.00
3413	Drilling and Tapping Machines	DRILLING MACHINE, UPRIGHT	08/12/1987	SS-4220	\$ 3,534.00
			12/05/1991	SS-4400	\$ 6,312.00
			08/27/1992	SS-2205	\$ 1,708.00
			09/01/1992	SS-4400	\$ 780.00
			02/22/1993	SS-4080	\$ 275.00
			03/26/1997	SS-4010	\$ 2,120.00
		PRESS, DRILL	09/28/2007	SS-4080	\$ 2,159.00
			10/12/2007	SS-3407	\$ 2,865.00
		PRESS, DRILL, 17	05/05/2003	SS-8306	\$ 430.00
3415	Grinding Machines	GRINDER, BENCH	09/16/1994	SS-3305	\$ 519.00
			09/23/1994	SS-2205	\$ 223.00
			06/03/1998	SS-2205	\$ 538.00
			07/11/2007	SS-4080	\$ 335.00
		GRINDER, PEDESTAL 14	09/23/1987	SS-4220	\$ 1,452.00
		GRINDER, PEDESTAL ELECTRIC	09/14/1967	SS-4400	\$ 380.00
		GRINDER, BENCH	06/08/2001	SS-8306	\$ 167.00

Test Operations Contract0NNS10AA46C

<b>FSC Code</b>	<b>Title</b>	<b>Equipment Description</b>	<b>Acquisition Date</b>	<b>Building Location</b>	<b>Acquisition Value</b>
		GRINDER/BUFFER, 8	08/05/1997	SS-4010	\$ 99.00
		GRINDING & BUFFING MACHINE, UT	02/23/1989	SS-4400	\$ 703.00
			04/09/1991	SS-3407	\$ 295.00
		GRINDING MACHINE, BENCH	07/13/1983	SS-4010	\$ 363.00
			01/01/1986	SS-2205	\$ 211.00
			06/10/2005	SS-4010	\$ 187.00
		SANDER, BELT/DISC	09/10/1996	SS-4400	\$ 748.00
		SANDER, DISC	09/20/2007	SS-4080	\$ 1,299.00
		SANDER, DISC FLOOR MOUNTED	04/27/1993	SS-4010	\$ 885.00
3416	Lathes	LATHE	08/21/1991	SS-2205	\$ 11,323.00
		LATHE, BENCH	02/11/2002	SS-8306	\$ 2,995.00
3417	Milling Machines	ENGRAVING SYSTEM, COMPUTERIZED	05/04/2007	SS-4010	\$ 10,904.00
		SIGNGRAVER	08/23/1996	SS-4400	\$ 1,542.00
3419	Misc Machine Tools	THREADING MACHINE	09/12/1989	SS-4400	\$ 4,245.00
3431	Electric Arc Welding Equip	WELDER, GAS	06/26/1990	SS-3305	\$ 938.00
		WELDER, THERMOCOUPLE	07/28/2003	SS-8306	\$ 1,464.00
3439	Misc Welding, Soldering	SOLDER/DESOLDER STATION	03/07/1989	SS-8306	\$ 795.00
3441	Bending and Forming Machines	BENDER, CONDUIT, ELECTRIC	09/14/1995	SS-4400	\$ 4,253.00
			10/31/1997	SS-4010	\$ 4,389.00
			05/26/1998	SS-4080	\$ 4,088.00
		BENDER, ELECTRIC CONDUIT	01/25/2010	SS-3226	\$ 7,680.00
		BENDER, TUBE	04/05/1979	SS-2205	\$ 2,444.00
			08/01/1984	SS-4080	\$ 7,400.00

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<b>FSC Code</b>	<b>Title</b>	<b>Equipment Description</b>	<b>Acquisition Date</b>	<b>Building Location</b>	<b>Acquisition Value</b>
			12/10/1997	SS-4080	\$ 10,200.00
			02/27/2004	SS-4080	\$ 3,382.00
			03/08/2004	SS-4010	\$ 13,586.00
		CONING & THREADING MACHINE	01/13/1997	SS-4010	\$ 10,125.00
		FINISHING MACHINE, END	06/29/1988	SS-4010	\$ 20,960.00
			09/29/1990	SS-4010	\$ 12,900.00
		FINISHING MACHINE, TUBE END	07/06/1990	SS-2205	\$ 6,985.00
			06/04/1999	SS-4010	\$ 22,245.00
		FLARING MACHINE	11/22/1965	SS-4080	\$ 950.00
			07/02/1985	SS-2205	\$ 14,275.00
		FLARING/DEBURRING MACHINE	06/25/1997	SS-4220	\$ 33,859.00
		SWEDGING-EXPANDING MACHINE	08/13/1965	SS-2205	\$ 11,792.00
		THREADING MACHINE	02/27/2004	SS-4010	\$ 16,793.00
		TUBE FLARING MACHINE	01/21/1988	SS-4010	\$ 18,844.00
3442	Hydraulic and Pneumatic Presses, Power Driven	PRESS, 16 DRILL	04/09/1991	SS-3407	\$ 351.00
		PRESS, ARBOR, POWER OPERATED	10/15/1966	SS-4400	\$ 173.00
		PRESS, DRILL	04/13/2000	SS-4010	\$ 877.00
		PRESS, DRILL, 12	03/06/2000	SS-4010	\$ 189.00
		PRESS, ENERPAC	07/17/1985	SS-4400	\$ 675.00
		PRESS, HYDRAULIC	02/26/1998	SS-2205	\$ 5,260.00
		PRESS, HYDRAULIC 75-TON	11/13/1991	SS-4400	\$ 11,905.00

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<b>FSC Code</b>	<b>Title</b>	<b>Equipment Description</b>	<b>Acquisition Date</b>	<b>Building Location</b>	<b>Acquisition Value</b>
3444	Manual Presses	PRESS, ARBOR, POWER OPERATED	09/05/1975	SS-2205	\$ 173.00
3449	Misc Secondary Metal Forming and Cutting Machines	SHARPENING MACHINE, DRILL STEEL	03/22/1989	SS-4400	\$ 798.00
			03/09/1990	SS-8306	\$ 790.00
3450	Machine Tools, Portable	ENGRAVING MACHINE	02/28/2002	SS-3305	\$ 2,725.00
			05/21/2004	SS-4010	\$ 2,056.00
		HEAD, TORQUE MACHINE	04/17/2000	SS-4010	\$ 5,790.00
		MARKING MACHINE, METAL	08/12/1999	SS-4010	\$ 5,739.00
		MARKING SYSTEM, LASER	12/17/2003	SS-2205	\$ 11,995.00
		PORTA POWER, HYDRAULIC	03/08/2006	SS-2205	\$ 1,265.00
		THREADING MACHINE, PIPE & BOLT	12/29/2000	SS-4010	\$ 3,380.00
		WELDING MACHINE, SPOT, PORT.	09/05/1995	SS-4400	\$ 299.00
3460	Machine Tool acc	JACK, LAB	06/15/1982	SS-8306	\$ 616.00
3465	Production Jigs, Fixtures, and Templates	DRIVE UNIT, ASSEMBLY	12/12/1978	SS-2205	\$ 2,600.00
		SWAGE TOOL	09/16/1987	SS-8306	\$ 210.00
3540	Wrapping and Packaging Machinery	SEALER, THERMAL IMPULSE	04/15/1998	SS-2205	\$ 9,623.00
		SEALING MACHINE	10/05/1987	SS-2205	\$ 6,075.00
			10/31/1988	SS-2205	\$ 4,450.00
3590	Misc Service and Trade Equip	PRESS, LAMINATING, PROTECTIVE	08/20/1991	SS-2205	\$ 485.00



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<b>FSC Code</b>	<b>Title</b>	<b>Equipment Description</b>	<b>Acquisition Date</b>	<b>Building Location</b>	<b>Acquisition Value</b>
3611	Industrial Marking Machines	MARKER, DATA PLATE	09/27/1993	SS-2205	\$ 8,740.00
		MARKING SYSTEM, LASER	11/07/2008	SS-2205	\$ 32,170.00
		PRINTING MACHINE, LABEL	03/22/1996	SS-4050	\$ 995.00
3694	Clean Work Stations, Controlled Environment	BENCH, LAMINAR FLOW CLEAN	06/13/1988	SS-2205	\$ 4,754.00
		BENCH, CLEAN, LAMINAR FLOW	03/08/2004	SS-2205	\$ 4,445.00
		CLEANER, SHOE, MOTORIZED	01/22/2003	SS-2205	\$ 1,844.00
		CONSOLE, HORIZONTAL FLOW	11/09/1992	SS-2205	\$ 2,610.00
3920	Materials Handling Equip, Non-Self Propelled	CART, HYDRAULIC ELEVATING	07/12/2007	SS-2205	\$ 1,635.00
3930	Warehouse Trucks and Tractors, Self Propelled	FORKLIFT, TRUCK	10/31/1988	SS-2205	\$ 16,613.00
			11/10/1988	SS-4400	\$ 20,283.00
			09/18/1997	SS-4010	\$ 41,101.00
			09/28/2009	SS-2205	\$ 24,111.00
		STACKER, ROLL LIFT	05/05/1988	SS-4400	\$ 4,124.00
3950	Winches, Hoists, Cranes, and Derricks	BEAM, LIFTING	09/15/2008	SS-3305	\$ 6,878.00
		BOOM, FORKLIFT	06/04/2008	SS-4080	\$ 1,433.00
		COMEALONG	09/29/1978	SS-3305	\$ 205.00
			02/23/1988	SS-4400	\$ 169.00
			10/01/1995	SS-3407	\$ 411.00
		CRANE, DAVIT, PORTABLE	06/14/2006	SS-2205	\$ 6,786.00

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<b>FSC Code</b>	<b>Title</b>	<b>Equipment Description</b>	<b>Acquisition Date</b>	<b>Building Location</b>	<b>Acquisition Value</b>
		CRANE, MOBILE FLOOR	08/01/1984	SS-4400	\$ 850.00
		HOIST, CHAIN	03/08/1990	SS-3305	\$ 375.00
			04/08/1991	SS-3305	\$ 496.00
			06/25/1992	SS-3305	\$ 376.00
			10/29/1992	SS-4400	\$ 1,340.00
			03/13/2000	SS-4010	\$ 711.00
			01/18/2001	SS-4010	\$ 1,414.00
			01/25/2001	SS-4010	\$ 264.00
			02/05/2004	SS-4080	\$ 624.00
				SS-4120	\$ 1,248.00
			05/17/2006	SS-4400	\$ 7,240.00
			08/16/2006	SS-3407	\$ 2,452.00
			01/04/2007	SS-4302	\$ 8,244.00
			01/18/2007	SS-3407	\$ 1,770.00
			01/19/2007	SS-3407	\$ 1,180.00
			02/09/2007	SS-3407	\$ 3,010.00
			03/01/2007	SS-2205	\$ 190.00
			03/28/2008	SS-3201	\$ 692.00
			08/25/2008	SS-4080	\$ 2,290.00
			05/20/2009	SS-3407	\$ 764.00
		HOIST, CHAIN 1 1/2 TON	05/14/1998	SS-4400	\$ 795.00
		HOIST, CHAIN, AIR OPERATED	03/08/1979	SS-2205	\$ 1,879.00
		HOIST, CHAIN, LEVER	01/18/2001	SS-4010	\$ 556.00
		HOIST, CHAIN; 1/2 TON	05/08/2003	SS-4122	\$ 2,412.00
		HOIST, LEVER	09/20/1995	SS-3407	\$ 438.00
			09/21/1995	SS-4080	\$ 187.00
			03/06/1997	SS-2205	\$ 288.00
			02/08/2001	SS-4010	\$ 267.00
			08/25/2008	SS-4080	\$ 1,145.00
		HOIST, CHAIN	01/25/2001	SS-4080	\$ 264.00
			02/13/2001	SS-4010	\$ 1,068.00
		HOIST, LEVER	02/01/2001	SS-4080	\$ 425.00

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<b>FSC Code</b>	<b>Title</b>	<b>Equipment Description</b>	<b>Acquisition Date</b>	<b>Building Location</b>	<b>Acquisition Value</b>
				SS-4400	\$ 425.00
			02/08/2001	SS-4080	\$ 267.00
		PULLER, CABLE	02/24/1966	SS-4400	\$ 805.00
		SPIDER, STAGING	01/24/1968	SS-4080	\$ 1,488.00
			08/05/1982	SS-4400	\$ 3,595.00
3990	Misc Materials Handling Equip	TABLE, SCISSOR LIFT	09/04/2007	SS-2205	\$ 15,816.00
4110	Refrigeration Equip	ICE MAKING MACHINE	08/13/1990	SS-3305	\$ 815.00
			05/09/1996	SS-2205	\$ 2,476.00
			07/25/2006	SS-3305	\$ 3,152.00
				SS-3407	\$ 3,152.00
			08/30/2006	SS-4400	\$ 2,196.00
			08/01/2007	SS-4080	\$ 2,986.00
4130	Refrigeration and Air Conditioning Components	CHILLER, WATER, REFRIGERATING	12/27/1988	SS-8306	\$ 775.00
4140	Fans, Air Circulator and Blower Equip	FAN, EVAPORATIVE COOLING	06/02/2006	SS-3407	\$ 5,139.00
				SS-4400	\$ 5,139.00
4310	Compressors and Vacuum Pumps	COMPRESSOR, AIR	10/01/1984	SS-4400	\$ 133.00
			08/14/2007	SS-2205	\$ 4,100.00
		COMPRESSOR, AIR PORTABLE	02/05/1998	SS-4010	\$ 354.00
		COMPRESSOR, AIR; PORTABLE	04/13/2009	SS-4010	\$ 252.00
		PUMP, VACUUM	04/02/1982	SS-4010	\$ 1,710.00
			01/13/1987	SS-4220	\$ 2,190.00
			11/16/1987	SS-4010	\$ 1,632.00
				SS-4220	\$ 1,632.00
			12/30/1992	SS-3305	\$ 6,050.00
			08/30/1994	SS-3407	\$ 2,430.00
			07/31/1997	SS-4010	\$ 6,145.00
			02/02/1998	SS-4010	\$ 2,993.00
			06/26/1999	SS-3407	\$ 2,545.00

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<b>FSC Code</b>	<b>Title</b>	<b>Equipment Description</b>	<b>Acquisition Date</b>	<b>Building Location</b>	<b>Acquisition Value</b>
			05/05/2003	SS-8306	\$ 876.00
			05/12/2003	SS-4122	\$ 1,200.00
			08/21/2003	SS-3305	\$ 2,188.00
			02/23/2005	SS-4010	\$ 1,595.00
			12/09/2005	SS-4080	\$ 1,275.00
				SS-4220	\$ 1,595.00
			08/15/2006	SS-4010	\$ 1,695.00
			10/10/2006	SS-4010	\$ 1,140.00
			02/27/2008	SS-4010	\$ 2,733.00
			03/18/2008	SS-4010	\$ 6,276.00
			03/19/2008	SS-4010	\$ 4,184.00
			05/28/2008	SS-3305	\$ 4,541.00
			08/04/2008	SS-3226	\$ 1,865.00
			08/14/2008	SS-4080	\$ 1,915.00
				SS-4220	\$ 1,915.00
			09/05/2008	SS-4122	\$ 1,865.00
			02/12/2009	SS-4080	\$ 2,045.00
			04/22/2009	SS-4122	\$ 1,975.00
			08/28/2009	SS-4122	\$ 3,688.00
			09/04/2009	SS-4122	\$ 3,688.00
			09/16/2009	SS-4122	\$ 3,688.00
			09/18/2009	SS-4122	\$ 3,688.00
		PUMP, VACUUM DRY	12/09/1965	SS-3305	\$ 100.00
4320	Power and Hand Pumps	PUMP	02/16/1994	SS-4400	\$ 885.00
		PUMP, DEWATER	04/10/1991	SS-4080	\$ 807.00
		PUMP, ELECTRIC	12/17/1999	SS-4010	\$ 4,825.00
		PUMP, ELECTRIC/HYDRAULIC	08/01/1986	SS-4400	\$ 3,790.00
		PUMP, HYDRAULIC	12/21/1984	SS-4400	\$ 930.00
			02/02/1989	SS-4400	\$ 1,400.00
			12/10/1997	SS-4080	\$ 2,057.00
			07/26/2005	SS-4400	\$ 5,475.00
		PUMP, HYDRAULIC, HAND	03/31/1999	SS-4010	\$ 2,008.00

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FSC Code	Title	Equipment Description	Acquisition Date	Building Location	Acquisition Value
		PUMP, HYDRAULIC; AIR	08/23/2005	SS-4400	\$ 5,387.00
		PUMP, MUD	05/07/1992	SS-4400	\$ 1,160.00
		PUMP, PORTABLE	06/09/1993	SS-4010	\$ 885.00
		PUMP, SELF PRIMING	02/05/2009	SS-4080	\$ 858.00
		PUMP, VACUUM	05/01/1998	SS-3407	\$ 2,290.00
4330	Centrifugals, Separators and Pressure and Vacuum Filters	OIL PURIFICATION UNIT	03/28/2007	SS-4400	\$ 47,010.00
4920	Aircraft Maintenance and Repair Shop Specialized Equip	STAND, HYDROSTATIC TEST	08/13/1965	SS-2205	\$ 15,819.00
4940	Misc Maintenance and Repair Shop Specialized Equip	ACTUATOR, HAND VALVE POWER	09/15/1992	SS-2205	\$ 1,130.00
		SKID, HYDRAULIC	05/26/2010	SS-2205	\$16,000.00
		BLOWER, FISHING SYSTEM	05/05/2010	SS-2205	\$895.00
		BOOSTER SYSTEM, HYDRAULIC	05/26/2010	SS-2205	\$75,000.00
		SKID, HYDRAULIC	05/26/2010	SS-2205	\$16,000.00
		CABINET, PRESSURE BLAST	04/12/2005	SS-2205	\$ 9,249.00
		CLEANER, ULTRASONIC	09/19/1996	SS-8306	\$ 806.00
		CUTTER, GASKET	05/31/1991	SS-4400	\$ 1,549.00
		HEATER, PVC	09/02/1994	SS-4400	\$ 295.00
		POWER PACK, PORTABLE	07/14/1993	SS-2205	\$ 3,711.00
		WASHER, GLASSWARE	05/03/1996	SS-8306	\$ 2,950.00
		WASHER, PARTS	09/22/1995	SS-4400	\$ 1,430.00
			11/28/1995	SS-2205	\$ 19,895.00
		WASHER, PRESSURE	09/20/1995	SS-2205	\$ 3,394.00
			06/07/2004	SS-3305	\$ 550.00
			06/18/2007	SS-4010	\$ 1,100.00
		WASHER, PARTS	08/09/2002	SS-4400	\$ 2,400.00
5210	Measuring Tools, Craftsman's	CALIPER, 6 ELECTRONIC	03/17/1987	SS-3305	\$ 140.00
		CALIPER, DIAL	09/16/1987	SS-2205	\$ 123.00

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<b>FSC Code</b>	<b>Title</b>	<b>Equipment Description</b>	<b>Acquisition Date</b>	<b>Building Location</b>	<b>Acquisition Value</b>
5430	Storage Tanks	CONTAINER, LIQUID NITROGEN	08/11/1988	SS-3305	\$ 1,760.00
		SPHERE CRYOGENIC STORAGE	10/01/1984	SS-3407	\$ 657,189.00
		TANK, TOTE	12/02/2009	SS-2205	\$ 2,722.00
5820	Radio and Television Communication Equip	CAMERA, CCD	07/23/1996	SS-8306	\$ 6,277.00
			04/10/1997	SS-8306	\$ 11,391.00
			07/30/1997	SS-8306	\$ 545.00
			08/05/1997	SS-8306	\$ 715.00
			09/03/1998	SS-8306	\$ 267.00
		CAMERA, CCTV	09/19/1996	SS-8306	\$ 1,773.00
		DISPLAY UNIT	10/16/1992	SS-4010	\$ 530.00
		MONITOR, TELEVISION	03/20/2003	SS-4010	\$ 149.00
		RADIO, MOBILE	10/19/2006	SS-3305	\$ 3,163.00
				SS-3407	\$ 3,163.00
		RADIO, PORTABLE	06/10/1996	SS-2205	\$ 2,308.00
			06/13/1996	SS-3226	\$ 2,144.00
			07/11/1996	SS-3226	\$ 2,122.00
				SS-4080	\$ 2,122.00
				SS-4400	\$ 4,244.00
			08/23/1996	SS-4010	\$ 2,082.00
				SS-4080	\$ 2,082.00
			08/27/1996	SS-3226	\$ 2,086.00
			03/10/1997	SS-4080	\$ 2,364.00
			03/12/1997	SS-3225	\$ 2,364.00
				SS-4220	\$ 2,364.00
			03/13/1997	SS-4010	\$ 7,092.00
				SS-4080	\$ 2,364.00
			08/22/1997	SS-3226	\$ 4,674.00
				SS-4010	\$ 4,674.00
			08/27/1997	SS-4010	\$ 4,274.00
			02/17/1998	SS-2205	\$ 169.00
			03/19/1998	SS-3407	\$ 10,552.00

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<b>FSC Code</b>	<b>Title</b>	<b>Equipment Description</b>	<b>Acquisition Date</b>	<b>Building Location</b>	<b>Acquisition Value</b>
			06/08/1998	SS-3226	\$ 2,383.00
				SS-4080	\$ 2,383.00
			06/25/1998	SS-3407	\$ 2,000.00
			12/01/1998	SS-4010	\$ 2,341.00
				SS-4080	\$ 2,341.00
				SS-4120	\$ 2,341.00
			03/27/2000	SS-3225	\$ 2,261.00
				SS-3226	\$ 7,633.00
				SS-4080	\$ 4,522.00
				SS-4400	\$ 12,155.00
				SS-8301	\$ 2,261.00
			04/16/2002	SS-3225	\$ 4,514.00
				SS-3226	\$ 2,257.00
				SS-4010	\$ 2,545.00
				SS-4080	\$ 9,028.00
				SS-4220	\$ 2,257.00
			08/06/2003	SS-3226	\$ 9,678.00
				SS-3305	\$ 9,678.00
				SS-4400	\$ 12,904.00
			06/03/2004	SS-2205	\$ 5,440.00
				SS-3225	\$ 2,720.00
				SS-3226	\$ 2,720.00
				SS-4400	\$ 2,720.00
			07/12/2006	SS-2205	\$ 2,805.00
				SS-3225	\$ 5,610.00
				SS-3226	\$ 5,610.00
				SS-4080	\$ 2,805.00
				SS-8306	\$ 2,805.00
		RADIO, PORTABLE	04/16/2002	SS-3226	\$ 2,257.00
				SS-4010	\$ 18,920.00
				SS-4080	\$ 15,799.00
				SS-4122	\$ 4,514.00
			08/06/2003	SS-4400	\$ 3,226.00
5830	Intercommunication and Public Address Systems	RADIO, PORTABLE	04/12/1996	SS-3226	\$ 2,071.00
				SS-4400	\$ 2,071.00

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<b>FSC Code</b>	<b>Title</b>	<b>Equipment Description</b>	<b>Acquisition Date</b>	<b>Building Location</b>	<b>Acquisition Value</b>
5835	Sound Recording and Reproducing Equip	MIXER, MICROPHONE	04/19/1988	SS-4110	\$ 276.00
		RECORDER, VOICE LOGGING	07/22/2005	SS-4010	\$ 6,480.00
		RECORDER-REPRODUCER, SOUND	04/20/2000	SS-3226	\$ 66.00
		MIXER, EIGHT CHANNEL	05/20/2010	SS-3407	\$560.00
			09/18/2008	SS-1100	\$ 165.00
5836	Video Recording and Reproducing Equip	CAMCORDER	09/07/2006	SS-4010	\$ 902.00
			09/13/2007	SS-4010	\$ 3,550.00
		MONITOR, 3.3 COLOR	04/25/1994	SS-8306	\$ 206.00
		MONITOR, TELEVISION	07/08/1996	SS-3407	\$ 824.00
			07/23/1997	SS-4010	\$ 1,492.00
			08/26/1997	SS-4110	\$ 695.00
			09/03/1997	SS-8306	\$ 436.00
			06/27/2006	SS-3305	\$ 3,300.00
			10/01/2009	SS-8306	\$ 8,687.00
		PLAYER, DVD	08/04/2008	SS-4010	\$ 108.00
		RECORDER-REPRODUCER, VIDEO	05/01/1991	SS-3226	\$ 280.00
			09/23/1993	SS-8306	\$ 330.00
			08/26/1997	SS-4110	\$ 1,149.00
			09/03/1997	SS-4110	\$ 1,149.00
			09/09/1997	SS-4010	\$ 1,999.00
			10/07/1997	SS-8306	\$ 2,698.00
			07/20/1998	SS-4010	\$ 29,088.00
			02/22/1999	SS-4400	\$ 245.00
			09/07/1999	SS-4010	\$ 226.00
			03/13/2000	SS-4010	\$ 1,179.00
			06/25/2003	SS-4010	\$ 574.00
			06/15/2004	SS-2205	\$ 132.00



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FSC Code	Title	Equipment Description	Acquisition Date	Building Location	Acquisition Value
			07/27/2004	SS-4400	\$ 110.00
			04/06/2005	SS-3226	\$ 144.00
			09/07/2007	SS-4010	\$ 2,930.00
		RECORDER-REPRODUCER, VIDEO	03/21/2001	SS-8306	\$ 411.00
			07/15/2002	SS-4010	\$ 330.00
		TIME CODE READER	11/16/1989	SS-4010	\$ 1,065.00
5860	Stimulated Coherent Radiation Device, Components, and Accessories	LASER W/POWER SUPPLY	07/26/1977	SS-8306	\$ 333.00
		LASER, CO2	11/17/1981	SS-8306	\$ 2,700.00
		LASER, RESEARCH	11/22/1981	SS-8306	\$ 1,294.00
5895	Misc Communication Equip	AMPLIFIER AUDIO LIMITER 40DB	03/02/1988	SS-3305	\$ 920.00
				SS-3407	\$ 920.00
				SS-4080	\$ 920.00
				SS-4110	\$ 1,840.00
				SS-4120	\$ 920.00
				SS-4122	\$ 920.00
				SS-4995	\$ 920.00
		AMPLIFIER	05/12/2010	SS-3407	\$872.00
				SS-8304	\$ 920.00
		AMPLIFIER AUDIO MIXER 1 DB	03/02/1988	SS-4080	\$ 537.00
				SS-4110	\$ 537.00
				SS-4120	\$ 537.00
				SS-4122	\$ 1,611.00
				SS-4210	\$ 537.00
				SS-4220	\$ 1,611.00
				SS-4995	\$ 1,074.00
		AMPLIFIER AUDIO POWER	03/02/1988	SS-4110	\$ 1,177.00
		AMPLIFIER AUDIO POWER 100W	03/02/1988	SS-3305	\$ 902.00
				SS-4110	\$ 902.00
				SS-4220	\$ 902.00
				SS-8304	\$ 902.00

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<b>FSC Code</b>	<b>Title</b>	<b>Equipment Description</b>	<b>Acquisition Date</b>	<b>Building Location</b>	<b>Acquisition Value</b>
		AMPLIFIER AUDIO POWER 200W	03/02/1988	SS-3305	\$ 1,177.00
				SS-4220	\$ 4,708.00
				SS-4400	\$ 1,177.00
				SS-8304	\$ 1,177.00
		POWER SUPPLY	10/26/1976	SS-3407	\$ 267.00
			05/23/1988	SS-8306	\$ 2,385.00
			06/02/1988	SS-8306	\$ 1,712.00
		POWER SUPPLY, LAMP/GLOBAL	11/17/1981	SS-8306	\$ 4,654.00
		WELDER-WELDMATIC	02/23/1966	SS-8306	\$ 795.00
6115	Generators and Generator Sets, Electrical	GENERATOR, PORTABLE	09/11/1995	SS-4400	\$ 650.00
			09/27/1995	SS-4400	\$ 749.00
6130	Converters, Electrical, Rotating	POWER SUPPLY	07/11/1990	SS-4400	\$ 940.00
			06/23/2008	SS-4080	\$ 226.00
		POWER SUPPLY DC	07/26/1977	SS-4010	\$ 50.00
		POWER SUPPLY, ARC LAMP	11/17/1981	SS-8306	\$ 928.00
		POWER SUPPLY, UNINTERRUPTIBLE	02/09/1995	SS-3407	\$ 1,766.00
			02/09/1996	SS-4400	\$ 1,766.00
			09/26/1996	SS-8306	\$ 1,690.00
			07/17/1997	SS-8306	\$ 4,023.00
			09/05/1997	SS-8306	\$ 1,286.00
6615	Automatic Pilot Mechanisms, and Airborne Gyro Components	STETHOSCOPE, ELECTRONIC	03/17/1987	SS-8306	\$ 201.00

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<b>FSC Code</b>	<b>Title</b>	<b>Equipment Description</b>	<b>Acquisition Date</b>	<b>Building Location</b>	<b>Acquisition Value</b>
6625	Electrical and Electronic Properties, Measuring and Testing Instruments	AMMETER	03/07/1990	SS-4400	\$ 159.00
		AMMETER, AC CLAMP-ON	08/10/1965	SS-4400	\$ 142.00
			01/11/1993	SS-4400	\$ 76.00
		AMMETER, DIGITAL AC/DC	04/18/1990	SS-4400	\$ 159.00
		AMPLIFIER	07/20/2005	SS-4050	\$ 19,626.00
			07/27/2005	SS-4050	\$ 19,776.00
		AMPLIFIER, LOCK IN	07/30/1991	SS-8306	\$ 9,995.00
		AMPLIFIER, LOCK-IN	08/09/1993	SS-8306	\$ 4,005.00
		AMPLIFIER, MEASURING	01/08/1998	SS-4010	\$ 2,800.00
				SS-8306	\$ 1,400.00
		AMPLIFIER, POWER	05/29/1987	SS-4110	\$ 858.00
				SS-4220	\$ 1,121.00
				SS-8304	\$ 858.00
		AMPLIFIER, PULSE	11/29/1989	SS-8306	\$ 4,145.00
		ANALYZER, BATTERY	02/18/2000	SS-4010	\$ 695.00
		ANALYZER, BUS	04/08/1991	SS-8306	\$ 1,795.00
		ANALYZER, ENGINE	06/05/2006	SS-4400	\$ 19,397.00
		ANALYZER, PORTABLE TRACE	04/27/1990	SS-4010	\$ 2,525.00
		ANALYZER, SIGNAL	08/13/1986	SS-4400	\$ 425.00
			08/21/1992	SS-4400	\$ 405.00
			06/04/1996	SS-4400	\$ 1,509.00
			01/16/1998	SS-4010	\$ 450.00
		ANALYZER, SPECTRUM	05/31/1989	SS-8306	\$ 26,376.00

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<b>FSC Code</b>	<b>Title</b>	<b>Equipment Description</b>	<b>Acquisition Date</b>	<b>Building Location</b>	<b>Acquisition Value</b>
		ANALYZER, VARIABLE	09/09/1996	SS-4080	\$ 774.00
		BRIDGE, CAPACITANCE	03/29/1978	SS-4010	\$ 6,170.00
			05/29/1996	SS-4010	\$ 1,800.00
		CALIBRATION SOURCE, VIS/INFRAR	07/20/1989	SS-8306	\$ 1,200.00
		CALIBRATOR	06/05/1996	SS-4400	\$ 1,845.00
		CALIBRATOR SOUND	09/15/1987	SS-3226	\$ 119.00
		CALIBRATOR, D.C.	01/16/2001	SS-4010	\$ 3,995.00
		CALIBRATOR, DC	07/22/1997	SS-4010	\$ 3,785.00
		CALIBRATOR, DC VOLTAGE	08/18/1992	SS-4010	\$ 3,671.00
			09/27/1999	SS-4010	\$ 3,785.00
			01/31/2000	SS-4010	\$ 11,355.00
		CALIBRATOR, PROCESS SIGNAL	03/23/1994	SS-4400	\$ 2,220.00
		CALIBRATOR, D.C. VOLTAGE	05/07/2002	SS-4010	\$ 7,690.00
			05/22/2002	SS-4010	\$ 11,535.00
		CALIBRATOR, MULTIFUNCTION	04/24/2002	SS-3225	\$ 1,845.00
			05/08/2002	SS-4010	\$ 1,813.00
		COMMUNICATOR, HART	06/02/1997	SS-4010	\$ 2,045.00
		CONSOLE, OMAIII	11/29/1989	SS-8306	\$ 26,373.00
		CONTROL CONSOLE W/DET. MODULE	08/29/1988	SS-4120	\$ 18,250.00
		CONTROLLER, LASER; TUNABLE	01/04/2007	SS-8306	\$ 7,500.00
		COUNTER, UNIVERSAL TIME	08/09/1993	SS-8306	\$ 5,515.00
		DATALOGGER	10/01/1999	SS-8306	\$ 795.00
			05/18/2000	SS-8306	\$ 695.00
			08/11/2006	SS-8306	\$ 5,210.00

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<b>FSC Code</b>	<b>Title</b>	<b>Equipment Description</b>	<b>Acquisition Date</b>	<b>Building Location</b>	<b>Acquisition Value</b>
		DETECTOR, ULTRASONIC	04/24/1997	SS-4400	\$ 5,579.00
		EXPANSION UNIT, ANALOG	12/30/2005	SS-4050	\$ 10,775.00
		FLEX SCOPE	07/20/1992	SS-3305	\$ 6,012.00
		GENERATOR, DIGITAL DELAY PULSE	08/09/1993	SS-8306	\$ 4,013.00
		GENERATOR, FUNCTION	03/01/1989	SS-4400	\$ 288.00
			05/29/2002	SS-4010	\$ 4,815.00
			06/14/2004	SS-4010	\$ 1,200.00
		GENERATOR, FUNCTION/WAVEFORM	10/06/2003	SS-8306	\$ 1,698.00
		GENERATOR, TIME CODE	02/24/1997	SS-8306	\$ 6,856.00
			08/25/1997	SS-8306	\$ 3,206.00
		GENERATOR, FUNCTION	05/29/2001	SS-4010	\$ 8,664.00
		INTEGRATOR, GATED	08/09/1993	SS-8306	\$ 2,992.00
		LOCATOR, PIPE AND CABLE	03/19/1991	SS-4400	\$ 625.00
		MEASURING INSTRUMENT LOW RESIS	05/05/1988	SS-8306	\$ 2,505.00
		MEGOHMMETER	03/26/1990	SS-4400	\$ 960.00
			02/01/1993	SS-4010	\$ 980.00
			01/18/2006	SS-3226	\$ 390.00
			01/30/2006	SS-4010	\$ 445.00
		METER, CONDUCTIVITY	12/04/2000	SS-4010	\$ 500.00
		METER, IMPULSE INTEGRATING	04/13/1993	SS-3226	\$ 1,410.00
		METER, NANO VOLT/MICROHM	10/06/2003	SS-8306	\$ 3,265.00
		METER, OPTICAL POWER	10/17/1991	SS-8306	\$ 2,251.00

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<b>FSC Code</b>	<b>Title</b>	<b>Equipment Description</b>	<b>Acquisition Date</b>	<b>Building Location</b>	<b>Acquisition Value</b>
			08/18/1993	SS-8306	\$ 918.00
		METER, SIGNAL LEVEL	09/18/1992	SS-4400	\$ 1,371.00
		METER, CLAMP-ON	01/22/2002	SS-4010	\$ 496.00
		METER, CONDUCTIVITY	01/10/2003	SS-2205	\$ 470.00
		METER, LCR	09/21/2001	SS-4010	\$ 198.00
		MIXER PREAMPLIFIER	07/27/1987	SS-4220	\$ 404.00
		MODULE, COMPUTER INTERFACE	08/09/1993	SS-8306	\$ 1,502.00
		MODULE, POWER SUPPLY AND DISPLAY	08/09/1993	SS-8306	\$ 1,619.00
		MULTIMETER	03/02/1967	SS-4400	\$ 69.00
			06/20/1967	SS-3305	\$ 65.00
			07/26/1977	SS-8306	\$ 50.00
			04/03/1987	SS-2205	\$ 132.00
			01/06/1988	SS-3226	\$ 139.00
				SS-4400	\$ 556.00
			05/12/1989	SS-4010	\$ 286.00
				SS-4400	\$ 429.00
				SS-8304	\$ 143.00
			03/28/1991	SS-8306	\$ 300.00
			04/02/1991	SS-3407	\$ 215.00
			04/30/1992	SS-4010	\$ 159.00
			05/27/1992	SS-4010	\$ 473.00
			04/22/1993	SS-4400	\$ 338.00
			03/14/1994	SS-4010	\$ 299.00
			09/18/1995	SS-4400	\$ 145.00
			10/23/1995	SS-8306	\$ 389.00
			06/19/1996	SS-4010	\$ 201.00
				SS-4400	\$ 201.00
			11/26/1996	SS-3226	\$ 104.00
				SS-4010	\$ 520.00
				SS-4400	\$ 520.00
			12/06/1996	SS-4010	\$ 424.00
			03/19/1997	SS-4010	\$ 997.00
			01/30/1998	SS-3226	\$ 335.00
			03/15/1999	SS-4010	\$ 537.00

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<b>FSC Code</b>	<b>Title</b>	<b>Equipment Description</b>	<b>Acquisition Date</b>	<b>Building Location</b>	<b>Acquisition Value</b>
			04/14/1999	SS-4010	\$ 930.00
			06/28/1999	SS-4010	\$ 308.00
			07/16/1999	SS-3225	\$ 391.00
			08/02/1999	SS-8306	\$ 975.00
			03/16/2000	SS-4010	\$ 255.00
			03/22/2000	SS-4010	\$ 949.00
			03/23/2000	SS-4010	\$ 949.00
			05/19/2000	SS-4400	\$ 400.00
			07/26/2001	SS-4010	\$ 189.00
			09/21/2001	SS-4010	\$ 199.00
			11/20/2001	SS-4010	\$ 2,118.00
			12/05/2001	SS-4010	\$ 995.00
			11/12/2003	SS-4010	\$ 3,997.00
			12/10/2003	SS-2205	\$ 660.00
			02/06/2004	SS-4010	\$ 3,484.00
				SS-4080	\$ 871.00
		MULTIMETER, DIGITAL	10/01/1985	SS-4010	\$ 120.00
				SS-4400	\$ 240.00
			07/13/1990	SS-8306	\$ 289.00
			09/12/1990	SS-8306	\$ 578.00
			07/25/1997	SS-4010	\$ 295.00
			05/12/2006	SS-4010	\$ 1,070.00
		MULTIMETER, DIGITAL	11/21/2002	SS-4010	\$ 573.00
		OHMMETER, DIGITAL	08/13/2008	SS-3226	\$ 3,114.00
		OSCILLOSCOPE	01/19/1983	SS-4010	\$ 2,544.00
			07/26/1990	SS-8304	\$ 3,990.00
			06/21/1996	SS-4400	\$ 2,195.00
			07/30/1997	SS-4010	\$ 2,984.00
			09/20/1997	SS-4010	\$ 9,923.00
			03/19/2001	SS-8306	\$ 17,750.00
			11/30/2003	SS-8306	\$ 3,510.00
		OSCILLOSCOPE, DIGITAL	10/25/1991	SS-8306	\$ 3,522.00
		OSCILLOSCOPE, DIGITIZING	09/23/1991	SS-8306	\$ 13,262.00
		OSCILLOSCOPE, PORTABLE HANDHEL	07/20/1989	SS-4400	\$ 2,300.00
		PHOTODIODE ARRAY	08/29/1988	SS-8306	\$ 10,000.00
		POWER SUPPLY	05/15/1989	SS-8306	\$ 1,126.00

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<b>FSC Code</b>	<b>Title</b>	<b>Equipment Description</b>	<b>Acquisition Date</b>	<b>Building Location</b>	<b>Acquisition Value</b>
			05/22/1989	SS-8306	\$ 710.00
			04/10/1990	SS-2205	\$ 2,174.00
			09/17/1993	SS-4122	\$ 2,000.00
			06/10/1994	SS-8306	\$ 980.00
			05/07/1996	SS-8306	\$ 1,099.00
			11/19/1997	SS-8306	\$ 1,342.00
		POWER SUPPLY, DC	02/22/2000	SS-4010	\$ 1,401.00
			05/26/2000	SS-4010	\$ 1,401.00
		PREAMPLIFIER	08/09/1993	SS-8306	\$ 1,002.00
		PROBE, ULTRASONIC	03/14/1994	SS-4400	\$ 3,556.00
		PROCESSOR, X-RAY PULSE	07/18/1990	SS-8306	\$ 1,500.00
		PROGRAMMER POCKET	12/07/1987	SS-3305	\$ 265.00
		RADIOMETER, UNIVERSAL	09/24/1993	SS-8306	\$ 3,510.00
		RECORDER CIRCULAR	07/09/1986	SS-3305	\$ 655.00
		RECORDER MULTIBANK	09/29/1987	SS-3305	\$ 3,926.00
		RESISTOR, DECADE	07/25/2002	SS-4010	\$ 4,530.00
		SCOPEMETER	09/22/1992	SS-4400	\$ 1,795.00
		SENSOR, ELECTRIC FIELD	12/11/1989	SS-8306	\$ 35,225.00
		SIGNAL CONDITIONER, FIBER OPTIC	12/16/2008	SS-8306	\$ 163,611.00
		SLIDE, COLLUMATOR	05/25/1982	SS-8306	\$ 1,575.00
		SOURCE, PRECISION CURRENT	10/02/1990	SS-8306	\$ 4,650.00
		SOURCE, UNIVERSAL	07/07/1997	SS-4010	\$ 4,722.00
			01/18/2000	SS-4010	\$ 5,357.00
		SOURCE, UNIVERSAL FREQUENCY	10/08/1992	SS-4010	\$ 4,338.00
		SPECTROMETER	08/09/1989	SS-8306	\$ 15,970.00
			11/29/1989	SS-4120	\$ 7,313.00
				SS-4122	\$ 7,313.00
		SPECTROMETER, OPTICAL	08/29/1988	SS-8306	\$ 24,625.00
		STANDARD, DC VOLTAGE	03/25/1996	SS-4010	\$ 6,000.00
		STANDARD, VOLTAGE	12/06/1996	SS-4010	\$ 2,250.00
			12/20/1996	SS-4010	\$ 2,250.00
			12/23/1996	SS-4010	\$ 2,250.00



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<b>FSC Code</b>	<b>Title</b>	<b>Equipment Description</b>	<b>Acquisition Date</b>	<b>Building Location</b>	<b>Acquisition Value</b>
		STROBOSCOPE ELECTRONIC	05/13/1965	SS-4400	\$ 277.00
		SUPPLY, BIAS	07/18/1990	SS-8306	\$ 709.00
		TEST UNIT F/PROTECTIVE RELAYS	12/14/1965	SS-4400	\$ 1,945.00
		TESTER INSULATION	05/01/1987	SS-4400	\$ 540.00
		TESTER MEGGAR MARK IV	07/18/1980	SS-4400	\$ 329.00
		TESTER PRESSURE GAUGE	11/14/1984	SS-4400	\$ 670.00
		TESTER, DIGITAL GROUND RESIST.	06/14/1991	SS-4400	\$ 2,250.00
		TESTER, IGNITER	03/25/1996	SS-4010	\$ 1,995.00
		TESTER, MEGGER	08/25/1994	SS-4400	\$ 867.00
			04/01/1998	SS-4010	\$ 660.00
		TESTER, MEGGER	12/20/2002	SS-4010	\$ 1,052.00
		TIME INSERTER, VIDEO	11/04/1991	SS-4110	\$ 8,100.00
		TRACER, CURRENT	07/07/2008	SS-3226	\$ 836.00
		TRACER, OPEN	03/21/1994	SS-4400	\$ 460.00
		TRACER, WIRE	08/07/2008	SS-4400	\$ 995.00
		VIDEO CHARACTER GENERATOR	12/07/1992	SS-4010	\$ 1,550.00
6630	Chemical Analysis Instruments	ANALYZER, CO2 LASER SPECTRUM	08/09/1993	SS-8306	\$ 2,662.00
		ANALYZER, GAS	10/05/1994	SS-8306	\$ 30,150.00
		ANALYZER, HYDROCARBON	09/24/1992	SS-3305	\$ 5,445.00
			12/21/1992	SS-3305	\$ 5,595.00
		ANALYZER, MOISTURE	08/25/1997	SS-2205	\$ 15,840.00
			05/06/1998	SS-2205	\$ 6,000.00
			01/18/2002	SS-4010	\$ 5,820.00
		ANALYZER, MOISTURE TRACE	10/07/1993	SS-3305	\$ 3,680.00
		ANALYZER, TRACE OXYGEN	09/08/1993	SS-3305	\$ 3,335.00
		CALIBRATOR, GAS MONITOR	02/01/2007	SS-4010	\$ 1,686.00
				SS-4400	\$ 843.00
			12/27/2007	SS-3407	\$ 913.00
		DETECTOR, GAS LEAK	12/05/2001	SS-4010	\$ 1,300.00
		GAS ANALYSIS SYSTEM, HYDROGEN	11/02/1988	SS-3305	\$ 32,910.00
		GAS ANALYSIS SYSTEM, HEL. & NIT.	11/02/1988	SS-3305	\$ 38,945.00

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<b>FSC Code</b>	<b>Title</b>	<b>Equipment Description</b>	<b>Acquisition Date</b>	<b>Building Location</b>	<b>Acquisition Value</b>
		GAUGE, VACUUM	06/21/2007	SS-3407	\$ 743.00
		METER, PH	09/22/1995	SS-2205	\$ 6,831.00
		TRANSMITTER, MOISTURE	07/23/2008	SS-3305	\$ 9,866.00
			01/22/2009	SS-3305	\$ 4,545.00
			02/19/2009	SS-3305	\$ 4,045.00
6635	Physical Properties Testing and Inspection	ALIGNMENT TOOL, LASER SHAFT	10/15/1998	SS-3407	\$ 13,500.00
		CALIBRATOR, TORQUE	09/19/1996	SS-2205	\$ 1,100.00
		COUNTER, LASER PARTICLE	09/21/2006	SS-2205	\$ 7,895.00
		DETECTOR, CCD	11/23/1994	SS-8306	\$ 26,137.00
		DETECTOR, CCD SPECTROSCOPIC	09/17/1993	SS-4122	\$ 22,480.00
		DETECTOR, ULTRASONIC	07/07/2008	SS-3305	\$ 6,770.00
		METER, LIGHT	03/12/1991	SS-3226	\$ 109.00
		METER, VIBRATION	03/02/1992	SS-8306	\$ 2,110.00
		REFRACTOMETER	08/25/1998	SS-4010	\$ 1,995.00
		REFRIGERATION SYSTEM	08/08/1994	SS-8306	\$ 2,225.00
		TESTER, HYDROSTATIC	08/22/2006	SS-2205	\$ 3,082.00
			09/21/2006	SS-2205	\$ 6,356.00
		VALVE TESTER, RELIEF	09/23/1993	SS-2205	\$ 56,435.00
6650	Optical Instruments, Test Equipment, Components and Accessories	ANALYZER, SPECTRUM	03/28/1995	SS-8306	\$ 7,831.00
		BORESCOPE	02/05/2008	SS-3407	\$ 3,001.00
		CONSOLE, OMAIII	10/03/1989	SS-8306	\$ 32,680.00
		CONTROLLER, DETECTOR	04/03/1998	SS-8306	\$ 16,000.00
			04/24/1998	SS-8306	\$ 12,539.00
		DETECTOR	04/03/1998	SS-8306	\$ 15,097.00
		DETECTOR, CCD	04/24/1998	SS-8306	\$ 18,000.00
		DETECTOR, X-RAY	07/18/1990	SS-8306	\$ 5,500.00
		EXPANDER, LASER BEAM	09/22/1993	SS-8306	\$ 13,595.00
		FIBERSCOPE	05/23/2003	SS-8306	\$ 4,453.00
		IMAGER, FIRE	12/17/1996	SS-8306	\$ 5,000.00
		IMAGER, THERMAL	10/14/1997	SS-3305	\$ 12,995.00
				SS-3407	\$ 12,995.00

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<b>FSC Code</b>	<b>Title</b>	<b>Equipment Description</b>	<b>Acquisition Date</b>	<b>Building Location</b>	<b>Acquisition Value</b>
		LASER, C02	10/26/1993	SS-8306	\$ 13,235.00
			10/29/1993	SS-8306	\$ 13,235.00
		LASER, HELIUM-NEON	04/29/1994	SS-8306	\$ 1,380.00
		MICRO-SPECULAR REFLECTANCE ACY	07/26/1977	SS-8306	\$ 1,415.00
		MICROSCOPE	08/13/1965	SS-2205	\$ 795.00
			10/13/1966	SS-8306	\$ 2,485.00
			04/05/1990	SS-2205	\$ 2,758.00
			05/05/2003	SS-8306	\$ 695.00
		POLYCHROMATOR	03/28/1995	SS-8306	\$ 22,284.00
		RADIOMETER	03/28/1995	SS-8306	\$ 29,284.00
		RADIOMETER, THERMAL IMAGING	06/19/1991	SS-8306	\$ 67,659.00
		RANGEFINDER	12/10/1998	SS-3226	\$ 238.00
		SCOPE, SPOTTING	11/13/1998	SS-3226	\$ 373.00
		SPECTROGRAPH/MONOCHROMATOR	10/02/1989	SS-8306	\$ 14,100.00
		SPECTROMETER	10/03/1989	SS-8306	\$ 32,680.00
			09/16/1994	SS-8306	\$ 59,840.00
			09/27/1996	SS-8306	\$ 41,582.00
			04/03/1998	SS-8306	\$ 8,000.00
			04/24/1998	SS-8306	\$ 8,000.00
		SPECTROMETER, FIBER OPTIC	04/01/1993	SS-8306	\$ 1,850.00
6665	Hazard-Detecting Instruments and Apparatus	ALARM, PORTABLE	03/06/1990	SS-3305	\$ 914.00
			01/30/1996	SS-3407	\$ 1,517.00
			02/07/1996	SS-4010	\$ 1,517.00
			08/15/1996	SS-4010	\$ 1,404.00
			05/20/1997	SS-3407	\$ 1,919.00
			02/22/2000	SS-4010	\$ 2,482.00
			03/08/2000	SS-4010	\$ 2,230.00
		ALARM, PORTABLE, COMBUSTIBLE	10/01/1991	SS-3407	\$ 1,325.00
		ALARM, PORTABLE	01/31/2001	SS-3305	\$ 4,122.00
		ANEMOMETER, ULTRASONIC	07/03/2009	SS-8306	\$ 1,540.00
		CAMERA, INFRARED	07/24/1998	SS-4010	\$ 30,850.00

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<b>FSC Code</b>	<b>Title</b>	<b>Equipment Description</b>	<b>Acquisition Date</b>	<b>Building Location</b>	<b>Acquisition Value</b>
		DETECTOR, GAS	09/19/2006	SS-4010	\$ 4,540.00
				SS-4400	\$ 4,540.00
			10/03/2007	SS-3305	\$ 3,618.00
				SS-3407	\$ 3,618.00
			03/20/2008	SS-4010	\$ 4,795.00
			09/23/2008	SS-4010	\$ 959.00
			11/05/2008	SS-4120	\$ 3,550.00
				SS-4122	\$ 3,550.00
			01/14/2009	SS-4220	\$ 984.00
			01/15/2009	SS-4220	\$ 2,566.00
		DETECTOR, GAS LEAK	04/04/2000	SS-4010	\$ 1,000.00
			04/05/2000	SS-4010	\$ 1,300.00
		DETECTOR, MCT	11/20/1995	SS-8306	\$ 3,500.00
		DETECTOR, MULTIGAS	07/24/2009	SS-3226	\$ 1,646.00
		DETECTOR, GAS LEAK	11/20/2001	SS-4010	\$ 1,300.00
		DETECTOR, PORTABLE	08/15/2001	SS-4010	\$ 5,710.00
		DOCKING STATION, GAS DETECTOR	07/28/2009	SS-3226	\$ 984.00
		METER, GAS, PORTABLE	02/17/2006	SS-4010	\$ 7,356.00
		METER, SOUND LEVEL	08/18/2005	SS-3226	\$ 6,923.00
		MONITOR, WIND	03/20/2009	SS-8306	\$1,181.00
6670	Scales and Balances	INDICATOR, SCALE	07/22/2008	SS-3220	\$ 1,645.00
				SS-8110	\$ 1,645.00
		SCALE, HANGING	05/07/2008	SS-2205	\$ 1,354.00
6675	Drafting, Surveying, and Mapping Instruments	THEODOLITE	08/06/1981	SS-8306	\$ 8,850.00
		TRANSIT JIG	11/17/1981	SS-8306	\$ 4,734.00
6680	Liquid And Gas Flow, Liquid Level, and Mechanical Motion Measuring Instruments	FLOWMETER, MASS	11/21/1988	SS-4010	\$ 4,000.00
		RECIRCULATOR, REFRIGERATED	08/10/1990	SS-4122	\$ 1,495.00
				SS-8306	\$ 1,495.00
			09/19/1990	SS-8306	\$ 1,495.00
			02/25/1991	SS-8306	\$ 1,495.00

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FSC Code	Title	Equipment Description	Acquisition Date	Building Location	Acquisition Value
			04/12/1993	SS-8306	\$ 1,935.00
6685	Pressure, Temperature, and Humidity Measuring and Controlling Instruments	CALIBRATOR, PRESSURE	09/08/1998	SS-4010	\$ 1,395.00
			02/29/2000	SS-8306	\$ 2,495.00
		CALIBRATOR, RTD	12/04/1998	SS-4050	\$ 825.00
		CALIBRATOR, TEMPERATURE	10/10/2006	SS-8306	\$ 1,256.00
		CALIBRATOR, THERMOCOUPLE	12/04/1998	SS-4050	\$ 975.00
		CALIBRATOR-THERMOMETER	08/12/1999	SS-4010	\$ 1,145.00
		DATALOGGER	11/13/2001	SS-4010	\$ 595.00
		DETECTOR, GAS LEAK	08/17/1999	SS-4010	\$ 1,660.00
		GAUGE, VACUUM	12/12/1996	SS-3305	\$ 1,660.00
			04/11/2000	SS-4010	\$ 595.00
			03/02/2004	SS-4010	\$ 640.00
			08/12/2005	SS-3407	\$ 1,266.00
			06/08/2007	SS-4010	\$ 1,314.00
				SS-8306	\$ 657.00
		GAUGE, VACUUM	07/09/2002	SS-4010	\$ 1,785.00
		LOGGER, DATA	05/04/2000	SS-8306	\$ 695.00
			08/08/2001	SS-4010	\$ 680.00
			08/31/2004	SS-4010	\$ 850.00
		THERMOMETER, DIGITAL	05/01/1997	SS-2205	\$ 208.00
			05/14/2007	SS-2205	\$ 122.00
			06/08/2007	SS-2205	\$ 360.00
			04/08/2008	SS-4400	\$ 233.00
		THERMOMETER, DIGITAL, HANDHELD	10/10/2000	SS-4400	\$ 188.00
		THERMOMETER, INFRARED	02/01/1999	SS-4400	\$ 1,335.00
		THERMOMETER, PORTABLE INFRARED	07/12/1990	SS-4400	\$ 2,595.00
6720	Cameras, Still Picture	BLACKBODY	08/10/1989	SS-8306	\$ 9,775.00
		CAMERA	03/04/1991	SS-8306	\$ 4,995.00

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FSC Code	Title	Equipment Description	Acquisition Date	Building Location	Acquisition Value
			09/20/1994	SS-8306	\$ 780.00
			09/27/1994	SS-8306	\$ 1,995.00
			09/18/1997	SS-8306	\$ 1,069.00
			07/21/1998	SS-8306	\$ 1,395.00
			02/24/2000	SS-4010	\$ 2,160.00
			06/28/2000	SS-4010	\$ 788.00
			01/03/2001	SS-3226	\$ 364.00
			09/20/2001	SS-3226	\$ 698.00
		CAMERA, CCTV	05/01/1991	SS-8306	\$ 3,848.00
		CAMERA, COLOR	01/03/1990	SS-8306	\$ 6,060.00
		CAMERA, DIGITAL	12/10/2003	SS-2205	\$ 699.00
			05/22/2006	SS-4400	\$ 280.00
			09/07/2006	SS-4010	\$ 679.00
			09/06/2007	SS-3226	\$ 380.00
			11/30/2007	SS-3305	\$ 280.00
			06/02/2008	SS-4122	\$ 180.00
				SS-4220	\$ 180.00
			02/23/2010	SS-4010	\$ 1,533.00
			03/01/2010	SS-4120	\$ 150.00
		CAMERA, STILL PICTURE	09/19/1989	SS-8306	\$ 630.00
		CAMERA, VIDEO	08/17/1990	SS-8306	\$ 4,890.00
			03/11/1991	SS-8306	\$ 785.00
6730	Photographic Project Equip	PROJECTION SYSTEM	12/21/2006	SS-8306	\$ 66,875.00
		PROJECTOR	03/24/1997	SS-8306	\$ 6,989.00
		PROJECTOR, LCD	03/29/2005	SS-3226	\$ 2,402.00
		PROJECTOR, OVERHEAD	06/06/2003	SS-8306	\$ 2,350.00
			10/10/2006	SS-8306	\$ 1,418.00
		PROJECTOR,OVERHEAD	07/06/2001	SS-3226	\$ 183.00
6760	Photographic Equip and Accessories	CONTROL PANEL, VIDEO CAMERA	01/03/1990	SS-4110	\$ 1,540.00
				SS-8306	\$ 1,540.00
		CONTROL RECEIVER, VIDEO CAMERA	01/03/1990	SS-8306	\$ 2,720.00
			05/01/1991	SS-8306	\$ 1,335.00
		DOLLY CAMERA W/PEDESTAL	10/13/1983	SS-8306	\$ 1,040.00
		LAMP, POWER SUPPLY	07/26/1989	SS-8306	\$ 2,660.00
		LENS, 3X	01/06/1989	SS-8306	\$ 6,900.00

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		LENS, TELESCOPE	11/10/1987	SS-8306	\$ 6,900.00
		TRIPOD	11/13/1998	SS-3226	\$ 125.00
		TRIPOD CENTERING	08/06/1981	SS-8306	\$ 695.00
6910	Training Aids	BARGE LOX SIMULATOR	09/29/1965	SS-4400	\$ 1,500.00
		BARGE SIMULATOR RESISTANCE BOX	09/29/1965	SS-4400	\$ 1,500.00
		SIMULATOR BARGE LH2	09/29/1965	SS-4400	\$ 1,500.00
7021	ADP Central Processing Unit (CPU, Computer), Digital	COMPUTER, LAPTOP	08/21/2002	SS-8306	\$ 2,127.00
			10/17/2003	SS-8306	\$ 3,025.00
			05/30/2006	SS-8306	\$ 2,849.00
			02/09/2007	SS-8306	\$ 2,575.00
			09/25/2007	SS-8306	\$ 2,307.00
		COMPUTER, MICRO	04/08/1992	SS-8306	\$ 2,000.00
			10/02/1992	SS-8306	\$ 1,839.00
			09/30/1994	SS-4122	\$ 3,830.00
			10/05/1994	SS-8306	\$ 1,000.00
			09/27/1996	SS-4110	\$ 5,580.00
				SS-8306	\$ 8,370.00
			10/02/1997	SS-8306	\$ 2,352.00
			04/03/1998	SS-8306	\$ 3,142.00
			09/18/1998	SS-8306	\$ 946.00
			09/30/1998	SS-8306	\$ 2,450.00
			10/16/1998	SS-8306	\$ 7,500.00
			01/19/1999	SS-1110	\$ 3,954.00
				SS-8306	\$ 25,701.00
			02/23/2000	SS-4010	\$ 1,375.00
			06/06/2000	SS-4010	\$ 2,438.00
				SS-8306	\$ 9,752.00
			08/24/2000	SS-8306	\$ 1,935.00
			09/26/2000	SS-8306	\$ 1,895.00
			01/03/2001	SS-4010	\$ 3,166.00
			05/02/2002	SS-8306	\$ 1,850.00

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			05/05/2003	SS-8306	\$ 2,736.00
			01/26/2004	SS-8306	\$ 710.00
			02/19/2004	SS-4010	\$ 7,049.00
			04/15/2004	SS-4010	\$ 1,799.00
			06/30/2004	SS-8306	\$ 2,942.00
			01/04/2007	SS-8306	\$ 2,679.00
			04/02/2007	SS-8306	\$ 3,078.00
			04/20/2007	SS-4400	\$ 2,300.00
			09/25/2007	SS-4110	\$ 2,260.00
			10/02/2009	SS-8306	\$ 20,455.00
		COMPUTER, NOTEBOOK	09/26/2003	SS-8306	\$ 6,950.00
			05/19/2004	SS-8306	\$ 950.00
			12/08/2005	SS-8306	\$ 3,432.00
			12/30/2009	SS-8306	\$ 3,940.00
		COMPUTER, PORTABLE	05/11/1994	SS-8306	\$ 4,452.00
		CONTROL, COMPUTER	02/26/1988	SS-8306	\$ 1,895.00
		DISPLAY UNIT	10/04/2006	SS-8306	\$ 269.00
		WORKSTATION	10/04/2006	SS-8306	\$ 5,945.00
7025	ADP Input/Output and Storage Devices	COMPUTER, HANDHELD	05/25/2005	SS-4010	\$ 1,606.00
		COMPUTER, MICRO	02/19/2004	SS-4010	\$ 7,049.00
		CONTROLLER, ENCODER MIKE	09/01/1993	SS-8306	\$ 3,395.00
		CONTROLLER, GPIB INTERFACE	02/26/1988	SS-8306	\$ 2,705.00
		DISK DRIVE UNIT	01/25/1994	SS-8306	\$ 1,000.00
			03/08/1994	SS-8306	\$ 610.00
			10/13/1994	SS-8306	\$ 620.00
			02/26/1996	SS-8306	\$ 1,045.00
			07/20/1998	SS-4110	\$ 327.00
			09/21/1998	SS-8306	\$ 600.00



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		DISK DRIVE UNIT, CD ROM	03/04/2002	SS-8306	\$ 556.00
		DISPLAY UNIT	04/07/1989	SS-8306	\$ 1,180.00
			04/10/1989	SS-4110	\$ 1,146.00
				SS-8306	\$ 2,865.00
			10/15/1989	SS-8306	\$ 800.00
			12/04/1989	SS-4400	\$ 2,800.00
				SS-8306	\$ 2,800.00
			10/05/1994	SS-8306	\$ 195.00
			05/22/1996	SS-4010	\$ 1,744.00
			11/13/1996	SS-8306	\$ 389.00
			07/10/1997	SS-4010	\$ 1,772.00
			11/06/1997	SS-4010	\$ 2,420.00
			10/19/1998	SS-4122	\$ 500.00
			09/10/1999	SS-4010	\$ 1,169.00
			08/24/2000	SS-8306	\$ 923.00
			12/05/2001	SS-8306	\$ 999.00
			05/01/2002	SS-4010	\$ 246.00
			12/02/2002	SS-4010	\$ 629.00
			04/04/2003	SS-4010	\$ 494.00
			04/08/2003	SS-3305	\$ 746.00
			04/15/2004	SS-4010	\$ 726.00
			08/23/2004	SS-8306	\$ 2,130.00
			11/05/2004	SS-4010	\$ 4,230.00
			05/13/2005	SS-3226	\$ 2,125.00
				SS-8306	\$ 1,213.00
			06/08/2005	SS-8306	\$ 1,199.00
			01/05/2006	SS-4010	\$ 1,692.00
			01/23/2006	SS-8306	\$ 879.00
			03/20/2006	SS-8306	\$ 1,758.00
			05/30/2006	SS-8306	\$ 215.00
			09/29/2006	SS-1110	\$ 215.00
			10/02/2006	SS-4010	\$ 341.00
			10/04/2006	SS-8306	\$ 269.00
			10/10/2006	SS-8306	\$ 3,305.00
			04/23/2007	SS-4400	\$ 920.00
			09/25/2007	SS-8306	\$ 189.00

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			10/02/2009	SS-8306	\$ 4,490.00
		EXPANDER, BUS	11/17/1989	SS-8306	\$ 1,627.00
			07/13/1990	SS-8306	\$ 3,390.00
		HARD DRIVE UNIT	02/15/2000	SS-4010	\$ 658.00
		MULTIFUNCTION SYNTHESIZER	12/20/1993	SS-4010	\$ 11,910.00
		PERIPHERAL, DATA STORAGE	06/28/1996	SS-8306	\$ 2,000.00
		POLYGON SCAN SYSTEM	07/27/1982	SS-8306	\$ 3,327.00
		PRINTER, ADP	05/07/1990	SS-3226	\$ 1,489.00
			04/19/1994	SS-8306	\$ 1,467.00
			06/30/1994	SS-4010	\$ 2,415.00
			08/19/1994	SS-4120	\$ 1,642.00
			07/29/1996	SS-8306	\$ 2,653.00
			05/05/1997	SS-3226	\$ 1,518.00
			08/13/1997	SS-3226	\$ 399.00
			08/22/1997	SS-3226	\$ 1,405.00
			05/06/1998	SS-3305	\$ 832.00
			01/12/2000	SS-1100	\$ 760.00
			09/12/2000	SS-8306	\$ 465.00
			08/28/2003	SS-2205	\$ 449.00
			09/29/2004	SS-4010	\$ 8,714.00
			05/26/2005	SS-4010	\$ 700.00
			08/24/2005	SS-4010	\$ 238.00
			10/02/2006	SS-4010	\$ 380.00
		PRINTER, BARCODE	12/18/2003	SS-2205	\$ 2,235.00
		PRINTER, TRUCK SCALE	12/04/2003	SS-3220	\$ 1,472.00
		PRINTER, ADP	02/08/2001	SS-4050	\$ 443.00
			02/28/2001	SS-4400	\$ 299.00
			05/01/2002	SS-4010	\$ 348.00
			07/24/2002	SS-8306	\$ 170.00
		RECORDER	08/25/1997	SS-4080	\$ 60,173.00
			04/13/2000	SS-4010	\$ 25,500.00
		SERVER	09/10/1999	SS-4010	\$ 76,554.00
			04/12/2004	SS-8306	\$ 1,160.00

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			05/04/2004	SS-4010	\$ 76,110.00
			03/13/2007	SS-8306	\$ 3,472.00
			04/03/2007	SS-1110	\$ 110,660.00
				SS-8306	\$ 7,545.00
		STORAGE SYSTEM, RAID	03/31/2008	SS-1110	\$ 1,000.00
		SWITCH, NETWORKING	04/03/2007	SS-1110	\$ 7,012.00
				SS-8306	\$ 3,506.00
		WORKSTATION	09/29/2006	SS-8306	\$ 3,429.00

<b>List 2 - Class Exceptions</b>					
<b>FSC Code</b>	<b>Title</b>	<b>Equipment Description</b>	<b>Acquisition Date</b>	<b>Building Location</b>	<b>Acquisition Value</b>
5110	Hand Tools	PUNCH, DRIVER SET	11/16/2000	SS-4010	\$ 1,771.00
5120	Hand Tools	JACK, SWIVEL TOP	09/24/1965	SS-4400	\$ 108.00
		MULTIPLIER, TORQUE	10/15/1991	SS-4400	\$ 1,450.00
		WRENCH, IMPACT	01/14/1988	SS-3305	\$ 824.00
		WRENCH, TORQUE	05/13/1986	SS-4400	\$ 419.00
			06/11/1987	SS-4010	\$ 358.00
			12/22/1988	SS-4010	\$ 125.00
				SS-4400	\$ 125.00
5130	Hand Tools, Power Driven	BANDSAW, PORTABLE	09/09/2008	SS-4080	\$ 300.00
			01/12/2010	SS-4122	\$ 280.00
				SS-4220	\$ 280.00
		CUTTER, CABLE	07/02/2008	SS-4400	\$ 1,110.00
		DRILL, 1/2	01/08/1988	SS-4400	\$ 129.00
			03/22/1990	SS-4400	\$ 185.00
			05/31/1996	SS-4400	\$ 496.00
			11/01/1996	SS-4010	\$ 149.00
			11/08/1996	SS-3407	\$ 177.00
			12/10/1996	SS-4010	\$ 199.00
			02/07/1997	SS-4010	\$ 138.00
			02/19/1997	SS-4010	\$ 296.00
			10/20/1997	SS-4010	\$ 229.00
		DRILL, 1/2 CORDLESS	11/24/1998	SS-4010	\$ 307.00
			04/12/1999	SS-4010	\$ 194.00
			12/01/1999	SS-4010	\$ 269.00
			04/28/2000	SS-4010	\$ 592.00
			10/31/2000	SS-4080	\$ 279.00
			05/05/2003	SS-8306	\$ 269.00
			08/09/2004	SS-4010	\$ 393.00
		DRILL, 1/2 ELECTRIC	04/08/1991	SS-3305	\$ 213.00
		DRILL, 1/2 ELECTRIC PORTABLE	08/11/1967	SS-3305	\$ 85.00
		DRILL, 1/2 REVERSING	06/10/1997	SS-4400	\$ 175.00
			09/04/1997	SS-4400	\$ 106.00
			10/15/1997	SS-4080	\$ 106.00

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<b>FSC Code</b>	<b>Title</b>	<b>Equipment Description</b>	<b>Acquisition Date</b>	<b>Building Location</b>	<b>Acquisition Value</b>
		DRILL, 1/2 RIGHT ANGLE	05/12/1999	SS-4010	\$ 234.00
		DRILL, 1/2 VSR	06/11/1997	SS-4080	\$ 364.00
		DRILL, 1/2 CORDLESS	09/12/2005	SS-2205	\$ 538.00
				SS-4010	\$ 269.00
		DRILL, 1/2 CORDLESS	01/26/1999	SS-4010	\$ 266.00
			08/19/2008	SS-4400	\$ 638.00
		DRILL, 1/2 ELECTRIC	09/24/2002	SS-4220	\$ 119.00
		DRILL, 1/4 ELECTRIC PORTABLE	11/08/1968	SS-3305	\$ 85.00
			02/13/1976	SS-4400	\$ 41.00
		DRILL, 3/4 ELECTRIC W/MAGNET BASE	07/26/1977	SS-4400	\$ 25.00
		DRILL, 3/8	08/07/1987	SS-4400	\$ 240.00
			04/09/1991	SS-3407	\$ 119.00
			06/11/1992	SS-4010	\$ 59.00
			09/25/1996	SS-2205	\$ 177.00
			11/19/1996	SS-4010	\$ 129.00
			11/22/1996	SS-4010	\$ 129.00
			02/19/1997	SS-4080	\$ 127.00
		DRILL, 3/8 ANGLE	12/21/1993	SS-4400	\$ 200.00
			03/21/1997	SS-4010	\$ 238.00
			11/20/2000	SS-4010	\$ 146.00
		DRILL, 3/8 CORDLESS	09/13/1995	SS-4400	\$ 287.00
			12/29/1998	SS-4010	\$ 271.00
		DRILL, 3/8 ELECTRIC PORTABLE	10/26/1976	SS-8306	\$ 50.00
		DRILL, 3/8 REVERSING	09/30/1992	SS-4400	\$ 327.00
		DRILL, 3/8 RIGHT ANGLE	05/12/1999	SS-4010	\$ 134.00
		DRILL, 3/8 SHORTY	03/08/1988	SS-4010	\$ 145.00
		DRILL, 5/16 PNEUMATIC PORTABLE	06/23/1978	SS-3305	\$ 102.00
		DRILL, CORDLESS	05/21/2008	SS-4080	\$ 390.00
		DRILL, CORDLESS, 1/2	06/30/2004	SS-4400	\$ 546.00
		DRILL, CORDLESS,1/2	03/31/2003	SS-4010	\$ 800.00
		DRILL, HAMMER	03/04/2008	SS-4080	\$ 182.00
			02/09/2009	SS-4080	\$ 498.00
				SS-4122	\$ 498.00
			03/25/2010	SS-4120	\$ 398.00
		DRILL, HAMMER, CORDLESS, 1/2	03/23/2000	SS-4010	\$ 299.00
		DRILL, HAMMER,1/2	11/20/2003	SS-4010	\$ 414.00

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<b>FSC Code</b>	<b>Title</b>	<b>Equipment Description</b>	<b>Acquisition Date</b>	<b>Building Location</b>	<b>Acquisition Value</b>
			12/01/2003	SS-4010	\$ 404.00
		DRILL, IMPACT	05/07/1991	SS-4400	\$ 341.00
		DRILL, MAGNETIC, PORTABLE	09/15/1992	SS-4080	\$ 1,377.00
		DRILL, MOTO-TOOL	09/08/1992	SS-4400	\$ 129.00
		DRILL, PORTABLE	06/28/1986	SS-2205	\$ 129.00
		DRILL, ROTARY 3/4	01/06/1999	SS-4010	\$ 311.00
		DRILL, ROTARY HAMMER	05/31/1990	SS-4080	\$ 315.00
			01/07/2010	SS-4122	\$ 595.00
				SS-4220	\$ 595.00
		DRILL,1/2 CORDLESS	01/09/2003	SS-4010	\$ 538.00
			01/29/2003	SS-3407	\$ 269.00
		DRILL,1/2 ELECTRIC	06/14/2002	SS-4010	\$ 139.00
		DRILL, CORDLESS	08/21/2002	SS-4400	\$ 251.00
		DRILL/DRIVER, 1/2 CORDLESS	01/23/2009	SS-4080	\$ 596.00
			02/25/2010	SS-3226	\$ 580.00
		ETCHER, ELECTRIC	05/22/2001	SS-4010	\$ 500.00
		GRINDER, 2 DIE	04/05/1999	SS-3305	\$ 297.00
		GRINDER, 4 ANGLE	03/21/1990	SS-2205	\$ 340.00
		GRINDER, 4 DISC	09/15/1998	SS-4400	\$ 113.00
		GRINDER, 4 1/2	10/25/1995	SS-4400	\$ 123.00
			12/16/1997	SS-3407	\$ 179.00
		GRINDER, 4 1/2 ANGLE	08/05/1997	SS-4010	\$ 166.00
			07/20/1998	SS-2205	\$ 63.00
			10/29/1998	SS-4010	\$ 88.00
			05/12/1999	SS-4010	\$ 90.00
		GRINDER, 4 1/2	08/22/2008	SS-4080	\$ 79.00
		GRINDER, 6	08/27/2009	SS-4220	\$ 265.00
		GRINDER, ANGLE	11/10/2008	SS-4080	\$ 244.00
		GRINDER, ANGLE 4 1/2	10/29/1998	SS-4010	\$ 88.00
		GRINDER, DIE	12/26/1996	SS-4080	\$ 282.00
				SS-4400	\$ 282.00
			11/20/2007	SS-2205	\$ 179.00
		GRINDER, DIE, 1/4	04/17/2000	SS-4010	\$ 116.00
		GRINDER, PNEUMATIC PORTABLE	04/06/1966	SS-3305	\$ 176.00
		GRINDER, 4 1/2	06/08/2001	SS-8306	\$ 116.00
		HAMMER, 3/4 ROTARY	05/12/1999	SS-4010	\$ 279.00
		HAMMER, ROTARY	06/05/1996	SS-4400	\$ 679.00

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<b>FSC Code</b>	<b>Title</b>	<b>Equipment Description</b>	<b>Acquisition Date</b>	<b>Building Location</b>	<b>Acquisition Value</b>
		HEAD, TORQUE MACHINE	04/16/1991	SS-4400	\$ 4,175.00
		MULTIPLIER, TORQUE	12/30/1997	SS-4010	\$ 1,383.00
		POWER DRIVE, ACTUATOR	01/08/1991	SS-4400	\$ 935.00
		PRESS, DRILL ELECTROMAGNETIC	12/15/1997	SS-4010	\$ 1,646.00
		PUMP, HYDRAULIC	08/01/1986	SS-4400	\$ 3,175.00
		PUNCH, PNEUMATIC	10/26/1976	SS-3305	\$ 144.00
		RATCHET, 3/8 AIR	06/28/1989	SS-3305	\$ 173.00
		RATCHET, 3/8 AIR	03/27/2001	SS-4010	\$ 107.00
		SANDER	05/31/1996	SS-4400	\$ 90.00
		SANDER, BELT	05/23/2008	SS-2205	\$ 629.00
		SANDER, DISC ELECTRIC	02/07/1985	SS-4400	\$ 193.00
		SANDER, FINISHING	05/19/2008	SS-2205	\$ 90.00
		SANDER/GRINDER	02/11/1992	SS-4400	\$ 862.00
		SANDER/GRINDER, 4 1/2	10/07/1998	SS-4010	\$ 142.00
		SANDER/GRINDER, 4-1/2	01/22/1988	SS-4400	\$ 115.00
		SANDER/GRINDER, 5	05/23/1990	SS-4080	\$ 148.00
		SAW, 7 1/4 CIRCULAR	01/18/1994	SS-4010	\$ 183.00
			09/11/1995	SS-4400	\$ 100.00
			11/24/1997	SS-4400	\$ 203.00
		SAW, BAND	12/08/1986	SS-4080	\$ 531.00
			09/30/1992	SS-4400	\$ 309.00
			12/22/1992	SS-4010	\$ 376.00
			09/21/1995	SS-3407	\$ 352.00
				SS-4400	\$ 497.00
			09/25/1996	SS-2205	\$ 357.00
			12/10/1996	SS-4010	\$ 356.00
			03/06/1997	SS-8306	\$ 306.00
			12/18/1997	SS-4010	\$ 454.00
			12/11/1998	SS-4010	\$ 494.00
			03/13/2000	SS-4010	\$ 590.00
		SAW, HACK ELECTRIC	10/29/1984	SS-3407	\$ 171.00
		SAW, JIG	05/23/1985	SS-4400	\$ 55.00
			01/28/1993	SS-4010	\$ 98.00
			12/02/1997	SS-4010	\$ 77.00
			05/05/2003	SS-8306	\$ 270.00
		SAW, JIG, VARIABLE SPEED	09/05/1979	SS-4400	\$ 62.00
		SAW, PORTABLE BAND	01/27/1989	SS-4080	\$ 455.00
			03/23/1990	SS-4400	\$ 259.00

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<b>FSC Code</b>	<b>Title</b>	<b>Equipment Description</b>	<b>Acquisition Date</b>	<b>Building Location</b>	<b>Acquisition Value</b>
		SAW, PORTABLE ELECTRIC	06/07/1990	SS-2205	\$ 437.00
		SAW, PORTABLE ELECTRIC BAND	03/05/1990	SS-3305	\$ 269.00
		SAW, RECIPROCATING	03/27/1990	SS-4400	\$ 180.00
			09/10/1996	SS-4400	\$ 179.00
			09/09/2008	SS-4080	\$ 256.00
		SAW, BAND	11/27/2002	SS-4400	\$ 333.00
		SAW, JIG	06/11/2001	SS-4010	\$ 142.00
		SAWZALL	02/19/1997	SS-4010	\$ 252.00
			12/23/1998	SS-4010	\$ 190.00
			05/12/1999	SS-4010	\$ 179.00
			06/08/2001	SS-8306	\$ 200.00
		SCREWDRIVER, CORDLESS	09/18/1995	SS-4400	\$ 169.00
			05/25/2004	SS-4010	\$ 124.00
				SS-4050	\$ 496.00
		SPLITTER, NUT	07/28/2008	SS-4122	\$ 1,804.00
		THREADER, PIPE ELECTRIC	07/11/1985	SS-4400	\$ 755.00
		THREADER, POWER DRIVE	01/07/2010	SS-4122	\$ 1,940.00
				SS-4220	\$ 1,940.00
		TOOL KIT, ROTARY ELECTRIC	04/06/1978	SS-4400	\$ 51.00
		WRENCH, 1/2 IMPACT	08/13/2008	SS-4080	\$ 222.00
			08/22/2008	SS-4080	\$ 254.00
		WRENCH, 3/4 IMPACT	04/12/1994	SS-3407	\$ 870.00
		WRENCH, 3/8 AIR IMPACT	05/01/1989	SS-3305	\$ 166.00
			04/21/1994	SS-4400	\$ 126.00
		WRENCH, AIR IMPACT	10/26/2005	SS-4010	\$ 457.00
		WRENCH, AIR IMPACT	09/29/2003	SS-4010	\$ 11,258.00
		WRENCH, HYDRAULIC CONVERTIBLE	04/24/1989	SS-3226	\$ 2,950.00
		WRENCH, IMPACT	10/26/1976	SS-3305	\$ 162.00
			05/21/1984	SS-4080	\$ 400.00
			01/19/1985	SS-3305	\$ 285.00
			05/21/1985	SS-4400	\$ 400.00
			05/22/1985	SS-4080	\$ 400.00
			06/09/1997	SS-4010	\$ 543.00
		WRENCH, IMPACT 1/2	06/28/1989	SS-3305	\$ 120.00
			01/25/1990	SS-4400	\$ 169.00
			03/01/1990	SS-2205	\$ 146.00
			09/11/1991	SS-4400	\$ 186.00



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<b>FSC Code</b>	<b>Title</b>	<b>Equipment Description</b>	<b>Acquisition Date</b>	<b>Building Location</b>	<b>Acquisition Value</b>
		WRENCH, IMPACT 3/4	03/15/1996	SS-4080	\$ 300.00
		WRENCH, IMPACT AIR	01/22/1987	SS-4400	\$ 150.00
		WRENCH, IMPACT PNEUMATIC	06/20/1990	SS-2205	\$ 218.00
		WRENCH, IMPACT, 1/2	03/06/2000	SS-4010	\$ 169.00
		WRENCH, IMPACT, 3/4	03/15/2000	SS-4400	\$ 640.00
		WRENCH, IMPACT, 1	08/22/2007	SS-4220	\$ 1,325.00
		WRENCH, IMPACT, 3/4	04/19/2005	SS-3226	\$ 419.00
		WRENCH, PNEUMATIC	01/17/1997	SS-2205	\$ 741.00
		WRENCH, TORQUE HYDRAULIC	07/14/1993	SS-2205	\$ 2,469.00
		WRENCH, TORQUE, HYDRAULIC	07/26/2005	SS-4400	\$ 4,975.00
		WRENCH, AIR IMPACT,1/2	07/08/2002	SS-4400	\$ 416.00
		WRENCH, AIR IMPACT, 3/8	07/08/2002	SS-4400	\$ 436.00
		WRENCH, IMPACT, 1	04/09/2002	SS-4010	\$ 504.00
5180	Set, Kits & Outfits of Hand Tools	CONTROL PANEL/CHECK OUT CRYG	01/12/1968	SS-3407	\$ 500.00
		KNOCKOUT SET	07/30/2002	SS-4010	\$ 800.00
		PULLER SET	03/05/1986	SS-4400	\$ 417.00
		TAP & DYE SET	03/03/1986	SS-4400	\$ 716.00
7420	Accounting & Calculating Machines	CALCULATOR, ELECTRONIC	01/26/1990	SS-2205	\$ 152.00
			07/25/1990	SS-8306	\$ 285.00
			11/13/1990	SS-2205	\$ 179.00
			07/09/1992	SS-2205	\$ 280.00
7430	Typewriters And Office Type Composing Machines	TYPEWRITER, WHEELWRITER 10	08/03/1988	SS-3226	\$ 365.00
		TYPEWRITER, WHEELWRITER 3500	09/29/1997	SS-2205	\$ 828.00
7435	Office Information System Equipment	READER, BARCODE, HANDHELD	01/29/2004	SS-2205	\$ 6,495.00
			03/22/2004	SS-2205	\$ 2,159.00
		SCANNER, OPTICAL	01/26/2001	SS-3226	\$ 112.00
			04/23/2002	SS-3226	\$ 400.00

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FSC Code	Title	Equipment Description	Acquisition Date	Building Location	Acquisition Value
			06/25/2004	SS-4010	\$ 364.00
			02/08/2006	SS-3226	\$ 673.00
		SCANNER, OPTICAL	05/03/2001	SS-8306	\$ 396.00
			12/14/2001	SS-3226	\$ 110.00
7490	Miscellaneous Office Machines	LABEL MAKER	01/09/1997	SS-4050	\$ 1,601.00
			10/17/2000	SS-4010	\$ 1,589.00
		LABELER, HANDHELD	12/12/2008	SS-4400	\$ 395.00
		LABELING SYSTEM	06/07/1996	SS-4400	\$ 995.00
			11/27/1996	SS-4010	\$ 1,604.00
			07/16/1997	SS-8306	\$ 969.00
			07/29/1997	SS-4010	\$ 1,928.00
			06/30/1999	SS-4010	\$ 1,328.00
		LABELING SYSTEM, ELECTRONIC	12/28/2004	SS-3305	\$ 499.00
		LABELING SYSTEM, THERMAL	12/11/2008	SS-4080	\$ 1,352.00
		LABELING SYSTEM, ELECTRONIC	09/28/2001	SS-4010	\$ 4,488.00
			11/18/2002	SS-4400	\$ 480.00
		PRINTER, LABEL	03/26/2002	SS-1100	\$ 180.00
		PRINTER, LABEL, HANDHELD	11/18/2009	SS-4010	\$ 783.00
		SHREDDING MACHINE, PAPER	08/07/1996	SS-3226	\$ 999.00
			09/02/1998	SS-1100	\$ 1,199.00
			11/04/2002	SS-3226	\$ 423.00
		SHREDDING MACHINE, PAPER	01/06/2003	SS-4400	\$ 423.00
7730	Phonographs, Radios, and Television Sets	RECEIVER-REPRODUCER SET, TV	03/14/1990	SS-4080	\$ 600.00
		RECEIVING SET, TELEVISION	07/16/1987	SS-3305	\$ 668.00
			04/09/1990	SS-2205	\$ 958.00
			05/01/1991	SS-3226	\$ 280.00
			08/10/1992	SS-8306	\$ 228.00
			03/19/1998	SS-4010	\$ 335.00
			08/06/2004	SS-4400	\$ 247.00
			01/06/2006	SS-3407	\$ 2,196.00

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<b>FSC Code</b>	<b>Title</b>	<b>Equipment Description</b>	<b>Acquisition Date</b>	<b>Building Location</b>	<b>Acquisition Value</b>
			07/06/2007	SS-4010	\$ 863.00
		RECEIVING SET, TELEVISION	11/28/2001	SS-2205	\$ 380.00
			07/18/2002	SS-2205	\$ 310.00
7910	Floor Polishers and Vacuum Cleaning Equip.	CLEANER, VACUUM, ELECTRIC	03/21/1989	SS-2205	\$ 473.00
			05/12/1992	SS-3407	\$ 607.00
			10/15/1996	SS-2205	\$ 162.00
			11/12/1999	SS-4010	\$ 158.00
		CLEANER, VACUUM, ELECTRIC	06/01/2001	SS-3305	\$ 298.00

**List 3- Installation Accountable Government Property (IAGP)  
Facilities, Stennis Space Center**

<u>BLDG#</u>	<u>BLDG NAME</u>
2205	Repair and Fabrication Shop
3220	Scale Building
3226	Propulsion Test Office Building
3300	Propulsion Test Laboratory
3304	Air Compressor Shelter
3305	High Pressure Gas Facility
3306	Hydrogen Compressor
3309	Liquid Nitrogen Tank Farm (West)
3310	Gaseous Helium Tank (Center)
3311	Gaseous Helium Tank (East)
3320	Hydrogen Flare Stack at 3306
3406	Storage Building
3407	Liquid Hydrogen Control Building
3414	LOX Storage Transfer Facility
3415	Hydrogen Transfer Facility
3416	Washroom (LOX Storage Area)
3417	Storage Facility (LOX Cryogenic Area)
4001	E-2 Cell 1 Test Stand
4002	E-2 Cell 1 Signal Conditioning Building 1
4004	E-2 Cell 1 Signal Conditioning Building
4006	E-2 Cell 2 Electrical Equipment Building
4007	E-2 Cell 2 Signal Conditioning Building
4008	E-2 Cell 2 Test Stand

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<u>BLDG#</u>	<u>BLDG NAME</u>
4010	E Complex Test Operations Building
4040	E-1 Complex Electrical Building
4050	Test Complex E-1
4055	E Complex Storage Yard
4060	E Complex Tank Farm
4070	Test Complex E-3
4072	E-3 Hydrogen Peroxide Processing Facility
4073	E-3 Electrical Building
4075	E-3 Signal Conditioning Building
4080	E-4 Test Control Center
4084	E-4 Signal Conditioning
4085	E-4 Test Stand
4120	A-1 Test Stand
4122	A-2 Test Stand
4220	B-1 Test Stand
4221	B-2 Test Stand
4240	B Complex Inert Gas Storage
4302	Test Complex Shop
4325	Industrial Water Reservoir
4327	Pumping Station for Reservoir (Canal Pump House)
4400	High Pressure Industrial Water and Emergency Power & Heating Plant
8201	Multi Program Laboratory and Office
8205	Test Complex Fabrication Area
8304	Propulsion Test Electrical Shop
8305	Test Operations Support Building
8306	Propulsion Test Laboratory

Attachment J-11

Safety & Health Plan

Not releasable under Exemption 4