

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

<p>1. DRD Title</p> <p>Contract Management Plan</p>	<p>2. Date of current version</p> <p>6/11/2012</p>	<p>3. DRL Line</p> <p>001</p>	<p>RFP/Contract No. (Procurement completes)</p> <p>NNJ12424577R</p>
<p>4. Use (<i>Define need for, intended use of, and/or anticipated results of data</i>) See scope / use statement in Block 8 This document describes the contractor’s overall management systems for the implementation and accomplishment of the contract Statement of Work (SOW).</p>		<p>5. DRD Category (<i>check one</i>)</p> <p><input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA</p>	
<p>6. References (<i>Optional</i>)</p> <p>JPR 8000.4 Risk Management Plan JWI 2190.1B, JSC Export Compliance</p>	<p>7. Interrelationships (<i>e.g., with other DRDs</i>) (<i>Optional</i>)</p> <p>DRD 003 Integrated Technical Management Report</p>		
<p>8. Preparation Information (<i>Include complete instructions for document preparation</i>)</p> <p>A. SCOPE: The Contract Management Plan shall describe the contractor’s contract management approach and management systems that will be used to ensure technical, schedule, and cost performance. The plan shall be comprehensive in nature and shall integrate all management systems of the prime, subcontractors, and major vendors.</p> <p>B. CONTENT: The Contract Management Plan shall address:</p> <ol style="list-style-type: none"> 1. Organizational structure with personnel identified and how each function interfaces with the Government 2. Program and Performance Management (e.g., cost, resources, customer satisfaction) 3. Indirect cost management 4. Work planning process 5. Configuration Management 6. Risk Management and Mitigation 7. Export Control 8. Corrective action system processes and procedures 9. Off-site facility lease arrangements <p>In addition to the listed subjects, the contractor may add subjects as deemed appropriate and necessary in order to convey the total program plan.</p> <p>C. FORMAT: The Contract Management Plan shall be delivered in native format and be compatible with the JSC standard software load.</p> <p>D. MAINTENANCE: See Data Requirements List (DRL)</p> <p>E. DISTRIBUTION: Distribution shall be in accordance with the DRL.</p>			

JSC DATA REQUIREMENTS DESCRIPTION (DRD)
 (Based on JSC –STD-123. See work page for instructions.)

1. DRD Title Work Breakdown Structure and Dictionary	2. Date of current version 6/11/2012	3. DRL Line 002	RFP/Contract No. (Procurement completes) NNJ12424577R
4. Use <i>(Define need for, intended use of, and/or anticipated results of data)</i> See scope / use statement in Block 8 To establish a framework for reporting cost, schedule, and technical performance. To provide a basis for uniform planning, reporting status, program visibility, and assignment of responsibilities.		5. DRD Category <i>(check one)</i> <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References <i>(Optional)</i> NPD 7120.4C, Program/Project Management NPR 7120.5D, Program and Project Management Processes and Requirements Section C-3.2 Cost and Schedule	7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i> DRD 006 Contractor Financial Management Reporting (NF533)		
8. Preparation Information <i>(Include complete instructions for document preparation)</i> A. SCOPE: The WBS shall encompass all the products and services required to achieve all the requirements of this contract. The WBS shall subdivide the work to be accomplished in elements that serve as the basis for detailed planning and control, and in addition, permit collection of cost and schedule data for each element. Cost accounting at the lowest WBS levels implemented by the Contractor, shall accrue costs by the elements required for NF533 reporting (i.e., Hours, Direct Labor Cost, Fringe/Overhead, Facilities, Subcontractor Costs, Materials, Travel, Training, Overtime Premium, Overhead, etc.) in order to roll-up costs to the NF533s and to provide detail backup information, if requested by NASA, to support review of NF533s. B. CONTENT The WBS shall depict a family tree composed of all the work required by the contract. The dictionary shall contain a concise description of contract tasks, to be performed and products to be delivered, subdivided by WBS elements. A WBS element may represent an identifiable product, a set of data, a service, a task, or a budget function. Lower levels of detail, which the contractor uses for its own management purposes to validate information reported to NASA, shall be compatible with NASA requirements and be accessible to NASA. The relationship between the WBS and the contractor's internal organizations and processes should also be provided. C. FORMAT The WBS tree should be in the organization chart format and the associated WBS narrative (WBS Dictionary) in text form and arranged as stated in the contents section of this DRD. The WBS structure and Dictionary shall be delivered in native format and be compatible with JSC standard software loads. D. MAINTENANCE See Data Requirements List (DRL) E. DISTRIBUTION Distribution shall be in accordance with the DRL.			

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<p>1. DRD Title</p> <p>Integrated Technical Management Report</p>	<p>2. Date of current version</p> <p>6/11/2012</p>	<p>3. DRL Line</p> <p>003</p>	<p>RFP/Contract No. (Procurement completes)</p> <p>NNJ12424577R</p>
<p>4. Use (<i>Define need for, intended use of, and/or anticipated results of data</i>) See scope / use statement in Block 8</p> <p>To provide timely, integrated performance visibility to enhance effective cost, schedule, and technical management and to provide consolidated documentation on contract activities. Used by the contractor and NASA for monitoring activity, progress, and accomplishments, and documenting problems, solutions, and corrective actions associated with contract performance.</p>		<p>5. DRD Category (<i>check one</i>)</p> <p><input checked="" type="checkbox"/> Technical</p> <p><input checked="" type="checkbox"/> Administrative</p> <p><input type="checkbox"/> SR&QA</p>	
<p>6. References (<i>Optional</i>)</p>	<p>7. Interrelationships (<i>e.g., with other DRDs</i>) (<i>Optional</i>)</p> <p>DRD 001, Management Plan</p> <p>DRD 006, Contractor Financial Management Report (NF533)</p> <p>DRD 004, Technology, Innovations, and Process Improvement Plan</p>		
<p>8. Preparation Information (<i>Include complete instructions for document preparation</i>)</p> <p>A. SCOPE:</p> <p>The contractor shall submit monthly performance reports of all work planned and accomplished during each month of contract performance. The report shall include NASA Form (NF) 533M (and/or NF533Q for quarterly reports), along with a combination of quantitative, metric, narrative, cost, earned value, and schedule information that relates costs to work performed and explains variances between the baselined plan and the actuals submitted on the NF533s.</p> <p>Reporting shall be by task order to:</p> <ol style="list-style-type: none"> 1. Track activity and progress. 2. Communicate to NASA where and why variances are occurring. 3. Analyze variances. 4. Assess impacts to technical and schedule performance and discuss recovery plans. 5. Establish the value of work performed against the originally estimated/planned end value of tasks. <p>B. CONTENT:</p> <ol style="list-style-type: none"> 1. SAFETY SUMMARY <ol style="list-style-type: none"> a. OSHA reportable events Personnel Injuries b. JSC on-site Close Calls and Status involving Safety and Mission Assurance Engineering Contract (SMAEC) contractor personnel c. Inspection Reports of on-site facilities dedicated to SMAEC contractor activities d. Flight Product Safety Related Discrepancy Reports (DRs) and summary status of all remaining open DRs 2. COST PERFORMANCE SUMMARY (Performance Based) (For each Task Order per Task Plans) <ol style="list-style-type: none"> a. Actual-To-Date Cost & Projected Total Cost - Last Period b. Actual-To-Date Cost & Projected Total Cost - This Period c. Projected Total Cost Addition Due to Approved Changes 			

d. Graphics of Initial Cost Projection, Initial Cost Projection - Approved Changes Projection, Full Cost

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Projection

- e. Variance not due to approved change and description of cause

3. RESOURCE PERFORMANCE SUMMARY

- a. Graphic of the initial planned manpower for each task order.
- b. Current planned manpower with approved changes
- c. Actual manpower used to date, and % of task completed

4. PRODUCT COMPLETION AND SCHEDULE SUMMARY STATUS

- a. Overall Product completion status per Task Order
- b. Completed Products – Projected vs. Actual per Task Plan
- c. Projected Next Month's Products and Schedule
- d. Change from last month due to approved changes

5. MANAGEMENT SUMMARY

- a. Technology, Innovations, and Process Improvements status including:
 - a. Implementation status of previously approved initiatives
 - b. An estimate of cost savings to the government or other benefits for previously approved initiatives
 - c. A summary of new proposals for the reporting period.
- b. External Customer status and income report
 - a. Contacts made for the reporting period
 - b. Current customers and the associated:
 - i. Amount of work expected
 - ii. Facility equipment needed
 - c. Cost savings performance to plan

Contract Management Summary Review: The summary review shall contain the highlights of the report and shall be presented at the Monthly Contract Management Review. The COTR and the contractor shall agree upon the contents of the review. The Summary Review shall not address the contents of the Resource Performance Summary Section above. Minutes during the Summary Review shall be taken and submitted with the next status report.

C. FORMAT:

The Contract Management Report shall be in text form and arranged as stated in the contents section of this DRD. The Contract Management Summary Review shall be a view graph presentation. The Contract Management Report and Summary Review shall be delivered in native format and be compatible with JSC standard software loads.

D. MAINTENANCE:

See Data Requirements List (DRL).

E. DISTRIBUTION:

Distribution shall be in accordance with the DRL.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

<p>1. DRD Title</p> <p>Technology, Innovations, and Process Improvement Plan (TIPI)</p>	<p>2. Date of current version</p> <p>6/11/2012</p>	<p>3. DRL Line</p> <p>004</p>	<p>RFP/Contract No. (Procurement completes)</p> <p>NNJ12424577R</p>
<p>4. Use (<i>Define need for, intended use of, and/or anticipated results of data</i>) To identify and promote Technology, Innovations, and Process Improvements that will reduce cost and improve NA products, processes, and operations.</p>		<p>5. DRD Category (<i>check one</i>)</p> <p><input type="checkbox"/> Technical</p> <p><input checked="" type="checkbox"/> Administrative</p> <p><input type="checkbox"/> SR&QA</p>	
<p>6. References (<i>Optional</i>)</p>	<p>7. Interrelationships (<i>e.g., with other DRDs</i>) (<i>Optional</i>)</p> <p>DRD 001 Management Plan</p> <p>DRD 004 Integrated Technical Management Report</p>		
<p>8. Preparation Information (<i>Include complete instructions for document preparation</i>)</p> <p>A. SCOPE: The TIPI plan shall describe the contractor’s continuous approach to promote infusion of technology and innovations into NA products, processes, and operations.</p> <p>B. CONTENT: The plan shall describe how the contractor will identify and propose innovative techniques, best practices, new technologies, process improvements, and methods that, when implemented, would result in improved quality of products, processes, or operations while maintaining or reducing costs to the Safety and Mission Assurance Directorate. Identified candidate proposals must include sufficient rationale to demonstrate the feasibility and effectiveness of the contractor’s proposal including an analysis of benefits and risks. Proposed changes to approaches or processes should not be limited to those currently used or described in task orders.</p> <p>The contractor shall submit monthly reports in accordance with DRD 003, Integrated Technical Management Report, summarizing their progress.</p> <p>Implementation of proposed innovations and/or improvements and any detailed assessments of such proposals will be authorized on a Task Order under Sections 2 or 3 of the Statement of Work.</p> <p>C. FORMAT: The TIPI plan shall be delivered in native format and be compatible with the JSC standard software load.</p> <p>D. MAINTENANCE: See Data Requirements List (DRL)</p> <p>E. DISTRIBUTION: Distribution shall be in accordance with the DRL.</p>			

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

1. DRD Title External Customer Plan	2. Date of current version 6/11/2012	3. DRL Line 005	RFP/Contract No. (Procurement completes) NNJ12424577R												
4. Use (<i>Define need for, intended use of, and/or anticipated results of data</i>) See scope / use statement in Block 8 Contractor Plan for Identifying External Customers for the Safety and Mission Assurance Directorate Receiving Inspection and Test Facility (RITF)		5. DRD Category (<i>check one</i>) <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA													
6. References (<i>Optional</i>) NPD 1050.1: Authority to Enter into Space Act Agreements	7. Interrelationships (<i>e.g., with other DRDs</i>) (<i>Optional</i>) Contract Clause H.XX EXTERNAL CUSTOMER EFFORT DRD 001 Contract Management Report DRD 003 Integrated Technical Management Report														
8. Preparation Information (<i>Include complete instructions for document preparation</i>) A. SCOPE: The External Customers Plan (ECP) describes the contractor’s multi-year approach for attracting external customers for use of the RITF. After approval, the External Customers Plan will become part of the contract. Execution of External Customer agreements shall be in accordance with Clause H.XX, Non-Government Use of Facilities. B. CONTENT: The External Customers Plan shall describe the contractor’s comprehensive plan for identifying, attracting, and retaining external customers to the RITF, per the SOW. The plan shall demonstrate the contractor’s approach and methods for generating cost savings to NASA that meets or exceeds the targets proposed for each fiscal year in Table 1, below. In addition, the plan shall estimate the amount of external revenue required to achieve the cost savings in Table 1. <div style="text-align: center;"> Table 1: Cost Savings to NASA <table border="1" data-bbox="274 1297 1305 1373"> <thead> <tr> <th></th> <th>FY14</th> <th>FY15</th> <th>FY16</th> <th>FY17</th> <th>FY18</th> </tr> </thead> <tbody> <tr> <td>K\$</td> <td>TBD1</td> <td>TBD2</td> <td>TBD3</td> <td>TBD4</td> <td>TBD5</td> </tr> </tbody> </table> </div> <p>Notes:</p> <ol style="list-style-type: none"> The contractor’s initial submission of the ECP shall propose values for TBD1 – TBD5 and describe the method(s) used to calculate each of those values. Upon approval of this DRD, the values accepted in Table 1 become part of the contract and will be used to evaluate contractor performance. The cost savings to NASA (Table 1) as a result of external revenue will be realized during the performance of the contract and shall not be included in the cost volume of the Offeror’s final proposal. <p>The ECP shall describe all processes, data requirements, and approval cycles for External Customers. The ECP shall include the topics listed below, supplemented by other relevant data identified by the contractor:</p> <ol style="list-style-type: none"> Executive Summary – summarize the plan’s key points and approaches. Infrastructure Development: 					FY14	FY15	FY16	FY17	FY18	K\$	TBD1	TBD2	TBD3	TBD4	TBD5
	FY14	FY15	FY16	FY17	FY18										
K\$	TBD1	TBD2	TBD3	TBD4	TBD5										

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- a. RITF Capabilities, Constraints, and Policies:
 - i. Identify and evaluate RITF Facility capabilities not generally available from the commercial market and that are unique to NASA.
 - ii. Provide a comprehensive process that reviews the potential customer's requirements against RITF capabilities, constraints, and policies.
 - iii. Describe plans to resolve issues between customer requirements and RITF schedules, and capabilities.
- b. Procedures:
 - i. Identify and describe procedures for reducing/eliminating conflict between government and non-government work.
 - ii. Identify and describe procedures for protecting data between companies and potential Organizational Conflicts of Interest.
 - iii. Identify schedules and metrics for staying within the plan.
- c. Costs:
 - i. Describe your plan to assist NASA in establishing a price list for use of the RITF. Identify all factors that you will consider in determining the costs (e.g., equipment maintenance and replacement costs).
 - ii. Describe your approach for determining the cost savings to NASA for each External Customer agreement utilizing accepted accounting practices. Include actual reimbursement to NASA, auditable cost offsets, and any other factors deemed appropriate. Propose a format for reporting this data to NASA.
3. Recruiting:
 - a. Identifying Potential Customers: Describe plans for identifying potential customers, both initially and long-term.
 - b. Marketing the RITF: Describe plans for marketing the RITF to potential customers and identify the estimated associated costs.
4. Reports:
 - a. The contractor shall submit Monthly Reports summarizing their progress, as outlined in DRD 003, Integrated Technical Management Reports.

C. FORMAT:

The External Customer Plan shall be delivered in native format and be compatible with the JSC standard software load.

D. MAINTENANCE:

See Data Requirements List (DRL).

E. DISTRIBUTION:

Distribution shall be in accordance with the DRL.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

<p>1. DRD Title</p> <p>NF 533 DRD</p>	<p>2. Date of current version</p> <p>02/10/2012</p>	<p>3. DRL Line</p> <p>006</p>	<p>RFP/Contract No. (Procurement completes)</p> <p>NNJ12424577R</p>
<p>4. Use (<i>Define need for, intended use of, and/or anticipated results of data</i>) Provide a basis for reporting and evaluating cost and expenditure in support of this contract. The data contained in the reports must be auditable using Generally Accepted Accounting Principles. Supplemental cost reports submitted in addition to the NF 533 must be reconcilable to the NF 533.</p>		<p>5. DRD Category (<i>check one</i>)</p> <p><input type="checkbox"/> Technical</p> <p><input checked="" type="checkbox"/> Administrative</p> <p><input type="checkbox"/> SR&QA</p>	
<p>6. References (<i>Optional</i>)</p> <p>NPR 9501.2E</p>	<p>7. Interrelationships (<i>e.g., with other DRDs</i>) (<i>Optional</i>)</p> <p>DRD 002, Work Breakdown Structure and Dictionary</p> <p>DRD 003, Integrated Technical Management Report</p>		
<p>8. Preparation Information (<i>Include complete instructions for document preparation</i>)</p> <p>NASA Form 533 (NF533) Reports</p> <p>The NASA Form 533 (NF533) reports provide data necessary for the following:</p> <ol style="list-style-type: none"> 1. Projecting costs and hours to ensure that dollar and labor resources realistically support project and program schedules. 2. Evaluating contractors' actual cost and fee data in relation to negotiated contract value, estimated costs, and budget forecast data. 3. Planning, monitoring, and controlling project and program resources. 4. Accruing cost in NASA's accounting system, providing program and functional management information, and resulting in liabilities reflected on the financial statements. <p>Cost is a financial measurement of resources used in accomplishing a specified purpose, such as performing a service, carrying out an activity, acquiring an asset, or completing a unit of work or project. NASA Procedural Requirements (NPR) 9501.2E entitled "NASA Contractor Financial Management Reporting," or its most current revision, identifies the cost reporting requirements for a contract. An NF533 format is provided in Appendix A.</p> <p>NASA is required by law to maintain accrual accounting, which requires cost to be reported in the period in which benefits are received, without regard to time of payment.</p> <p>The reports (NF533M [Monthly] and NF533Q [Quarterly]) are the official cost documents used at NASA for cost type, price determination, and Fixed Price Incentive contracts. The data contained in the reports must be auditable using Generally Accepted Accounting Principles (GAAP). Supplemental cost reports submitted in addition to the NF533 must be reconcilable to both the NF533M & NF533Q.</p> <p>Cost Reporting</p> <p>This contract shall reflect different methodologies for reporting costs on the NF533 document. This is due to the distinctly different types of work authorized/contract fee type earned. All costs shall be reported through the NF533 regardless of type (i.e. fixed price, IDIQ, cost reimbursable, phase in, etc). If required, subcontractor cost should be reported based on the same methodologies as the prime.</p>			

Common NF533 Cost Elements

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Examples of accrual accounting for common cost elements reported on the NF533 follow:

Cost Elements	Definitions
<i>Labor</i>	Reported to NASA as hours and cost are incurred.
<i>Equipment & Materials (commercial off the shelf)</i>	Generally reported to NASA when received and accepted by the contractor.
<i>Manufactured Equipment</i>	Defined as any equipment that is produced to specific requirements that make it useless to anyone else without rework. Cost should be reported to NASA as the equipment is being manufactured. The straight-line method for estimating accrued costs, or the use of supplemental information obtained from the vendor, are acceptable methods used to calculate the cost accrual amount.
<i>Leases</i>	Reported to NASA using a proration over the life of the lease.
<i>Travel</i>	Reported to NASA as costs are incurred.
<i>Subcontracts & Other Direct Costs</i>	Actual and estimated costs reported by prime contractors shall include subcontractors' incurred costs for the same accounting period. Where subcontract costs are material, they should be separately identified on NF533 reports. The prime contractor shall include in the total cost of each subdivision of work the accrued cost (including fee, if any) of related subcontractor effort. Subcontractors should, therefore, be required to report cost to the prime contractor, using the accrual method of accounting. If the G&A and fee reported by a subcontractor are at the total subcontractor level, these costs must be allocated to specific sub- divisions of work. Data submitted by the subcontractor should be structured similar to the prime contractor's NF533 to enable the prime contractor to properly report to NASA. For Firm Fixed Price subcontracts with a contract value greater than \$500,000, the prime contractor is required to document the methodology used to generate the subcontractor costs reported and provide this information to the NASA Contracting Officer and Center Deputy Chief Financial Officer of Finance.

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<i>Unfilled Orders</i>	Reported as the difference between the cumulative cost incurred to date and amounts obligated to suppliers and subcontractors.
<i>Fee</i>	Fee should be reported on the NF533 following the "Total Cost" line. Award fee must be reported by the following categories: Base Fee, Fee Earned, Interim Fee, Provisional Fee, Potential Additional Fee, and Total Fee. If any of the above fee categories do not pertain, they should not be included in the NF533.
<i>Prompt Payment Discounts</i>	Cumulative cost reported to NASA should be the full incurred cost. The prompt payment discount amount taken should be reported as a separate line item on the NF533 below the cumulative cost amounts for the contract.

Common NF533 Data Elements

The following NF533 Data Elements shall be included:

Data Element Name	Description
<i>Reporting Category (RC)</i>	Task, Delivery Order, Work Breakdown Structure
<i>Cost Incurred for Month (7a)</i>	Prior month actual cost incurred for each RC (column 7a on NF533)
<i>HR/WYE Incurred for Month (7a)</i>	Prior month actual HR/WYE incurred for each RC (column 7a on NF533)
<i>Contract prior month planned cost (7b)</i>	Planned cost for prior month for each RC (column 7b on NF533)
<i>HR/WYE contract prior month planned hours (7b)</i>	Prior month planned HR/WYE for each RC (column 7b on NF533)
<i>Current FY Cum to Date Actual (7c1)</i>	Actual cumulative cost and hours incurred for the current Government Fiscal Year through the prior month for each RC (column 7c1 on NF533)
<i>Current FY Cum to Date Plan (7d1)</i>	Planned cumulative cost and hours for the current Government Fiscal Year through prior month for each RC (column 7c1 on NF533)
<i>Contract ITD cost (7c2)</i>	Contract ITD cost for each RC (column 7c2 on NF533)
<i>Contract planned ITD cost (7d2)</i>	Contract planned ITD cost for each RC (column 7d2 on NF533)
<i>Current month estimated cost (8a)</i>	Cost estimate for the current month for each RC (column 8a on NF533)

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<i>Current month estimated HR/WYE (8a)</i>	HR/WYE estimate for the current month for each RC (column 8a on NF533)
<i>Next month estimated cost (8b)</i>	Estimated cost for next month for each RC (column 8b on NF533)
<i>Estimated costs (8b1)</i>	Estimated costs for out months (i.e. current month plus 2) for each RC (column 8b1 on NF533)
<i>Balance of Contract (8c)</i>	Balance of contract for the remaining estimate to complete for each RC (column 8c on NF533)
<i>Government Fiscal Year EAC (8d)</i>	Actual cumulative cost and hours incurred plus remaining estimated cost and hours for the current Government Fiscal Year (column 8d on NF533)
<i>Contractor Estimate (9a)</i>	Contractor estimate for the total estimate to complete entire scope of contract for each RC (column 9a on NF533)
<i>Contract Value (9b)</i>	Contract value based upon contract modifications for each RC (column 9b on NF533)
<i>Unfilled orders outstanding (10)</i>	Unfilled orders outstanding at the end of the reporting period for each RC (column 10 on NF533)
<i>Reporting Category level</i>	Used by NASA's accounting system to determine the RC level
<i>Reporting Category Identifier</i>	Identifies if the RC is a actual Reporting Category or a Sub-Reporting Category

A Reporting Category (RC) correlates to a task order, delivery order, or Work Breakdown Structure (WBS) and is the level at which cost is reported. Each RC can have Sub-Reporting Category line items (detailed cost elements) that add up to a RC. **The Contractor is required to coordinate with the NASA Resource Analyst assigned to the contract in order to establish and maintain the Reporting Categories the contractor shall use to comply with this data requirement.**

Column 7b (planned cost incurred/hours worked for the month) and 7d (cumulative planned cost incurred/hours worked) of the NF533M represent the negotiated baseline plan for the contract. There may not be a relationship between the estimates provided in columns 8 of the NF533M to columns 7b and 7d. Columns 7b and 7d represent the legally binding contract negotiated baseline plan plus all authorized changes.

Uncompensated overtime hours worked should be reported on NF533 reports as a separate line item or in the footnotes.

Short and long-term cost estimates, which include all data entered in columns 8 and 9a on the NF533M and NF533Q reports, shall be based on the most current and reliable information available.

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Prior period cost adjustments shall be reported in column 7a and 7c of NF533M and column 7a of the NF533Q as soon as identified with a footnote discussing the reasons for and amounts of the adjustments and time period the adjustment relates to, delineated by government fiscal year, if affecting more than one fiscal year.

Personal Property & Equipment Reporting

For all Personal Property & Equipment, purchased or fabricated, the contractor must obtain:

1. Prior approval by the Contracting Officer (CO) or their delegated Property Administrator (PA)
2. The NASA Capitalization or Expense determination from the NASA Finance Property office.

These must be obtained prior to cost being incurred for the property acquisition/fabrication. This will help ensure appropriate 533 reporting for items identified as capital. The capitalization/expense determination governs the contractor cost reporting requirements associated with the acquisition.

For all Personal Property & Equipment, purchased or fabricated, determined by NASA to be Capital, the contractor cost reporting structure to NASA shall:

1. Report the costs of each capital asset (i.e., each individual end item deliverable) as a separate reporting category on the NF 533 or other required cost reporting format.
2. Maintain a reporting structure that allows for the contractor accumulation and reporting of cost separately for each identified capital asset (i.e., each individual end item deliverable).

Capital property is defined by NASA as personal property and equipment, acquired or fabricated, that NASA will have title to and that meets all of the following criteria:

1. Has a total acquisition value equal to, or greater than, \$100,000
2. Has a useful life equal to, or greater than, 2 years (no prototypes, test articles, one time use items, etc.) and is not intended for sale in the course of normal operations
3. Has been acquired or constructed with the intention of being used, or available for use, by NASA
4. Has a planned alternative use (current or future) on another project with a separate and distinct research objective.

For all Personal Property & Equipment, purchased or fabricated, determined by NASA to be Expense, the contractor is not required to report costs at the detail asset level i.e., as a separate reporting category on the NF 533 or other required cost reporting format.

The Center Finance Property Office makes the capitalization/expense determination based on information provided by the NASA Project Manager. The Center finance property office acquires the information from the NASA Project Manager using the Form NF1739 Alternative Future Use Questionnaire (AFUQ) which is required for each asset valued at, or greater than, \$100k. The Center finance property office may utilize a supplemental questionnaire and/or additional communication with the project manager, or their associates, to ensure adequate information is obtained to make the appropriate accounting treatment determination i.e., to Capitalize or Expense the asset.

NF533 Due Dates

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(Based on JSC –STD-123. See work page for instructions.)

The due dates for the NF533M and NF533Q reports are outlined in Chapter 3 of NPR 9501.2E. The following is a summary of the NF533 due date requirements:

NF533 Report	Due Date
<i>NF533M</i>	Due no later than the 10 th working day following the close of the contractor's accounting period or the 15 th calendar day of the month, whichever is earlier.
<i>NF533Q</i>	Due no later than the 15 th calendar day of the month preceding the quarter being reported.

The due dates reflect the date the NF533 reports are received by personnel on the distribution list, not the date the reports are generated or mailed by the contractor. It is critical that the NF533 reports are submitted in a timely manner to ensure adequate time for NASA to analyze and record the cost into the NASA accounting system.

An initial NF533 report is required in the NF533Q format to be used as a baseline for the life of the contract. The initial (baseline) NF533Q report shall be submitted by the contractor within 30 days after authorization to proceed has been granted. The initial report shall reflect the original contract value detailed by negotiated reporting categories and shall be the original contract baseline plan. In addition to the initial (baseline) report, monthly NF533 reporting shall begin no later than 30 days after the incurrence of cost.

NF533 Final Submission Upon Contract Completion

Monthly NF533 reporting is no longer required once the contract is physically complete, provided the final cost report includes actual cost only (no estimates or forecasts). The contractor must continue to submit monthly NF533 reports as long as estimates for the following period are included. If the final cost of a contract changes after the submission of the "final" contractor cost report, the contractor must submit a revised NF533 report in the month the cost change is recognized.

Electronic NF533 Flat File Requirement

(will only be submitted if requested during the course of the contract)

If requested by NASA, the contractor shall submit a Flat File NF533M electronically by the same due date. The data shall be submitted via email using the Government prescribed flat file format (if requested, an example of the Agency Defined File Format layout details will be provided by NASA).

NF533 Report Distribution

LF6 Cost Accounting (1 electronic copy. If electronic copy is not signed, a signed hardcopy is required)
BJ Contracting Officer (1 hardcopy, 1 electronic copy)
LG Budget/Program Analyst (1 hardcopy, 1 electronic copy)
NA COR (1 hardcopy, 1 electronic copy)

NF533 Supplemental Reporting

Supplemental reporting requirements will be submitted during the course of the contract in accordance with direction in Appendix B.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

APPENDIX B. Required Supplemental Reporting

Annual Accounting Calendar: The contractor’s accounting calendar for the contract period of performance shall be provided in electronic format to the NASA resource analyst and Cost Accountant within 10 business days after contract award. Updates to the accounting calendar shall be provided in electronic format to the NASA resource analyst and Cost Accountant before the delivery of the subsequent NF533.

Contractor Variance Report: The contractor shall submit variance reports along with the NF533M when NF533M variances meet or exceed +/- 5% for each Reporting Category for the following items:

1. Column 7A current month (actuals) to 8A previous month (estimate)
2. Column 7A current month (actuals) to 7B current month (plan)

Quarterly Estimate Report: If the contractor’s month-end reporting does not align with the last day of the calendar month, the contractor shall provide a supplemental report for each calendar-month ending a government fiscal quarter (December, March, June, and September). The report shall be broken down by reporting category and include the original and adjusted 533M Current Month Estimated Cost and Hours (8a) that reflects the estimated costs and hours accrued through the last day of the calendar month. All estimated costs shall include unfilled orders expected to be delivered during the adjusted period. The following format shall be used for this report.

A	B	C	D	E	F	G
Reporting Category	533M Current Month Estimate (8a) - Costs	533M Current Month Estimate (8a) - Hours	Current Month Est. Adj. (Costs)	Current Month Est. Adj. (Hours)	Total Adj. Current Month Est. (Costs)	Total Adj. Current Month Est. (Hours)
					= B + D	= C + E

Annual Economic Impact Assessment: The contractor shall submit answers to the following four questions back to the NASA resource analyst in conjunction with the delivery of the October NF533M. The answers should be estimates only, as this requirement is not intended to be an extensive exercise. The information provided will be rolled-up to create Center-level estimates, and will not identify any specific contract. This information will not be shared at the contract-level with anyone outside NASA.

1. What was the on-board total headcount for this contract as of September 30th? (Please include indirects and an estimate for your major subcontractors.)
2. For the total workforce indicated in #1 above, approximately how many worked in the local Clear Lake area, including JSC? (JSC includes JSC proper, Sonny Carter Training Facility, and Ellington Field.)
3. What was the approximate dollar value of goods and services (including labor) purchased in the Houston area under this contract during the prior Government Fiscal Year?
4. What was the approximate dollar value of goods and services (including labor) purchased outside the Houston area but within the State of Texas?

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

533 Cost/WYE Detail Report: The contractor shall submit the 533 Cost/WYE Detail Report monthly in conjunction with the NF533M.

<i>S&MA 533 Cost/WYE Detail</i>												
<i>TO</i>	<i>TO Title</i>	<i>ACTUALS</i>		<i>CUM TO DATE</i>		<i>CURRENT MONTH ESTIMATE</i>		<i>CURRENT MONTH +1 ESTIMATE</i>		<i>CURRENT MONTH +2 ESTIMATE</i>		
		<i>Cost (7a)</i>	<i>WYEs</i>	<i>GFYTD Cost</i>	<i>CTD Cost (7c)</i>	<i>Cost (8a)</i>	<i>WYEs</i>	<i>Cost</i>	<i>WYEs</i>	<i>Cost</i>	<i>WYEs</i>	
TO 1	TO 1 Title											
TO 2	TO 2 Title											
TO 3	TO 3 Title											
												
TO X	TO X Title											
	Report Total											

DRAFT

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

1. DRD Title Government Property Management Plan	2. Date of current version 6/11/2012	3. DRL Line 007	RFP/Contract No. (Procurement completes) NNJ12424577R
4. Use (<i>Define need for, intended use of, and/or anticipated results of data</i>) See scope / use statement in Block 8 To describe the method of administering and Controlling Government personal property		5. DRD Category (<i>check one</i>) <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References (<i>Optional</i>) Clause 52.245-1 Government Property	7. Interrelationships (<i>e.g., with other DRDs</i>) (<i>Optional</i>)		
8. Preparation Information (<i>Include complete instructions for document preparation</i>) A. SCOPE: The Government Property Management Plan defines the Contractor’s use, maintenance, repair, protection, and preservation of Government personal property. It shall describe the Contractor’s approach to receiving, handling, stocking, maintaining, protecting, and issuing Government property. The Plan should include interaction and Department Office responsibilities. The delegated Property Administrator will request detailed procedures after contract start date.			
B. CONTENT: This plan shall reference those policies and procedures, which constitute the Contractor’s Property Management Manual and shall include at a minimum the following categories:			
<ol style="list-style-type: none"> 1. Property Management 2. Acquisition of Property 3. Receipt of Government Property <ol style="list-style-type: none"> (a) Receiving (b) Identification 4. Records of Government Property 5. Physical Inventory 6. Subcontractor Control 7. Reports 8. Relief of Stewardship <ol style="list-style-type: none"> (a) Consumed/Loss, Theft, Damage, Destruction (b) Delivered (c) Contractor Inventory Disposal (d) Abandonment of Government Property 9. Utilizing Government Property <ol style="list-style-type: none"> (a) Utilization (b) Consumption (c) Movement (d) Storage 10. Maintenance 11. Property Closeout 12. Reconcile Contractor Records with NASA Financial Property Records 13. JSC-Unique Considerations 			
C. FORMAT: The Government Property Management Plan shall be delivered in native format, and be compatible with the JSC standard software loads.			

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

D. MAINTENANCE:

See Data Requirements List (DRL).

E. DISTRIBUTION:

Distribution shall be in accordance with the DRL.

- a. Initial - Due with proposal
- b. Final - Due 30 days after contract award

F. APPLICABLE DOCUMENTS:

Federal Acquisition Regulation (FAR) 52.245-1
NASA FAR Supplement (NFS) Part 1845

G. INITIAL SUBMISSION:

Initial submission of the Property Management Plan is with the proposal. The final plan is due 30 days after contract award.

DRAFT

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

1. DRD Title Safety and Health Plan	2. Date of current version 6/11/2012	3. DRL Line 008	RFP/Contract No. (Procurement completes) NNJ12424577R
4. Use (<i>Define need for, intended use of, and/or anticipated results of data</i>) See scope / use statement in Block 8 Establishes Safety and Health Compliance Plan for Contractors providing support to JSC organizations ***The Office of Primary Responsibility for this DRD is the JSC Safety and Test Operations Division		5. DRD Category (<i>check one</i>) <input type="checkbox"/> Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> SR&QA	
6. References (<i>Optional</i>) OSHA CSP 03-01-003, Voluntary Protection Program (VPP): Policies and Procedures Manual JSC 17773, Rev C, Instructions for Preparation of Hazard Analysis for JSC Ground Operations JPR 1700.1, Rev J, JSC Safety and Health Handbook	7. Interrelationships (<i>e.g., with other DRDs</i>) (<i>Optional</i>) DRD 009 Safety and Health Program Self Evaluation		
8. Preparation Information (<i>Include complete instructions for document preparation</i>) <p>Frequency of Submission. Initial submission with the proposal. Upon NASA approval, the Contractor’s Safety and Health Compliance Plan become a Contractual Requirement.</p> <p>Distribution: After the plan is approved by NASA, the CO will retain the plan in the Contract file. The Contractor will send additional copies to each of the following: Contracting Officer (1 hard copy, 1 electronic copy) NS/Safety and Test Operations Division (2 hard copies, 1 electronic copy) JSC Occupational Health Officer (1 hard copy) JSC Emergency Preparedness Office (1 hard copy)</p> <p>Subsequent Revisions to the Plan: Review the plan annually or as directed by the CO. The plan shall be updated to meet the latest OSHA, JSC, and VPP requirements. Provide a copy of the updated plan with the changes highlighted to the distribution list above at the start of each Contract year. If no changes are required after the annual review, notify the individuals in the distribution list in writing to that affect.</p> <p>Other Deliverables: The requirements for this plan as detailed in the instructions on plan content below include instructions for specific reports and data to be submitted to the Government. These instructions are to be included in the plan and represent contractual commitments by the Contractor to provide this information. The reports and deliverables include the following (along with paragraph references):</p> <ul style="list-style-type: none"> 1.5.2 Company Physician/Occupational Injury/illness case manager – at contract start and as revised. 1.5.3 Building Fire Wardens (Roster) 1.5.4 Designated Safety Official 1.8.2 Safety and Health Self Evaluation Report 1.9.1 Roster of Terminated Employees 1.9.2 Material Safety Data Sheets (MSDS) 			

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

- 1.9.3 Hazardous Materials Inventory
- 2.1.1 Job Hazard Analysis for Offices (when revised after contractor review)
- 2.3 Inventory of Hazardous Operations
- 2.4 Inspection results entered in Building Inspection Tracking System (BITS)
- 2.4.2 Monthly Metrics Report – inspection finding and corrective actions
- 2.4.2 Hazard Abatement Tracking System – for hazards open more than 30 days.
- 2.6 Close calls forwarded to JSC close call tracking system.
- 2.7.1 Mishap reporting and Lessons Learned.
- 2.7.2.a JSC Form 288, “Accident/Incident Statistics”
- 2.7.2.b OSHA logs
- 3.1, 3.12 Hazards recorded in JSC Hazard Abatement Tracking System.
- 3.12.3 Interim and Final Abatement Plans.

Format:

1. Cover page - to include as a minimum, blocks for the signatures of Contractor's project manager and designated safety official; NASA COTR; JSC Safety and Test Operations Division: JSC Occupational Health Officer; and the NASA Contracting Officer. Other signatures may be required at the discretion of the Government. Once approved by NASA, signatures will be collected and the plan placed on the contract.
2. Table of Contents. See content below.
3. Body of plan - as required. Contractor's format is acceptable but should be aligned with the elements of the content below.
4. When preparing its plan, the Offeror/Contractor is expected to review all the items below and tailor its plan accordingly. Tailoring is the process of identifying those items that must be performed to assure the safety of the contractor's employees while performing work on the contract. The contractor is part of a larger program – the NASA safety program – which has other contracted employees, civil servants, and other third parties that must be protected from any hazard in the workplace wherever they arise. This includes the following:
 - a. Hazards associated with work done on contractual tasks.
 - b. Hazards that arise from non-contractual operations in the vicinity of contractor's workers.
 - c. Hazards that arise from contractual operations which may affect the safety and health of individuals and assets outside this contract.
5. The plan will clearly identify those resources to be provided by the Contractor and proposed resources to be provided by the Government. This review and supporting rationale is to be made available to the Government as part of this plan. It can be documented as a checklist or outline, inserted directly in the body of the plan, or in any format developed by the Contractor that clearly conveys the results of this review including the basis for any underlying assumptions. For further information, see the LIST OF INSTALLATION PROVIDED FACILITIES AND SERVICES provided in this RFP.
6. The plan must cover the prime contractor and all subcontractors.

Details:

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(Based on JSC –STD-123. See work page for instructions.)

1. MANAGEMENT LEADERSHIP AND EMPLOYEE PARTICIPATION

1.1 Policy: Provide the Contractor's safety and health compliance policy statement with the plan. Compare the Contractor's policy statement with those of NASA and OSHA and discuss any differences.

1.2 Goals and Objectives. Describe your approach to the following:

1.2.1 Specific annual safety and health goals and objectives to be met.

1.2.2 Methods to be used, if any, to improve on the Days Away Case Rate (DACR), the Total Recordable Injury Rate (TRIR), and the total Days Away plus Restricted Duty plus Job Transfer (DART).

1.3 Management Leadership. Describe management's procedures for implementing its sustaining commitment to safety and health compliance through visible management activities and initiatives including a commitment to exercise management prerogatives to ensure workplace safety and health. Describe processes and procedures to making this visible in all Contract and subcontract activities and products. Include a statement from the project manager or designated safety official indicating that the plan will be implemented as approved and that the project manager will take personal responsibility for its implementation.

1.4 Employee Involvement. Describe procedures to promote, implement, and sustain employee (e.g., non-supervisory) involvement in safety and health compliance program development, implementation and decision-making. Describe the scope and breadth of employee participation to be achieved so that approximate safety and health risk areas of the Contract are equitably represented. Describe methods to be used to obtain employee buy in and address the behavioral aspects of safety.

1.5 Assignment of Responsibility. Describe line and staff responsibilities for safety and health program implementation. Identify any other personnel or organization that provides safety services or exercises any form of control or assurance in these areas. State the means of communication and interface concerning related issues used by line, staff, and others (such as documentation, concurrence requirements, committee structure, sharing of the work site with NASA and other Contractors, or other special responsibilities and support). As a minimum, the Contractor will identify the following:

1.5.1 Safety Representative - identify by title, the individual who will be trained and certified in accordance with JPR 1700.1 to be responsive to Center-wide safety, health and fire protection concerns and goals, and who will participate in meetings and other activities related to the JSC Safety and Health program.

1.5.2 Company Physician/Occupational Injury/illness case manager - identify a point of contact who is responsible for the transfer or receipt of company medical data and who will be the primary contact for the company in the event any employee suffers a work related injury or illness (such as the company physician) by name, address, and telephone number to the JSC Occupational Medicine Clinic, mail code SD32. This will facilitate communication of medical data to Contractor management. Prompt notification to the JSC Occupational Medicine Clinic shall be given of any changes that occur in the identity of the point of contact.

1.5.3 Building Fire Wardens - provide a roster of fire wardens at the start of each Contract year (their names, telephone numbers and pagers, and mail codes). Contractor fire wardens are needed to facilitate the JSC fire safety program, including coordination of related issues with NASA facility managers and emergency planning and response officials and their representatives. Fire wardens will be trained in accordance with JPR 1700.1. The Roster shall be maintained by letter to the JSC Safety and Test Operations Division, mail code NS2, with

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

copies to the Contracting Officer and the Contracting Officers Technical Representative. The initial letter shall be received by the Government not later than 15 days after contract start.

1.5.4 Designated Safety Official - identify by title the official(s) responsible for implementation of this plan and all formal contacts with regulatory agencies and with NASA.

1.6 Provision of Authority. Describe consistency of the plan for compliance with applicable NASA and JSC requirements and contractual direction as well as applicable Federal, State, and Local regulations and how compliance will be maintained throughout the life of the contract.

1.7 Accountability. Describe procedures for ensuring that management and employees will be held accountable for implementing their tasks in a safe, healthful, and environmentally compliant manner. The use of traditional and/or innovative personnel management methods (including discipline, motivational techniques, or any other technique that ensures accountability) will be referenced as a minimum and described as appropriate.

1.8 Program Evaluation. Describe your approach to safety and health program evaluation. The program evaluation consists of:

1.8.1 [RESERVED.]

1.8.2 A written self-evaluation report to be delivered once per year. The self evaluation shall be provided for the Contractor performance evaluation. The self-evaluation shall follow the VPP program evaluation report format found in OSHA CSP 03-01-003, Voluntary Protection Program (VPP): Policies and Procedures Manual, Appendix C, "Format for Annual Submissions", as mandated by the cognizant OSHA regional office. Contractors who have submitted a written self-evaluation as a VPP site may submit their original report to OSHA in lieu of writing a new self-evaluation provided that all action plans and status are updated. The self-evaluation shall as a minimum cover the elements of the approved safety and health plan.

1.9 Miscellaneous Reports. The Contractor will acknowledge the following as standing requests of the Government and to be handled as described below.

1.9.1 Roster of Terminated Employees. Identify personnel terminated by the contractor. Send to the JSC Occupational Health Officer, no later than 30 days after the end of each contract year. At the contractor's discretion, the report may be submitted for personnel changes during the previous year or cumulated for all years. Information required:

- a. Date of report, Contractor identity, and Contract number.
- b. For each person listed, provide name, social security number, and date of termination.
- c. Name, address, and telephone number of Contractor representative to be contacted for questions or other information.

1.9.2 Material Safety Data Sheets (MSDS). The Contractor shall prepare and/or deliver MSDS for hazardous materials brought onto Government property or included in products delivered to the Government. This data is required by the Occupational Safety and Health Administration (OSHA) regulation, 29 CFR 1910.1200, "Hazard Communication", EPA "Emergency Planning and Community Right-to-Know (EPCRA, ref. 40 CFR 302, 311, 312); and the Texas Department of Health (TDH, ref. Chapters 505-507 of the Health and Safety

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Code), and Federal Standard 313 (or FED-STD-313), “Material Safety Data, Transportation Data and Disposal Data for Hazardous Materials Furnished to Government Activities”, as revised. This inventory is also required by JPR 1700.1, “JSC Safety and Health Handbook”, as revised. 1 copy of each MSDS will be sent upon receipt of the material for use on NASA property to the JSC Central MSDS Repository, maintained by the JSC Occupational Medicine Occupational Health contractor, along with information on new or changed locations and/or quantities normally stored or used. If the MSDS arrive with the material and is needed for immediate use, the MSDS shall be delivered to the Central MSDS Repository by close of business of the next working day after it enters the site.

1.9.3 Hazardous Materials Inventory. The Contractor shall compile an inventory report of all hazardous materials it has located on Government property quarterly, and which is within the scope of 29 CFR 1910.1200, “Hazard Communication”; and Federal Standard 313 (or FED-STD-313), “Material Safety Data, Transportation Data and Disposal Data for Hazardous Materials Furnished to Government Activities”, as revised. This inventory is also required by JPR 1700.1, “JSC Safety and Health Handbook”, as revised. The call for this inventory and instructions for delivery will be issued by the JSC Occupational Medicine Occupational Health contractor, mail code SD33. This information shall use the format used by JSC for chemical inventory compilation to provide the following:

- a. The identity of the material (product number, chemical, manufacturer, and NSN as available).
- b. The location of the material by building, room and area/cabinet number.
- c. The quantity of each material normally kept at each location (number of containers, container size, type container, unit of measure, conversion factor, storage temp & pressure, physical state/form, specific gravity, total pounds).
- d. Peak quantity stored.
- e. Actual or estimated rate of annual usage of each chemical.

1.10 Government Access to Safety and Health Program Documentation. The Contractor shall recognize, in its plan, that all safety and health documentation (including relevant personnel records) be available for inspection or audit at the Government’s request. Electronic access by the Government to this data is preferred as long as Privacy Act requirements are met and Government safety and health professionals and their representatives have full and unimpeded access for review and audit purposes. For Contractor activities conducted on NASA property, the Contractor will identify what records will made available to the Government in accordance with the criteria of OSHA as implemented in JPR 1700.1, “JSC Safety and Health Handbook”, as revised. For the purpose of this plan, safety and health documentation includes but is not limited to: logs, records, minutes, procedures, checklists, statistics, reports, analyses, notes, or other written or electronic document which contains in whole or in part any subject matter pertinent to safety, health, or emergency preparedness.

1.11 Review and Modification of Safety Requirements. The Contractor may be requested to participate in the review and modification of safety requirements that are to be implemented by the Government including any referenced documents therein. This review activity will be implemented at the direction of the NASA Contracting Officer’s Technical Representative (COTR) in accordance with established contractual procedures.

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(Based on JSC –STD-123. See work page for instructions.)

1.12 Procurement. Identify procedures used to assure that procurements are reviewed for safety and health compliance considerations and those specifications contain appropriate safety criteria and instructions. Set forth authority and responsibility to assure that safety tasks are clearly stated in subcontracts.

1.13 Certified Professional Resources. Discuss your access to certified professional resources for safety and health protection. Discuss their roles in motivation/awareness, worksite analysis, hazard prevention and control, and training.

2. WORKSITE ANALYSIS

2.1 ANALYSIS OF Worksite Hazards. Contractor worksite hazards shall be systematically identified through a combination of surveys, analyses, and inspections of the workplace, investigations of mishaps and close calls, and the collection and trend analysis of safety and health data such as: records of occupational injuries and illnesses, findings and observations from preventive maintenance activities, facilities related incidents related to partial or full loss of systems functions; etc. Describe how hazards identified by any of the techniques identified below shall be ranked, processed, and mitigated in accordance with JPR 1700.1. All hazards on NASA property, which are immediately dangerous to life or health, shall be reported immediately to the Safety and Test Operations Division. All safety engineering products that address operations, equipment, etc., on NASA property will be subject to JSC Safety and Test Operations Division review and concurrence unless otherwise waived by the JSC Safety and Test Operations Division.

2.2 Industrial Hygiene. Describe your industrial hygiene program and how it will be coordinated with the JSC Government provided resources for industrial hygiene. In the event corporate resources are used to determine workplace exposures, copies of all monitoring data shall be provided to JSC Occupational Medicine Occupational Health contractor within 15 days of receipt of results.

2.3 Hazard Identification. Describe the procedures and techniques to be utilized to compile an inventory of hazards associated with the work to be performed on this Contract. This inventory of hazards shall address the work specified in this Contract as well as operations and work environments in the vicinity or in close proximity to Contract operations. The results will be reported to the Government in a manner suitable for inclusion in facilities baseline documentation as a permanent record of the facility. Specific techniques to be considered include:

2.3.1 Comprehensive Survey - A "wall to wall" engineering assessment of the Contractor's worksite, which includes the Government furnished facilities to be used by the contractor and the immediate vicinity in which contractual work or tasks will be performed. This assessment encompasses facilities, equipment, materials, and processes.

2.3.2 Change (Pre-use) Analysis - Typically addresses modifications in facilities, equipment, processes, and materials (including waste); and related procedures for operations and maintenance. Change analyses periodically will be driven by new or modified regulatory and NASA requirements.

2.3.3 Hazard Analysis - May address facilities, systems/subsystems, operations, processes, materials (including waste), and specific tasks or jobs. Analyses and report formats will be in accordance with JSC 17773, "Preparing of Hazard Analyses for JSC Ground Operations."

2.3.4 The Contractors safety plan will describe the flow of the findings of the comprehensive survey of hazards into hazard analyses and job hazard analyses and subsequently into controls such as design, operations, processes, procedures, performance standards, and training. The contractor will discuss its approach to notify

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(Based on JSC –STD-123. See work page for instructions.)

NASA and other parties external to the contract work of its identified hazards and subsequent analyses and controls.

2.4 Inspections. Includes assignments, procedures, and frequency for regular inspection and evaluation of work areas for hazards and accountability for implementation of corrective measures. The Contractor will describe administrative requirements and procedures for control of regularly scheduled inspections for fire and explosion hazards. The Contractor has the option, in lieu of this detail, to identify policies and procedures with the stipulation that the results (including findings) of inspections conducted on NASA property or involving Government furnished property will be documented in safety program evaluations or the monthly Accident/Incident Summary reports. Inspections will identify:

- a. Discrepancies between observed conditions and current requirements, and,
- b. New (not previously identified) or modified hazards.
- c. Use of JSC's Hazard Abatement Tracking System to manage hazards onsite at JSC (see paragraph 3.12 below).

2.5 Protective Equipment - Set forth procedures for obtaining, inspecting, and maintaining all appropriate protective equipment, as required, or reference written procedures pertaining to this subject. Set forth methods for keeping records of such inspections and maintenance programs.

2.6 Employee Reports of Hazards - Identification of methods to encourage employee reports of hazardous conditions (e.g., close calls) and analyze/abate hazards. The Contractor will describe steps it will take to create reprisal-free employee reporting with emphasis on management support for employees and describe methods to be used to incorporate employee insights into hazard abatement and motivation/awareness activities.

2.7 Accident and Record Analysis

2.7.1 Mishap Investigation – identification of methods to assure the reporting and investigation of mishaps including corrective actions implemented to prevent recurrence. The Contractor will describe the methods to be used to report and investigate mishaps on NASA property and on Contractor or third party property. The Contractor will describe its procedures for implementing immediate notification of NASA using the call tree in 2.7.1.a below. The use of the quick incident reports found at the lower center of the home page of the NASA Incident Reporting Information System (IRIS) at <https://nasa.ex3host.com/iris/newmenu/login.asp> and use of NASA forms as specified in JPR1700.1 or any alternate forms used by Contractor. The contingency plan will emphasize timely notification of NASA; preliminary and formal investigation procedures; exercise of jurisdiction over a mishap investigation involving NASA and other contractor personnel; preparation and submission of a formal report to NASA; follow up of corrective actions; communication of lessons learned to NASA; and solutions to minimize duplications in reporting and documentation including use of alternate forms, etc. The Contractor will discuss its procedures for immediate notification requirements for fires, hazardous materials releases, and other emergencies. The Contractor will include appropriate details to address the following:

Note: the NASA Form 1627 is not attached since it is a three part carbonless form not conducive to reproduction. This form is NOT available from JSC or NASA forms management; it can be obtained from the following link: <http://jschandbook.jsc.nasa.gov/>.

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(Based on JSC –STD-123. See work page for instructions.)

- a. The Contractor will include a mishap contingency plan as part of the Safety and Health Plan which meets the requirements of NPR 8621.1B, “NASA Procedural Requirement for Mishap and Close Call Reporting, Investigating, and Recordkeeping”, and JPR 1700.1, ****JSC Safety and Health Handbook****. The plan will identify the method of immediately notifying NASA in the advent of a type A or B mishap or C property damage mishap and close call with equivalent potential so NASA may take custody of the mishap scene and initiate its investigation as soon as it is safe following the mishap. The Contractor will immediately contact the JSC Safety and Test Operations Division at 281-483-1935 for guidance when a Type A or B mishap or Type C property damage mishap occurs in the course of performing work on a NASA Contract in whole or in part. The contingency plan will clearly identify the Government investigation as taking precedence over any contractor investigation.
- b. For Type C injuries and all lower level mishaps, the Contractor will perform its own investigation and submit a report to NASA in accordance with the requirements of NPR 8621.1. The Contractor will ensure that NASA is promptly notified of any Type D mishap so that NASA provides a civil servant to oversee the investigation in an ex officio capacity prior to start of any formal investigation. All initial reports and selected follow up reporting will be accomplished using IRIS.
- c. When a NASA investigation is required, witnesses will be identified and their names and contact information provided to NASA investigator but witness statement must be requested and collected by NASA. Such statements will be retained by the Government as part of the mishap file in accordance with NPR 8621.1.
- d. The Contractor will deliver to NASA mishap reports which shall include the data specified in NPR 8621.1 for the level of mishap. NASA approval and endorsements will be required as specified in NPR 8621.1 and included in the approved Safety and Health Plan.

2.7.2 Trend Analysis – Describe approach to performing trend analysis of data (occupational injuries and illnesses; facilities, systems, and equipment performance; maintenance findings; etc.). Discuss methods to identify and abate common causes indicated by trend analysis. In support of site-wide trend analysis to be performed by the Government, the Contractor will discuss method of providing data as follows.

- a. Accident/Incident Summary Report - The Contractor shall prepare and deliver Accident/Incident Summary Reports as specified on JSC Form 288, “Accident/Incident Statistics” as revised. All new and open mishaps, including vehicle accidents, incidents, injuries, fires, and close calls shall be described in summary form along with current status. Negative reports are also required monthly. Report frequency is monthly; date due is the 10th days of the month following each month reported. Report to be delivered to the JSC S & MA Directorate through the Safety and Test Operations Division, mail code NS2, by fax to 281-244-0426 or by attaching to an e-mail and transmitting to JSC-Safety-Report-Submittals@mail.nasa.gov.
- b. Log of Occupational Injuries/Illnesses
 - i. For each establishment on and off NASA property that performs work on this Contract, the Contractor shall deliver, to the Government, a copy of its annual summary of occupational injuries and illnesses (OSHA 300 and OSHA 300A or equivalent) as described in Title 29, Code of Federal Regulations, Subpart 1904.5 If the Contractor is exempt by regulation from maintaining and publishing such logs, equivalent data in Contractor’s format is acceptable (such as loss runs from insurance carrier) which contains the data required by JSC Form 288.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

- ii. Data shall be compiled and reported by calendar year and provided to the Government within 45 days after the end of the year to be reported (e.g. not later than February 15 of the year following).

3. HAZARD PREVENTION AND CONTROL

3.1 Identified hazards must be eliminated or controlled. In the multiple employer environment of the Center, it is required that hazards including discrepancies and corrective actions be collected in a Center wide information system Hazard Abatement Tracking System (HATS) for risk management purposes. Describe your approach to implementing this requirement.

3.2 Appropriate Controls. Discuss approach to consideration and selection of controls. Discuss use of hazard reduction precedence sequence (see JPR 1700.1). Discuss approach to identifying and accepting any residual risk. Discuss implementation of controls including verifying effectiveness. Discuss scope of coverage (hazardous chemicals, equipment, energies, etc.). Discuss need for coordination with safety, health, and emergency authorities at NASA.

3.3 Hazardous Operations and Processes. Establish methods for notification of personnel when hazardous operations and processes are to be performed in their facilities or when hazardous conditions are found to exist during the course of this Contract. JPR 1700.1 will serve as a guide for defining, classifying, and prioritizing hazardous operations; 29 CFR 1910.119 will be the guide for hazardous processes when the material or process meets the requirements therein. Develop and maintain a list of hazardous operations and processes to be performed during the life of this Contract. The list of hazardous operations and processes will be provided to JSC as part of the plan for review and approval. JSC and the Contractor will decide jointly which operations and processes are to be considered hazardous, with JSC as the final authority. Before hazardous operations or processes commence, the Contractor will develop a schedule to develop written procedures with particular emphasis on identifying the job safety steps required. NASA will have access on request to any Contractor data necessary to verify implementation. For all identified operations or processes that may have safety or health implications outside Contract operations, the Contractor shall identify such circumstances to the JSC Safety and Test Operations Division and Occupational Health Officer who will provide additional instructions for further NASA management review and approval.

3.4 Written Procedures. Identification of methods to assure that the relevant hazardous situations and proper controls are identified in documentation such as inspection procedures, test procedures, etc., and other related information. Describe methods to assure that written procedures are developed for all hazardous operations, including testing, maintenance, repairs, and handling of hazardous materials and hazardous waste. Procedures will be developed in a format suitable for use as safety documentation (such as a safety manual) and be readily available to personnel as required to correctly perform their duties.

3.5 Hazardous Operations Permits. Identify facilities, operations and/or tasks where hazardous operations permits will be required as specified in JPR 1700.1 such as confined space entry, hot work, etc. Set forth guidance to adhere to established NASA JSC procedures. Clearly state the role of the safety group or function to control such permits.

3.6 Operations Involving Potential Asbestos Exposures. Set forth method by which compliance is assured with JSC Asbestos Control Program as established in JPR 1700.1, as revised.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

- 3.7 Operations Involving Exposures to Toxic or Unhealthful Materials. Such operations must be evaluated by the JSC Occupational Health Office and must be properly controlled as advised by same. JSC Occupational Medicine must be notified prior to initiation of any new or modified operation potentially hazardous to health.
- 3.8 [RESERVED.]
- 3.9 Baseline Documentation. Discuss the Contractor's responsibilities for maintaining facilities baseline documentation in accordance with JSC requirements. The Contractor will implement any facilities baseline documentation tasks (including safety engineering) as provided in the Contractor's plan approved by NASA or as required by Government direction.
- 3.10 Preventive Maintenance. Discuss approach to preventive maintenance. Describe scope, frequency, and supporting rationale for your preventive maintenance program including facilities and/or equipment to be emphasized or de-emphasized. Discuss methods to promote awareness in the NASA community (such as alerts, safety flashes, etc.) when preventive maintenance reveals design or operational concerns in facilities and equipment (and related processes where applicable).
- 3.11 Medical (Occupational Healthcare) Program. Discuss the Contractor's medical surveillance program and injury/illness case management to evaluate personnel and workplace conditions to identify specific health issues and prevent degradation of personnel health as a result of occupational exposures. Discuss approach to Cardiopulmonary Resuscitation (CPR), first aid, and, return to work policies and the use of Government provided medical and emergency facilities for the initial treatment of occupational injuries/illnesses.
- 3.12. Hazard Correction and Tracking. Discuss your system for correcting and tracking safety, health, and environmental hazards with particular emphasis on integration with JSC's Hazard Abatement Process (found on line @ <http://www.srqa.jsc.nasa.gov/HATS/>). (The scope is restricted to establishments at JSC, Sonny Carter Training Facility, and Ellington Field.) This includes the following:
- 3.12.1 Personnel Awareness of Hazards. Discuss your approach to communicate unsafe conditions and approved countermeasures to your employees. Discuss your approach to communicating such conditions to the Government and other Contractors whose personnel may be exposed to such unsafe conditions. Discuss communications with Facility Managers. Discuss use of the NASA Lessons Learned Information System for both obtaining lessons from other sources and as a repository for lessons learned during performance of the Contract.
- 3.12.2. Interim and Final Abatement Plans - Describe how you will approach interim and final abatement of hazards. Describe how you will provide data to the JSC HATS for all hazards within Contractor-occupied facilities that are not finally abated (all interim and final abatement actions completed) within 30 days of discovery. Discuss your approach to posting such plans using JSC Form 1240, "JSC Notice of Safety or Health and Action Plan", or equivalent. Discuss compatibility of your system with JSC's role of facility managers in abatement planning, implementation, and verification.
- 3.13 Disciplinary System. Describe your system for ensuring safety and health discipline in your personnel (including subcontractors). Describe your approach to modifying personnel behaviors when personnel are exhibiting discrepant safety and health performance.
- 3.14 Emergency Preparedness. Discuss approach to emergency preparedness and contingency planning which addresses fire, explosion, inclement weather, etc. Discuss compliance with 29 CFR 1910.120 (HAZWOPER) and role in JSC Incident Command System (see JPR 1700.1 for details). Discuss methods to be

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

used for notification of JSC emergency forces including emergency dispatcher, safety hotline, director's safety hotline, etc. Discuss establishment of pre-planning strategies through procedures, training, drills, etc. Discuss methods to verify emergency readiness.

4. SAFETY AND HEALTH TRAINING

4. Discuss the following:

4.1 Describe the Contractor's training program including identification of responsibility for training employees to assure understanding of safe work practices, hazard recognition, and appropriate responses for protective and/or emergency countermeasures, including training to meet Federal, State, and Local regulatory requirements.

4.2 Describe approach to identifying training needs including traceability to exercises such as job safety analyses, performance evaluation profiles, hazard analyses, mishap investigations, trend analyses, etc.

4.3 Describe approach to training personnel in the proper use and care of personal protective equipment (PPE).

4.4 Discuss tailoring of training towards specific audiences (management, supervisors, and employees) and topics (safety orientation for new hires, specific training for certain tasks or operations).

4.5 Discuss approach to ensure that training is retained and practiced. Discuss personnel certification programs. Certifications should include documentation that training requirements and physical conditions have been satisfied (examples include physical examination, testing, and on-the-job performance).

4.6 Address utilization of JSC safety and health training resources (such as asbestos worker training/certification, hazard communication, confined space entry, lockout/tag-out, etc.) as appropriate with particular emphasis on programs designed for the multiple employer work environment on NASA property. If the Contractor wishes to train their personnel in any regulatory mandated training, an agreement will be secured with JSC Occupational Safety Branch and Occupational Health and Test Operations Division and the JSC Occupational Health Officer Support office prior to beginning training. The agreement will ensure that safety and health training resources available from NASA are utilized where appropriate.

4.7 Discuss approach to making all training materials and training records available to NASA, and other Federal, state, and local agencies for their review upon request.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

<p>1. DRD Title</p> <p>Safety and Health Program Self Evaluation</p>	<p>2. Date of current version</p> <p style="text-align: center;">6/11/2012</p>	<p>3. DRL Line</p> <p style="text-align: center;">009</p>	<p>RFP/Contract No. (Procurement completes)</p> <p style="text-align: center;">NNJ12424577R</p>
<p>4. Use (<i>Define need for, intended use of, and/or anticipated results of data</i>) See scope / use statement in Block 8</p> <p>Self evaluation of Contractor's safety and health program performance.</p>		<p>5. DRD Category (<i>check one</i>)</p> <p><input type="checkbox"/> Technical</p> <p><input type="checkbox"/> Administrative</p> <p><input checked="" type="checkbox"/> SR&QA</p>	
<p>6. References (<i>Optional</i>)</p>	<p>7. Interrelationships (<i>e.g., with other DRDs</i>) (<i>Optional</i>)</p> <p>DRD 008 Safety and Health Plan</p>		
<p>8. Preparation Information (<i>Include complete instructions for document preparation</i>)</p> <p><u>CONTENT:</u></p> <p>The Contractor must conduct an annual self-evaluation of its safety and health program as required by its safety and health plan.</p> <p>Information required:</p> <ol style="list-style-type: none"> a. The internal assessment of safety and health program effectiveness during the report period (i.e., the previous year) indicating the status of goals or objectives previously established and areas of strength and weakness in Contractor safety program performance. b. Safety and health concerns and resolutions relating to JSC operations which may have been identified during the report period. c. Unresolved safety and health concerns relating to JSC operations which the Contractor feels merit attention of JSC safety and health management. d. The goals and objectives of the Contractor safety and health program for the next report period. e. An analysis of the contractor's performance at JSC-administered establishments in each of the 32 Voluntary Protection Program sub-elements found in the Federal Register Notice 65:45649-45663, July 24, 2000. f. Attach action plans for identified problem areas. Action plans must include schedule for periodic progress reports to the Government on a frequency agreed to by the Government and the Contractor for each problem area. <p><u>FORMAT:</u></p> <p>As required by the cognizant OSHA regional office. Contractors who have submitted a written self-evaluation as a VPP site may submit their original report to JSC in lieu of writing a new self-evaluation provided that all action plans and status are updated.</p> <p><u>FREQUENCY OF SUBMISSION:</u></p> <p>Report due September 30th of each year.</p>			

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

<p>1. DRD Title</p> <p>Lessons Learned Program Plan</p>	<p>2. Date of current version</p> <p>6/11/2012</p>	<p>3. DRL Line</p> <p>010</p>	<p>RFP/Contract No. (Procurement completes)</p> <p>NNJ12424577R</p>
<p>4. Use (<i>Define need for, intended use of, and/or anticipated results of data</i>) See scope / use statement in Block 8 Establishes Process for obtaining Lessons Learned from Contractor for possible publication in JSC Lessons Learned Database (LLDB) and NASA Lessons Learned Information System (LLIS)</p>		<p>5. DRD Category (<i>check one</i>)</p> <p><input type="checkbox"/> Technical</p> <p><input type="checkbox"/> Administrative</p> <p><input checked="" type="checkbox"/> SR&QA</p>	
<p>6. References (<i>Optional</i>)</p> <p>AG-CWI-001, Work Instruction for JSC Lessons Learned Process NPR 7120.5D, NASA Program and Project Management Processes and Requirements NPR 7120.6, Lessons Learned Process NPR 8621.1B, NASA Procedural Requirements for Mishap Reporting, Investigating, and Recordkeeping NPR 8715.3, Rev. C, NASA General Safety Program Safety Manual</p>	<p>7. Interrelationships (<i>e.g., with other DRDs</i>) (<i>Optional</i>)</p>		
<p>8. Preparation Information (<i>Include complete instructions for document preparation</i>)</p> <p>CONTENT:</p> <p><u>Lessons Learned Program Plan:</u> The contractor will develop and implement a lessons learned program plan consistent with the areas defined in the statement of work and/or the work breakdown structure. The lessons learned program plan will include:</p> <ol style="list-style-type: none"> a. Lessons learned program structure and management responsibility for lessons learned. b. Lessons Learned advocacy throughout the contracted effort. c. Approach to selection, review, and validation of lessons learned using contract and government assets. d. Approach used to balance trade secret and security imperatives vice government rights in data and the need to capture lessons for publication in Government information systems and processes. e. The dissemination of lessons learned throughout appropriate NASA programs including the retrieval and dissemination of lessons published in the JSC LLDB and the NASA LLIS. f. Information on the successful use of retrieved lessons including how they were used, by whom, for what purposed, and implementation detail delivered to the Government as additional recommendations for previously published lessons. g. Goals for the contractor’s lessons learned program including schedules, scope, breadth, quality, and quantity of lessons the Government can expect as delivered lessons. Appropriate metrics for identification, publication, and dissemination are highly desirable. h. The approach to the selection of media to be used for of supporting data inclusion with each lesson learned (such as photographs, analyses, diagrams, schematics, drawings, and streamed video.) 			

Access to the JSC Lessons Learned Database and the NASA Lessons Learned Information System:

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(Based on JSC –STD-123. See work page for instructions.)

- a. To obtain access privileges to the JSC LLDB, JSC Domain Internet access is required to enter and review lessons learned information. The JSC LLDB is accessible at <http://iss-www.jsc.nasa.gov/ss/issapt/lldb/>
- b. To obtain access to the NASA LLIS, go to <http://llis.gsfc.nasa.gov> and follow instructions.

Criteria for Selecting Lessons Learned: Uncommon insight arising from any event or observation that will benefit from sharing with a larger community of interested parties. Lessons learned are intended to prevent recurrence of undesirable events and to allow NASA and its team members to capitalize to the greatest extent practical on unique successes requiring documented insight for retrieval on demand. Sharing of lessons with other Government agencies is also expected.

Frequency of Submission for Lessons Learned: As follows (in order of decreasing Government preference):

- a. Data entry to the JSC LLDB or NASA LLIS within 30 days of a triggering event;
- b. Within 30 days of a program milestone, mishap investigation, or hazard or other engineering analysis / evaluation is completed; or
- c. 30 days prior to end of contract evaluation period or 45 days prior to end of contract, whichever is applicable.

Distribution of Lessons:

- a. Lessons are distributed by entry into the JSC LLDB which submits lessons to the NASA LLIS once approved and published. The NASA Lessons Learned Information System may be used directly if the contractor is outside the JSC domain or firewall.
- b. Contracting Officer's Technical Representative (COTR), one (1) copy

Content of Lessons:

- a. Subject - one line subject of the lesson.
- b. Lesson Learned - usually one sentence that describes insight gained.
- c. Description of Event - narrative that describes what happened.
- d. Recommendations - may be an action plan, suggestion, etc., that was adopted at event source.
- e. Supporting documentation – submit as needed to augment understanding of lesson (photographs with or without pointers and text labels), illustrations, drawings, etc.)
- f. Contact name and e-mail address (for follow up by Government prior to publication of lesson)

Definitions: Refer to NASA LLIS at <http://llis.gsfc.nasa.gov> and AG-CWI-001 for definitions of terms used.

Evaluation of Contactor Lessons Learned Program Performance: The following characteristics are evaluated by the Government in order of decreasing importance:

- a. Effectiveness of approach to lessons learned advocacy.
- b. Ability to recognize and capitalize on lessons learned in a timely manner.
- c. Breadth of participation by the contracted effort to include from where lessons originate for publication and to whom lessons are disseminated for use by contract assets.
- d. Technical quality of lessons submitted including thoroughness and readiness of supporting documentation for publication.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

<p>1. DRD Title</p> <p>Quality Plan</p>	<p>2. Date of current version</p> <p style="text-align: center;">6/11/2012</p>	<p>3. DRL Line</p> <p style="text-align: center;">011</p>	<p>RFP/Contract No. (Procurement completes)</p> <p style="text-align: center;">NNJ12424577R</p>
<p>4. Use (<i>Define need for, intended use of, and/or anticipated results of data</i>) See scope / use statement in Block 8</p> <p>The Quality Manual is used to document the specific details of the Contractor's Quality Management System (QMS) including management commitment to quality, system elements, policy, and practice. The Manual is used to assess the proposed QMS for compliance with ANSI/ISO/ASQ Q9001-2008. and AS9100:2009 for work that is both critical and complex.</p>		<p>5. DRD Category (<i>check one</i>)</p> <p><input type="checkbox"/> Technical</p> <p><input type="checkbox"/> Administrative</p> <p><input checked="" type="checkbox"/> SR&QA</p>	
<p>6. References (<i>Optional</i>)</p> <p>JPR 1280.2 JSC Policy Directive - Quality Policy</p> <p>ANSI/ISO/ASQ Q9001:2008, Quality Management Systems Requirements, AS9100:2009 Quality Management System Requirements for Aviation, Space and Defense Organizations</p>	<p>7. Interrelationships (<i>e.g., with other DRDs</i>) (<i>Optional</i>)</p> <p>DRD 001 Contract Management Plan</p>		
<p>8. Preparation Information (<i>Include complete instructions for document preparation</i>)</p> <p>A. SCOPE:</p> <p>The Quality Manual shall be in accordance with the requirements of ANSI/ISO/ASQ Q9001:2008, Quality Management Systems Requirements, and AS9100:2009 Quality Management Systems Requirements for Aviation, Space and Defense Organizations, for work that is both critical and complex, and JPR 1280.2, JSC Policy Directive - Quality Policy. The Contractor's QMS shall describe the Contractor's approach to accomplishing tasks in accordance with JPR 1280.2 rather than the actual performance of specific work elements/tasks.</p> <p>B. CONTENT:</p> <p>Each element of the contractually imposed QMS requirements shall be addressed in narrative form, and in sufficient detail to describe the philosophy and approach for implementation.</p> <ol style="list-style-type: none"> 1. List policies and procedures that will be used to meet each QMS requirement. Existing policies and procedures may be utilized where these can meet contractual requirements. The Manual shall include traceability from the quality elements of ANSI/ISO/ASQ Q9001:2008 and AS9100:2009, for work that is both critical and complex, to the specific Contractor processes which support those elements. 2. Explain your methods for measuring the achievement of your quality objectives. 3. Explain how you verify that all personnel performing work affecting product quality are competent as a result of appropriate education, training, skills, and experience. In addition explain the system you will use to monitor and maintain this level of personnel competency required during the duration of the contract. 4. Explain how you will monitor, measure, and control the quality of products you produce as well as those produced by subcontractors. Explain how you will ensure that products, which do not conform to product requirements, are identified and controlled to prevent their unintended use or delivery. 			

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(Based on JSC –STD-123. See work page for instructions.)

5. Describe your responsibilities and requirements for planning and conducting audits (internal and external), and for reporting results and maintaining records.
6. Explain the processes you will implement to report problems, corrective actions, and resolution verification to the designated NASA Quality Organization.

C. FORMAT:

The Quality Plan shall be delivered in native format and be compatible with the JSC standard software load.

D. MAINTENANCE:

Update as required to be consistent and up-to-date with process changes. All changes and updates to the Quality Manual shall be approved by NASA.

E. DISTRIBUTION:

Distribution shall be in accordance with the DRL.

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JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

<p>1. DRD Title</p> <p>Information Technology (IT) Capital Planning and Investment Control (CPIC)</p>	<p>2. Date of current version</p> <p style="text-align: center;">6/11/202</p>	<p>3. DRL Line</p> <p style="text-align: center;">012</p>	<p>RFP/Contract No. (Procurement completes)</p> <p style="text-align: center;">NNJ12424577R</p>
<p>4. Use (<i>Define need for, intended use of, and/or anticipated results of data</i>) See scope / use statement in Block 8 To document the contractor’s compliance with Federal and NASA IT CPIC Planning and Reporting regulations and requirements</p>		<p>5. DRD Category (<i>check one</i>)</p> <p><input type="checkbox"/> Technical</p> <p><input checked="" type="checkbox"/> Administrative</p> <p><input type="checkbox"/> SR&QA</p>	
<p>6. References (<i>Optional</i>)</p>	<p>7. Interrelationships (<i>e.g., with other DRDs</i>) (<i>Optional</i>)</p>		
<p>8. Preparation Information (<i>Include complete instructions for document preparation</i>)</p> <p>A. SCOPE: Information Technology (as defined in the Clinger-Cohen Act) is subject to certain scrutiny and reporting requirements as set forth in Legislative actions, Executive and Agency mandates, and directives. The Office of Management and Budget (OMB) Circular A-130 establishes the foundation for CPIC. OMB Circular A-11 establishes the guidelines and requirements for reporting to the Executive Branch. Any additional reporting requirements associated with the CPIC data collection and reporting process will be covered by this DRD.</p> <p>B. CONTENT: In conformation with CPIC process, the contractor shall participate in data collection and reporting efforts. The contractor shall furnish the data needed for NASA to comply with OMB Circular A-11 (This requirement is completed through the monthly 533 reporting document).</p> <p>Annually, the Contractor shall submit its Fiscal Year (FY) spending plans for review, and approval prior, to the beginning of the FY. Format, reporting processes, and procedures will be provided annually, bathe JSC and Agency requirements.</p> <p>Examples of documentation, formats, processes, procedures, and structures can be provided upon request. However, all formats, processes, procedures, and structures are subject to changes.</p> <p>C. FORMAT: IT CPIC documentation shall be delivered in native format, and be compatible with the JSC standard software loads.</p> <p>D. MAINTENANCE: See Data Requirements List (DRL).</p> <p>E. DISTRIBUTION: Distribution shall be in accordance with the DRL.</p> <p>F. APPLICABLE DOCUMENTS: Clinger-Cohen Act OMB Circular A-130 OMB Circular A-11</p>			

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

1. DRD Title Information Technology (IT) Security Plan	2. Date of current version 6/11/2012	3. DRL Line 013	RFP/Contract No. (Procurement completes) NNJ12424577R
4. Use (<i>Define need for, intended use of, and/or anticipated results of data</i>) See scope / use statement in Block 8 The contractor shall be responsible for Information Technology Security for all systems connected to a NASA network or operated by a NASA contractor. This plan will ensure contractor awareness and compliance with the NASA regulations.		5. DRD Category (<i>check one</i>) <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References (<i>Optional</i>) NFS 1852.204-76, Security Requirements for Unclassified Information Technology Resources (May 2007)	7. Interrelationships (<i>e.g., with other DRDs</i>) (<i>Optional</i>)		
8. Preparation Information (<i>Include complete instructions for document preparation</i>) Written Approval by the Contracting Officer is required before contractor implementation of the IT Security Management Program Plan. A. Scope: The contractor shall submit an IT security management program plan for its unclassified technology information resources. This program plan shall describe the processes and procedures that will be followed to ensure appropriate security of IT resources that are developed, processed, or used under this contract. The Contractor’s IT security management program plan shall be compliant with the IT security requirements in accordance with Federal and NASA policies as referenced in OMB Circular A-130 (Management of Federal Information Resources), NPR 2810.1A (Security of Information Technology), and NPR 1620.1 (Security Procedures and Guidelines). See the CIO-Procurement Website for any supporting documentation.			
i) IT SECURITY PLAN(S) The contractor shall have a line manager who is responsible for the contractor’s systems in accordance with the definitions set forth in NPR 2810.1A. The IT security plan shall be kept up to date as changes to the baseline configuration of the system occur and shall be documented in the IT Security Plan. Note: An IT Security Plan is specific to a system or group of systems, while an IT Security Management Program Plan is defined as the elements a contractor has outlined to meet the IT Security requirements for interfacing with other contractors and NASA, training requirements and meeting the requirements in NPR 2810.1A.			
ii) TRAINING Per NASA requirements, employees subject to this contract shall complete the NASA provided IT security awareness training annually. Contractor provided IT security awareness training may be substituted but must be approved annually by NASA as a substitute. When substituted, per NPR 2810.1A, the contractor shall provide evidence that periodic IT security awareness training has been met for all employees subject to this contract. The contractor shall submit periodic reports (as requested by the CO) detailing the overall status of the annual training program. The Annual			

training program is defined as the period from Oct. 1st through Sept. 30th.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

iii) INFORMATION ON EMPLOYEES IN SENSITIVE AUTOMATED INFORMATION SYSTEMS (AIS) POSITIONS/ASSIGNMENTS REPORT

The contractor shall submit an annual report on employees in sensitive IT positions/assignments which shall include information for personnel screening as required by the NASA Procurement Information Circular (PIC) 02-04, NPR 2810.1A, and NPR 1600.1 on position risk. This report shall be compiled on an annual basis.

iv) SYSTEM ADMINISTRATORS

Within 30 days after contract award or notification from the Contracting Officer that a plan is required, system administrators shall be identified and their names submitted to the Contracting Officer and CIO Representative for Procurement.

B. Format – Electronic Format consistent with NPR 2810.1A

C. Submission-

- i) Initial: 30 days after contract start
- ii) Approval: 60 days after contract start
- iii) Frequency: Document shall be submitted annually by September 30

D. Distribution-

 for all aforementioned reports/plans:

- i) Contracting Officer's Technical Representative (COTR)
- ii) Contracting Officer (CO)
- iii) Chief Information Officer (CIO) Representative to Procurement

E. Maintenance- Revisions shall be incorporated by change page or complete reissue.