

(See FAR 52.237-3) JSC DATA REQUIREMENTS LIST (DRL)

(See reverse for instructions)
Based on JSC-STD-123

a. Title of Contract, Project, SOW, etc. Calibration and Metrology Sevices			b. Contract/RFP No. 9-BJ4-V50-04-01P		c. DRL Date/Mod Date 02/02/2004		
1. Line item no. 01	2. DRD Title Management Plan	3. Data type: <input checked="" type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency RT	5. As-of-date 31/15	6. 1 st subm. date With Proposal	7. Copies a. Type b. Print 6 Electronic	
	8. Distribution (Continue on a blank sheet if needed) NT, BH, COTR		9. Remarks Office of Primary responsibility (OPR) Mail code: NT				
1. Line item no. 02	2. DRD Title Safety and Health Plan	3. Data type: <input checked="" type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency RT	5. As-of-date 31/10	6. 1 st subm. date With Proposal	7. Copies a. Type b. Print 6 Electronic	
	8. Distribution (Continue on a blank sheet if needed) NS, NT, SD2, COTR, BH		9. Remarks Office of Primary responsibility (OPR) Mail code: NS				
1. Line item no. 03	2. DRD Title Monthly Safety and Health Metrics	3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency MO	5. As-of-date 31/10	6. 1 st subm. date Contract Start + 2 Months	7. Copies a. Type b. Print 4 Electronic	
	8. Distribution (Continue on a blank sheet if needed) NS, NT, DS2, COTR		9. Remarks Office of Primary responsibility (OPR) Mail code: NS				
1. Line item no. 04	2. DRD Title Safety and Health Program Self Evaluation	3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency AN	5. As-of-date	6. 1 st subm. date See DRD	7. Copies a. Type b. Print 3 Electronic	
	8. Distribution (Continue on a blank sheet if needed) NS, NT, COTR		9. Remarks Annual report using government fiscal year, due October 15. Office of Primary responsibility (OPR) Mail code: NA				

1. Line item no.	2. DRD Title	3. Data type: <input type="checkbox"/> (1) Written approval	4. Frequency	5. As-of-date	6. 1 st subm. date	7. Copies
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05	Lessons Learned	<input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	AR*		*	a. Type Print 2	b. Electronic
	8. Distribution <i>(Continue on a blank sheet if needed)</i> NS2, COTR		9. Remarks * Submitted 30 days after triggering event or 30 days after mishap investigation or hazard analysis / evaluation is completed. Office of Primary responsibility (OPR) Mail code: NS				
1. Line item no. 06	2. DRD Title Contract Phase-in Plan	3. Data type: <input checked="" type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency OT	5. As-of-date	6. 1 st subm. date With proposal	7. Copies a. Type b. Print 6 Electronic	
	8. Distribution <i>(Continue on a blank sheet if needed)</i> NT, BH, COTR		9. Remarks Office of Primary responsibility (OPR) Mail code: BT				
1. Line item no. 07	2. DRD Title Quality Plan	3. Data type: <input checked="" type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency RT	5. As-of-date	6. 1 st subm. date With Proposal	7. Copies a. Type b. Print 6 Electronic	
	8. Distribution <i>(Continue on a blank sheet if needed)</i> NT, COTR		9. Remarks Office of Primary Responsibility, Mail Code: NA				
1. Line item no. 08	2. DRD Title Quality Processes (Procedures)	3. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency RT	5. As-of-date	6. 1 st subm. Date Contract Start + 2 months	7. Copies a. Type b. Print 2 Electronic	
	8. Distribution <i>(Continue on a blank sheet if needed)</i> NT, COTR		9. Remarks Office of Primary Responsibility, Mail Code NA				

1. Line item no.	2. DRD Title	3. Data type: <input type="checkbox"/> (1) Written approval	4. Frequency	5. As-of-date	6. 1 st subm. Date	7. Copies
09	Re-procurement Data Package	<input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	AD		*	a. Type b. Print 2 Electronic
	8. Distribution (<i>Continue on a blank sheet if needed</i>) CO, COTR, NT		9. Remarks *Submit within 30 days of CO's direction. Office of Primary Responsibility CO			
1. Line item no.	2. DRD Title	3. Data type: <input type="checkbox"/> (1) Written approval	4. Frequency	5. As-of-date	6. 1 st subm. Date	7. Copies
10	Government Property Management Plan	<input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	RT	31/15	Contract Start + 2 Months	a. Type b. Print 2 Electronic
	8. Distribution (<i>Continue on a blank sheet if needed</i>) JB, NT, COTR		9. Remarks Office of Primary Responsibility, Mail Code JB3			
1. Line item no.	2. DRD Title	3. Data type: <input type="checkbox"/> (1) Written approval	4. Frequency	5. As-of-date	6. 1 st subm. Date	7. Copies
11	Calibration and Metrology Periodic Progress Report	<input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	AN	15/1	*	a. Type b. * * *
	8. Distribution (<i>Continue on a blank sheet if needed</i>) CO, COTR, NA, NT		9. Remarks *Report is presented to the COTR within 15 working days past the end of each contract year. Oral presentation with hard and electronic copies.			
1. Line item no.	2. DRD Title	3. Data type: <input checked="" type="checkbox"/> (1) Written approval	4. Frequency	5. As-of-date	6. 1 st subm. Date	7. Copies
12	Information Technology (IT) Security	<input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	AR		Contract Start + 2 Months	a. Type b. Print 2 Electronic
	8. Distribution (<i>Continue on a blank sheet if needed</i>) COTR, NA		9. Remarks Office of Primary Responsibility, Mail Code NA			

1. Line item no.	2. DRD Title	3. Data type: <input type="checkbox"/> (1) Written approval	4. Frequency	5. As-of-date	6. 1 st subm. date	7. Copies
13	Wage/Salary and Fringe Benefit Data	<input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	AN		AR	a. Type b. Print 2 *
	8. Distribution (<i>Continue on a blank sheet if needed</i>) BJ4 / Contracting Officer BA2 / Contract Labor Relations Officer		9. Remarks Two electronic copies, one hard copy. Office of Primary Responsibility, Mail Code BA			
1. Line item no.	2. DRD Title	3. Data type: <input type="checkbox"/> (1) Written approval	4. Frequency	5. As-of-date	6. 1 st subm. Date	7. Copies
14	Reports Required for Logistics	<input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	SA		*	a. Type b. Print 2 Electronic
	8. Distribution (<i>Continue on a blank sheet if needed</i>) JB3 / Contract Property Management Branch		9. Remarks Reports due NLT 3/25 and 9/25. Office of Primary Responsibility, Mail Code JB3			
1. Line item no.	2. DRD Title	3. Data type: <input type="checkbox"/> (1) Written approval	4. Frequency	5. As-of-date	6. 1 st subm. date	7. Copies
15	Performance Metrics Reports	<input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	AR		Contract Start + 2 months	a. Type b. Print 3 Electronic
	8. Distribution (<i>Continue on a blank sheet if needed</i>) CO, COTR, NT		9. Remarks Office of Primary Responsibility, Mail Code NT			
1. Line item no.	2. DRD Title	3. Data type: <input checked="" type="checkbox"/> (1) Written approval	4. Frequency	5. As-of-date	6. 1 st subm. date	7. Copies
16	Information Technology (IT) Capital Planning & Investment Control (CPIC)	<input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	AR	See DRD	AR	a. Type b. Print 3 Electronic
	8. Distribution (<i>Continue on a blank sheet if needed</i>) COTR, JSC CIO		9. Remarks Office of Primary Responsibility JSC CIO			

1. Line item no.	2. DRD Title	3. Data type: <input type="checkbox"/> (1) Written approval	4. Frequency	5. As-of-date	6. 1 st subm. date	7. Copies
17	533 Financial Management Reports	<input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	See DRD		See DRD	a. Type b. Print 5 Electronic
	8. Distribution (<i>Continue on a blank sheet if needed</i>) LF6, LI, BJ, COTR, NA		9. Remarks Office of Primary Responsibility, Mail Code NA			
18	Reserved	<input type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request				a. Type b.
	8. Distribution (<i>Continue on a blank sheet if needed</i>)		9. Remarks			
19	Reserved	<input type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request				a. Type b.
	8. Distribution (<i>Continue on a blank sheet if needed</i>)		9. Remarks			
20	Reserved	<input type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request				a. Type b.
	8. Distribution (<i>Continue on a blank sheet if needed</i>)		9. Remarks			

Short Form Instructions for Completing JSC Form 2323 & 2323A

For more detailed instruction, see JSC-STD-123.

DRL IDENTIFICATION

- a. Title - Enter nomenclature descriptive of activity to which the DRL pertains, such as project, contract, statement of work, or request for proposal.
- b. Contract/RFP Number - Enter contract number or RFP number, if applicable.
- c. Date - Enter DRL preparation date as follows: Month-Day-Year. Subsequent modification dates may also be entered in this block.

LINE ITEM IDENTIFICATION

1. Line Item No. - Number line items sequentially, 1 through 999. Items 1, 2, 3, 4 are preprinted on JSC Form 2323. JSC Form 2323A is numbered 5 and following.
2. DRD Title - Enter DRD title from block 1 of JSC Form 2341.
3. Data Type - Check the appropriate data type. Additional detail needed to clarify types or define subtypes may be added in block 9, REMARKS.
 - (1) Written Approval - Data requiring written approval by the NASA OPR before implementation into procurement or development program.
 - (2) Mandatory Submittal - Data submitted to NASA for coordination, information, review, and/or management control.
 - (3) Submittal upon Request - Data prepared and retained by respondent to be made available to requiring organization upon request.
4. Frequency - Enter frequency of submittal code as follows:

<u>Code</u>	<u>Description</u>	<u>Code</u>	<u>Description</u>	<u>Code</u>	<u>Description</u>
AD	As Directed	DA	Daily	RD	As Released
AN	Annually	DD	Deferred Delivery	RT	One Time and Revisions
AR	As Required	MO	Monthly	SA	SemiAnnually
BE	Biennially (Every other yr.)	OT	One Time	TY	Three Per Year
BM	Bimonthly (Every other mo.)	PV	Per Vehicle	UR	Upon Request
BW	Biweekly (Every other week)	QU	Quarterly	WK	Weekly

5. As-Of Date - If reports are of a recurring nature, give as-of date (cutoff date and due date: e.g., 15/1 indicated input cutoff date of 15th and due date of 1st). Amplify in Remarks, Item 9, if necessary.
6. First Submittal - Enter Month/Day/Year of initial submittal. If calendar date is not scheduled, enter number of days preceding or following event to which data requirement is related (e.g., 90 days prior to launch). Amplify in Remarks, Item 9, if necessary.
7. Copies - Complete 7a and 7b as specified below.
 - a. Type - Enter code as follows:

<u>Code</u>	<u>Definition</u>	<u>Code</u>	<u>Definition</u>
PRINT	Printed Copies	MICRO	Microfilm Aperture Cards
REPRO	Reproducible Copy	OTHER	Explain Remarks, Item 9

- b. Number - Enter number of copies required opposite each type of copy furnished.
8. **DISTRIBUTION** - List current codes or addresses and names of organizations which are to receive copies of documents generated under the DRD. If more than one copy is required, so indicate in parenthesis by recipient's name. Continue on a blank sheet if necessary.
9. **REMARKS** - Enter in this space.
 - a. Reference to specific work statement paragraph as applicable to explain relationship of data to task.
 - b. Additional submittal information, if necessary.
 - c. Comments which explain an entry made in any block of the DRL.
 - d. OPR for a specific DRD, if different from contract COTR.