

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____						A. ITEM NO. DR-10
B. LINE ITEM TITLE: Data Management Plan						
C. OPR. UB-M	D. TYPE 2	E. INSPECT/ ACCEPT 2	F. REQ. See Section J	G. INITIAL SUB. See Section J	H. AS OF DATE See Section J	
J. REMARKS: The Data Management Plan requires approval of the Director, International Space Station/Payload Processing. It shall be submitted within 30 days after contract start in draft form and revised to provide a final plan for approval within 120 days after contract start. The plan shall be reviewed at least annually thereafter and updated as required. If there are no changes since the last update, the Contractor shall re-certify its accuracy NLT 1 October of each year.						
K. DISTRIBUTION Per Contracting Officer's letter.						TOTALS
						NO.
						TYPE
DATA REQUIREMENT DESCRIPTION						
1. TITLE Data Management Plan					2. NUMBER DR-10	
3. USE To document the contractor's overall approach to implementing data management requirements into contract performance.					4. DATE	
					5. ORGANIZATION	
7. INTERRELATIONSHIP					6. REFERENCES SOW 2.1.5	
8. PREPARATION INFORMATION						
<p>8.1 SCOPE: The plan shall describe the contractor's management approach and planned implementation methods for accomplishing the data management requirements of the contract.</p> <p>8.2 APPLICABLE DOCUMENTS: NPJ 1440.6, NASA Records Management SN-D-0007, NSTS Acceptance Data Package Requirements Specification SN-S-0008, NSTS Software Deliverable Data Package Requirements Specification SSP 30695, ISS Program Acceptance Data Package Requirements Specification Contract DRD's and other contract-generated data</p> <p>8.3 CONTENTS: The plan shall define the scope and depth of the contractor's efforts to perform data management including:</p> <ul style="list-style-type: none"> • Relationship of the contractor's management, organization and planning to the data management program and the contractor's other administrative and technical organizations. • Specific management policies, practices and work instructions to be used in implementing the data management program include the following elements: • Control procedures • Storage and retrieval procedures • Subcontractor control procedures • Special restrictions • Government access to all data generated during contract performance • Preliminary and final data submittal schedules for fulfilling submittal of DRDs data in the specified quantities, specific media (electronic, paper, other), and due dates required • Development and maintenance of an on-line Data Accession List. • Planned reporting to the government of performance to plan in preparation for major milestone reviews and regularly scheduled weekly/monthly reviews <p>8.4 FORMAT: Contractor format is acceptable. Descriptive material (sketches, flow charts, drawings, photographs, tables, forms, graphs, worksheets, charts, etc.) may be included if needed to clarify or explain matters in the text.</p> <p>8.5 MAINTENANCE: Changes to the plan shall be incorporated as required by change page or complete reissue.</p>						