

DATA REQUIREMENTS DESCRIPTION (DRD)

1a DRD Title Workforce Reporting 1B. Data Type: 1	2. Date of current version June 5, 2012	3. DRL Line Item No. MPIC-BM-02	RFP/Contract No. (Procurement completes) NNJ12414367L
4. Use (Define need for, intended use of, and/or anticipated results of data) The report is used by NASA to provide workforce information to center management. The supplemental report is used by NASA Headquarters to support congressional inquiries		5. DRD Category: (check one) <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References (Optional) SOW 1.1.1.1 B 4	7. Interrelationships (e.g., with other DRDs) (Optional) NF 533 Cost Reporting, MPIC-BM-01		
8. Preparation Information (Include complete instructions for document preparation) <p>SCOPE: The reports provide workforce data by geographic location.</p> <p>CONTENT: The nominal workforce report should provide Equivalent Personnel (EPs) by location, specifically on or near site (NASA center), and by state for workforce outside of the responsible NASA center area. The report shall include contract labor, subcontract labor, and purchased labor. The data shall be reconcilable to other financial deliverables, specifically the NF 533. The content and frequency of the supplemental workforce report may vary based on specific direction provided by NASA Headquarters to support congressional inquiries. It's most common form is an annual request to provide workforce data by state, congressional district, or Zip Code.</p> <p>FORMAT: Specific formatting will be mutually agreed upon by the Contractor and NASA.</p> <p>9. OPR: Contracting Officer</p> <p>10. DELIVERY: Initial report submitted within 30 days after authorization to proceed. Submission frequency is semi-annual. Supplemental reports may be requested.</p> <p>11. MAINTENANCE: Electronically</p> <p>12. COPIES/DISTRIBUTION:</p> <p>13. REMARKS: None</p>			