

DATA PROCUREMENT DOC.  
NO. ISSUE  
**1133 RFP**

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CONTRACT/RFQ

EXHIBIT NUMBER

**J-2**

ATTACHMENT NUMBER

**Centerwide Office of Human Capital Support Services**

PROJECT/SYSTEM

***DATA PROCUREMENT DOCUMENT***

**TBD**

CONTRACTOR

**October 10, 2006**

DATE

National Aeronautics and  
Space Administration

National Aeronautics and Space Administration				DATA PROCUREMENT DOC.	
<b>DOCUMENT CHANGE LOG</b>				NO.            ISSUE	
				1133          RFP	
INCORPORATED REVISIONS OUTSTANDING REVISIONS			AS OF: 10/10/06		SUPERSEDING:    PAGE: of
AUTHORITY	PORTION AFFECTED - PAGE NO./NO.				REMARKS
	INTRO	SGR	DRL	DRD	

MSFC - Form 3461-1 (Rev August 1970)

National Aeronautics and Space Administration			DATA PROCUREMENT DOC.		
<b>PAGE REVISION LOG</b>			NO. <b>1133</b>	ISSUE <b>RFP</b>	
NOTE: The current revision is denoted by a vertical line in the outer margin adjacent to the affected text.		AS OF: 10/10/06	SUPERSEDING:	PAGE:	
INSERT LATEST REVISED PAGES.			DISCARD SUPERSEDED PAGES.		
ITEM	PAGE	STATUS	ITEM	PAGE	STATUS

## 1.0 INTRODUCTION

1.1 Scope: Subject to the Rights in Data clause, this Data Procurement Document (DPD) sets forth the data requirements in each Data Requirements Description (DRD) and shall govern that data required by the DPD for the contract. The contractor shall furnish data defined by the DRD's listed on the Data Requirements List (DRL) by category of data, attached hereto, and made a part of this DPD. Such data shall be prepared, maintained, and delivered to NASA in accordance with the requirements set forth within this DPD. In cases where data requirements are covered by a Federal Acquisition Regulation (FAR) or NASA FAR Supplement (NFS) clause, that clause shall take precedence over the DPD, consistent with clause FAR 52.215-8.

1.2 DPD Description: This DPD consists of a Document Change Log, a Page Revision Log, an Introduction, a Statement of General Requirements, DPD maintenance procedures, a DRL, and the DRD's.

1.2.1 General Requirements: The general requirements, as specified in paragraph 2.0 of this DPD, prescribe those requirements applicable to the preparation, maintenance, and delivery of data that are better defined in aggregate than in the individual DRD's.

1.2.2 Data Requirements List (DRL): Throughout the performance of the contract, the DRL provides a listing by data category of the data requirements of the DPD.

### 1.2.3 Data Requirements Descriptions (DRD's)

1.2.3.1 Each data requirement listed on the DRL is given complete definition by a DRD. The DRD prescribes content, format, maintenance instructions, and submittal requirements.

1.2.3.2 For the purpose of classification and control, DRD's of this DPD are grouped into the following broad functional data categories:

<u>CATEGORY SYMBOL</u>	<u>DESCRIPTION</u>
CD	Contractual Data
LS	Logistics Support
MA	Management
SA	Safety

1.2.3.3 The symbols representing these data categories form part of the prefix of the DRD identification number. The first numerical characters reflect the DPD number.

1.2.3.4 To facilitate the usage and maintenance of the DPD, the DRD's have been sectionalized in accordance with the above data categories.

1.2.3.5 The DRD's are filed by data category and are in alpha-numeric sequence as listed on the DRL page (or pages) that precedes the DRD's.

1.2.4 Document Change Log (DCL) and Page Revision Log (PRL): The Document Change Log chronologically records all revision actions that pertain to the DPD. The Page Revision Log describes the current revision status of each page of the DPD and thus, at all times, provides its exact configuration.

1.2.5 DPD Maintenance Procedures: Maintenance procedures define the detailed methods to be employed in maintaining the DPD. Detailed maintenance procedures are specified in paragraph 3.0 of this DPD.

- 1.3 Data Types for Contractual Efforts: The types of data and their contractually applicable requirements for approval and delivery are:

<u>TYPE</u>	<u>DESCRIPTION</u>
1*	All issues and interim changes to those issues require written approval from the requiring organization before formal release for use or implementation.
2*	NASA reserves a time-limited right to disapprove in writing any issues and interim changes to those issues. The contractor shall submit the required data to NASA for review not less than 45 calendar days** prior to its release for use. The contractor shall clearly identify the release target date in the "submitted for review" transmittal***. If the data is unacceptable, NASA will notify the contractor within 45 calendar days** from the date of submission, regardless of the intended release date***. The contractor shall resubmit the information for reevaluation if disapproved. The submittal is considered approved if the contractor does not receive disapproval or an extension request from NASA within 45 calendar days**.
3	These data shall be delivered by the contractor as required by the contract and do not require NASA approval. However, to be a satisfactory delivery, the data shall satisfy all applicable contractual requirements and be submitted on time.
4	These data are produced or used during performance of the contract and are retained by the contractor. They shall be delivered only when NASA requests in writing and shall be delivered in accordance with the instructions in the request. The contractor shall maintain a list of these data and shall furnish copies of the list to NASA when requested to do so.
5	These data are incidental to contract performance and are retained by the contractor in those cases where contracting parties have agreed that formal delivery is not required. However, the Contracting Officer or the Contracting Officer's Representative shall have access to and can inspect this data at its location in the contractor's or subcontractor's facilities, or in an electronic database accessible to the Government
*	Note: Type 1 and Type 2 data may be placed under NASA configuration management control when designated by NASA. CM control requires the contractor to submit Type 1 and Type 2 data updates through Engineering Change Proposals (ECPs).
**	Note: This time limit may be tailored for individual DPD's to meet the requirements of the procuring activity.
***	Note: If the contractor does not identify a release target date or if the intended release date is shorter than 45 calendar days from the date of submission, the 45 calendar days review cycle stands (or the tailored Type 2 time limitation for the specific procurement).

## 2.0 STATEMENT OF GENERAL REQUIREMENTS

2.1 Applicable/Reference Documents: Documents included as applicable documents in this DPD are the issue specified in the Statement of Work, and form a part of the DPD to the extent specified herein. Applicable documents listed in Item 15.2 of a DRD are applicable only to the preparation of the deliverable documentation described by that DRD.

References to documents other than applicable documents in the data requirements of this DPD may sometimes be utilized, and shall be indicated in 13, Remarks of the DRD. These do not constitute a contractual obligation on the contractor. They are to be used only as a possible example or to provide related information to assist the contractor in developing a response to that particular data requirement.

## 2.2 Subcontractor Data Requirements

2.2.1 The contractor shall specify to subcontractors and vendors, if any, the availability source of all data required for the satisfactory accomplishment of their contracts. The contractor shall validate these requirements for documents when appropriate; where the requirement concerns other contractor data, the contractor shall provide his subcontractor or vendor with the necessary documents. All such requests shall be accomplished under the auspices of the contractor.

2.2.2 Reference to subcontractor data in the contractor's responses is permissible, providing the references are adequate and include such identification elements as title, number, revision, etc., and a copy of the referenced data is supplied with the response document at time of delivery to NASA.

## 2.3 Data Distribution, Format, Data Restriction Marking, and Transmittal

2.3.1 Distribution: Distribution of required documentation shall be in quantities determined by the Contracting Officer. Recipient names and email addresses shall be noted on a separate distribution list to be furnished by the Contracting Officer. The Contracting Officer's letter may include other information pertinent to delivery of data, as required.

### 2.3.2 Format

2.3.2.1 Electronic Format: Electronic submission of data deliverables is preferred. Electronic deliverables shall be printable. Data deliverables shall be delivered to NASA in the format specified below unless a specific format is required by a DRD. Data submittals shall consist of a single Adobe Acrobat PDF file and the native format electronic file(s). The preferred native formats include Microsoft Word, Excel, PowerPoint or CAD drawing plot file, as appropriate. Where a single native format file is not possible, multiple files may be integrated into a single ZIP file for submission. The organization of the contents of the integrated ZIP file shall be made readily apparent to the reader, and each file within the integrated product shall be clearly identifiable and traceable within the organization of the integrated product. If files are fragmented, file names shall be labeled logically and contiguously, and the files shall be easily reassembled or merged (e.g. 1 filename, 2 filename, 2a filename, etc.). The software versions shall be confirmed prior to submittals.

2.3.2.2 Hardcopy Format: In addition to the electronic submittal, one hardcopy package of specific data deliverables shall be delivered to the NASA Contracting Officer for the Government contract file. This requirement is indicated in Item 15.4, Format of each DRD. The hardcopy package shall consist of the contractor's Transmittal Memo and one copy of the data deliverable.

### 2.3.3 Data Restriction Marking

2.3.3.1 Data Restriction Determination and Marking Requirements: The contractor shall determine the data restriction that applies to each data deliverable and mark the data restriction on the data coversheet, or indicate the data restriction in the data transmittal package if the data format precludes identification of data restriction directly in the data. The contractor shall make a determination for each individual data deliverable item, and shall not apply a default or blanket data restriction marking to all data deliverables (e.g., “data may be export restricted”). If NASA does not agree with the contractor applied data restriction, the NASA Contracting Officer shall return the data to the contractor, cancel the markings, or ignore the markings consistent with the procedures set forth in the “data rights” clause(s) contained in the contract.

2.3.3.2 Data Restriction Categories and Marking Statements: The contractor shall consider the following data restriction categories, as a minimum, and utilize specified marking statements.

If data delivered under this contract is subject to the International Traffic in Arms Regulations (ITAR), the data shall contain an “ITAR Notice” as follows:

#### **International Traffic in Arms Regulations (ITAR) Notice**

This document contains information which falls under the purview of the U.S. Munitions List (USML), as defined in the International Traffic in Arms Regulations (ITAR), 22 CFR 120-130, and is export controlled. It shall not be transferred to foreign nationals in the U.S. or abroad, without specific approval of a knowledgeable NASA export control official, and/or unless an export license/license exemption is obtained/available from the United States Department of State. Violations of these regulations are punishable by fine, imprisonment, or both.

If data delivered under this contract is subject to the Export Administration Regulations (EAR), the data shall contain the “EAR Notice” as follows:

#### **Export Administration Regulations (EAR) Notice**

This document contains information within the purview of the Export Administration Regulations (EAR), 15 CFR 730-774, and is export controlled. It may not be transferred to foreign nationals in the U.S. or abroad without specific approval of a knowledgeable NASA export control official, and/or unless an export license/license exception is obtained/available from the Bureau of Industry and Security, United States Department of Commerce. Violations of these regulations are punishable by fine, imprisonment, or both.

If the contract contains FAR 52.227-14 *Alternate II*, the “Limited Rights Notice” may be applicable to data (other than computer software) delivered under this contract.

If the contract contains FAR 52.227-14 *Alternate III*, the “Restricted Rights Notice” may be applicable to computer software delivered under this contract.

If the contract contains FAR 52.227-20, the “SBIR Rights Notice” may be applicable to SBIR data delivered under this contract.

In accordance with the applicable data clause (e.g., FAR 52.227-14(c) or FAR 52.227-20(c)), the contractor may be able to assert a copyright claim in data delivered under this contract. When claim to copyright is made, the Contractor shall affix the applicable copyright notices of 17 U.S.C. 401 or 402 and acknowledgment of Government sponsorship (including contract number) to the data when such data are delivered to the Government.

#### 2.3.4 Transmittal

2.3.4.1 Data shall be transmitted to NASA by entry into the MSFC Integrated Engineering Capability (IEC) Design Data Management System (DDMS), email, CD or DVD, hardcopy, or other mechanism agreed to by the Contracting Officer, COTR, and Project representatives who are responsible to receive, index, and store the data deliverables.

2.3.4.2 If email is used to transmit data deliverables, the email size shall be 10 Megabytes or less to ensure receipt by the NASA email servers. Encrypted email format shall be used to transmit data which has been judged sensitive by the contractor (e.g., export controlled, limited rights data, SBIR, restricted computer software, copyrighted, etc.).

2.3.4.3 Data Transmittal Package: Each data transmittal package shall include:

- a. Transmittal memorandum that specifies the meta-data below for each data transmittal:
  1. Contract number.
  2. Data Requirements Description (DRD) number.
  3. DRD data type (specified in Item 3 on the DRD).
  4. Submission date or milestone being satisfied.
  5. Document number and revision.
  6. Document title.
  7. File names of all files being delivered; file naming convention shall clearly identify the document being delivered.
  8. Distribution (as defined by the Contracting Officer's letter).
  9. Requested response date.
  10. Contractor assigned data restriction (export controlled, limited rights data, SBIR, restricted computer software, copyrighted, etc.) if not marked on data.
  11. NASA Records Retention Schedule (NRRS) number, if applicable. (See NPR 1441.1, NASA Records Retention Schedules)
- b. Printable electronic files or hardcopy data.

2.4 Printing: All printing, duplicating, or binding shall be in accordance with NFS 1852.208-81, Restrictions on Printing and Duplicating. Printing of formal reports and Type 1 and 2 data in book format shall be in accordance with the following general specifications:

- a. Method of reproduction - offset/xerography.
- b. Finished size - 8 1/2" X 11".
- c. Paper - 20-pound opaque bond.
- d. Cover - Litho cover stock.
- e. Pages shall be printed on both sides; blank pages shall be avoided when possible.
- f. Oversize pages shall be avoided when possible, but if necessary shall be folded to 8 1/2" X 11".
- g. Binding shall be the most economical method commensurate with the size of the report and its intended use.

2.5 Contractor's Internal Documents: The contractor's internal documents shall be used to meet the data requirements of this DPD unless a specific format is required by the applicable DRD.

2.6 Document Identification: Type 1 and 2 documents published by the contractor and submitted in response to the data requirements of this DPD shall be identified within an organized identification numbering system prescribed to NASA by the contractor and, if applicable, as approved by NASA. For all data types, the document number, change legend, date, and title constitute the minimum identification of the specific document and shall appear on the cover and title page. The contract number shall also appear on the cover and title page as separate markings. The originator and organization shall be included on the title page. The document number,

change legend, and date shall appear on each page of the document. In the front matter of each document, identify the DPD number and applicable DRD number(s) required for document preparation. Successive issues or revisions of documents shall be identified in the same manner as the basic issue and shall have appropriate change identification. Drawings and ECP's are excluded from the marking provisions of this paragraph. All Type 1 documentation, excluding configuration management requirements, shall be marked "PRELIMINARY PENDING NASA APPROVAL," and once approved shall be reissued with "APPROVED BY NASA" and the date and approval authority annotated on the cover.

- 2.7 Reference to Other Documents and Data Deliverables in Data Submittals: All referenced documents shall be made readily available to the cognizant NASA organization upon request. The contractor should make sure that the references are available to NASA in a manner which does not incur delays in the use of the response document. Reference may be made, within one data submittal, to other data submittals delivered in response to this DPD in those cases where the data required by one DRD may have been delivered by the contractor in response to another DRD. The reference to previously-submitted data shall include the applicable DRD number, data submittal version date, and location within the referenced document.
- 2.8 Maintenance of Type 1 Document Submittals
- 2.8.1 Revisions of Type 1 documentation may be accomplished either by individual page revision or by a complete reissue of the document identified in accordance with requirements of 2.7 above, with the exception of drawings (which shall be revised in accordance with contract configuration management requirements).
- 2.8.2 Individual page revisions shall be made as deemed necessary by the contractor or as directed by the Contracting Officer.
- 2.8.3 A Type 1 document shall be completely reissued when, in the opinion of the contractor and/or NASA, the document has been revised to the extent that it is unusable in its present state, or when directed by the Contracting Officer. When complete reissues are made, the entire contents of the document shall be brought up to date and shall incorporate revised pages. All revisions shall be recorded. A revision log shall identify complete reissues except for periodic reports and documents which are complete within themselves as final.
- 2.8.4 Changes of a minor nature to correct obvious typing errors, misspelled words, etc., shall only be made when a technical change is made, unless the accuracy of the document is affected.
- 2.8.5 All revised pages shall be identified by a revision symbol and a new date. Each document shall contain a log of revised pages that identify the revision status of each page with the revision symbol. This list shall follow the table of contents in each document. The line or lines revised on a given page shall be designated by the use of vertical line in the margin of the page, and the change authority shall be indicated adjacent to the change.
- 2.8.6 Contractor Type 1 documents shall not be submitted containing pen and ink markups which correct, add to, or change the text, unless schedule problems exist and approval is obtained in writing from the Contracting Officer. Such markups, however, shall not exceed 20 percent of the page content and shall be acceptable provided that the reproduced copies are legible. In addition, hand-drawn schematics, block diagrams, data curves, and similar charts may be used in original reports in lieu of formally prepared art work, as long as legibility of copies is not impaired. Acceptability shall be determined by the Contracting Officer.

### 3.0 DPD MAINTENANCE PROCEDURES

3.1 NASA-Initiated Change: New and/or revised data requirements shall be incorporated by contract modification to which the new or revised portion of the DPD shall be appended. The contractor shall notify the Contracting Officer in the event a deliverable data requirement is imposed and is not covered by a DRD, or when a DRD is changed by a contract modification and for which no revision to DPD is appended. In such cases, the contractor shall submit the requested changes to NASA for approval. See paragraph 3.3.1 for change procedures.

3.2 Contractor-Initiated Change: Contractor-proposed data requirements, or proposed changes to existing requirements shall be submitted to NASA for approval.

### 3.3 DPD Change Procedures

3.3.1 Changes to a contractual issue of this DPD shall be identified by NASA on the Document Change Log and Page Revision Log. The actual revised material on the DPD page shall be identified by placing a heavy vertical line in the right-hand margin extending the entire length of the change. In addition, the numerical control number of the contractual direction authorizing the change shall be placed adjacent to the vertical revision line. These revision identifiers shall be used to reflect the current revision only; any previous symbols on a page shall be deleted by the current revision.

3.3.2 The date of the contractual direction paper, e.g., Change Order, Supplemental Agreement, or Contracting Officer's letter shall be entered under the "Status " column of the Page Revision Log adjacent to the affected page or DRD number, and in the "as of" block. The date that was in the "as of" block shall be entered in the "Superseding" block.

3.3.3 The Document Change Log entitled "Incorporated Revisions" shall be changed to indicate the number, portions affected, and associated Supplemental Agreement number, if applicable.

3.3.4 The Document Change Log entitled "Outstanding Revisions" is changed periodically to indicate outstanding Change Orders and Contracting Officer notification letters.

### 3.4 DPD Reissues

3.4.1 When conditions warrant, the DPD shall be reissued by NASA and shall supersede the existing DPD in its entirety. Reissues shall be issued by contractual direction.

3.4.2 All revision symbols (vertical lines and contractual direction control numbers) shall be removed from all pages; revision dates shall remain in the Date Revised block on DRD's that have been revised. The issue symbol, which shall commence with "A" and progress through "Z," shall be entered in the DPD identification block of each DRD page of the DPD.

**Centerwide Office of Human Capital Support Services**  
Data Requirements List

<u>DRD</u>	<u>DATA TYPE</u>	<u>TITLE</u>	<u>OPR</u>
CD - Contractual Data 1133CD-001	2	Contract Information Technology Security Program Plan	IS10
LS - Logistics Support 1133LS-001	2	Government Property Management Plan	AS41
MA - Management 1133MA-001	1	Management Plan	HS01
1133MA-002	2	Quarterly Progress Reports	HS01
1133MA-003	2	Financial Management Report (533M)	CS40
1133MA-004	3	Badged Employee and Remote IT User Listing	AS50
1133MA-005	3	Contractor Employee Clearance Document	AS50
1133MA-006	3	Position Risk Designation for Non-NASA Employee Form	AS50
1133MA-007	3	Organizational Conflict of Interest (OCI) Avoidance Plan	PS33
SA - Safety 1133SA-001	2	Safety, Health, and Environmental (SHE) Plan	AS10/QD50
1133SA-002	3	Mishap and Safety Statistics Reports	QD50

## DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1133                      **ISSUE:** RFP
2. **DRD NO.:** **1133CD-001**
3. **DATA TYPE:** 2
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Contract Information Technology Security Program Plan
7. **DESCRIPTION/USE:** To ensure that the contractor fully understands the Information Technology (IT) security requirements of NFS 1852.204-76 and NPR 2810.1. This plan will demonstrate that the contractor understands the Federal and NASA IT security requirements and details how they plan to implement an effective IT security program.
8. **OPR:** IS10                      9. **DM:** HS01
10. **DISTRIBUTION:** Per Contracting Officer's letter. One copy shall go to the Organization Computer Security Official.
11. **INITIAL SUBMISSION:** 30 days after contract award
12. **SUBMISSION FREQUENCY:** Revise after any significant changes. Review and update every three years.
13. **REMARKS:** The Federal Information Security Management Act (FISMA) of 2002 applies to both information and information systems used by NASA, its contractors, and other organizations and sources, it has somewhat broader applicability than that of prior security law. That is, the NASA IT security program and its requirements apply to all organizations (sources) which possess or use Federal or NASA information – or which operate, use, or have access to Federal or NASA information systems – on behalf of NASA.
14. **INTERRELATIONSHIP:** PWS paragraph 2.5
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The extent of the Contract IT Security Program Plan can vary and shall be appropriate to comply with the breadth of sensitivity level security requirements for protecting information and information technology (IT) when the Contractor or its subcontractors must obtain physical or electronic access requiring, at a minimum, single factor authentication to NASA's computer systems, networks, or IT infrastructure, or where information is stored, generated, or exchanged by/with NASA or on behalf of NASA by a contractor or subcontractor, regardless of whether the information resides on a NASA or a contractor/subcontractor's information system.
- 15.2 **APPLICABLE DOCUMENTS:**

NFS 1852.204-76	<i>Security Requirements for Unclassified Information Technology Resources (November 2004 [Deviation])</i>
NPR 2810.1	<i>Security of Information Technology</i>
ITS-SOP-00018	<i>Contract IT Security Program Plan Procedures</i>
- 15.3 **CONTENTS:** The Contract IT Security Program Plan shall meet the requirements of ITS-SOP-00018.
- 15.4 **FORMAT:** Contractor format is acceptable. The requirements of ITS-SOP-00018 shall be adequately covered and readily identifiable.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

## DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1133                      **ISSUE:** RFP
2. **DRD NO.:** **1133LS-001**
3. **DATA TYPE:** 2
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Government Property Management Plan
7. **DESCRIPTION/USE:** To describe the method of controlling and managing Government property.
8. **OPR:** AS41                      9. **DM:** HS01
10. **DISTRIBUTION:** Cognizant property administrator
11. **INITIAL SUBMISSION:** Preliminary three months after Authority to Proceed (ATP) (including phase-in period).
12. **SUBMISSION FREQUENCY:** Final one year after ATP, revise as required
13. **REMARKS:** This document shall be the official contract requirements document for the control and identification of all Government property.
14. **INTERRELATIONSHIP:** PWS paragraph 2.2
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Government Property Management Plan defines the contractor's methods of care, accounting, and control of Government property.
- 15.2 **APPLICABLE DOCUMENTS**

FAR	<i>Federal Acquisition Regulation, Part 45</i>
NPR 5100.4B	<i>Federal Acquisition Regulation Supplement, (NASA/FAR Supplement) Part 18-45 and latest revisions thereto</i>
- 15.3 **CONTENTS:** This plan shall satisfy the requirements of the documents listed in 15.2, and the contract. This plan shall consist of those procedures which constitute the contractor's property management system and shall include the following categories:
 

a. Property management.	i. Reports.
b. Acquisition.	j. Consumption.
c. Receiving.	k. Utilization.
d. Identification.	l. Maintenance.
e. Records.	m. Subcontractor control.
f. Movement.	n. Disposition.
g. Storage.	o. Contract close-out.
h. Physical inventories.	
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

## DATA REQUIREMENTS DESCRIPTION (DRD)

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| <p>1. <b>DPD NO.:</b> 1133                    <b>ISSUE:</b> RFP</p> <p>3. <b>DATA TYPE:</b> 1</p> <p>6. <b>TITLE:</b> Management Plan</p> <p>7. <b>DESCRIPTION/USE:</b> To provide a description of the Contractor's management system, organization and provide insight for accomplishing the requirements set forth in the contract.</p> <p>8. <b>OPR:</b> HS01                    9. <b>DM:</b> HS01</p> <p>10. <b>DISTRIBUTION:</b> Per Contracting Officer's letter</p> <p>11. <b>INITIAL SUBMISSION:</b> 30 days after Authority to Proceed (ATP) (including phase-in period)</p> <p>12. <b>SUBMISSION FREQUENCY:</b> Revise as required</p> <p>13. <b>REMARKS:</b></p> <p>14. <b>INTERRELATIONSHIP:</b> PWS paragraph 2.1.2</p> <p>15. <b>DATA PREPARATION INFORMATION:</b></p> <p>15.1 <b>SCOPE:</b> The Management Plan shall describe the Contractor's concept plans, practice, and approach for accomplishing the requirements set forth in the contract, i.e., managing and controlling project tasks, and management interfaces. The plan shall be in such detail as necessary to convey the Contractor's internal procedures.</p> <p>15.2 <b>APPLICABLE DOCUMENTS:</b> None</p> <p>15.3 <b>CONTENTS:</b></p> <p style="margin-left: 20px;">a. The plan shall include a detailed description by which the Contractor proposes to accomplish each task down to the Level III WBS task level.</p> <p style="margin-left: 20px;">b. The plan shall also include a description of management concepts, plans, project management and task/control systems, organizational approach, and communication channels between the Contractor and the Government. This shall include descriptions, flow charts, schedules, and other documentation necessary to give a comprehensive plan of organization and accomplishment.</p> <p style="margin-left: 20px;">c. The plan shall include the Contractor's approach for risk assessment.</p> <p>15.4 <b>FORMAT:</b> Contractor format is acceptable.</p> <p>15.5 <b>MAINTENANCE:</b> Changes shall be incorporated by change page or complete reissue.</p> | <p>2. <b>DRD NO.:</b> <b>1133MA-001</b></p> <p>4. <b>DATE REVISED:</b></p> <p>5. <b>PAGE:</b> 1/1</p> |
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## DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1133                      **ISSUE:** RFP
2. **DRD NO.:** **1133MA-002**
3. **DATA TYPE:** 2
4. **DATE REVISED:**
5. **PAGE:** 1/2
6. **TITLE:** Quarterly Progress Reports
7. **DESCRIPTION/USE:** To provide data for the assessment of contract progress. To provide visibility to Contractor and MSFC Management of actual and potential problems and progress toward meeting the requirements of the contract.
8. **OPR:** HS01                      9. **DM:** HS01
10. **DISTRIBUTION:** Per Contracting Officer's Letter
11. **INITIAL SUBMISSION:** Ten working days following the end of the first quarter after task order authorization to proceed (ATP).
12. **SUBMISSION FREQUENCY:** The report shall be submitted ten working days following the end of each period.
13. **REMARKS:** 1 paper copy to MSFC procurement, electronic copy to COTR.
14. **INTERRELATIONSHIP:** PWS paragraph 8.0
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Quarterly Progress Report shall provide a comprehensive status on all active tasks and include the necessary information to assess status and identify problems that need resolution for accomplishment of the contract tasks. The Quarterly Progress Report shall address every performance requirement contained in Attachment J-4 (and summarized in Attachment J-5). In cases where the Acceptable Quality Level (AQL) is not met, this report shall contain rationale explaining any deficiencies and a corrective action plan to ensure these deficiencies do not occur in the future. Quarterly Progress Reports in the middle of each 6-month performance evaluation period shall provide an interim AQL status. Quarterly Reports at the end of each 6-month performance evaluation period shall contain the contractor's final assessment of performance during that evaluation period for each AQL/performance requirement. The Quarterly Progress Report shall also contain any Contractor process improvements and/or cost savings and any Contractor recommendations for ways the Government may improve processes, save costs and/or time.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** As a minimum, the report shall contain the following information:
  - a. Overview of work accomplished during the reporting period.
  - b. Discussion of non-routine tasks for the next reporting period.
  - c. Indications of any problems, which may impede performance or impact performance, schedule or cost.
  - d. Discussion of every performance requirement contained in Attachment J-4 (and summarized in Attachment J-5), including rationale explaining any deficiencies (cases where the Acceptable Quality Level (AQL) is not met), and a corrective action plan to ensure these deficiencies do not occur in the future.
  - e. Any Contractor process improvements and/or cost savings and any Contractor recommendations for ways the Government may improve processes, save costs and/or time.

## DRD Continuation Sheet

TITLE: Quarterly Progress Reports

DRD NO.: 1133MA-002

DATA TYPE: 2

PAGE: 2/2

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15. **DATA PREPARATION INFORMATION (CONTINUED):**

15.4 **FORMAT:** Contractor format is acceptable provided all necessary requirements are met. Submission in electronic format is strongly encouraged.

15.5 **MAINTENANCE:** None required

## DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1133                      **ISSUE:** RFP
2. **DRD NO.:** **1133MA-003**
3. **DATA TYPE:** 2
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Financial Management Report (533M)
7. **DESCRIPTION/USE:** To provide monthly financial reports for monitoring program costs. The 533 reports are the official cost documents used at NASA for cost type, price redetermination, and fixed price incentive contracts.
8. **OPR:** CS40                      9. **DM:** HS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Within 30 days after the incurrence of cost
12. **SUBMISSION FREQUENCY:** No later than 10 working days following the end of the contractor's accounting month
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 2.3
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Financial Management Report provides data on accumulated costs and funding projections for management of the contract.
- 15.2 **APPLICABLE DOCUMENTS:**

NFS 1852.242-73	NASA Contractor Financial Management Reporting, (November 2004)
NPR 9501.2D	NASA Contractor Financial Management Reporting
- 15.3 **CONTENTS:** The elements of cost for financial reporting shall be mutually agreed by the contractor and NASA project office and cover labor hours by WBS, direct labor cost, materials, subcontracts, interdivisional work, other direct rates, overhead by pool, fringe, G&A, and fee. Changes or additions to elements of cost shall be by mutual agreement between the contractor and the NASA project manager. The data contained in the reports shall be auditable using Generally Accepted Accounting Principles. The 533M Report shall include actuals and projections at the total contract level by contract year and at the end of each Government fiscal year. A summary page at the contract level shall be included reflecting the cumulative since inception cost for the contract. The 533M Report shall be provided for each active task order. All of the elements of cost (including labor hours) as described above shall be reported by WBS Level I (total contract); Level II (2.0, 3.0, 4.0, 5.0, 6.0, 7.0, & 8.0); and Level III (2.1, 2.2, 2.3, etc.).
- 15.4 **FORMAT:** The NASA Form 533M shall be prepared per NPR 9501.2D and NFS 1852.242-73. Contractor format is acceptable provided all necessary requirements are met. Electronic submission of contractor data is strongly encouraged.
- 15.5 **MAINTENANCE:** None required

## DATA REQUIREMENTS DESCRIPTION (DRD)

- |                                                                                     |                                                                                                       |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| <p>1. <b>DPD NO.:</b> 1133      <b>ISSUE:</b> RFP</p> <p>3. <b>DATA TYPE:</b> 3</p> | <p>2. <b>DRD NO.:</b> <b>1133MA-004</b></p> <p>4. <b>DATE REVISED:</b></p> <p>5. <b>PAGE:</b> 1/1</p> |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
6. **TITLE:** Badged Employee and Remote IT User Listing
7. **DESCRIPTION/USE:** To assist NASA in conducting contractor floor checks and to determine if the employees meet the minimum background investigation requirements.
8. **OPR:** AS50                      9. **DM:** HS01
10. **DISTRIBUTION:** Per Contracting Officer's letter. One copy shall go to MSFC Protective Services Office.
11. **INITIAL SUBMISSION:** No later than 10 working days after Authority to Proceed (ATP) (including phase-in period)
12. **SUBMISSION FREQUENCY:** Formal update quarterly and email changes as personnel changes occur to distribution. If deemed necessary by the Contracting Officer, the contractor shall submit the list at times other than stated.
13. **REMARKS:** Reference is made to Federal Acquisition Regulation (FAR) Clause, FAR 52.215-2, *Audit and Records--Negotiations* (June 1999), NPR 1600.1, *NASA Security Program Procedural Requirements*.
14. **INTERRELATIONSHIP:** PWS paragraph 2.1.3
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Badged Employee and Remote IT User Listing shall provide NASA with a list of all MSFC badged contractor employees, as well as, any contractor remote IT users who will have access to the MSFC IT system.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The list shall include the following information for each employee: employee's full name (first and middle names must be birth names), last four digits of the Social Security Number (SSN), date of birth, place of birth, duty position, duty location (building/room number), shift assignment, and supervisor's name. Additionally, if applicable, the type of security background check already completed (NACLC or SSBI) and the date it was completed.
- 15.4 **FORMAT:** Contractor format using Excel Spreadsheet is acceptable.
- 15.5 **MAINTENANCE:** None required

## DATA REQUIREMENTS DESCRIPTION (DRD)

- |                         |                                      |
|-------------------------|--------------------------------------|
| 1. <b>DPD NO.:</b> 1133 | 2. <b>DRD NO.:</b> <b>1133MA-005</b> |
| 3. <b>DATA TYPE:</b> 3  | 4. <b>DATE REVISED:</b>              |
|                         | 5. <b>PAGE:</b> 1/1                  |
6. **TITLE:** Contractor Employee Clearance Document
7. **DESCRIPTION/USE:** To ensure that badged contractor employees who no longer require Center access properly clear all accounts when the access is no longer needed.
8. **OPR:** AS50                      9. **DM:** HS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Immediately upon when the access is no longer needed.
12. **SUBMISSION FREQUENCY:** As required
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 2.1.3
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Contractor Employee Clearance Document provides verification that all badged employees have properly cleared all accounts when the access is no longer needed.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Contractor Employee Clearance Document shall contain all the information required by MSFC Form 383-1.
- 15.4 **FORMAT:** MSFC Form 383-1, "Contractor Employee Clearance Document".
- 15.5 **MAINTENANCE:** None required

## DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1133                      **ISSUE:** RFP
2. **DRD NO.:** **1133MA-006**
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Position Risk Designation for Non-NASA Employee Form
7. **DESCRIPTION/USE:** To ensure that contractor employees are screened to an appropriate risk determination in accordance with NPR 1600.1, *NASA Security Program Procedural Requirements*, Chapter 4.
8. **OPR:** AS50                      9. **DM:** HS01
10. **DISTRIBUTION:** Per Contracting Officer's letter. One copy shall go to MSFC Protective Services Office.
11. **INITIAL SUBMISSION:** No later than 10 working days after Authority to Proceed (ATP) (including phase-in period)
12. **SUBMISSION FREQUENCY:** Update as personnel or position changes occur.
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 2.1.3
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** Position Risk Designation for Non-NASA Employee Form provides information necessary to determine the type of investigation required and how closely an individual is screened for a position.
- 15.2 **APPLICABLE DOCUMENTS:**  
NPR 1600.1                      *NASA Security Program Procedural Requirements*
- 15.3 **CONTENTS:** The Position Risk Designation for Non-NASA Employee Form shall contain all the information required by MSFC Form 4482 in accordance with NPR 1600.1, *NASA Security Program Procedural Requirements*.
- 15.4 **FORMAT:** MSFC Form 4482, "Position Risk Designation for Non-NASA Employee".
- 15.5 **MAINTENANCE:** None required

## DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1133                      **ISSUE:** RFP
2. **DRD NO.:** **1133MA-007**
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/2
6. **TITLE:** Organizational Conflict of Interest (OCI) Avoidance Plan
7. **DESCRIPTION/USE:** To demonstrate to the Government that the Contractor will mitigate organizational conflicts of interest and ensure that the contractor provides unbiased, impartial advice and adequately protects sensitive data.
8. **OPR:** PS33                      9. **DM:** HS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** 30 working days following Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Update as required
13. **REMARKS:** Reference is made to Contract Clauses I.14, *Access to Sensitive Information (NFS 1852.237-72)*, and I.15, *Release of Sensitive Information (NFS 1852.237-73)*.
14. **INTERRELATIONSHIP:** PWS paragraph 2.0
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Organizational Conflicts of Interest Avoidance Plan demonstrates that no organizational conflict of interest exists or that any such potential conflicts have been adequately avoided or mitigated, especially when using subject matter experts or technical experts connected to any prime contractor or subcontractor performing or planning to propose on design, development, and/or delivery of space flight hardware, software, mission integration services or other critical systems related to MSFC. The Contractor should not assume that government performance of a contracted task is a form of mitigation.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3. **CONTENTS:** The Organizational Conflicts of Interest Avoidance Plan shall include the following:
  - a. Organizational conflicts of interest pertaining to impaired objectivity shall be addressed as follows:
    1. Describe the nature of the conflict including any business relationships that might create a conflict with the performance of the work statement
    2. Describe the plan for avoiding, neutralizing, or mitigating the conflict, including the following with regard to subject matter experts/technical experts if applicable:
      - (a) That the management reporting chains between this contract and the work performed by the subject matter experts/technical experts for the conflicting business relationship are separated from each other.

## DRD Continuation Sheet

**TITLE:** Organizational Conflict of Interest (OCI) Avoidance Plan

**DRD NO.:** 1133MA-007

**DATA TYPE:** 2

**PAGE:** 2/2

15. **DATA PREPARATION INFORMATION (CONTINUED):**

- (b) That the subject matter experts/technical experts when performing under this contract are physically separated from the portion of the company performing the work for the conflicting business relationships.
  - (c) That each subject matter expert/technical expert performing under this contract signs an express, binding, written agreement setting forth all responsibilities and duties to avoid organizational conflicts of interest and to protect sensitive data provided under this order.
  - (d) That techniques are in place to ensure that the contractor shall not favor the conflicting business relationships and will avoid the appearance of conflicts of interest.
- b. With regard to access to nonpublic information, the avoidance plan shall contain a plan to safeguard all proprietary/sensitive data the contractor (including all employees and subject matter experts/technical experts) receives. This plan shall include:
- 1. A provision that the contractor shall not disclose or improperly use the proprietary/sensitive data received or accessed under this contract.
  - 2. A provision that information, whether in hard copy or on electronic media, shall be marked, handled, stored, and destroyed in order to preclude an unauthorized disclosure of information.
  - 3. A provision that information technology shall be protected to prevent unauthorized disclosure of information.
  - 4. A provision that employees performing the effort must sign an express binding written agreement clearly agreeing to protect sensitive data.
  - 5. A requirement that subcontractors have appropriate OCI avoidance procedures in place for the use of subject matter experts.
  - 6. A requirement for periodic self-audits, the results of which shall be made available to the Government.
  - 7. Initial and periodic refresher OCI training for the contractor employees/experts working on this contract.
  - 8. A description of organizational and employee sanctions for violation of the OCI order clause or OCI Avoidance Plan provisions.
  - 9. Provisions on record keeping requirements regarding OCI (e.g., training, written agreements). The contractor shall make these records available to and cooperate with any neutral third party the Government assigns to review adherence to their OCI mitigation plan.
  - 10. A provision requiring the contractor to report any real, apparent, or potential conflict of interest that may arise to the Contracting Officer.
  - 11. A provision requiring the contractor to update the OCI Avoidance Plan upon occurrence of any event that will cause a change to the plan.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

## DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1133                      **ISSUE:** RFP
2. **DRD NO.:** **1133SA-001**
3. **DATA TYPE:** 2
4. **DATE REVISED:**
5. **PAGE:** 1/3
6. **TITLE:** Safety, Health, and Environmental (SHE) Plan
7. **DESCRIPTION/USE:** To provide the contractor and the Government a baseline document for planning, management, control, and implementation of the contractor's industrial/occupational safety, health, and environmental program in accordance with NFS 1852.223-73.
8. **OPR:** AS10/QD50                      9. **DM:** HS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Preliminary with proposal
12. **SUBMISSION FREQUENCY:** Ten days after Authority to Proceed (ATP) (including phase-in period); update as required
13. **REMARKS:**
14. **INTERRELATIONSHIP:** NFS 1852.223-70, *Safety and Health*; NFS 1852.223-73, *Safety and Health Plan*; FAR 52.223-5, *Pollution Prevention and Right-to-Know Information*; FAR 52.223-10, *Waste Reduction Program*; FAR 52.223-13, *Certification of Toxic Chemical Release Reporting*; and FAR 52.223-14, *Toxic Chemical Release Reporting*. DRD 1133SA-002, *Mishap and Safety Statistics Report*. PWS paragraph 2.4.1
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Safety, Health, and Environmental Plan describes the contractor's method of implementing occupational safety, health, and environmental standards over the duration of the contract.
- 15.2 **APPLICABLE DOCUMENTS:** Compliance with the following Occupational Safety and Health Standards and applicable requirements shall be specified in the plan (if applicable to the scope of this contract).
 

29 CFR 1910	<i>Department of Labor; Occupational Safety and Health Administration Standards for General Industry</i>
29 CFR 1926	<i>Department of Labor; Occupational Safety and Health Administration Standards for Construction Industry</i>
40 CFR	<i>Protection of the Environment</i>
MPR 8500.1	<i>MSFC Environmental Management Program</i>
MWI 8540.2	<i>Affirmative Procurement Program for Environmentally Preferable Products</i>
MWI 8550.1	<i>Waste Management</i>
MWI 8550.2	<i>Storm Water Management</i>
MWI 8550.3	<i>Wastewater Compliance</i>
MPR 1040.3	<i>MSFC Emergency Plan</i>
MPR 1840.3	<i>MSFC Hazardous Chemicals in Laboratories Protection Program</i>
MPR 1840.1	<i>MSFC Confined Space Entries</i>
MPD 1860.2	<i>MSFC Radiation Safety Program</i>
MPR 1810.1	<i>MSFC Occupational Medicine</i>
MPD 1840.3	<i>MSFC Respiratory Protection Program</i>
MPD 1840.2	<i>MSFC Hearing Conservation Program</i>

## DRD Continuation Sheet

TITLE: Safety, Health, and Environmental (SHE) Plan

DRD NO.: **1133SA-001**

DATA TYPE: 2

PAGE: 2/3

15. **DATA PREPARATION INFORMATION (CONTINUED):**

MPD 1840.1	<i>MSFC Environmental Health Program</i>
MPR 1840.2	<i>MSFC Hazard Communication Program</i>
MPD 1860.1	<i>Laser Safety</i>
MPR 1800.1	<i>Bloodborne Pathogens</i>
MWI 3410.1	<i>Personnel Certification Program</i>
MPR 8715.1	<i>Marshall Safety, Health and Environmental (SHE) Program</i>
MWI 8715.9	<i>Occupational Safety Requirements for MSFC Contractors</i>
MPD 8900.1	<i>Medical Operations Responsibilities for Human Space Flight Programs (NOTE: This document only applies to Space Station contracts)</i>
NFPA Standards	<i>National Fire Codes</i>
NPR 8715.3	<i>NASA Safety Manual</i>
NASA-STD-8719.11	<i>Safety Standard for Fire Protection</i>

15.3 **CONTENTS:** The Safety, Health, and Environmental Plan shall describe the manner in which the contractor implements the requirements of the applicable documents as they pertain to the specific statement of work tasks to be performed and updated when necessary. The Safety, Health and Environmental Plan shall clearly state if the contracted effort contain potentially hazardous or non-hazardous operations and fully address the following applicable topics:

- a. Management leadership and employee involvement:
  1. Statement of management policy and commitment to provide for the safety and health of personnel (i.e., employees, customers, and public) and property, and compliance with EPA, OSHA and NASA requirements.
  2. Description of procedures for insuring management and employees are held accountable for implementing their task in a safe and healthful manner through motivational techniques, disciplinary program, or other innovative techniques.
  3. Descriptions of safety, health, environmental awareness and motivation programs that include documented safety meetings and safety awareness training for employees. (Onsite Safety meeting statistics shall be documented in the Supervisors Safety Web page: [http://msfcsma3.msfc.nasa.gov/dbwebs/apps/sswp/SSWP\\_login.taf](http://msfcsma3.msfc.nasa.gov/dbwebs/apps/sswp/SSWP_login.taf))
  4. Method of program evaluation that, identify the methods and frequency for internal evaluation of the safety, health, and environmental program.
  5. Method to ensure the Flowdown of safety responsibilities between all company levels and subcontractors, when applicable.
  6. Identification by title the individual who will be responsible for the implementation of the SHE program elements.
  7. Method to ensure compliance with MPR 8715.1, when work will be performed onsite at MSFC.
- b. System and worksite analysis:
  1. Methods of hazard identification, e.g., hazard analysis, safety assessment, change analysis, risk assessment and employee identified concerns.
  2. Requirements for formal worksite safety inspections as required by OSHA, to including schedule and documentation requirements. Onsite OSHA inspections are performed by NASA
  3. Requirements for documented supervisors' safety visits. Onsite safety visits shall be performed once per month per supervisor and documented in the Supervisors Safety Web page.

## DRD Continuation Sheet

**TITLE:** Safety, Health, and Environmental (SHE) Plan

**DRD NO.:** 1133SA-001

**DATA TYPE:** 2

**PAGE:** 3/3

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15. **DATA PREPARATION INFORMATION (CONTINUED):**

- c. Hazard prevention and control:
  1. Method of ensuring a documented emergency management program. Include a list of emergency points of contract. (Note: Onsite contractors may use MPR 1040.3.)
  2. Method of investigating all mishaps and close calls to determine root cause, including an outline of reporting requirements. (Reference DRD 1133SA-002, *Mishap and Safety Statistics Report*).
  3. Method for providing safety, health, and environmental services applicable to the contracted effort such as hazardous waste disposal, industrial hygiene monitoring, emergency medical support, hearing conservation program, and hazard communication. (These services can be provided by MSFC for onsite work.)
  4. Method for employees to suspend work where safety or environmental conditions warrant such action.
- d. Safety and health training:
  1. Method for training each employee to recognize hazards, avoid accidents, know the hazards specific to their job, and understand the disciplinary program.
- e. Environmental compliance- Provisions for compliance with environment laws and regulations by: reporting hazardous and toxic substance use; implementing and reporting green procurements in accordance with MWI 8540.2; reducing, reusing, and recycling of hazardous and toxic substances prior to disposal; minimizing storm-water pollution; ensuring equipment and processes permitted by applicable laws, and disposing of solid and liquid materials as permitted by applicable laws.

15.4 **FORMAT:** Contractor format is acceptable.

15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

## DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1133                      **ISSUE:** RFP
2. **DRD NO.:** **1133SA-002**
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/2
6. **TITLE:** Mishap and Safety Statistics Reports
7. **DESCRIPTION/USE:** To provide reporting of metrics, mishaps, close calls, and serious non-occupational injuries or illnesses.
8. **OPR:** QD50                      9. **DM:** HS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:**
  - a. Safety Statistics (e.g., contract number, subcontractors, SIC/NAIC codes, number of employees, number of supervisors, hours worked, etc.): submitted on MSFC Form 4371 by the 10<sup>th</sup> of each month following task order Authority to Proceed (ATP).
  - b. Mishaps, Close Calls, and serious non-occupational injuries or illnesses
    1. Type A or B mishaps, high visibility mishaps or close calls, and onsite Type C lost time injury or illness: Immediate telephone notification to the Contracting Officer, and Industrial Safety (256-544-0046 or 4-HELP, Safety Option) so that Center Director notifies the NASA Administrator within 24 hours of occurrence or awareness. Include location and time of incident, number of fatalities, number hospitalized, type of damage, estimated cost, brief description, and contact person and phone number.
    2. Non-occupational fatality or serious injury occurring onsite or to an onsite contractor employee: Notification to Contracting Officer and S&MA so that Center Director notifies the NASA Administrator within 24 hour of occurrence or awareness. (Offsite non-occupational injury or illness notification is at the discretion of the family.)
    3. All Onsite MSFC mishaps and close calls: (applicable to onsite contractors only): NASA Initial Safety Incident Report within 4 hours of occurrence or awareness on MSFC Form 4370 or equivalent either by telephone 256-544-4357 (4-HELP); Safety Option or electronically by Quick Incident. Report at [https://msfcsma3.msfc.nasa.gov/s&ma\\_01/mishap/index.htm](https://msfcsma3.msfc.nasa.gov/s&ma_01/mishap/index.htm).
    4. All Mishaps (Type A, B, C, Incidents and Close Calls): Mishap Report NASA Form 1627 or electron update of NASA Incident Reporting Information System (IRIS) record within 6 calendar days of Mishap.
    5. Type A, B, and Close Calls with high Type A or B potential: Mishap Board Report after completion of investigation.
    6. All Mishaps: Monthly Follow-up Corrective Action Plan/Status as required until closed.
12. **SUBMISSION FREQUENCY:**
  - a. MSFC Form 4370 or electronic equivalent - Each occurrence of a mishap except as identified in section 11.b.
  - b. NASA Form 1627 or electronic equivalent - Each occurrence of a mishap. Corrective action status reports are due every 30 days until the final report is submitted.
  - c. MSFC Form 4371 - By the 10<sup>th</sup> of each month.
  - d. Mishap Board Report - Each occurrence of a Type A or B mishap, or as directed by Center management.
13. **REMARKS:**
14. **INTERRELATIONSHIP:** DRD 1133SA-001, *Safety, Health, and Environmental (SHE) Plan*. PWS paragraph 2.4.2

## DRD Continuation Sheet

**TITLE:** Mishap and Safety Statistics Reports

**DRD NO.:** 1133SA-002

**DATA TYPE:** 3

**PAGE:** 2/2

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15.0 **DATA PREPARATION INFORMATION:**

15.1 **SCOPE:** The Mishap and Safety Statistics Reports document all mishaps and close calls as required in NPR 8621.1.

15.2 **APPLICABLE DOCUMENTS**

NPR 8621.1      *NASA Procedural Requirements for Mishap Reporting, Investigating, and Recordkeeping*

MWI 8621.1      *Close Call and Mishap Reporting and Investigation Program*

15.3 **CONTENTS:** The Mishap and Safety Statistics Reports shall contain the information required by NPR 8621.1 and MWI 8621.1. The contractor shall use the forms listed in 15.4 to report mishaps and related information required to produce the safety metrics.

15.4 **FORMAT:** The following formats or electronic equivalent shall be submitted:

- a. MSFC Form 4370, "MSFC Flash Mishap Report."
- b. NASA Form 1627, "NASA Mishap Report."
- c. MSFC Form 4371, "MSFC Contractor Accident and Safety Statistics."
- d. Mishap Board Report using the format provided in NPR 8621.1.

15.5 **MAINTENANCE:** None required