

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____						A. Item No. DR-53	
B. Line Item Title:							
Advance Notification of Workforce Reductions							
C. Opr.	D. Type	E. Inspect/Accept	F. Freq.	G. Initial Sub.	H. As Of Date		
QA-A1	3	N/A	AR	See Block J			
J. Remarks:							
<p>The Contractor shall notify in writing the Industrial Relations Officer, Code QA-A, with a copy to the Contracting Officer, at least 15 calendar days in advance of notification to employees of any planned workforce reduction of permanent, full-time, and part-time employees that exceeds 10% of the total contract workforce or 25 employees, whichever is less.</p> <p>In addition, if Workforce Adjustment and Retraining Notification (WARN) Act notification is required, the contractor shall provide to the IRO and the Contracting Officer the information required by the WARN Act, section 639.7(c) and a listing of all organization to be notified including those required by section 639.6(a), (c), and (d), at least five (5) days prior to issuance of the notification.</p>							
K. Distribution						Totals	
Contracting Officer						No.	Type
Contracting Officer Technical Representative							
QA-A1							
DATA REQUIREMENT DESCRIPTION							
1. Title				2. Number			
Advance Notification of Workforce Reduction							
3. Use				4. Date			
				5. Organization			
				KSC/OP			
7. Interrelationship				6. References			
8. Preparation Information							
<p>The notification shall include the reason for the reduction in workforce, the number of employees impacted, their labor classifications, their physical location, and their location within contract organizational structure.</p> <p>The notification shall also identify the expected date of the first separation and the anticipated schedule for making separations, as well as the name and telephone number of a company official to contact for further information.</p> <p>Contractor form is acceptable.</p>							
Modification 023							