

Instructions for Completing the Quarterly Contractor Financial Management Report

General - Paragraph references below are to the current edition of NPR 9501.2, which includes additional instructions for completing NASA Form 533 (NF 533) reports.

Copies of the NPR are available at

http://nodis3.gsfc.nasa.gov/lib_docs.cfm?range=9%5B0,1,2,3,4,5,6,7%5D, from the NASA Contracting Officer or the Superintendent of Documents, Government Printing Office, Washington, DC 20401. All data entered shall be as of the report date, unless stated otherwise below.

Forms - Forms will be obtained from the NASA Contracting Officer or <http://server-mpo.arc.nasa.gov/Services/NEFS/> by entering the NASA form number 533. Electronic reporting is preferred for transmitting data.

Security Classification - If information in the report is classified, appropriate security classification shall be given the report (par. 1.8)

Submission - The NF 533Q is due on a quarterly frequency not later than the 15th day of the month preceding the quarter being projected based upon the Government's fiscal year in columns 8.a, b, and c (par. 3.3.1.2). For initial reports and other related items of significance, see par. 3.2 and the contract. The addressees and number of copies to be submitted will be specified by the contract or administrative instruction.

Amounts - Report whole dollars and hours (may be rounded to the nearest hundred or thousand dollars or tenths of thousands of hours, if directed by the NASA Contracting Officer, e.g., \$32,600 as \$33, or 462 hours as .5).

Form Preparation - Complete the form as follows:

To - Enter full name and address of the NASA Center and NASA Contracting Officer or other designated recipient.

From - Enter full name and address of the contractor and, if applicable, the contractor's subordinate organization performing the contract.

1. Description of Contract:

a. **Type** - Cost-Plus-Fixed-Fee, Cost-Plus-Incentive-Fee, etc.

b. **Contract No. and Latest Definitized Modification No.** - Enter complete letter or contract symbol, number, and number of latest definitized modification.

c. **Scope of Work** - Enter a brief description of the contract effort. Identify the service, project, system or subsystem and, where hardware is concerned, the quantity being procured or proposed for the contract.

d. **Authorized Contractor Representative (Signature) and Date** - the authorized contractor representative shall sign and date the summary page to reflect approval.

2. Report for Quarter Beginning - Enter the beginning date of the quarter being projected in columns 8a, b and c and number of working days in the quarter.

3. Contract Value - Enter the total definitized cost (a) and fee (b) of all currently authorized work to be performed under the contract. Include dollar amounts through the latest definitized modification as noted in 1b above. For fixed price incentive contracts, enter the negotiated target cost and fee. For cost-plus-incentive-fee contracts, enter the negotiated estimated cost and fee.

4. Fund Limitation - Enter the total amount of funds obligated and latest corresponding contract modification number.

5. Billing:

a. Invoice Amts. Billed - Enter the total amount of invoices billed against the contract and latest invoice number.

b. Total Pyts. Rec'd. - Enter the total amount of payments received for the contract.

6. Reporting Category - Enter captions of reporting categories specified in the contract (par. 2.5.5)

7. Cost Incurred/Hours Worked:

a. Enter the cumulative actual cost incurred/hours worked through the prior month. Where the cumulative data reported in this column is only for the current "schedule" or option, the report summary shall show the total cumulative cost for each of all previous "schedules" or options and the total cumulative contract cost from inception to date.

b. Enter an estimate for the month in which the report is due (see "Submission" above).

c. Enter the sum of columns 7a and b.

8. Estimated Cost/Hours to Complete (columns 8a through i) - Enter the appropriate month, quarter, and fiscal year designations in the column headings. Enter the current estimates for performing authorized work included in the most recently executed contract modification plus additional authorized work (directions to proceed) for which execution of modifications is pending. These estimates will be for planning purposes only and not be binding on the contractor or NASA. The sum of columns 8a through 8i will be entered in column 8j. If the totals reported in column 8i, "Balance of Contract," represent work which will exceed more than one fiscal year, each fiscal year shall be identified and reported separately.

9. Estimated Final Cost/Hours:

a. **Contractor Estimate** - Enter the total estimated cost/hours for completion of the contract effort for each reporting category. This will equal the sum of columns 7c and 8j.

b. **Contract Value** - Enter the distribution of the Contract Value to the reporting categories. The total of this column shall agree with block 3, described above. Significant differences between columns 9a and 9b shall be explained in the "Contractor Narrative Remarks."

10. Estimated Completion Date - As directed by the NASA Contracting Officer, enter the estimated completion date for each subdivision of work. The dates shall not serve as notice to NASA of late delivery or acquiescence in such late delivery by NASA.

11. Unfilled Orders Outstanding - As directed by the NASA Contracting Officer, enter the total of unfilled orders outstanding as of the report date (par. 3.3.2.4d.).

Contractor Narrative Remarks -

Narrative comments submitted with the NF 533Q shall normally be limited to items materially affecting projected cost or performance which has not been addressed in preceding monthly narrative reports (par 3.6).

1. Explain any significant items affecting cost; e.g., technical and schedule problems, changes in plans, over/under runs incurred, etc.

2. Include a reconciliation from the original to the present contract value as reported in Item 3. A sample format is set forth in par. 3.6.5 and Figure A.

3. The NASA Contracting Officer may require that changes authorized but not finalized be further subdivided as follows:

- a. Changes negotiated but not definitized
- b. Changes pending negotiation
- c. Changes pending estimation

4. Identify effects of new change orders as set forth in par. 3.6.6 and Figure B.

Contract Number: _____	Report Date: _____
Original Contract Value (Excludes priced options)	_____
Options Exercised	_____
Cumulative Overruns/Underruns(-) Definitizations	_____
Other Supplemental Agreements (Show number and date)	_____
Present Contract Value (Col. 9b, NF 533M/Q)	_____
Authorized Undefinitized Changes: (Show number and date)	_____
Subtotal (Value of all Authorized Work)	_____
Anticipated Future Overrun/ Underrun	_____
Contractor's Estimate (Col. 9a, NF 533M/Q)	_____
Unexercised Options	_____
Under Consideration but not Authorized	_____

Figure A

Subdivision of Work	Change Order Number			
	#	#	#	#
Total				

Figure B

PRA Burden Statement

This information collection meets the requirements of 44 U.S.C. § 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget (OMB) control number. The OMB control number for this collection is 2700-0003 and expires on 09/30/2015. We estimate that it will take 9 hours to read the instructions, gather the facts, and answer the questions. Send only comments relating to our time estimate to: shelley.i.meredith@nasa.gov