

INSTRUCTIONS FOR COMPLETING CONTRACT APPLICATION INFORMATION

- A. LINE ITEM NO. Sequentially number line items beginning with number 001.
- B. LINE ITEM TITLE - Enter the title of the data item, as shown in the Performance Work Statement (PWS), the RFP and/or as directed by the CTM.
- C. OPR (OFFICE OF PRIMARY RESPONSIBILITY) - Enter the organization designated to exercise technical and or administrative control over the data requirement. Use approved organizational code.
- D. TYPE - Enter "Type of Data" code as follows:

CODE	DESCRIPTION
1	Data requiring written approval by the procuring activity prior to implementation into the procurement or development program.
2	Data submitted to the procuring activity for review not later than three weeks prior to project implementation. Data shall be considered approved unless the contractor has been notified of disapproval prior to project implementation.
3	Data submitted to the procuring activity for coordination, surveillance, or information.
4	Data retained by the contractor to be made available to the procuring activity upon request. The contractor shall furnish a list to the procuring activity.
5	Data to be retained by the contractor and reviewed by NASA on request.

E. INSPECT/ACCEPT - Enter Inspection Acceptance code as follows:

CODE	INSPECTION	ACCEPTANCE	CODE	INSPECTION	ACCEPTANCE
1	Source			Source	
2	Destination (OPR)			Destination (OPR)	
3	Source			Destination (OPR)	
4	Certificate of Conformance (Mandatory)				
5	Certificate of Conformance(Optional)				
6	No Inspection Required			No Acceptance Required	

- F. **FREQ. OF SUBM.** - Enter the frequency of submission code as follows:

CODE	DESCRIPTION	CODE	DESCRIPTION	CODE	DESCRIPTION
AD	AS DIRECTED	PC	PER CONTRACT	PV	PER VEHICLE
AN	ANNUAL	PD	PER FAILURE	QU	QUARTERLY
AR	AS REQUIRED	PE	PER EVENT	RD	AS RELEASED
BE	BIENNIAL	PF	PER FACILITY	RT	ONE TIME & REVISIONS
BM	BIMONTHLY (every two months)	PG	PER PROGRAM	SA	SEMI ANNUALLY
BW	BIWEEKLY (every two weeks)	PI	PER EQUIPMENT END ITEM	SM	SEMI MONTHLY
DA	DAILY	PJ	PER PROJECT	TY	THREE YEAR PERIOD
DD	DEFERRED DELIVERY	PL	PER LAUNCH FLIGHT MISSION	UR	UPON REQUEST
MO	MONTHLY	PS	PER SYSTEM	WK	WEEKLY
OT	ONE TIME	PT	PER TEST		

- G. INITIAL SUBMITTAL - Enter date of initial submittal as follows: Month, Day, Year. If calendar date is not scheduled, enter number of days preceding, or following, event to which the

data requirement is related (e.g., 90 days prior to launch). Amplify in REMARKS, Item J, if necessary.

H. AS OF DATE - For "Onetime Only" submittals, enter date by month/day/year. For recurring submittals, enter number coding (e.g., 30/10, 90/10, 15/5, etc.). The first digit(s) indicate the number of calendar days from the reporting period's (Block F) start to the data preparation cut off. The second digit(s), after the slash, indicate the number of calendar days from the cut off to the submittal date. Example: If Block F were "MO" and Block H were "30/10", the data would include the entire month and would be submitted within 10 days thereafter.

J. REMARKS: Enter in this space:

- a. Minor exceptions to the DRD.
- b. Stipulation of specific forms when multiple forms are authorized on the DRD.
- c. The paragraph, page, etc., in an existing contract where the data requirement is specified. (This data may be removed at final approval.)
- d. Additional submittal information, if necessary.

K. DISTRIBUTION - Enter organizational symbol, number of copies, and type of copy code(s) (in parenthesis) required for each office. Type of copy codes are as follows:

CODE	DEFINITION	CODE	DEFINITION
A	Electronic	C	Microfilm, Aperture Cards
B	Hardcopy for Signature	D	Other, (Explain in remarks, Item J)

EXAMPLE ENTRIES: IS-PRO-2 (1A) = One regular copy. IS-PRO-3 (5 A, 1B) = Five Regular copies, One Reproducible copy.

Enter the total number of copies by type in the space provided

INSTRUCTIONS FOR COMPLETING DATA REQUIREMENT DESCRIPTION

GENERAL - The Data Requirement Description (DRD) will be prepared to describe the content and provide preparation information for data required in support of NASA programs.

1. TITLE - Enter the title or type of document required. The first word of the title should be a principal noun which best established the basic concept of the data. Subsequent words should be appropriate modifiers.

Examples: Plan, Project Development (SIVB)
Specification, Test (GSE)
Report, Quarterly Progress
Proposal, Engineering change (ECP)

- 2. NUMBER - Enter the appropriate number assigned to the DRD. This number will identify the appropriate data category.
- 3. USE - Enter a synopsis of the use of the document, stating reason for the requirement.
- 4. DATE - Enter date of preparation.
- 5. ORGANIZATION - Identify the installation preparing the DRD.

6. REFERENCES - List applicable documents by number, (NASA Management Manual, Mil Specifications, Federal Standards, NASA Procurement Regulation, etc.) to which the preparing office (e.g., NASA installations, contractors, etc.) may refer for additional information concerning the data requirement.

INTERRELATIONSHIP - Enter all affected approved DRDs within the scope of the program when the DRD under preparation creates a significant impact or interface relationship with existing DRDs. Include a brief narrative of the impact or relationship created and a statement that the new DRD does not cause a conflict with other DRDs.

PREPARATION INFORMATION - Provide ample information for preparation of the data required by the data requirements description; include all necessary details of preparation to satisfy the originator's formal requirements.

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL

ISO Registration

A. ITEM NO.
DRD 1

B. LINE ITEM TITLE:
Agency Wide Audit Plan

C. OPR.	D. TYPE	E. INSPECT/ ACCEPT	F. FREQ.	G. INITIAL SUB.	H. AS OF DATE
NASA/HQ/Management Systems Division or its successors	2	2	Annually Not later than Dec. 1 of each year	10/11/06	N/A

J. REMARKS:
Submit in accordance with SOR 6.2.1.2. Implementation of this DRD to begin on November 1, 2006.

K. DISTRIBUTION	TOTALS	
	NO.	TYPE
NASA NSSC Contracting Officer, Mail Code XD042	1	A

DATA REQUIREMENT DESCRIPTION

1. TITLE Agency Wide Audit Plan	2. NUMBER DRD 1
3. USE Schedule and track ISO 9001/14001 and AS 9100 registration and surveillance audits	4. DATE 5/15/06
	5. ORGANIZATION NASA/NSSC
7. INTERRELATIONSHIP	6. REFERENCES SOR Section 6.2.1.2

8. PREPARATION INFORMATION

The plan shall be updated annually; based on the inputs and recommendations from each site POC, and Submitted in electronic spreadsheet format and organized so that audits for each Standard performed at each NASA site during each month are shown under that month of the plan for each site. The plan will include 1) The NASA site included in the audit 2) The Standard(s) included in the audit; 3) The audit dates; and 4) The number of auditor days included in the audit.

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL ISO Registration

A. ITEM NO.
DRD 2

B. LINE ITEM TITLE:
Initial Site Visit and NASA site Management Briefings

C. OPR.	D. TYPE	E. INSPECT/ ACCEPT	F. FREQ.	G. INITIAL SUB.	H. AS OF DATE
NASA/HQ/Management Systems Division or its successors	5	2	Per Contract	10/06	N/A

J. REMARKS:

K. DISTRIBUTION	TOTALS	
	NO.	TYPE
Applicable site points of contact as identified on the NASA Headquarters web site in Table 4.3 of the SOR.	1	A

DATA REQUIREMENT DESCRIPTION

1. TITLE Initial Site Visit and NASA site Management Briefings	2. NUMBER DRD 2
3. USE Familiarization, understanding of roles, and interpretation of Standards included in the SOR.	4. DATE 5/15/06
	5. ORGANIZATION NASA/NSSC
7. INTERRELATIONSHIP	6. REFERENCES SOR Section 6.2.1.3

8. PREPARATION INFORMATION
 This briefing shall include, as a minimum: 1) Description of the certification processes employed by the contractor; 2) Expectations the contractor has of the Government staff and roles of the Government management; 3) Introduction and background of auditors; and 4) Discussion of the contractor's interpretation of the ISO 9001, ISO 14001, and AS 9100 standards, as applicable regarding non-conformances, observations, corrective actions and corrective action plans, potential problems with the Government's ISO implementation, potential changes to the ISO Standards, etc.

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL

ISO Registration

A. ITEM NO.
DRD 3

B. LINE ITEM TITLE:

Quality and/or Environmental Quality and/or Aerospace Quality Manual Review

C. OPR.	D. TYPE	E. INSPECT/ ACCEPT	F. FREQ.	G. INITIAL SUB.	H. AS OF DATE
NASA/HQ/Management Systems Division or its successors	5	1	As Required	10/06	N/A

J. REMARKS:

The contractor shall conduct a detailed review of the Quality and/or Environmental and/or Aerospace Management System Manuals and site level procedures for compliance with applicable clauses of the ISO 9001, ISO 14001, and AS 9100 Standards.

K. DISTRIBUTION

Applicable Site and Headquarters Points of Contacts as identified on the NASA Headquarters web site in Table 4.3 of the SOR.

TOTALS	
NO.	TYPE
1	A

DATA REQUIREMENT DESCRIPTION

1. TITLE Quality and/or Environmental Quality and/or Aerospace Quality Manual Review	2. NUMBER DRD 3
3. USE Ensure that the registrar agrees with NASA's interpretation of the Standard(s) and application of the standard(s) at each location.	4. DATE 5/15/06
	5. ORGANIZATION NASA/NSSC
7. INTERRELATIONSHIP	6. REFERENCES SOR Section 6.2.2.1

8. PREPARATION INFORMATION

List deficiencies/observations/opportunities for improvement noted during review and indicate whether documentation is acceptable according to the ISO 9001, ISO 14001, and AS 9100 standards.

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL

ISO Registration

A. ITEM NO.
DRD 4

B. LINE ITEM TITLE:

Preliminary Assessment Audit

C. OPR.	D. TYPE	E. INSPECT/ ACCEPT	F. FREQ.	G. INITIAL SUB.	H. AS OF DATE
NASA/HQ/Management Systems Division or its successors	3	2	As Required		N/A

J. REMARKS:

Conduct in accordance with SOR 6.2.2.2.

K. DISTRIBUTION

Applicable Site Points of contact as identified on the NASA Headquarters website in Table 4.3 of the SOR.

TOTALS

NO.	TYPE
1	A

DATA REQUIREMENT DESCRIPTION

1. TITLE Preliminary Assessment Audit	2. NUMBER DRD 4
3. USE Status of Center's readiness for audit.	4. DATE 5/15/06
	5. ORGANIZATION NASA/NSSC
7. INTERRELATIONSHIP	6. REFERENCES SOR Section 6.2.2.2

8. PREPARATION INFORMATION

The audit report shall include specifics of major and minor nonconformances. These shall be cross-referenced to the ISO 9001, ISO 14001, and AS 9100 Standards. The report shall also include observations/opportunities for improvement.

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL

ISO Registration

A. ITEM NO.
DRD 5

B. LINE ITEM TITLE:
Certification Audit

C. OPR.	D. TYPE	E. INSPECT/ ACCEPT	F. FREQ.	G. INITIAL SUB.	H. AS OF DATE
NASA/HQ/Management Systems Division or its successors	3	2	Per Contract	11/06	N/A

J. REMARKS:
Conduct in accordance with SOR 6.2.2.3.

K. DISTRIBUTION

Applicable Site and Headquarters Points of contacts as identified on the NASA Headquarters website in Table 4.3 of the SOR.

TOTALS	
NO.	TYPE
1	A

DATA REQUIREMENT DESCRIPTION

1. TITLE Certification Audit	2. NUMBER DRD 5
3. USE Accesses Center's ISO implementation to the applicable standard, provides nonconformances and observations/opportunities for improvement as applicable and is used by the registrar to recommend the center for certification to the applicable standard.	4. DATE 5/15/06
	5. ORGANIZATION NASA/NSSC
7. INTERRELATIONSHIP	6. REFERENCES SOR Section 6.2.2.3

8. PREPARATION INFORMATION

Audit report shall include specifics of major and minor nonconformances. These shall be cross-referenced to the ISO 9001, ISO 14001, and AS 9100 standards. The report shall also include a proposed timeline for follow-up. The Contractor shall prepare and process required registrar materials in order to document formal registration. The report shall include observations/opportunities for improvement and whether the site is recommended for registration according to the ISO 9001, 14001, and AS 9100 standards.

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL

ISO Registration

A. ITEM NO.
DRD 6

B. LINE ITEM TITLE:
Certificate of Registration

C. OPR.	D. TYPE	E. INSPECT/ ACCEPT	F. FREQ.	G. INITIAL SUB.	H. AS OF DATE
NASA/HQ/Management Systems Division or its successors	3	2	Three Year Period	Within 30 business days after applicable audit.	N/A

J. REMARKS:
Conduct in accordance with SOR 6.2.2.4. Shall be submitted in hard copy.

K. DISTRIBUTION

Applicable Site Points of contacts as identified on the NASA Headquarters website in Table 4.3 of the SOR.

TOTALS	
NO.	TYPE
1	D

DATA REQUIREMENT DESCRIPTION

1. TITLE Certificate of Registration	2. NUMBER DRD 6
3. USE Official notification that organization is certified to the standards therein.	4. DATE 5/15/06
	5. ORGANIZATION NASA/NSSC
7. INTERRELATIONSHIP	6. REFERENCES SOR Section 6.2.2.4

8. PREPARATION INFORMATION

Upon granting, extending, or changing registration for each site to the ISO 9001, ISO 14001, and/or AS 9100, the Registrar shall prepare and submit Certificate of Registration to ANAB within 10 business days after the applicable audit.

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL

ISO Registration

A. ITEM NO.
DRD 7

B. LINE ITEM TITLE:
Certification Extension and Surveillance Audit

C. OPR.	D. TYPE	E. INSPECT/ ACCEPT	F. FREQ.	G. INITIAL SUB.	H. AS OF DATE
NASA/HQ/Management Systems Division or its successors	3	2	Per Contract	Within 5 business days after applicable audit.	N/A

J. REMARKS:
Conduct in accordance with SOR 6.2.2.4.

K. DISTRIBUTION

Applicable Site and Headquarters Points of contacts as identified on the NASA Headquarters website in Table 4.3 of the SOR.

TOTALS	
NO.	TYPE
1	D

DATA REQUIREMENT DESCRIPTION

1. TITLE Certification Extension and Surveillance Audit	2. NUMBER DRD 7
3. USE Feedback to NASA management regarding the status of the Environmental systems and/or Quality and/or Aerospace systems.	4. DATE 5/15/06
	5. ORGANIZATION NASA/NSSC
7. INTERRELATIONSHIP	6. REFERENCES SOR Section 6.2.2.4

8. PREPARATION INFORMATION

Audit report shall include specifics of major and minor nonconformances. These shall be cross-referenced to the ISO 9001, ISO 14001, and AS 9100 Standards as applicable. The report shall include a proposed timeline for follow-up and observations/opportunities for improvement and whether the site is recommended for continued registration to the ISO 9001, ISO 14001 and AS 9100 Standards.

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL

ISO Registration

A. ITEM NO.
DRD 8

B. LINE ITEM TITLE:
Non-Conformity Remediation Reviews

C. OPR.	D. TYPE	E. INSPECT/ ACCEPT	F. FREQ.	G. INITIAL SUB.	H. AS OF DATE
NASA/HQ/Management Systems Division or its successors	3	2	As required	As required	N/A

J. REMARKS:
Submit in accordance with SOR 6.2.2.5

K. DISTRIBUTION

Applicable Site and Headquarters Points of Contacts as identified on the NASA Headquarters website in Table 4.3 of the SOR.

TOTALS	
NO.	TYPE
1	A

DATA REQUIREMENT DESCRIPTION

1. TITLE Non-Conformity Remediation Reviews	2. NUMBER DRD 8
3. USE Management feedback on the status of the corrective action of particular non-conformance(s).	4. DATE 5/15/06
7. INTERRELATIONSHIP	5. ORGANIZATION NASA/NSSC
8. PREPARATION INFORMATION	6. REFERENCES SOR Section 6.2.2.5

The Contractor shall document the acceptability of Government actions to correct the non-conformances reviewed. The report shall include whether the site is recommended for registration to the ISO 9001, AS 14001, and AS 9100 Standards.

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL

ISO Registration

A. ITEM NO.
DRD 9

B. LINE ITEM TITLE:
Briefings to NASA Management Systems Working Group

C. OPR.	D. TYPE	E. INSPECT/ ACCEPT	F. FREQ.	G. INITIAL SUB.	H. AS OF DATE
NASA/HQ/Management Systems Division or its successors	1	2	As Required	As required	N/A

J. REMARKS:
Submit in accordance with SOR 6.2.3.

K. DISTRIBUTION

NASA NSSC Contracting Officer, Mail Code XD042

TOTALS	
NO.	TYPE
1	A

DATA REQUIREMENT DESCRIPTION

1. TITLE Briefings to NASA Management Systems Working Group	2. NUMBER DRD 9
3. USE Status of issue viewed to be important by either NASA or the Registrar	4. DATE 5/15/06
7. INTERRELATIONSHIP	5. ORGANIZATION NASA/NSSC
8. PREPARATION INFORMATION	6. REFERENCES SOR Section 6.2.3

The Registrar shall brief the NASA MSWG on the following topics:

- 1) Systemic Findings and/or trends identified during audits.
- 2) Transition to a new version of the ISO 9001, ISO 14001, or AS 9100 Standard.
- 3) Changes to the above Standards.
- 4) Changes in the Contractor's audit or other processes.
- 5) Standards expertise or topics of interest to the MSWG.

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL				ISO Registration	A. ITEM NO. DRD 10	
B. LINE ITEM TITLE: Safety and Health Plan						
C. OPR. NASA/HQ/Management Systems Division or its successors	D. TYPE 1	E. INSPECT/ ACCEPT 2	F. FREQ. One Time	G. INITIAL SUB. With Proposal	H. AS OF DATE N/A	
J. REMARKS: Submit in accordance with NFS 1852.223-73						
K. DISTRIBUTION						
NSSC CO					TOTALS	
					NO.	TYPE
					1	B
DATA REQUIREMENT DESCRIPTION						
1. TITLE Safety and Health Plan				2. NUMBER DRD 10		
3. USE Ensuring safe work processes and procedures				4. DATE 5/31/06		
				5. ORGANIZATION NASA/NSSC		
				6. REFERENCES NFS 1852.223-73		
7. INTERRELATIONSHIP						
8. PREPARATION INFORMATION Prepare and submit in accordance with NFS 1852.223-73						