

DATA REQUIREMENTS LIST		
DRL Number		Revision
Project/System		
Contract Number		Preparation Date
Contractor		Technical Approval
Attachment Number		Exhibit Number
ITEM NO.	TITLE	CHANGE STATUS
1.0-1	Contract Performance Metrics and Workload Indicator Report	
1.0-2	Monthly Program Management Status Review	
1.0-3	Risk Management Plan	
1.0-4	Records Management Program Plan	
1.1.1-1	Advance Notification of Workforce Reductions Report	
1.1.1-2	Quarterly Contractor Workforce Reports	
1.1.1-3	Quarterly Summary of 3rd Step Grievances and Arbitrations Report	
1.1.2-1	Shared Cost Pool Analysis Report	
1.1.2-2	Reconciliation of Incurred Costs to Reported Costs Report	
1.1.2-3	Contractor Financial Management Analysis, NASA Form 533M & NASA Form 533Q Reports	
1.1.2-4	NF533M Flat File	
1.1.2-5	Annual Phased Contract Operating Plan	
1.1.2-6	Rate-Volume Variance Analysis Report	
1.1.2-7	Direct and Indirect Rates Report and Review	
1.1.2-8	Prime and Subcontractor Contract Value (CV) Status Report and Review	
1.1.2-9	Contractor Financial Facilities Services Report	
1.1.2-10	Phased Negotiated Estimated Cost (NEC) Baseline Report	
1.1.2-11	NASA Aircraft Cost Report	
1.1.2-12	Government Owned Contractor Held Capital Asset Report	
1.1.2-13	Annual IT NASA Headquarters and Special IT Budget Report	
1.1.2-14	45 SW Weekly Job Ordered Costs Report	
1.1.2-15	Job Order Estimates	
1.2.1-1	VPP Application	
1.2.1-2	Safety and Health Plan	
1.2.1-3	Safety Program Evaluation	
1.2.2-1	Safety Inspection Reports for USAF Facilities at KSC	
1.2.2-2	Mishap Reporting	
1.2.2-3	Safety Statistics Record	
1.3.3-1	Quality Plan	
1.3.3-2	Quality Program Evaluation	
1.4.1-1	IT Security Plans	
1.4.1-2	Continuity of Operations Plan (COOP)	
1.4.1-3	COOP Annual Test Report	
1.6-1	Launch Readiness Briefings	
1.6-2	Launch Readiness Statements	
1.7-1	FSEU Configuration Control Board Plan	
1.9-1	Training Needs Assessment	
1.10-1	Environmental Management Plan	

DATA REQUIREMENTS LIST		
DRL Number		Revision
Project/System		
Contract Number		Preparation Date
Contractor		Technical Approval
Attachment Number		Exhibit Number
ITEM NO.	TITLE	CHANGE STATUS
1.11.2-1	Export Control Plan	
1.12-1	Emergency Preparedness Plan and Report	
2.0-1	Maintenance Plan	
2.0-2	Fire Alarm, Electronic Security, Fire Suppression, Traffic, and Tornado Area Warning Systems Out-of-Service Log	
2.0-3	Utilities Outage Report	
2.0-4	FSEU Maintenance Execution Summary Report	
2.1.1-1	Power System Analysis Reports	
2.1.3-1	Site Specific Control Systems Inventory	
2.1.6-1	KSC False Alarms and Evacuations Monthly Report	
2.3.4-1	Bridge Inspections Report	
2.4.4-1	Saturn Channel Waterway Surveys Report	
3.0-1	Propellants and Life Support System Level Review	
3.0-2	Propellants and Life Support Equipment Utilization and Optimization Plan	
3.1-1	Fluids Handbook	
3.1-2	Launch Support Plans	
3.1-3	KSC/CCAFS Propellants/Pressurants Sampling Plan	
3.1-4	GN2 and GHe Contingency Plans for Launch Complex 39	
3.1-5	DESC Reports	
3.1-6	Three Year Propellants Forecast Report	
3.1-7	Propellant Cost Estimate Reports and Cost Tracking Reports	
3.1-8	Propellants and Pressurants Master Plan	
3.3-1	SCAPE Suit Performance and Reliability Reports	
3.3-2	Life Support Master Plan	
4.2.1-1	CoF and Local Authority Program Plans	
4.3.2-1	Capital Equipment Assessment Report	
4.11-1	Energy and Water Conservation Plan	
4.11-2	Energy Use Index Metric	
4.11-3	Natural Gas Spreadsheets	
5.0-1	Logistics Support Plan	
5.0-2	Logistics Milestone Readiness Review (MRR) Report	
5.0-3	Logistics Operations Assessment Report (LOAR)	
5.2.2-1	Inventory Control Point (ICP) Forecast	
5.2.2-2	Warehouse Usage, Forecast, and Layout Report	
5.3.1-1	Vehicle Operations and Maintenance Report	
5.3.2-1	Railroad Operations and Maintenance Schedule and Report	
5.3.3-1	Aircraft Mission Schedule	
5.3.3-2	Aircraft Operations Report	
5.3.5-1	Bus Service Operations Schedule	
6.1-1	Standards and Calibration Management Indicator Reports	
6.1-2	KSC Standards and Calibration Laboratory Capabilities Document	

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 1.0-1	
B. LINE ITEM TITLE: 1.0-1, Contract Performance Metrics and Workload Indicator Report						
C. OPR.	D. TYPE	E. INSPECT/ ACCEPT	F. FREQ.	G. INITIAL SUB.	H. AS OF DATE	
TA	3	6	SA	See Remarks	See Remarks	
J. REMARKS: Type "D": Electronic submittal. Product shall be compatible with Microsoft Office suite of software. Reports shall be distributed via e-mail. Submit report 6 weeks prior to the end of the award fee evaluation performance period.						
K. DISTRIBUTION TA					TOTALS	
					NO.	TYPE
					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Report, Contract Performance Metrics and Workload Indicator				2. NUMBER 1.0-1		
3. USE To provide Government insight into Contractor performance in all areas of the contract and existing or potential problem areas as well as insight into the Contractors productivity and work performed against Government expectations.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP				6. REFERENCES		
8. PREPARATION INFORMATION <p>Metrics: The Contractor shall develop, maintain, analyze, and report performance in all areas of the contract. The metrics shall include meaningful demonstration of work performance, quality, responsiveness, and long-term effectiveness of the work or services. Every Performance Standard (PS) shall have an associated metric(s). The Contractor shall develop metrics jointly with the Government. The Contractor shall provide a self-evaluation of the metric and report existing or potential problem areas with recommended solutions. The report shall identify contract title and contract number. At a minimum, metrics shall be meaningful, customer oriented, linked to goals/objectives (performance standards), process/action oriented, developed from readily collectible and verifiable data, trendable, visually and simply displayed, measurable, repeatable, capable of distinguishing desirable from undesirable results.</p> <p>Workload Indicators: The Contractor shall track and trend actual workload performance in the categories provided in the attached listing. The Contractor shall also develop other meaningful performance trends.</p>						

The minimum set of workload indicators (WLI) to be tracked are listed below. The Contractor shall identify and coordinate additional Workload Indicators with the Government.

WBS 1.0, Program Management

System Assurance Analysis EOs	Emergency Trouble Calls
System Assurance Analysis (New or Revisions)	Routine Trouble Calls
System Assurance Analysis Backlog To Be Worked	Service Orders
OMRSD EOs	Planned Outages
OMRSD (New or Revisions)	Work Orders Generated Through the Work Control Center
OMRSD Backlog To Be Worked	Work Control Center Coordination with Other Institutional contractors
Special Budget Exercises Including Decision Packages – NASA	Special Budget Exercises Including Decision Packages – AF
Customer Queries for Cost Validation – NASA	Customer Queries for Cost Validation – AF
Expedited Data Reporting Exercises – NASA	Expedited Data Reporting Exercises - AF
Reimbursable Estimates per Year - AF	

WBS 2.0, FSEU

Corrective Maintenance Work Orders	Personnel Moves
Problem Reports on Critical and ME FSEU	O&M Support Work Orders to NASA-Managed and USAF-Managed Facility Projects
Generator Support Work Orders	Corrosion Control Work Orders
Power System Analysis Updates	Scaffolding Work Orders
Asbestos Abatement Work Orders	

WBS 3.0, Propellants and Life Support

Plans, Reports and Forecasts	Liquid Oxygen (LO2) (tons)
Propellants Management Data Entries	Liquid Air (LAir) Mixed (gallons)
Vendor Propellant Deliveries	Breathing Air from LAir (mscf)
Cryogenic Operations	Hydrazine (pounds)
Hypergol Work Orders	Monomethyl Hydrazine (pounds)
Propellants North Operations	Nitrogen Tetroxide (pounds)
Propellants South Operations	Aerozine-50 (pounds)
Deliveries of Cryogenic Commodities	Submarine and Ship Operations
Deliveries of Gases (Rechargers and CGTs)	NASA Aircraft Fueling Operations
Deliveries of Gases (K-Bottles)	Waste Operations
Compressed Gaseous Helium (mscf)	Life Support Operations
Gaseous Methane (scf)	Breathing Air Airline Operations
Fuel - RP-1 (gallons)	Emergency Breathing Equipment Operations
Fuel - JP-8 (gallons)	Life Support Training Operations
Demineralized Water (gallons)	SCAPE Operations
Liquid Hydrogen (LH2) (gallons)	SCAPE Suitings
Liquid Nitrogen (LN2) (tons)	SCAPE Recycles

WBS 4.0, Engineering Services

Root Cause Analysis/Anomaly Reports	Configured Drawing Backlog To Be Worked
Field Change Designs	Site Plans
Configured Drawing EOs	Specsintact Mastertext Section Revisions
Configured Drawing (New or Revisions)	

WBS 5.0, Logistics

NASA Equipment Items Tagged (New Inbound Items)	Aircraft Operations during Nominal Hours - SLF
Line Items Received	Aircraft Operations during Off Nominal Hours - SLF
Line Items for Inventory Control	CCAFS TA Aircraft per day shift (0500-1400)
Issues	CCAFS TA Aircraft per swing shift (1400-2200)
Work Order Kitting (receipt, kit and issue)	CCAFS TA Aircraft after hours (2200-0500)
Outbound Shipment Actions	PAFB TA Aircraft per day shift (0500-1400)
Priority Freight Shipments	PAFB TA Aircraft per swing shift (1400-2200)
Inbound Shipments	PAFB TA Aircraft after hours (2200-0500)
Artifacts Processed	Tours and Special Events (Requests)
Institutional Property Received	Tours and Special Events (Passengers per request)
Shuttle Property Received	Launch (Buses per launch)
ISS Property Received	Launch (Passengers per launch)
Transport of Solid Rocket Motor and Segments	Landing (Buses per landing)
Transport of Incoming and Outgoing Equipment	Landing (Passengers per landing)
Bell UH-II Helicopters Fleet Flight Hours	

WBS 6.0, Laboratories

Standards Work Orders	Penetrant Method (PT) Work Orders
PMEL Calibrations	Eddy Current Method (ET) Work Orders
PMEL In-place Calibrations	Infrared Method (IR) Work Orders
JDMTA Calibrations	Leak Test Method (LT) Work Orders
Ascension/Antigua Downrange Calibrations	Radiographic Method (RT) Work Orders
KSC Calibrations	Computed Tomography (CT) Work Orders
KSC In-place Calibrations	Micro Focus Radiographic (RT) Work Orders
PMEL Repairs	Ultrasonic Method (UT) Work Orders
KSC Repairs	Sampling Work Orders
Calibration Work Orders Requiring Cleaning	Analysis Work Orders
Pivot Lab Tasks	TVD Calibrations
Calibration of Non-PMEL Items	Routine Cleaning/Decontamination Requests
Visual Method (VT) Work Orders	Non-routine Cleaning/Decontamination Requests
Magnetic Particle Method (MT) Work Orders	

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 1.0-2	
B. LINE ITEM TITLE: Monthly Program Management Status Review						
C. OPR. TA	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. MO	G. INITIAL SUB. Contract Effective Date +30 Days	H. AS OF DATE 30/10	
J. REMARKS: Type "D": Electronic submittal followed by a presentation. Product shall be compatible with Microsoft Office suite of software.						
K. DISTRIBUTION TA					TOTALS	
					NO.	TYPE
					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Review, Monthly Program Management Status				2. NUMBER 1.0-2		
3. USE To provide an overview of the status of the ISC to NASA Center Operations management and other stakeholders.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP				6. REFERENCES		
8. PREPARATION INFORMATION The Contractor shall present a documented Program Management Status Review to NASA Center Operations and other stakeholders each month. The presentation shall provide an overview of ISC performance including any significant initiatives, issues, and concerns. The presentation shall address all areas of the contract with emphasis on launch readiness and mission support, safety and health, business management and cost control, workforce status, process improvements and innovations, infrastructure condition and maintenance activities, work backlog, short and long range planning, and any other items of current interest. Contractor subject matter experts shall be present at the review to answer questions on topics presented.						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 1.0-3	
B. LINE ITEM TITLE: Risk Management Plan						
C. OPR. TA	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. AN	G. INITIAL SUB. Contract Effective Date + 60 Days	H. AS OF DATE 365/30	
J. REMARKS: Type "D": Electronic submittal. Product shall be compatible with Microsoft Office suite of software. Publish electronically in Technical Documentation Center.						
K. DISTRIBUTION TA					TOTALS	
					NO.	TYPE
					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Plan, Risk Management				2. NUMBER 1.0-3		
3. USE To provide a comprehensive plan to manage risk associated with institutional services.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP				6. REFERENCES See Block 8		
8. PREPARATION INFORMATION <p>The Contractor shall develop and maintain a Risk Management Plan that addresses safety, reliability, maintainability, quality, cost, schedule and mission success. The Risk Management Plan shall describe how the Contractor proposes to manage and accept risk on all activities required to perform this contract. The Plan shall describe how the Contractor will identify, assess and mitigate/control risks as an integral part of the contractor's management and decision process. This plan shall include information which illustrates the functional relationships and lines of communication, including the involvement of subcontractors and major vendors; describes the risk management function within the organization including the process through which management decisions will be made, including a description of interfaces with NASA organizations and the NASA decision process for areas such as critical and catastrophic hazards, corrective actions, mishaps, anomaly resolution, safety and technical variances/waivers/exceptions, cost, schedule, and mission success; and a description of the management controls that will be used to ensure compliance with the risk mitigation process. The Contractor's Risk Management Plan and associated process shall be implemented consistent with NPR 8000.4, <i>Risk Management Procedural Requirements</i>.</p> <p>References: SSP 30309, Safety Analysis and Risk Assessment Requirements Document NSTS 37310, Space Shuttle Program Safety Risk Ranking Methodology</p>						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 1.0-4	
B. LINE ITEM TITLE: Records Management Program Plan						
C. OPR. IT	D. TYPE 2	E. INSPECT/ ACCEPT 4	F. FREQ. AN	G. INITIAL SUB. Contract Effective Date + 90 days	H. AS OF DATE 365/30	
J. REMARKS: Type "D": Electronic submittal. Contractor format is acceptable but must be compatible with Microsoft Office software.						
K. DISTRIBUTION Center Records Manager (1D) OP-IMCS CO (1D)					TOTALS	
					NO.	TYPE
					1	D
					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Plan, Records Management Program				2. NUMBER 1.0-4		
3. USE To document, maintain, manage Federal Records				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP				6. REFERENCES See Block 8		
8. PREPARATION INFORMATION						
DEFINITIONS:						
The following definitions are provided for clarification purposes.						
a. Government-owned records. Except as provided in paragraph (b) of this clause, all records acquired or generated by the contractor in it's performance of this contract shall be the property of the Government and shall be delivered to the Government or otherwise disposed of by the contractor either as the contracting officer may from time to time direct during the process of the work or, in any event, as the contracting officer shall direct upon completion or termination of the contract.						
b. Contractor-owned records. The following records are considered the property of the contractor and are not within the scope of paragraph (a) of this clause:						
<ul style="list-style-type: none"> (1) Employment-related records (such as workers compensation files; employee relations records, records on salary and employee benefits; drug testing records, labor negotiation records, records on ethics, employee concerns, and other employee related investigations conducted under an expectation of confidentiality; employee assistance program records; and personnel and medical/health –related records and similar files), except for those records described by the contract as being maintained in Privacy Act systems of records. (2) Confidential contractor financial information, and correspondence between the contractor and other segments of the contractor located away from the NASA Center (i.e., the contractor's corporate headquarters); (3) Records relating to any procurement action by the contractor, (confidential financial information and correspondence obtained by the Contractor for use in its subcontracts; source selection and other confidential, pre-decisional, or similar documents relating to the Contractor's deliberative process in selecting subcontractors) except for records that fall under 48 CFR Chapter 18 that may apply to NASA; 						

- (4) Legal records, including legal opinions, litigation files, and documents covered by the attorney-client and attorney work product privileges;
- (5) The following categories of records maintained pursuant to the technology transfer clause of this contract.
 - (i) Executed license agreements, including exhibits or appendices containing information on royalties, royalty rates, other financial information, or commercialization plans, and all related documents, notes and correspondence.
 - (ii) The contractor's protected Cooperative Research and Development Agreement (CRADA) information and appendices to a CRADA that contain licensing terms and conditions, or royalty or royalty rate information.
 - (iii) Patent, copyright, mask work, and trademark application files and related contractor invention disclosures, documents and correspondence, where the contractor has elected rights or has permission to assert rights and has not relinquished such rights or turned such rights over to the Government.

c. Metadata. Metadata as defined by ISO 15489 3.12 "Metadata: data describing context, content, and structure of records and their management through time."

CONTENTS: The File Plan (Annual Summary of Holdings) shall accurately and completely identify how the Agency's records will be maintained, preserved, protected and dispositioned in accordance with policies and procedures. The contractor's format is acceptable and shall include:

- a. AFS # Agency Filing Scheme number can be found in the NPR 1441.1
- b. Item # In accordance with NPR 1441.1
- c. Record Title A description of what the record is and its function
- d. Office of Record Office responsible for retiring the record at end of lifecycle
- e. Location Physical location of records
- f. Retention/Disposition The period of time the record will be kept, and how it is treated at the end of its active cycle
- g. Perm vs. Temp Designation of permanent status or temporary status of records including marking records that are ITAR controlled sensitive
- h. Vital Status Records identified as necessary for continuing operations immediately following an emergency
- i. Volume Volume of records

Applicable Documents:

- 44 U.S.C. Chapters 29, 31, 33.
- 44 U.S.C. 3501 et seq., Paperwork Reduction Act
- 36 CFR Parts 1220-1238.
- 5 U.S.C. 552, The Freedom of Information Act as amended.
- 5 U.S.C. 552a, The Privacy Act of 1974 as amended
- Homeland Security Presidential Directive/HSPD-12
- OMB Circular A-130, Management of Federal Information Resources.
- OMB Circular A-123, Internal Control Systems
- Executive Order 12656, Assignment of Emergency Preparedness Responsibilities, Sections 201, 202, 1901, and 2001 (November 18, 1988), as amended
- NPD 1440.6G, NASA Records Management
- NPD 2190.1A, NASA Export Control Program
- NPR 1441.1D, NASA Records Retention Schedule
- KNPD 1440.1B, KSC Records Management and Vital Records Program
- KDP-KSC-P-1881C, NASA Business Records Management

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 1.1.1-1
B. LINE ITEM TITLE: Advance Notification of Workforce Reductions Report					
C. OPR.	D. TYPE	E. INSPECT/ ACCEPT	F. FREQ.	G. INITIAL SUB.	H. AS OF DATE
TA	3	6	AR	See Block J	AR
J. REMARKS: The Contractor shall notify in writing the Industrial Relations Officer (IRO), Code OP, with a copy to the Contracting Officer, at least 15 calendar days in advance of notification to employees of any planned reduction of permanent, full- time, and part-time employees that exceeds 10% of the total contract workforce or 25 employees, whichever is less. In addition, if Workforce Adjustment and Retraining Notification (WARN) Act notification is required, the Contractor shall provide to the IRO and the Contracting Officer the information required by the WARN Act, section 639.7(c) and a listing of all organizations to be notified including those required by section 639.6(a), (c), and (d), at least five (5) days prior to issuance of the notification. Type "D" electronic versions shall be compatible with Microsoft Office.					
K. DISTRIBUTION					TOTALS
					NO. TYPE
Contractor					3 A
TA					1 D
OP					1 D
DATA REQUIREMENT DESCRIPTION					
1. TITLE Report, Advance Notification of Workforce Reductions				2. NUMBER 1.1.1-1	
3. USE				4. DATE	
				5. ORGANIZATION	
7. INTERRELATIONSHIP				6. REFERENCES	
8. PREPARATION INFORMATION The notification shall include the reason for the reduction in workforce, the number of employees impacted, their labor classifications, their physical location, and their location within contract organizational structure. The notification shall also identify the expected date of the first separation and the anticipated schedule for making separations, as well as the name and telephone number of a company official to contact for further information. Contractor format is acceptable.					

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 1.1.1-2	
B. LINE ITEM TITLE: Quarterly Contractor Workforce Reports						
C. OPR.	D. TYPE	E. INSPECT/ ACCEPT	F. FREQ.	G. INITIAL SUB.	H. AS OF DATE	
OP/BA	3	6	QU	See Block J	90/5	
J. REMARKS: Reports shall be compatible with Microsoft Office suite of software. Reports are due quarterly based on the Government fiscal year: Quarter 1 ends December 31 st , Quarter 2 ends March 31 st , Quarter 3 ends June 30 th , and Quarter 4 ends September 30 th . Reports are due within 5 working days of the end of each quarter. The initial submission shall be due within 5 working days of the close of the first quarter of the contract.						
K. DISTRIBUTION					TOTALS	
TA (1 Hard Copy & 1 Electronic Copy) OP					NO.	TYPE
					2	D
					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Reports, Quarterly Contractor Workforce				2. NUMBER 1.1.1-2		
3. USE To provide on-site and off-site workforce data, which is used for NASA Headquarters required workforce reports and planning of future housing requirements.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP				6. REFERENCES KSC 52.242-93 (H.5)		
8. PREPARATION INFORMATION						
Two reports must be submitted quarterly based on the following Definition of Terms and in the formats provided: Report 1: <i>Quarterly Contractor Workforce Report by Sub-Contractor Name</i> Report 2: <i>Quarterly Contractor Workforce Report by Bargaining Unit</i> (reference KSC 52.242-93 in H.5)						
<u>Definition of Terms</u>						
a) <u>On-site</u> – Number of contractor personnel occupying physical space at KSC. KSC includes Cape Canaveral Air Force Station (CCAFS) and Patrick Air Force Base (PAFB). It includes those personnel temporarily absent from assigned duty stations (e.g., on leave without pay, annual/sick leave, TDY).						
b) <u>Off-site</u> - Number of contractor personnel physically located outside of KSC property (as defined above).						
1. <u>Dispossessed</u> – Number of contractor personnel who would normally occupy physical space at KSC (as defined above) but who are located outside of KSC property (as defined above) due to non-availability of space.						
2. <u>Others Off-site</u> – Number of contractor personnel who are intentionally, physically located outside of KSC property (as defined above).						
c) <u>Construction Subcontractors</u> – Number of construction subcontractor personnel occupying physical space at KSC (as defined above). Include the subcontractor name and a brief description/title of the effort.						

8. PREPARATION INFORMATION (continued)

QUARTERLY CONTRACTOR WORKFORCE REPORT BY SUB-CONTRACTOR

Contract: XXXXXX
Report for Quarter X - Period Ending XX/XX/XXXX

	ON-SITE	OFF-SITE DISPOSSESSED	OFF-SITE OTHER	TOTAL
TOTAL HEADCOUNT	$T = A + B$	$T = A + B$	$T = A + B$	$T = A + B$
CONTRACTOR HEADCOUNT	A	A	A	A
SUBCONTRACTOR HEADCOUNT	$B = C+D$	$B = C+D$	$B = C+D$	$B = C+D$
<i>SUBTOTAL OF SUBCONTRACTORS</i> (Other than Construction Subcontractors) List each subcontractor (include only those with on-site personnel)	<i>C</i>	<i>C</i>	<i>C</i>	<i>C</i>
<i>SUBTOTAL OF CONSTRUCTION SUBCONTRACTORS</i> List each construction subcontractor (include only those with on-site personnel and provide a brief description/title of the effort performed.	<i>D</i>	<i>D</i>	<i>D</i>	<i>D</i>

QUARTERLY CONTRACTOR WORKFORCE REPORT BY BARGAINING UNIT

Contract: XXXXXX
Report for Quarter X - Period Ending XX/XX/XXXX

	ON-SITE	OFF-SITE	TOTAL
TOTAL HEADCOUNT	$T = A + B$	$T = A + B$	$T = A + B$
NON-UNION HEADCOUNT	A	A	A
UNION-REPRESENTED HEADCOUNT	B = Sum of Below	B = Sum of Below	B = Sum of Below
<i>Bargaining Unit A</i>	<i>C</i>	<i>C</i>	<i>C</i>
<i>Bargaining Unit B</i>	<i>D</i>	<i>D</i>	<i>D</i>
<i>Bargaining Unit C</i>	<i>E</i>	<i>E</i>	<i>E</i>
<i>Bargaining Unit D</i>	<i>F</i>	<i>F</i>	<i>F</i>
<i>Bargaining Unit E</i>	<i>G</i>	<i>G</i>	<i>G</i>

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 1.1.1-3	
B. LINE ITEM TITLE: Quarterly Summary of 3rd Step Labor Grievances and Arbitrations Report						
C. OPR.	D. TYPE	E. INSPECT/ ACCEPT	F. FREQ.	G. INITIAL SUB.	H. AS OF DATE	
OP	3	6	QU	See Block J	90/15	
J. REMARKS: For each quarter, the Contractor shall report the number of 3 rd Step Labor Grievances, as well as the number of Arbitrations and a summary of the outcome of the Arbitrator's ruling on each case. Reports are due quarterly based on the Government fiscal year: Quarter 1 ends December 31 st , Quarter 2 ends March 31 st , Quarter 3 ends June 30 th , and Quarter 4 ends September 30 th . Reports are due within 15 working days of the end of each quarter. The initial submission shall be due within 15 working days of the close of the first quarter of the contract. Reports shall be compatible with Microsoft Office suite of software.						
K. DISTRIBUTION OP/Industry Relations Officer (1 Electronic Copy)					TOTALS	
					NO.	TYPE
					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Report, Quarterly Summary of 3rd Step Labor Grievances and Arbitrations				2. NUMBER 1.1.1-3		
3. USE To provide necessary insight into 3 rd Step union grievance and arbitration activity to the NASA/KSC Industry Relations Officer.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP				6. REFERENCES		
8. PREPARATION INFORMATION The report shall include the number of open 3 rd Step Labor Grievances at the beginning of the current quarter, the number of 3 rd Step Labor Grievances resolved during the quarter (without arbitration), and the number of open 3 rd Step Labor Grievances at the end of the quarter. The report will also include a summary paragraph of the most common grievances experienced during the quarter. The report will also contain a separate section reporting the number of arbitrations in which the Contractor was involved during the quarter, a brief description of each arbitration, and a summary of the arbitrator's decision.						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 1.1.2-1	
B. LINE ITEM TITLE: Shared Cost Pool Analysis Report						
C. OPR. TA-A	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. QU	G. INITIAL SUB. 25 Working Days After Fiscal Quarter Close	H. AS OF DATE 90/25	
J. REMARKS: Routine submission via 1 hard-copy and 1 electronic submission in Microsoft Excel format.						
K. DISTRIBUTION TA-A					TOTALS	
					NO.	TYPE
					1	A, D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Report, Shared Cost Pool Analysis				2. NUMBER 1.1.2-1		
3. USE This document will be used by the Government to assess and evaluate the maintenance of cost pools and the resulting distribution of costs.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP				6. REFERENCES		
8. PREPARATION INFORMATION						
<ol style="list-style-type: none"> 1) Reports shall be delivered within twenty-five (25) working days following the close of the Contractor’s accounting period for each fiscal quarter. 2) Cost pools shall capture those on-going costs associated with providing a capability or service that cannot be associated with a specific customer. 3) These reports shall include as an attachment: updates showing any changes required to maintain a detailed Cost Pool Dictionary containing a complete description of each cost pool, and a comprehensive listing of the content. 4) Analysis shall be provided on each of the Contractor maintained shared cost pools. Reports shall contain but are not limited to analysis of each expense pool to include planned and actual cost pool content. 5) Sample data formats are attached. 						

Common Cost Pool Analysis Report - Example

Cost Pool	Cost Pool Description	FY XX Op Plan	Act thru Mth	Plan thru Mth	Variance Explanation	Customer	Current Month Allocation	Actual YTD Allocation
XXXXXX	Example - WYE's, equipment, training, supplies for Activity A					Customer A		
						Customer B		
						Customer C		
						Total		
XXXXXX	Example - WYE's, equipment, training, supplies for Activity B					Customer A		
						Customer B		
						Customer C		
						Total		
XXXXXX	Example - WYE's, equipment, training, supplies for Activity C					Customer A		
						Customer B		
						Customer C		
						Total		

Allocation percentages will be provided by the Government.

POOL:						
ACCOUNT:						
WBS						
<u>Allocation:</u>	<u>Customer</u>	<u>Unique Id</u>	<u>Description</u>			
Scope:	Example - Cost pool used to capture the costs of subcontractor labor, supplies and materials, vehicles needed to provide management of (this function); maintenance of shared equipment, travel, training, housekeeping.					
Manager:						
Analyst:						
Basis of Estimate:						Total
	Customer	A	B	C	D	%
	Percentages					
Acct						
Prime Labor						
	Headcount					
	Hours					
xxx	Prime O/T Labor					
xxx	Prime Prem Labor					
xxx	Prime S/T Labor					
Total Prime Labor						
Sub Contractor Labor						
	Headcount					
	Hours					
xxx	Sub O/T Labor					
xxx	Sub Prem Labor					
xxx	Sub S/T Labor					
Total Sub Labor						
Non-Labor						
	Travel					
	Motor Vehicles					
	Operating Leases					
	Depreciation Exp					
	Sub-Contracts					
	Training					
	Misc ODC					
	Supply/Materials					
	Equipment					
Total Non-Labor						
O/H, G&A, Fee						
	Overhead					
	G&A					
	Fee					
Total O/H, G&A, Fee						
Total Cost Pool						

RECONCILIATION OF INCURRED COSTS TO REPORTED COSTS

	+	General Ledger Time Entry System	
(a)		<u>Total Direct Incurred</u>	
(b)		533 Monthly Report - to the Government	
(c)		Total Loads	
		Other Reconciling Items	
		Suspense less Loads	
		Corrections not in Current Cost Period	
		Other Projects	
(d)		<u>Subtotal Reconciling Items (D)</u>	
(b-c-d) = (e)		Total Direct Incurred Reported	
(e-a)		Un-Reconciled Cost	
		Percent of Un-Reconciled to Direct Incurred	
		(Report required when variances exceed \$50,000)	

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					ITEM NO. 1.1.2-3
B. LINE ITEM TITLE: Contractor Financial Management Analysis, NASA Form 533M & NASA Form 533Q Reports					
C. OPR. TA-A, GG	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. REQ. MO	G. INITIAL SUB. Contract Effective Date + 30 days	H. AS OF DATE See Block J
J. REMARKS: The NASA Form 533M report is due monthly within 10 working days of the close of the Contractor's accounting period. The NASA Form 533Q is a baseline report, due within 30 days after authorization to proceed has been granted and when any authorized baseline changes occur. These products shall be compatible with Microsoft Excel software.					
K. DISTRIBUTION				TOTALS	
NASA, GG-B (1 electronic copy) NASA, TA-A (1 electronic copy & 1 hard copy with original signature)				NO. 1 N/A	TYPE D A/D
DATA REQUIREMENT DESCRIPTION					
1. TITLE Reports, Contractor Financial Management Analysis, NASA Forms 533M & 533Q				2. NUMBER 1.1.2-3	
3. USE Provides NASA with monthly and accumulated expenditures and projections of program costs.				DATE	
				5. ORGANIZATION	
7. INTERRELATIONSHIP				6. REFERENCES NPR 9501.2D	
8. PREPARATION INFORMATION					
<p>1. <u>Scope</u> This DRD establishes the requirements for the content and format of financial and cost-related management reports. NF 533's shall report cost data for all customers of the Institutional Services Contract.</p> <p>2. <u>Contents</u></p> <p>a. Reporting requirements are for the NASA Form 533M and 533Q. These reports shall be prepared in accordance with instructions in NPR 9501.2D, <i>NASA Contractor Financial Management Reporting</i>.</p> <p>b. The Contractor shall submit an initial report in the NF 533Q format within 30 days after authorization to proceed has been granted. The initial report shall reflect the original contract value detailed by negotiated reporting categories and shall be the original contract baseline plan. An updated NF533Q shall be submitted when authorized changes to the baseline plan occur. This plan, plus authorized changes, is subsequently used in columns 7b and 7d of the NF 533M for comparison of actual costs to plan. The NASA Contracting Officer may require additional detail, such as quarterly or semiannual phasing over the life of the contract, inclusion of unexercised options, or an initial report whenever options are exercised.</p>					

8. PREPARATION INFORMATION (cont)

- c. The Contractor's cost accounting system shall be capable of accumulating, segregating, and reporting costs by each of the categories listed below:

Category

- WBS – down to the lowest level of the WBS structure
- Prime Contractor
- Major Sub-Contractors
- Element of Cost
- Fiscal Period (Month, Government Fiscal Year)
- NASA Customers
- Air Force Customers

- d. Labor Hours and Elements of Cost Data to be reported on the 533Q and 533M reports are to be consistent with the Elements of Cost listed in Attachment 1. The Table of Contents for required NF 533M views and supplemental reports is shown in Attachment 2.
- e. Due dates reflect the date that the 533M and 533Q reports are to be received by personnel on the distribution list, not the date the reports are generated or mailed by the Contractor.
- f. Uncompensated overtime hours worked should be reported on NF 533M reports as a separate line item per attached Format C.
- g. Monthly NF 533M reporting shall begin no later than 30 days after the incurrence of costs.
- h. Amounts shall be stated to the nearest whole dollar, and productive hours to the nearest whole number.
- i. At contract award and annually thereafter, the Contractor shall furnish an accounting calendar based on a quarterly reporting cycle of 4/4/5 week months and included in the initial submission of the annual operating plan. This cycle shall start on October 1, and end on September 30 of each fiscal year. The Contractor's accounting calendar shall also identify the number of work hours and non-productive hours in each month of the fiscal year.
- j. For any indirect rates (such as fringe benefits, overheads, G&A, etc.), charged to the contract, the Contractor shall identify in the narrative of the 533M, the provisional billing rates, ceiling rates, and cumulative actual applied rates for the contract period, and any changes to these rates from current operating plan rates (Format M).
- k. With the initial submission of the 533M, and annually thereafter, the contractor will attach as an addendum a Work Breakdown Structure (WBS) Dictionary. This dictionary will adequately describe the work content being performed within each WBS at the lowest reportable level to the government. This document/addendum should be updated when approved changes to the WBS have been made. Contractor format is acceptable.
- l. The Contractor shall provide, on an annual basis, an Element of Cost Dictionary describing the content of each element of cost. Contractor format is acceptable.
- m. Electronic files for distribution shall be in Microsoft Excel format.

<u>Cost Elements</u>	<u>Definitions</u>
<i>Regular Labor</i>	Reported to NASA as hours are incurred for both prime and major subcontractors. Includes full time, part time and temporary employees' time, not to exceed 40 hours per week.
<i>Overtime Labor</i>	Reported to NASA as hours are incurred both prime and major subcontractors. Includes full time, part time and temporary employees' time, exceeding 40 hours per week.
<i>Premium Labor</i>	Amount paid for cost associated with labor shift premiums. Includes both prime and major subcontractors.
<i>Equipment</i>	Generally reported to NASA when received and accepted by the contractor. Cost is greater than \$5,000 per item.
<i>Depreciation</i>	Includes all depreciation cost associated with the capitalization of contractor property.
<i>Leases</i>	Reported to NASA using a proration over the life of the lease and includes capital and non-capital equipment. Examples are heavy equipment, machinery, cranes, and laboratory.
<i>Training</i>	Related costs are registration fees, airfare, lodging, transportation, meals, auto rental, mileage, certifications, and licenses.
<i>Misc Other Direct Costs</i>	Includes other charges such as contract labor obtained through an outside agency, freight, postage, dues, memberships, subscriptions, courier services.
<i>Travel</i>	Examples are airfare, lodging, transportation, auto rental, meals, moving expenses and other incidentals associated with specific travel or permanent relocation requirements. Reported to NASA as costs are incurred.
<i>Subcontracts</i>	Actual and estimated costs reported by prime contractors shall include subcontractors' incurred costs for the same accounting period. The prime contractor shall include in the total cost of each subdivision of work the accrued cost (including fee, if any) of related subcontractor effort. Subcontractors should, therefore, be required to report cost to the prime contractor, using the accrual method of accounting. If the G&A and fee reported by a subcontractor are at the total subcontractor level, these costs must be allocated to specific sub- divisions of work. Data submitted by the subcontractor should be structured similar to the prime contractor's NF533M to enable the prime contractor to properly report to NASA. For Firm Fixed Price subcontracts with a contract value greater than \$500,000, the prime contractor is required to document the methodology used to generate the sub-contractor costs reported, the WYE's associated with the sub-contracts, and provide this information to the Government.
<i>Materials & Supplies</i>	Examples are supplies such as office supplies, toner cartridges, binders, lumber, electrical, plumbing, paint supplies. Cost is less than \$5000 per item.
<i>Leased Vehicle Cost</i>	Cost associated with GSA, commercial vehicles, autos, trucks, vans, tankers, other and includes lease costs, mileage, fuel and maintenance.
<i>Fee</i>	Should be accrued as earned using a consistent and auditable method to determine the amount. For example: an acceptable method would be to use historical data to determine the amount to accrue each month. Fee should be reported on the NF533M following the "Total Cost" line. Award fee must be reported by the following categories: Base Fee, Fee Earned, Interim Fee, Provisional Fee, Potential Additional Fee, and Total Fee. If any of the above fee categories do not pertain, they should not be included in the NF533M.

Recovery Plan	For those cases where cost incurred exceeds the planned amount, the contractor shall propose operating plan content trade offs or identify other proposed actions to stay within the approved operating plan.
Contract Value	The original contract value baseline amount plus definitized changes. Includes fee.
Negotiated Estimated Costs	Includes the estimated cost baseline amount plus definitized changes, and authorized adjustments to the baseline that have not been definitized. Does not include fee.
Direct Costs	Elements of cost associated with providing a service which can be identified to a benefiting customer.

Attachment 1

ELEMENTS OF COST	
XXXXX	OVERHEAD
XXXXX	GENERAL & ADMINISTRATIVE (G&A)
XXXXX	AWARD FEE
XXXXX	CONTRACT LABOR – REGULAR PAY
XXXXX	CONTRACT LABOR – OVERTIME
XXXXX	CONTRACT LABOR – PREMIUM PAY
XXXXX	TEMPORARY DUTY PER DIEM/TRAVEL/ RELOCATION
XXXXX	LEASED VEHICLE COSTS
XXXXX	OPERATING LEASE COSTS/EQUIPMENT RENTAL
XXXXX	DEPRECIATION EXPENSE
XXXXX	SUB-CONTRACTS COSTS
XXXXX	TRAINING COSTS
XXXXX	MISCELLANEOUS CHARGES NOT IN OTHER EEICS
XXXXX	MATERIALS & SUPPLIES EXPENSES
XXXXX	EQUIPMENT PURCHASE EXPENSES
XXXXX	SHARED COST POOLS

Attachment 2

533 Reporting Table of Contents	
<u>533Q Report (due within 30 working days after authorization to proceed) (see 533Q Format)</u>	
<u>533M Report (due 10 working days after the close of the accounting month) (see 533M Formats)</u>	
A.	Cover Letter (Signed)
B.	Cover
C.	Inception of Date Summary
D.	Prior Year Summary by Year
E.	Current Year Summary
F.	Current Year WBS Summary
G.	Current Year Lowest Level WBS
H.	Current Year by Customer Summary WBS
I.	Current Year by Customer By Lowest Level WBS
J.	Current Year by CLIN
<u>Supplement to 533M Report</u>	
K.	Narrative
L.	Reconciliation of Changes
M.	Analysis of Indirect Rates
N.	Accounting Calendar
O.	Cumulative Actual Costs to Budget Variance By Major Customers
P.	Estimate at Completion

NF533Q Format

QUARTERLY FINANCIAL MANAGEMENT REPORT SUMMARY: CONTRACT PERIOD x/xx-x/xx														2. REPORT FOR QUARTER BEGINNING				
TO: NASA KSC ATTN: CONTRACTING OFFICER				FROM: CONTRACTOR X										3. CONTRACT VALUE				
														a. COST xxxxxxxxxxxx	b. FEE xxxxxxxxxxxx			
1. DESCRIPTION OF CONTRACT		a. TYPE c. SCOPE OF WORK NAME OF CONTRACT		b. CONTRACT NO. AND LATEST DEFINITIZED AMENDMENT NO. NAS x-xxxxx Mod xxx xx/xx/200X										4. FUND LIMITATION xxxxxxxxxxxx				
				d. AUTH. CONTR. REP (Signature) _____ DATE _____ PROGRAM MANAGER										5. BILLING		a. INVOICE AMOUNTS BILLED (CRNI) CR Only xxxxxxxxxxxx Invoice #xx (thru xx/xx/xx)	b. TTL PYTS REC'D xxxxxxxxxxxx Invoice #xx	
6. REPORTING CATEGORY		7. COST INCURRED/HOURS WORKED			8. ESTIMATED COST/HOURS TO COMPLETE									9. ESTIMATED FINAL COST/HOURS				
		CUM ACTUAL THRU PRIOR MONTH (a)	CURRENT MONTH ESTIMATE (b)	CUM ESTIMATE TO DATE (c)	MONTH (CONTRACT) (a)	MONTH ESTIMATE (b)	MONTH (c)	QUARTER (d)	QUARTER (e)	QUARTER (f)	BALANCE OF FY __ (g)	NEXT FY __ (h)	BALANCE OF CONTRACT (i)	TOTAL TO COMPLETE (j)	CONTRACT EAC (a)	CONTRACT VALUE (b)	EST'D COMPLETION DATE	
TOTAL STRAIGHT TIME HOURS																		
TOTAL OVERTIME HOURS																		
<i>Voluntary OT hours</i>																		
TOTAL HOURS																		
WORK YEAR EQUIV (WYEs)																		
DIRECT STRAIGHT TIME HOURS																		
DIRECT OVERTIME HOURS																		
DIRECT TOTAL																		
LABOR COST																		
Straight Time																		
Overtime																		
SUBC ST HOURS																		
SUBC OT HOURS																		
PAID LEAVE HOURS																		
TOTAL OTHER HOURS																		
SUBCONTRACTS COST																		
OTHER DIRECT COST																		
Material																		
Subcontracts (Minor)																		
Other Direct																		
xxxxxx																		
xxxxxx																		
xxxxxx																		
xxxxxx																		
OVERHEAD																		
Overhead																		
Fringe																		
TOTAL DIRECT COST																		
G&A xx%																		
SUBTOTAL COST																		
FEE xx%																		
SUBTOTAL COST																		
Phase In																		
CONTRACT TOTAL																		

Format K: NARRATIVE

This is an opportunity to provide a narrative discussion to the Government on contract status and performance.

- Disclosures;
- Accomplishments;
- Any ground rules/clarifications;
- Accounting period schedule for the next 12 months;
- Definitions/generic calculations for each element of cost used in 533 (ex. hours, ODCs, O/H, G&A, etc.);
- Methodology for estimates;
- Prior period adjustments made during current period;
- Noteworthy management decisions that occurred during the reporting period to make the government aware of actions that will affect technical or financial performance.

Examples – Analytical remarks on items materially affecting historical or projected costs; identify present causes of problems and their effects on cost and schedule, along with corrective actions; effects of technical problems, changes, or deficiencies regarding current performance and projected resource requirements.

Format L. RECONCILIATION OF CHANGES

(a)	Original Contract Value		\$xxxxxxxx
(b)	Options Exercised		\$xxxxxxxx
(c)	Other Supplemental Agreements		\$xxxxxxxx
(a+b+c) = (d)	Present Contract Value thru MOD xxx		\$xxxxxxxx
(e)	Authorized Undefined Changes	+/-	\$xxxxxxxx
(f)	Anticipated future overrun/underrun	+/-	\$xxxxxxxx
(d+e+f)	Contractor Estimate		\$xxxxxxxx

Format M. ANALYSIS OF INDIRECT RATES				
Element of Cost	Provisional Billing Rate	Ceiling Rate	Cum Actual Rate for FYXX	Op Plan Rate FYXX
Fringe Benefits	%	N/A	%	%
Overhead	%	N/A	%	%
G&A	%	%	%	%
Fee	% of Available	% of Available	%	%

Format N: Accounting Calendar								
	WEEKS				DAYS	TOTAL HOURS	NON-PROD HOURS	PRODUCT HOURS
OCT	4	XX-Oct	xx		XX	XXX	XX.X	XXX.X
NOV	4	xx	xx		XX	XXX	XX.X	XXX.X
DEC	5	xx	xx		XX	XXX	XX.X	XXX.X
JAN	4	xx	xx		XX	XXX	XX.X	XXX.X
FEB	4	xx	xx		XX	XXX	XX.X	XXX.X
MAR	5	xx	xx		XX	XXX	XX.X	XXX.X
APR	4	xx	xx		XX	XXX	XX.X	XXX.X
MAY	4	xx	xx		XX	XXX	XX.X	XXX.X
JUN	5	xx	xx		XX	XXX	XX.X	XXX.X
JUL	4	xx	xx		XX	XXX	XX.X	XXX.X
AUG	4	xx	xx		XX	XXX	XX.X	XXX.X
SEP	5	xx	xx		XX	XXX	XX.X	XXX.X
					XXX	XXX	-	XXXX.X

Format O: (Month) FY XX CUM ACTUALS vs. BUDGET
FUND SOURCE EXPLANATION - MAJOR CUSTOMERS
 (sheet for each customer)

Customer XX	FY XX Budget \$xxxxxxx	(month) FY XX Cum Actuals \$xxxxxxx	(month) FY XX Cum Budget \$xxxxxxx	Delta \$xxxxxxx
WBS	WBS Desc	Variance	Narrative Explanation	
x.x.x		\$xxxx		

(Explanations required if total variance is + or - 5% or \$50K within the Elements of Costs, WBS, or Customer)

Format P: Estimate at Completion

This report shall be provided on the following schedule and as/of dates:

15 July as of 30 June
 15 Aug as of 31 July
 15 Sep as of 31 Aug

Format of the report will be as partnered with the government. Minimum content shall be as follows:

View 1 **WBS** **CUSTOMER** **OPERATING PLAN** **ACTUAL COSTS YTD** **EST COST TO 30 SEP**
 View 2 **CUSTOMER** **WBS** **OPERATING PLAN** **ACTUAL COSTS YTD** **EST COST TO 30 SEP**

Shall include descriptions of how EAC's were developed, and a list of key assumptions made in developing the EAC.

<u>Data Element Name</u>	<u>Description</u>
Reporting Category (RC)	Task, Delivery Order, Work Breakdown Structure
Cost Incurred for Month (7a)	Prior month actual cost incurred for each RC (column 7a on NF533M)
HR/WYE Incurred for Month (7a)	Prior month actual HR/WYE incurred for each RC (column 7a on NF533M)
Contract prior month planned cost (7b)	Planned cost for prior month for each RC (column 7b on NF533M)
Contract ITD cost (7c)	Contract ITD cost for each RC (column 7c on NF533M)
Contract planned ITD cost (7d)	Contract planned ITD cost for each RC (column 7d on NF533M)
Current month estimated cost (8a)	Cost estimate for the current month for each RC (column 8a on NF533M)
Current month estimated HR/WYE (8a)	HR/WYE estimate for the current month for each RC (column 8a on NF533M)
Next month estimated cost (8b)	Estimated cost for next month for each RC (column 8b on NF533M)
Balance of Contract	Balance of contract for the remaining estimate to complete for each RC (column 8c on NF533M)
Contractor Estimate	Contractor estimate for the total estimate to complete entire scope of contract for each RC (column 9a on NF533M)
Contract Value	Contract value based upon contract modifications for each RC (column 9c on NF533M)
Unfilled orders outstanding	Unfilled orders outstanding at the end of the reporting period for each RC (column 10 on NF533M)
Reporting Category level	Used by NASA's accounting system to determine the RC level
Reporting Category Identifier	Identifies if the RC is a actual Reporting Category or a Sub-Reporting

The flat file (see Exhibit A below) shall be saved as a text file with no extension (do not include .txt after the file name) and named in strict accordance with the specific format described in the attached Agency Defined File Format document.

A) EXAMPLE FLAT FILE FOR DISTRIBUTION

File names must be provided in a specific format. Each file name will begin with the SAP 2 Character center abbreviation listed below. The contract number and date will be included in the file name as well. Below is a sample:

MACFPS001_NAS00-0001_yyyy_mm_dd

SAP 2 Charter Center Abbreviations

Headquarters	HQ	Dryden	DR
Marshall	MA	Goddard	GO
Ames	AM	Stennis	ST
Glenn	GL	Johnson	JO
Langley	LA	Kennedy	KE

Header (Non-Repeating Segment)

CCR Extension Data Element	Description	Contractor Initial Data Mapping	NF 533M Required/Optional	OTHER CCR Required/Optional	Field Name	St Pos	End Pos	Len	Format
HEADER:									
Record Type	Used by eGate to determine record type	'HD' for Header	Required	Required	RECORD_TYPE	1	2	2	CHAR
Contract Number	Contract Number (1b)	Header field—submitted with CONTRACTOR data or defaulted by interface or extension	Required	Required	CONTRACT_NUMBER	3	12	10	CHAR
	Latest definitive Modification Number(CR8197)				MOD_NUMBER	13	18	6	CHAR
Accrual Date	Date the data was generated for. Used by SAP as part of Oracle table key	Accrual Date. MM01YYYY, where MM is the Accrual Month and YYYY is the fiscal year	Required	Required	ACCRUAL_DATE	19	26	8	DATE MM01Y YYY
Report Period End Date	Report Period End Date is a date(2)	Header field—submitted with CONTRACTOR data or defaulted by	Required	Required	REP_END_DATE	27	34	8	DATE

CCR Extension Data Element	Description	Contractor Initial Data Mapping	NF 533M Required/Optional	OTHER CCR Required/Optional	Field Name	St Pos	End Pos	Len	Format
		interface or extension							
Operating Days	Operating days (2).	Header field—submitted with CONTRACTOR data	Required	Optional unless Required by contract	OPER_DAYS	35	40	6	NUMERIC
Date Received	Date Received (1d)	System Date upon which the cost data is loaded into the CCR Extension	Required	Required	DATE_REC	41	48	8	DATE
CCR Format	'M' for Monthly and 'Q' for Quarterly (SIR2047)	Submitted with CONTRACTOR data	Required	Required	CCR_FORMAT	49	49	1	CHAR
Cost Unit of Measure	Cost Unit of Measure (SIR2047)	Submitted with CONTRACTOR data	Required	Required	COST_UNIT	50	51	2	CHAR
HR/WYE Unit of Measure	Hour/Work-Year-Equivalent Unit of Measure (SIR2047)	Submitted with CONTRACTOR data	Required	Required	HR_WYE_UOM	52	53	2	CHAR
	Authorized Contractor Representative – Name of Contractor Approving Officer (CR 8197)				AUTH_SIGNATURE	54	78	25	CHAR
	Authorized Contractor Representative Date Signed – Date CCR is approved/signed by authorized contractor representative (CR 8197)				AUTH_SIGNATURE_DATE	79	86	8	DATE MMDD YYYY
Grand Total Cost Incurred Month (7a)	The Grand Total Contract Prior Month Actual Dollars Column 7a reports actual costs for the prior month.	Submitted with CONTRACTOR data	Required	Optional. Only required if lower detailed line item data is submitted	GT_COST_INCUR_MONTH	87	99	13	CURRENCY(2)

CCR Extension Data Element	Description	Contractor Initial Data Mapping	NF 533M Required/Optional	OTHER CCR Required/Optional	Field Name	St Pos	End Pos	Len	Format
				in monthly batch file.					
Grand Total HR/WYE (7a)	The Grand Total Contract Prior Month Actual Hours Column 7a reports actual HR or WYE for the prior month.	Submitted with CONTRACTOR data	Required if detailed line item data is submitted in monthly batch file.	Required if detailed line item data is submitted in monthly batch file.	GT_HRW_YE_PRIOR_MONTH	100	109	10	NUMERIC(1)
	The Grand Total Contract Prior Month Planned Dollars Column (7b) reports planned costs for the prior month. (CR8197)				GT_COST_PLANNE D_MONTH	110	122	13	CURRENCY (2)
Grand Total Cost Incurred ITD (7c)	The Grand Total Contract Cost Dollars Column 7c which represents Contract Cost Inception to Date	Submitted with CONTRACTOR data	Required . Does not require detailed line item data if provided from Cost Incurred Month (7a)	Required if detailed line item data is provided for this column	GT_ITD_COST	123	135	13	CURRENCY (2)
	Grand Total Contract Planned Cost Dollars Column (7d) which represents Planned Contract Cost Inception to Date(CR 8197)				GT_COST_PLANNE D_ITD	136	148	13	CURRENCY (2)
Grand Total Estimated Cost (8a)	The Grand Total Contract Estimated Cost for first upcoming month, or Current Month Estimate for cost.	Submitted with CONTRACTOR data	Required	Required if detailed line item data is provided for this column	GT_EST_COST	149	161	13	CURRENCY (2)

CCR Extension Data Element	Description	Contractor Initial Data Mapping	NF 533M Required/Optional	OTHER CCR Required/Optional	Field Name	St Pos	End Pos	Len	Format
Grand Total HR/WYE (8a)	The Grand Total Contract Estimated Hours for first upcoming month, or Current Month Estimate for HR/WYE.	Submitted with CONTRACTOR data	Required if detailed line item data is provided for this column	Required if detailed line item data is provided for this column	GT_HRWYE_FIRST_MONTH	162	171	10	NUMERIC (1)
Grand Total Next Month Estimated Cost (8b)	The Grand Total Contract Estimated Cost for second upcoming month or Next Month Estimate for cost.	Submitted with CONTRACTOR data	Required if detailed line item data is provided for this column	Required if detailed line item data is provided for this column	GT_NEXTMONTH_EST	172	184	13	CURRENCY (2)
	Grand Total Balance of Contract for the remaining estimate to complete (CR 8197)				GT_BALANCE_CONTRACT	185	197	13	CURRENCY (2)
	Grand Total Contractor Estimate for the total estimate to complete entire scope of contract (CR 8197)				GT_BALANCE_CONTRACTOR_ESTIMATE	198	210	13	CURRENCY (2)
	Grand Total Contract Value based upon Contract Modifications (CR 8197)				GT_CONTRACT_VALUE	211	223	13	CURRENCY (2)
	Grand Total Unfilled Orders Outstanding at end of reporting period (CR 8197)				ST_UNFILLED_ORDERS	224	236	13	CURRENCY (2)

Example File Format

Detail (Repeating Segment)

CCR Extension Data Element	Description	Contractor Initial Data Mapping	NF 533M Required/Optional	OTHER CCR Required/Optional	Field Name	St Pos	End Pos	Len	Format
CCR DETAIL LINE ITEMS:									
Record Type	'DM' for Monthly column 7a Detail; 'DQ' for ITD Column 7c Detail	"RD" for Detail	Required	Required	RECORD_TYPE	1	2	2	CHAR
Reporting Category	Reporting Category (6)	Line item field—submitted with CONTRACTOR data	Required	Required	SERV_ORD_CATEGORY	3	26	24	CHAR
Cost Incurred Month (7a)	Prior Month incurred costs (ACTUALS) for given category.	Line item field—submitted with CONTRACTOR data	Required if detailed line item data is not provided from Cost Incurred Month (7c)	Determined by contract requirement- data from Column 7a, 7c or 8a	COST_INCURRED_MONTH	27	39	13	CURRENCY (2)
HR/WYE Incurred Month (7a)	Prior month incurred hours worked [Actuals] for given category..	Line item field—submitted with CONTRACTOR data	Optional unless Required by contract for WYE calculation	Optional unless Required by contract for WYE calculation	HRWYE_INCURRED_MONTH	40	49	10	NUMERIC (1)
	Contract Prior Month Planned Dollars Column (7b) reports planned costs for the prior month (CR 8197)				COST_PLANNED_MONTH	50	62	13	CURRENCY (2)

CCR Extension Data Element	Description	Contractor Initial Data Mapping	NF 533M Required/Optional	OTHER CCR Required/Optional	Field Name	St Pos	End Pos	Len	Format
	Contract Cost Dollars Column (7c) which represents Contract Cost Inception to Date (CR 8197)				CUR_COST_IN CUR_ITD	63	75	13	CURRENCY (2)
	Contract Planned Cost Dollars Column (7d) which represents Planned Contract Cost Inception to Date (CR 8197)				COST_PLANNE D_ITD	76	88	13	CURRENCY (2)
Current Month Estimated Cost (8a)	Estimated costs for first upcoming month for given category.	Line item field—submitted with CONTRACTOR data	Required.	Determined by contract requirement- data from Column 7a, 7c or 8a	CUR_MONTH_ EC	89	101	13	CURRENCY (2)
HR/WYE Current Month Estimate (8a)	Estimated hours for first upcoming month for given category. Will only be needed if labor hours are required to be submitted electronically per contract.	Line item field—submitted with CONTRACTOR data	Optional unless Required by contract for WYE calculation	Optional unless Required by contract for WYE calculation	HRWYE_CUR_ MONTH_EST	102	111	10	NUMERIC (1)
Next Month Estimated Cost (8b)	Estimated costs for second upcoming month for given category.	Line item field—submitted with CONTRACTOR data	Required unless not part of Contract scope	Required unless not part of Contract scope	NEXT_MONTH_ EC	112	124	13	CURRENCY (2)

CCR Extension Data Element	Description	Contractor Initial Data Mapping	NF 533M Required/Optional	OTHER CCR Required/Optional	Field Name	St Pos	End Pos	Len	Format
	Balance of Contract for the remaining estimate to complete (8c) (CR 8197)				BALANCE_CONTRACT	125	137	13	CURRENCY (2)
	Contractor Estimate for the total estimate to complete entire scope of contract (9a) (CR 8197)				CONTRACTOR_ESTIMATE	138	150	13	CURRENCY (2)
	Contract Value based upon Contract Modifications (CR 8197)				CONTRACT_VALUE	151	163	13	CURRENCY (2)
	Unfilled Orders Outstanding at end of reporting period (CR 8197)				UNFILLED_ORDERS	164	176	13	CURRENCY (2)
	Used by SAP to determine Reporting Category Level (1.1.2.2.1) (CR 8197)				REPORTING_LEVEL	177	206	30	CHAR
	Fill in an "X" if record is a Reporting Category. Otherwise, leave blank for Sub-Reporting Category Line Items and Element of Cost detail records. This field is used by SAP to determine if the record is a Reporting Category. (CR 8197)				REPORTING_CATEGORY_INDICATOR	207	207	1	CHAR

**Example File Format
Sub-Reporting Category Line Items – Repeating Segment**

Field Name	Start Pos	End Pos	Length	Format	Variable Repetition (?,*+,n-n)	Description
SUB_RECORD_TYPE	1	2	2	CHAR		'SM' for Monthly column 7a Detail; 'SQ' for ITD column Detail
SUB_REP_CAT	3	26	24	CHAR		Reporting Category
SUB_COST_INCUR_MONTH	27	39	13	CURRENCY (2)		Prior month incurred costs (Actuals) for given category.
SUB_HRWYE_INCUR_MONTH	40	49	10	NUMERIC (1)		Prior month incurred hours worked (Actuals) for given category.
SUB_COST_PLANNED_MONTH	50	62	13	CURRENCY (2)		Contract Prior Month Planned Dollars Column (7b) reports planned costs for the prior month.
SUB_CUR_COST_INCUR_ITD	63	75	13	CURRENCY (2)		Contract Cost Dollars Column (7c) which represents Contract Cost Inception to Date.
SUB_COST_PLANNED_ITD	76	88	13	CURRENCY (2)		Contract Planned Cost Dollars Column (7d) which represents Planned Contract Cost Inception to Date.
SUB_CUR_MONTH_EC	89	101	13	CURRENCY (2)		Estimated costs for first upcoming month for given category (8a) .
SUB_HRWYE_CUR_MONTH_EST	102	111	10	NUMERIC (1)		Estimated hours for first upcoming month for given category. Will only be needed if labor hours are required to be submitted electronically per contract (8a) .
SUB_NEXT_MONTH_EC	112	124	13	CURRENCY (2)		Estimated costs for second upcoming month for given category (8b) .
SUB_BALANCE_CONTRACT	125	137	13	CURRENCY (2)		Balance of Contract for the remaining estimate to complete (8c) .
SUB_CONTRACTOR_ESTIMATE	138	150	13	CURRENCY (2)		Contractor Estimate for the total estimate to complete entire scope of contract (9a) .
SUB_CONTRACT_VALUE	151	163	13	CURRENCY (2)		Contract Value based upon Contract Modifications (9b) .
SUB_UNFILLED_ORDERS	164	176	13	CURRENCY (2)		Unfilled Orders Outstanding at end of reporting period.
REPORTING_LEVEL	177	206	30	CHAR		Used by SAP to determine Reporting Category Level (1.1.2.2.1) (CR 8197) .
REPORTING_CAT_INDICATOR	207	207	1	CHAR		Fill in an "X" if record is a Reporting Category. Otherwise, leave Blank for Sub-Reporting Category Line Items and Element of Cost detail records. This field is used by SAP to determine if the record is a Reporting Category. (CR 8197)

Example File Format

533M Agency FILE RECORD LAYOUT (Element of Cost Detail – Repeating Segment (CR8197))

Field Name	Start Pos	End Pos	Length	Format	Variable Repetition (? , * , + , n - n)	Description
RECORD_TYPE	1	2	2	CHAR		'EM' for Monthly column 7a Detail; 'EQ' for ITD column Detail
EOC_REP_CAT	3	26	24	CHAR		Reporting Category
EOC_COST_INCUR_MONTH	27	39	13	CURRENCY (2)		Prior month incurred costs (Actuals) for given category.
EOC_HRWYE_INCUR_MONTH	40	49	10	NUMERIC (1)		Prior month incurred hours worked (Actuals) for given category.
EOC_COST_PLANNED_MONTH	50	62	13	CURRENCY (2)		Contract Prior Month Planned Dollars Column (7b) reports planned costs for the prior month.
EOC_CUR_COST_INCUR_ITD	63	75	13	CURRENCY (2)		Contract Cost Dollars Column (7c) which represents Contract Cost Inception to Date.
EOC_COST_PLANNED_ITD	76	88	13	CURRENCY (2)		Contract Planned Cost Dollars Column (7d) which represents Planned Contract Cost Inception to Date.
EOC_CUR_MONTH_EC	89	101	13	CURRENCY (2)		Estimated costs for first upcoming month for given category (8a) .
EOC_HRWYE_CUR_MONTH_EST	102	111	10	NUMERIC (1)		Estimated hours for first upcoming month for given category. Will only be needed if labor hours are required to be submitted electronically per contract (8a) .
EOC_NEXT_MONTH_EC	112	124	13	CURRENCY (2)		Estimated costs for second upcoming month for given category (8b) .
EOC_BALANCE_CONTRACT	125	137	13	CURRENCY (2)		Balance of Contract for the remaining estimate to complete (8c) .
EOC_CONTRACTOR_ESTIMATE	138	150	13	CURRENCY (2)		Contractor Estimate for the total estimate to complete entire scope of contract (9a) .
EOC_CONTRACT_VALUE	151	163	13	CURRENCY (2)		Contract Value based upon Contract Modifications (9b) .
EOC_UNFILLED_ORDERS	164	176	13	CURRENCY (2)		Unfilled Orders Outstanding at end of reporting period.
REPORTING_LEVEL	177	206	30	CHAR		Used by SAP to determine Reporting Category Level (1.1.2.2.1) (CR 8197) .
REPORTING_CAT_INDICATOR	207	207	1	CHAR		Fill in an "X" if record is a Reporting Category. Otherwise, leave Blank for Sub-Reporting Category Line Items and Element of Cost detail records. This field is used by SAP to determine if the record is a Reporting Category. (CR 8197)

Example File Format

Trailer (provides the number of header & detail records sent from the contractor/vendor/center in order to verify the receipt of complete data after transmission)

CCR Extension Data Element	Description	Contract or Initial Data Mapping	NF 533M Required/O ptional	OTHER CCR Required/O ptional	Field Name	Start Pos	End Pos	Length	Form at
TRAILER:									
Record Type	Used by eGate to determine record type	"TL" for Trailer	Required	Required	RECORD_TYPE	1	2	2	CHAR
Record Count	Count of the number of Detail records sent to process (Detail Only)	Trailer field submitted with CONTRACTOR data	Required	Required	RECORD_COUNT	3	9	7	NUMERIC
	Value of spaces				FILLER	10	207	198	CHAR

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 1.1.2-5	
B. LINE ITEM TITLE: Annual Phased Contract Operating Plan						
C. OPR. TA-A	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. AN, with updates	G. INITIAL SUB. Contract Effective date + 60 Days	H. AS OF DATE See Block J	
J. REMARKS: Annual report is due on/about seventh month of calendar year.						
K. DISTRIBUTION TA-A TA-A					TOTALS	
					NO.	TYPE
					1	D
					2	A
DATA REQUIREMENT DESCRIPTION						
1. TITLE Plan, Annual Phased Contract Operating				2. NUMBER 1.1.2-5		
3. USE This report will be used by the Government to ensure that planned contract effort is consistent with requirements and planned level of funding.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP DRD 1.1.2-10				6. REFERENCES		
8. PREPARATION INFORMATION The Contractor shall develop and manage an annual Contract Operating Plan by government fiscal year on the basis of customer, WBS, and element of cost, with monthly execution and variance analysis to ensure total contract costs have been reconciled. The Government will require several views of this data, and may require updates to the plan during the operating year. The operating plan shall be transmitted by a letter, detailing operating plan assumptions, manifest used to develop the plan, and other information considered in developing the plan. Plan shall include an attachment showing a reconciliation of contract value to the operating plan value, including the detailed reconciling items such as negotiated adjustments and undefinitized adjustments.						
(continued)						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 1.1.2-6	
B. LINE ITEM TITLE: Rate-Volume Variance Analysis Report						
C. OPR. TA-A	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. MO	G. INITIAL SUB. Close of Contractor's Accounting Period +15 Days.	H. AS OF DATE Prior Accounting Period/15	
J. REMARKS: Type "D": Electronic Submittal. Product shall be compatible with Microsoft Excel software.						
K. DISTRIBUTION TA-A					TOTALS	
					NO.	TYPE
					1	A, D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Report, Rate-Volume Variance Analysis				2. NUMBER 1.1.2-6		
3. USE This report will be used by the Government to analyze variances between the Operating Plan and actual performance.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP				6. REFERENCES		
PREPARATION INFORMATION The Contractor shall provide an Analysis of Actual to Planned Costs at the WBS level to include volume and rate analysis. The Contractor shall partner with the Government on the development of variance explanations to ensure common understanding and reporting. Various explanations will be at the element of cost level. Sample format attached.						
(continued)						

**RATE-VOLUME VARIANCE ANALYSIS REPORT
BY WBS BY CUSTOMER BY ELEMENT OF COST**

RATE/VOLUME VARIANCE REPORT
Month, Year - Cum Prod Hrs: x,xxx.x

WBS & TITLE	PLAN HOURS	PLAN AMOUNT	ACTUAL HOURS	ACTUAL AMOUNT	VARIANCE HOURS	VARIANCE AMOUNT	PLAN RATE	ACT RATE	RATE VAR	VOL VAR \$	RATE IMPACT
1.0 MANAGEMENT											
TOTAL											
xxxx S/T Labor - Prime	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX
xxxx S/T Labor - Subs	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX
Total S/T Labor	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX
xxxx O/T Labor - Prime	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX
xxxx O/T Labor - Subs	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX
Total O/T Labor	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX
xxxx Premium Labor - Prime				XX	XX	XX	XX	XX	XX	XX	XX
xxxx Premium Labor - Subs				XX	XX	XX	XX	XX	XX	XX	XX
Total Premium Labor				XX	XX	XX	XX	XX	XX	XX	XX
Total Labor	XX	XX	XX	XX							
Total FTE's											
Overtime %											
xxxx Travel		XXX		XXX		XXX					
xxxx Subcontracts		XXX		XXX		XXX					
xxxx Training		XXX		XXX		XXX					
xxxx Misc ODC		XXX		XXX		XXX					
xxxx Equipment		XXX		XXX		XXX					
Total Non-Labor		XXX		XXX		XXX					
Total Direct Cost		XXX		XXX		XXX					
xxxx Overhead		XXX		XXX		XXX					
xxxx G&A		XXX		XXX		XXX					
Total OH & G&A		XXX		XXX		XXX					
Total Cost		XXX		XXX		XXX					
xxxx Fee		XXX		XXX		XXX					
Total xxx		XXX		XXX		XXX					
Overhead %								xx.xx%	xx.xx%	x.xx%	
G&A %								x.xx%	x.xx%	x.xx%	
Fee %								x.xx%	x.xx%	x.xx%	

VARIANCE EXPLANATION:

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 1.1.2-7
B. LINE ITEM TITLE: Direct and Indirect Rates Report and Review					
C. OPR. TA-A	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. SA	G. INITIAL SUB. April 15, 2009	H. AS OF DATE See Block J.
J. REMARKS: Reviews shall be conducted no less than semi-annually. Out-of-cycle reviews may be requested by the Government when an event or other circumstances warrant. Data shall be submitted no later than Oct 15 and Apr 15 each year. Briefings shall be conducted within 2 weeks of report submittal. Contractor planning estimates that deviate from contract value shall be explained in detail. Submittals and reviews shall cover a combination of current and previous FY data to ensure data for each FY is captured in its entirety. End of year actual costs (Oct 15 data) shall be provided as a baseline comparison for estimates in the next fiscal year. Type "D" electronic versions shall be compatible with Microsoft Excel.					
K. DISTRIBUTION					TOTALS
					NO.
					TYPE
TA-A					1
					A, D
DATA REQUIREMENT DESCRIPTION					
1. TITLE Report and Review, Direct and Indirect Rates				2. NUMBER 1.1.2-7	
3. USE To monitor trends for direct and indirect rate actual costs against contract value to understand variances. To assess any cost/budget impacts for current and future contract years. To determine the basis for changes and to determine whether rate changes are within or outside the contractor's control.				4. DATE	
				5. ORGANIZATION	
7. INTERRELATIONSHIP				6. REFERENCES	
8. PREPARATION INFORMATION (Formats attached.) For each sub-element listed below, the contractor shall identify the basis for any change, assess the estimated cost impact (up or down) by contract year, and provide rationale and a risk/cost analysis to justify cost increases that cannot be offset without impact to the Government for changes within their control. Sample formats with content & submission milestones are attached. Any Contractor format changes and/or briefing formats shall be partnered with the Government to ensure products and reviews meet the needs of both parties. Sub-elements and data to be reviewed shall include, but not be limited to, the following: INDIRECT RATES: Fringe Benefits/Non-Productive Pool Expenses: holiday, other paid absence, personal/sick leave, vacation Fringe Benefits/Payroll Pool Expenses: FICA SS, FICA medical, state unemployment, federal unemployment, workers compensation. Fringe benefits/Other Expenses: group insurance, insurance disability, life insurance, pension, company match 401K, tuition reimbursement, VEBA Trust. Total fringe benefit expense, total labor base, total fringe application rate. DIRECT RATES: Productive/non-productive hours, regular/overtime/premium hours, and average unloaded wage rate for SGS and, if available, for each subcontractor. Level of staffing by WBS. Other data to be provided includes the basis for labor rates (e.g. CBA, DOL, management action) and escalation factor(s) by labor category or skills code. Each reporting period, the report shall contain an itemized list of any wage rate changes since the previous report by labor category or skills code to reflect old and new unloaded labor rate with explanation of the basis of change and any impact or offsets to contract value. The Government reserves the right to drill down to WBS or labor category level for analysis.					

G&A RATE: Labor & non-labor elements, total G&A, G&A base, G&A rate.

OVERHEAD RATE (excluding Direct Reallocation): Labor and non-labor elements (e.g. equipment, subcontracts, miscellaneous other direct costs, supply/material). Total overhead value, overhead base, and overhead rate.

Sample Formats Attached

KSC FORM 16-246 (REV. 1/82)

Index of Direct and Indirect Rates Reports

- GFY-XX Fringe - Contract Value to Actuals Comparison**
- GFY-XX Fringe - EAC to Contract Value Comparison**
- GFY-XX Overhead - Contract Value to Actuals Comparison**
- GFY-XX Overhead - EAC to Contract Value Comparison**
- GFY-XX G&A - Contract Value to Actuals Comparison**
- GFY-XX G&A - EAC to Contract Value Comparison**
- Prime and Subcontractor Wage Rate**

**Format a: GFY-XX Fringe
Contract Value to Actuals Comparison**

	Final FYXX Contract Value	Actuals Oct - Sept	Delta Actuals - Contract FY'XX	Explanation	
Pool XX - Non Productive					
Holiday	XXX	XXX	XXX		
Vacation	XXX	XXX	XXX		
Personal/Sick Leave	XXX	XXX	XXX		
Sick Leave Accrued	XXX	XXX	XXX		
Other Paid Leave	XXX	XXX	XXX		
Severance	XXX	XXX	XXX		
Reserved	XXX	XXX	XXX		
Total Non-Productive Expense	XXX	XXX	XXX		
Pool XX - Other					
Group Insurance	XXX	XXX	XXX		
Insurance Disability	XXX	XXX	XXX		
Insurance Life	XXX	XXX	XXX		
Pension	XXX	XXX	XXX		
Tuition Reimbursement	XXX	XXX	XXX		
Fringes - Other	XXX	XXX	XXX		
Uniform Allowance	XXX	XXX	XXX		
Total Other Fringe Expense	XXX	XXX	XXX		
Pool XX - Payroll					
FICA SS	XXX	XXX	XXX		
FICA Medical	XXX	XXX	XXX		
State Unempl	XXX	XXX	XXX		
Fed Unemp	XXX	XXX	XXX		
Workers Comp	XXX	XXX	XXX		
General Liability	XXX	XXX	XXX		
Total Payroll Expense	XXX	XXX	XXX		
Total Labor Base	XXX	XXX	XXX		
Total Expense Pool	XXX	XXX	XXX		
Total Fringe Rate	XXX	XXX	XXX		

**Format b: GFY-XX Fringe
EAC to Contract Value Comparison**

	Contract Value	Actuals Oct - Mar	ETC Apr - Sep	EAC	EAC - Contract Value	Explanation
Pool XX - Non Productive						
Holiday	xxx	xxx	xxx	xxx	xxx	
Vacation	xxx	xxx	xxx	xxx	xxx	
Personal/Sick Leave	xxx	xxx	xxx	xxx	xxx	
Sick Leave Accrued	xxx	xxx	xxx	xxx	xxx	
Other Paid Leave	xxx	xxx	xxx	xxx	xxx	
Severance	xxx	xxx	xxx	xxx	xxx	
Reserved	xxx	xxx	xxx	xxx	xxx	
Total Non-Productive Expense	xxx	xxx	xxx	xxx	xxx	
Pool XX - Other						
Group Insurance	xxx	xxx	xxx	xxx	xxx	
Insurance Disability	xxx	xxx	xxx	xxx	xxx	
Insurance Life	xxx	xxx	xxx	xxx	xxx	
Pension	xxx	xxx	xxx	xxx	xxx	
Tuition Reimbursement	xxx	xxx	xxx	xxx	xxx	
Fringes - Other	xxx	xxx	xxx	xxx	xxx	
Uniform Allowance	xxx	xxx	xxx	xxx	xxx	
Total Other Fringe Expense	xxx	xxx	xxx	xxx	xxx	
Pool XX - Payroll						
FICA SS	xxx	xxx	xxx	xxx	xxx	
FICA Medical	xxx	xxx	xxx	xxx	xxx	
State Unempl	xxx	xxx	xxx	xxx	xxx	
Fed Unemp	xxx	xxx	xxx	xxx	xxx	
Workers Comp	xxx	xxx	xxx	xxx	xxx	
General Liability	xxx	xxx	xxx	xxx	xxx	
Total Payroll Expense	xxx	xxx	xxx	xxx	xxx	
Total Labor Base	xxx	xxx	xxx	xxx	xxx	
Total Expense Pool	xxx	xxx	xxx	xxx	xxx	
Total Fringe Rate	xxx	xxx	xxx	xxx	xxx	

**Format d: GFY-XX Overhead
Indirect Rate Review
EAC to Contract Value Comparison**

Element	Updated Contract Value	Actuals Oct - Mar	ETC Apr - Sep	EAC	Delta EAC-Contract Value	Explanation
Labor Total	xxx	xxx	xxx	xxx	xxx	
Non Labor						
Equipment	xxx	xxx	xxx	xxx	xxx	
Misc ODC	xxx	xxx	xxx	xxx	xxx	
Supply / Material	xxx	xxx	xxx	xxx	xxx	
Other Non Labor	xxx	xxx	xxx	xxx	xxx	
Non Labor Subtotal	xxx	xxx	xxx	xxx	xxx	
Total Overhead	xxx	xxx	xxx	xxx	xxx	
Overhead Base	xxx	xxx	xxx	xxx	xxx	
Rate	xxx	xxx	xxx	xxx	xxx	

**Format e: GFY-XX G&A
Indirect Rate Review
Contract Value to Actuals Comparison**

	Contract Value	Actuals Oct - Sept	Delta Actuals-Contract Value	Explanation
Total G&A Expense	XX	XX	XX	
Base	XX	XX	XX	
G&A %	%	%	%	

**Format f: GFY-XX GFY-XX G&A
Indirect Rate Review
EAC to Contract Value Comparison**

	Contract Value	EAC	Delta EAC - Contract Value	Explanation
Total G&A Expense	XX	XX	XX	
Base	XX	XX	XX	
G&A %	%	%	%	

Format g: Prime and Subcontractor Wage Rate Analysis

As of (date)

Company	Hdct	(date)		(date)			Delta			Comments
		Prior Period		Current Period			Unburdened	Burdened		
		Unburdened	Burdened	Hdct	Unburdened	Burdened	Hdct	Unburdened	Burdened	
XX	XX	\$ XX.XX	\$ XX.XX	XX	\$ XX.XX	\$ XX.XX	XX	\$ XX.XX	\$ XX.XX	
XX	XX	\$ XX.XX	\$ XX.XX	XX	\$ XX.XX	\$ XX.XX	XX	\$ XX.XX	\$ XX.XX	
XX	XX	\$ XX.XX	\$ XX.XX	XX	\$ XX.XX	\$ XX.XX	XX	\$ XX.XX	\$ XX.XX	
XX	XX	\$ XX.XX	\$ XX.XX	XX	\$ XX.XX	\$ XX.XX	XX	\$ XX.XX	\$ XX.XX	
XX	XX	\$ XX.XX	\$ XX.XX	XX	\$ XX.XX	\$ XX.XX	XX	\$ XX.XX	\$ XX.XX	
XX	XX	\$ XX.XX	\$ XX.XX	XX	\$ XX.XX	\$ XX.XX	XX	\$ XX.XX	\$ XX.XX	
XX	XX	\$ XX.XX	\$ XX.XX	XX	\$ XX.XX	\$ XX.XX	XX	\$ XX.XX	\$ XX.XX	
XX	XX	\$ XX.XX	\$ XX.XX	XX	\$ XX.XX	\$ XX.XX	XX	\$ XX.XX	\$ XX.XX	
XX	XX	\$ XX.XX	\$ XX.XX	XX	\$ XX.XX	\$ XX.XX	XX	\$ XX.XX	\$ XX.XX	
Total	0			0			0			

Format a: PRIME AND SUBCONTRACTOR CONTRACT VALUE (CV) REPORT AND REVIEW

COMPARISON OF CONTRACT VALUE TO AOP

As of Date:

Through Modification #:

	Col B Initial Period	Col C	COL D	COL E	COL F	COL G	COL I
CONTRACT TYPE TITLE	FY XX ADJUSTED CONTRACT VALUE (as reported on X/XX/XX)	NOTES	FYXX CONTRACT CHANGE NET VALUE	FY XX CONTRACT ADJUSTED VALUE	FY XX AOP Rev I	VARIANCE (E-F)	VARIANCE EXPLANATION
PRIME:							
XXXX Overhead G & A				\$0			
TOTAL				\$0	\$0	\$0	
TEAM MEMBERS:							
XXX (FFP & IDIQ)				\$0		\$0	
				\$0		\$0	
				\$0		\$0	
				\$0		\$0	
				\$0		\$0	
				\$0		\$0	
				\$0		\$0	
				\$0		\$0	
TOTAL PRIME SUB	\$0		\$0	\$0	\$0	\$0	
TOTAL PRIME SUB VARIANCE						\$0	

OTHER SUBCONTRACTOR MEMBERS:

CONTRACT TYPE OTHER TITLE	FY XX ADJUSTED CONTRACT VALUE (as negotiated with the government)		FY XX CONTRACT VALUE	FY XX AOP	VARIANCE (E-F)	VARIANCE EXPLANATION
XXX (FFP/IDIQ)	\$0		\$0	\$0	\$0	
			\$0	\$0	\$0	
			\$0	\$0	\$0	
			\$0	\$0	\$0	
TOTAL CV/AOP/VARIANCE W/O FEE	\$0		\$0	\$0	\$0	

Format b: Contract Value Adjustments

Prime	CV (as reported on x/xx/xx)	\$xxx,xxx,xxx	Mod xxx FYxx CV - \$xx - Prime & Subs
		xx,xxx	CIP xx (desc)
		-xx,xxx	CIP xx (desc)
		xx,xxx	CCR xx (desc)
		xx,xxx	CCR xx (desc)
		xx,xxx	CCR xx (desc)
	NEW ADJUSTED CV	\$xxx,xxx,xxx	
(Each Sub)	CV (as reported on 4/15/06)	xx,xxxx,xxx	Adjusted Contract Value (as reported on xx/xx/xx)
		xx,xxx	CIP xx (desc)
		-xx,xxx	CIP xx (desc)
	Adjusted Value (based on Prime Mods)	\$xxx,xxx,xxx	
		xx,xxx	(Desc)
		xx,xxx	(Desc)
		xx,xxx	(Desc)
	NEW ADJUSTED CV	\$xxx,xxx,xxx	

Format c: Annual Operating Plan Adjustments

Prime	Adjusted CV	\$xxx,xxx,xxx	
	AOP	\$xxx,xxx,xxx	
	VARIANCE	\$xxx,xxx,xxx	
(Each Subcontractor)	Adjusted CV	\$xxx,xxx,xxx	
	AOP	\$xxx,xxx,xxx	
	VARIANCE	\$xxx,xxx,xxx	
	Reason 1	\$xxx,xxx,xxx	(Description)
	Reason 2	\$xxx,xxx,xxx	(Description)
	Reason 3	\$xxx,xxx,xxx	(Description)
	Reason 4	\$xxx,xxx,xxx	(Description)
	Reason 5	\$xxx,xxx,xxx	(Description)
	Reason 6	\$xxx,xxx,xxx	(Description)
	Reason 7	\$xxx,xxx,xxx	(Description)
	Reason 8	\$xxx,xxx,xxx	(Description)
			(Each Subcontractor) Variance Explained
			\$xxx,xxx,xxx

Format d: CONTRACT VALUE STATUS FOR PRIME AND SUBCONTRACTORS

Comparison of CV to SCV

As of Date:

Through Modification #:

	Col B Initial Period FY XX ADJUSTED CONTRACT VALUE (as reported on X/XX/XX)	Col C CONTRACT CHANGE NET VALUE	COL D FYXX CONTRACT ADJUSTED VALUE	COL E FY XX CONTRACT VALUE (as negotiated between the prime & sub)	COL F VARIANCE (D - F)	COL I VARIANCE EXPLANATION
PRIME:						
XXXX Overhead G & A				\$XX		
TOTAL				\$XX	\$XX	
TEAM MEMBERS:						
XXX (FFP & IDIQ)				\$XX	\$XX	
				\$XX	\$XX	
				\$XX	\$XX	
				\$XX	\$XX	
				\$XX	\$XX	
				\$XX	\$XX	
				\$XX	\$XX	
TOTAL PRIME SUB	\$XX		\$XX	\$XX	\$XX	
TOTAL PRIME SUB VARIANCE					\$XX	
OTHER SUBCONTRACTOR MEMBERS:						
CONTRACT TYPE OTHER TITLE XXX (FFP/IDIQ)	FY XX ADJUSTED CONTRACT VALUE (as reported on xx/xx/xx) \$XX		\$XX \$XX \$XX	\$XX \$XX \$XX	\$XX \$XX \$XX	
TOTAL CV/AOP/VARIANCE W/O FEE	\$XX		\$XX	\$XX	\$XX	

EXPLANATIONS

Format e: CV - SCV Variance Explanations

(Each Subcontractor) Adjusted CV	xx,xxx,xxx
SCV	xx,xxx,xxx
Variance	xx,xxx,xxx

\$ - Sub-total

(Subcontractor) **VARIANCE EXPLAINED** \$ -

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 1.1.2-9	
B. LINE ITEM TITLE: Contractor Financial Facilities Services Report						
C. OPR. GG	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. AN	G. INITIAL SUB. Contract Effective date + 60 Days	H. AS OF DATE See Block 8	
J. REMARKS: Provide two annual financial reports that provide a further break down of facilities services costs. One shall be due at the time of the submittal of the fiscal year operating plan. The other shall be due 30 days after the end of the government fiscal year and reflect final fiscal year actual costs. This product shall be compatible with Microsoft Office Excel software. Data shall breakout costs by elements as defined in Block 8.						
K. DISTRIBUTION GG-C-B					TOTALS	
					NO.	TYPE
					1	A, D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Report, Contractor Financial Facilities Services				2. NUMBER 1.1.2-9		
3. USE This report will be used by NASA, Kennedy Space Center, to reflect costs in Agency dictated categories as defined in Block 8.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP DRD 1.1.2-5				6. REFERENCES		
8. PREPARATION INFORMATION						
<p>1. Two reports, due as follows:</p> <ul style="list-style-type: none"> • At the time of the fiscal year operating plan submit. • 30 days following the end of the government fiscal year and reflect fiscal year actual costs. <p>2. The reporting period shall be October 1 to September 30.</p> <p>3. The report shall capture costs for all NASA customers, and separately identify Institutional and Program customers, as identified by the government.</p> <p>4. Cost Elements: (for those costs applicable to this contract)</p> <p><u>Utilities</u> Includes electricity, steam, natural gas, water, sewage, fuel oil, other energy sources, and energy conservation.</p> <p><u>Scheduled (proactive) Maintenance</u> Includes preventive maintenance, predictive testing and inspection, planned repair projects, programmed maintenance, replacement of obsolete items, and restoration/modernization associated with building systems/components.</p> <p><u>Unscheduled (reactive) Maintenance</u> Includes trouble calls and breakdown repairs.</p> <p><u>Operations</u> Includes building and central plant operations, utilities control systems, Computerized Maintenance Management System,</p>						

custodial/refuse collection/landfill costs, landscaping and grounds maintenance.

Mothballed Buildings & Structures

Includes minimal maintenance costs required to preserve an asset needed in the future (includes standby and mothballed facilities). Also includes minimal maintenance costs associated with preservation of historic facilities and, in rare cases, minimal costs associated with abandoned facilities if required for safety or security purposes.

New Capabilities

Includes construction projects that provide new capability at a Center. (e.g., a new addition to a building; a new parking lot; additional electrical capacity).

Other Facilities Services

Includes engineering support, configuration control, service requests, cost estimating support, real property management, master planning support, GIS support, surveys, permitting, ADA compliance, Center funded safety improvements, and renovation and modernization projects associated with workspace improvements.

Facilities Management

Includes all service salaries (except craft labor) facilities management and business management (e.g., Director/Deputy Director of Facilities).

- 5. Format shall be at the Contractor's discretion and contain at a minimum:

Annual Contractor Financial Management Report - Facilities Services					
Report for : *					
Project	Cost Elements	Customer A		Customer B, etc	
		WYE's	\$	WYE's	\$
Facilities	Utilities				
	Scheduled (proactive) Maintenance				
	Unscheduled (reactive) Maintenance				
	Operations				
	Mothballed Buildings & Structures				
	New Capabilities				
	Other Facilities Services				
	Facilities Management				
Total					
Explanations/Comments					
* Indicate for "Operating Plan" or "Actuals for FYXX"					

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____						A. ITEM NO. 1.1.2-10	
B. LINE ITEM TITLE: Phased Negotiated Estimated Cost (NEC) Baseline Report							
C. OPR. OP	D. TYPE 1	E. INSPECT/ ACCEPT 2	F. FREQ. AR	G. INITIAL SUB. Contract Effective Date +30 Days.	H. AS OF DATE See Block J.		
J. REMARKS: The Phased NEC Baseline Report is due within 30 days of Contract Effective Date, and a revised version is due within 30 days of any subsequent authorized NEC baseline changes. This report shall be compatible with Microsoft Excel software.							
K. DISTRIBUTION OP (1 electronic copy & 1 hard copy) TA-A						TOTALS	
						NO.	TYPE
						2	D
						1	D
DATA REQUIREMENT DESCRIPTION							
1. TITLE Report, Phased Negotiated Estimate Cost (NEC) Baseline					2. NUMBER 1.1.2-10		
3. USE This report will be used by NASA, Kennedy Space Center to compare Negotiated Estimated Cost (NEC) to actual contract performance for the purpose of Award Fee evaluation.					4. DATE		
					5. ORGANIZATION		
7. INTERRELATIONSHIP DRD 1.1.2-1					6. REFERENCES		
8. PREPARATION INFORMATION Within 30 days of contract effect date, the Contractor shall submit a time-phased NEC baseline report detailing, in six-month intervals, how costs are projected to be incurred. The total estimated cost and direct labor hours reflected in the baseline report must equal the contract value for the total contract period. The report shall be at the lowest level of the WBS structure and shall reflect data for all elements of cost identified in DRD 1.1.2-1, <i>Contractor Financial Management Analysis, NASA Form 533M & NASA Form 533Q Reports</i> . The report shall be revised each time a contract modification is executed that increases or decreases the contract estimated cost. The report shall be updated, as necessary, during the contract performance by submission of revised pages for approval by the Contracting Officer. The report(s) shall be in the attached format.							

NEC Baseline Report

PHASED NEGOTIATED ESTIMATED COST (NEC) CONTRACT BASELINE REPORT SUMMARY: CONTRACT PERIOD x/xx-x/xx		2. REPORT FOR PERIOD BEGINNING
TO: NASA KSC ATTN: CONTRACTING OFFICER	FROM: CONTRACTOR X	3. CONTRACT VALUE
		a. COST xxxxxxxxxxxx b. FEE xxxxxx
1. DESCRIPTION OF CONTRACT	a. TYPE	b. CONTRACT NO. AND LATEST DEFINITIZED AMENDMENT NO. NAS x-xxxxx Mod xxxxx/xx/200X
	c. SCOPE OF WORK NAME OF CONTRACT	d. AUTH. CONTR. REP (Signature) _____ DATE _____ PROGRAM MANAGER

4. REPORTING CATEGORY	4. ESTIMATED COST/HOURS TO COMPLETE															
	YEAR 1			YEAR 2			YEAR 3			YEAR 4			YEAR 5			CONTRACT TOTAL
	Oct - Mar	Apr - Sep	TOTAL	Oct - Mar	Apr - Sep	TOTAL	Oct - Mar	Apr - Sep	TOTAL	Oct - Mar	Apr - Sep	TOTAL	Oct - Mar	Apr - Sep	TOTAL	
TOTAL STRAIGHT TIME HOURS																
TOTAL OVERTIME HOURS																
<u>Voluntary OT hours</u>																
TOTAL HOURS																
WORK YEAR EQUIV (WYEs)																
DIRECT STRAIGHT TIME HOURS																
DIRECT OVERTIME HOURS																
DIRECT TOTAL																
LABOR COST																
Straight Time																
Overtime																
SUBC ST HOURS																
SUBC OT HOURS																
PAID LEAVE HOURS																
TOTAL OTHER HOURS																
SUBCONTRACTS COST																
OTHER DIRECT COST																
Material																
Subcontracts (Minor)																
Other Direct																
xxxxxx																
xxxxxx																
xxxxxx																
xxxxxx																
OVERHEAD																
Overhead																
Fringe																
TOTAL DIRECT COST																
G&A xx%																
SUBTOTAL COST																
FEE xx%																
SUBTOTAL COST																
Phase In																
CONTRACT TOTAL																

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 1.1.2-11	
B. LINE ITEM TITLE: NASA Aircraft Cost Report						
C. OPR. GG	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. See Section J	G. INITIAL SUB. 10 Days after the first financial reporting period	H. AS OF DATE See Block 8	
J. REMARKS: Provide a monthly, quarterly and annual cost report of NASA aircraft operations. These reports shall be in compliance with OMB Circular A-126, and the NASA Agency-wide Functional Management System codes as shown on attached FMM Appendix 9121-52A. This product shall be submitted in Microsoft Excel. Data shall breakout costs as defined in Block 8.						
K. DISTRIBUTION GG-C-B TA-A TA-E-A					TOTALS	
					NO.	TYPE
					1	D
					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Report, NASA Aircraft Cost				2. NUMBER 1.1.2-11		
3. USE This report will be used by NASA, Kennedy Space Center, to reflect costs in Agency dictated reporting.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP				6. REFERENCES		
8. PREPARATION INFORMATION						
<ol style="list-style-type: none"> 1. Data shall include a breakout of financial activity as defined in OMB Circular No. A-126, and by appropriate NASA Function code (attached) as defined in FMM Appendix 9121-52A. 2. Detailed back-up data shall be provided to substantiate all costs and shall reconcile to the 533M reports. 3. Format shall be at the Contractor's discretion but shall include at minimum the data as indicated on the attached sample form. 4. Cumulative government fiscal year report due as follows: <ul style="list-style-type: none"> Monthly report due by the 10th working day after the end of each month. Quarterly report due by the 10th working day after the end of each quarter. Annual report due by the 10th working day after the end of each fiscal year. 						

This 6-digit code is used in the Agency-wide Functional Management System (FMS) to identify aircraft financial transactions, be they procurement, travel, or labor distribution actions. A list of aircraft function codes and their definitions are provided in FMM Appendix 9121-52A.

9121-52A AIRCRAFT FUNCTION CODES

Except for the following function codes, all previously established function codes are henceforth deleted and shall no longer be used for obligation effective immediately.

FC 00 00 00 Non Aircraft Related Financial Transactions

This function code shall be used to identify any financial transactions not related to aircraft ownership, management and, operations.

FC 50 00 00 Aircraft Ownership, Management, and Operations Financial Transactions

Federal Property Management Regulation 101-37 "Government Aviation Administration and Coordination" requires each Federal agency to establish an aircraft accounting system. FC 50 00 00 aircraft function codes are established to identify, track, and report financial transactions associated with NASA aircraft (including contracted aircraft/aircraft services) ownership, management, and operations. "Aircraft" as used in this document shall also include Uninhabited Aerial Vehicles (UAV) and Systems (UAS).

The six-digit numbering convention of the aircraft function codes is as follows:

- First 2 digits (50) signifies aircraft costs in general;
- Second 2 digits signifies aircraft type;
- Last 2 digits signifies aircraft cost type.

Each type of aircraft currently in the NASA inventory is assigned a two-letter identifier as listed in the Aircraft Type Cross Reference Table, (see FMM Appendix 9121-52B). For aircraft specific costs, enter the two-digit identifier in place of the "XX" in the Function Codes. For non-aircraft specific costs or costs that can not be allocated to a specific aircraft type at the time of the financial transaction, please enter "00" in place of the "XX" in the Function Codes. For new aircraft types, for which aircraft type identifiers have not been established, please enter "01" in place of the "XX" in the Function Codes. For non-NASA aircraft costs that should be reimbursed to the performing Center, please enter "99" in place of the "XX" in the Function Codes.

In general, the last two digits of the aircraft function codes are set up to distinguish between aircraft ownership investments, aircraft overhead, and aircraft operations costs. FC 50 XX 10 series codes will be used to represent aircraft investment expenditures, while aircraft overhead and aircraft operations costs fall under FC 50 XX 20 and FC 50 XX 30 series codes, respectively. In the special case where the entire aircraft is the project (such as the HARV aircraft, the X-29, the X-31, etc.), all expenses for those aircraft will be identified as project costs and shall be identified with FC 00 00 00.

Please note that FC 50 00 00, FC 50 00 10, FC 52 00 20, and FC 53 00 30 are headings. Costs shall not be entered into the system using these codes. Lower level Function Codes shall be used instead. If a question arises concerning which code should be used, the cognizant Center Flight Operations Office will be the final determinant.

FC 50 XX 10 Aircraft Ownership Investments

Note: This is a category heading for various aircraft ownership investment expenditures. Investment expenditures shall be identified using lower level Function Codes.

FC 50 XX 11 Aircraft Purchases

This function code shall be used to identify the purchase costs of an aircraft, or the applicable cost of the purchase contract assigned to the accounting period. It shall also be used to report the expenditures that will lead to complete or partial ownership of aircraft through lease to own and fractional ownership acquisitions.

FC 50 XX 12 Aircraft Permanent Modifications & Upgrades

This function code shall be used to identify permanent aircraft modification and upgrade expenditures, e.g. those that are incorporated to meet general aviation or safety requirements. Permanent aircraft modification and upgrades are those that will be installed in the aircraft for two years or longer. Please exclude temporary modifications and upgrades, e.g. those that are incorporated to perform temporary functions specific to R&D missions, programs, and projects. Please also exclude any costs of science payload development.

FC 50 XX 13 Aircraft Support Asset Purchases

This function code shall be used to identify purchases of aircraft support equipment, test stands, tools, etc.

FC 50 XX 20 Aircraft Overhead

Note: This is a category heading for various aircraft overhead expenditures. Overhead costs shall be identified using lower level Function Codes.

FC 50 XX 21 Aircraft Administrative Overhead

This function code shall be used to identify any Corporate and Center G&A costs, which are fixed costs, allocated or assessed to aircraft operations.

FC 50 XX 22 Aircraft Operational Overhead

This function code shall be used to identify the operational overhead costs, which are fixed costs, associated with aircraft operations. Examples of typical aircraft operational overhead costs are:

- Salaries and paid benefits of government personnel and costs of contractor personnel performing aircraft operations management functions.
- Allocated Airfield, Facilities, and IT costs.
- Other aircraft operations overhead costs: e.g. home base airport costs not included in allocated facility costs and operational management consultant service costs.

FC 50 XX 30 Aircraft Operations – Fixed and Variable Costs

Note: This is a category heading for various aircraft operations costs. Aircraft Operations costs shall be reported using lower level Function Codes.

Fixed costs are those expenses incurred even if aircraft is not flown. Storage fees, calendar-based maintenance, and aircrew and maintenance crew personnel costs are typical fixed aircraft operation costs.

Variable aircraft operation costs are those expenses incurred as the aircraft is flown. Typical variable aircraft operation costs are those expenses that are incurred by flight hours or take offs and landings, etc. Fuel and other consumables costs are also typical variable aircraft operation costs. “Power By The Hour” type engine costs are treated as variable aircraft operation costs as well.

While some operational costs, fuel for example, are always considered as fixed or variable costs, the fixed and variable nature of the aircraft activity being acquired, such as procurement of parts or services, can not be pre-determined at the time of obligation. Aircraft operators shall use aircraft operational data to assess or allocate costs into fixed and variable categories for reporting to

Headquarters.

FC 50 XX 31 Aircraft Flight Crew Costs

This function code shall be used to identify government and contractor flight crew personnel costs, which include salaries, benefits, recurrent training, qualification, and travel costs associated with training and qualification. Flight crew costs can be either fixed or variable costs. Full time Government and contractor flight crew salaries and benefits are fixed costs. Costs associated with overtime, part time, and temporary government and contractor flight crew are considered variable costs. Travel costs associated with aircraft missions are also considered variable costs. Aircraft operators shall assess or allocate costs into fixed and variable categories for reporting to Headquarters.

FC 50 XX 32 Aircraft Maintenance Crew

This code shall be used to identify costs for government and contractor on-site maintenance crew personnel costs, which include salaries, benefits, recurrent training, qualification, and travel costs associated with training and qualification. Maintenance crew costs can be either fixed or variable costs. Full time Government and contractor maintenance crew salaries and benefits are fixed costs. Costs associated with overtime, part time, and temporary government and contractor flight crew are considered variable costs. Travel costs associated with aircraft missions are also considered variable costs. Aircraft operators shall use aircraft operational data to assess or allocate costs into fixed and variable categories for reporting to Headquarters.

FC 50 XX 33 Aircraft Maintenance Parts and Material

This function code shall be used to identify the costs of parts and material used in performing aircraft and engine maintenance and repair that are performed at the home operating base. Typically, these types of maintenance are performed by on-site civilian or contractor maintenance crew. Maintenance parts can be either fixed or variable costs depending on the nature of the maintenance action. Calendar driven maintenance are considered fixed costs, while maintenance scheduled based on flight hours, take-off and landing cycles, etc., and unscheduled maintenance and repairs are considered variable costs. Aircraft operators shall use aircraft operational data to assess or allocate costs into fixed and variable categories for reporting to Headquarters.

FC 50 XX 34 Aircraft Outsourced Maintenance

This function code shall be used to identify costs of aircraft and engine maintenance and repairs that are done, normally off-site, by other government agencies or contractors other than the on-site contractor maintainers, which shall be covered by FC 50 XX 32. Outsourced maintenance can be either fixed or variable costs depending on the nature of the maintenance action. Calendar driven maintenance are considered fixed costs, while maintenance scheduled based on flight hours, take-off and landing cycles, etc., and unscheduled maintenance and repairs are considered variable costs. Aircraft operators shall use aircraft operational data to assess or allocate costs into fixed and variable categories for reporting to Headquarters.

FC 50 XX 35 Aircraft Petroleum and Other Lubricants (POL) & Consumable Gases

This function code shall be used to identify costs of fuel, oil, hydraulics, hydrazine, and other fluids consumed by the aircraft. It shall also be used for costs of oxygen, nitrogen, and any other gases consumed by the aircraft. These costs are considered variable costs.

FC 50 XX 36 Flight Support and Ground Service

This function code shall be used to identify flight Support and ground service costs, such as landing, tie-down, and other airport service fees at deployed locations. These costs are considered variable costs.

FC 50 XX 37 Aircraft Contracted Aviation Services (CAS) Costs

This function code shall be used to identify any lease, rental, charter, fractional ownership, and other types of variable CAS costs that are incurred as aircraft are flown. This code shall also be used to identify costs for aircraft services provided by other Government agencies. These costs can be either fixed or variable costs depending on the contractual agreement. Variable costs are usually per flight or per flight hour charges. Fixed costs are usually the monthly charges regardless of flights flown. Aircraft operators shall use aircraft operational data to assess or allocate costs into fixed and variable categories for reporting to Headquarters.

FC 50 XX 38 Other Aircraft Operating Costs

Despite best attempts to cover all contingencies, there may well be aircraft operating costs that can not fit the above defined function codes. This code shall be used to identify all other variable operating costs that are not covered by the other FC 50 XX 30 series codes. These costs can be either fixed or variable depending on the nature of the transaction. Aircraft operators shall use aircraft operational data to assess or allocate costs into fixed and variable categories for reporting to Headquarters.

9121-52B AIRCRAFT TYPE CROSS-REFERENCE TABLE

ACFT TYPE	CODE	CENTERS	REMARKS
Non-Aircraft Specific	00	N/A	
New Aircraft Type	01	N/A	
Non-NASA Aircraft	99	N/A	
Small UAV (<200 lb)	81	N/A	
Medium UAV (200 – 500 lb)	82	N/A	
Large UAV (>500 lb)	83	N/A	
Boeing 747	74	ARC, JSC	
B-52	52	DFRC	
BE-200	07	DFRC, GSFC (WFF), LaRC	
ER-2	72	DFRC	
F-15	15	DFRC	
F-16	16	DFRC	
F-18	18	DFRC	
G-III	03	DFRC, HQ	
PIK-20E	20	DFRC	
T-34	34	DFRC, GRC	
YO-3A	33	DFRC/ARC	
DC-8	08	GSFC (WFF)	
P-3	42	GSFC (WFF)	
DHC-6 (Twin Otter)	06	GRC	
Learjet 20 Series	24	GRC	
S-3B	43	GRC	
B-377 (Super Guppy)	37	JSC	
DC-9	09	JSC	
G-II	02	JSC, MSFC	
T-38	38	JSC, DFRC	
WB-57	57	JSC	
UH-1H	11	KSC, LaRC	
Boeing 757	75	LaRC	
General Aviation Aircraft	04	LaRC	
OV-10	10	LaRC	

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 1.1.2-12	
B. LINE ITEM TITLE: Government Owned Contractor Held Capital Asset Report						
C. OPR. GG	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. MO	G. INITIAL SUB. 2 business days after the end of the month following Contract Effective Date		H. AS OF DATE 30/2
J. REMARKS: Type "D": Product shall be compatible with Microsoft Office suite of software.						
K. DISTRIBUTION GG GG (1 Hard Copy with Original Signature)						TOTALS NO. TYPE 1 D 1 A
DATA REQUIREMENT DESCRIPTION						
1. TITLE Report, Government Owned Contractor Held Capital Asset				2. NUMBER 1.1.2-12		
3. USE This report is used to document the monthly and cumulative costs for Government Owned/Contractor Held capital assets in an accurate and timely manner.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP				6. REFERENCES FMR, Vol 6, Ch 4, 040503 – <i>Asset Capitalization Criteria</i>		
8. PREPARATION INFORMATION The Contractor shall report the actual monthly costs and the actual cumulative costs incurred for each new capital asset acquisition (Government Owned Contractor Held capital asset - Real and Personal Property) to the NASA Property Accountant. This report shall include the Contractor's 533 unique identification number (Personal Property) or facility number (Real Property), item description, current month actual costs, cumulative actual costs, and invoice number for each capital asset. The Contractor must also provide documentation to support the reported actual monthly costs for each capital asset. The Contractor shall submit a separate invoice for each capital asset. The invoice detail shall include the unique 533 identification number or facility number. Please see below for the capitalization criteria (FMR, Volume 6, Chapter 4 040503) and the values that should be included in the total cost. A. Capitalization Criteria 1. NASA will capitalize individual items of PP&E which: <ul style="list-style-type: none"> a) Have a unit acquisition cost of \$100,000 or more for all assets other than internal use software which has a capitalization threshold of \$1,000,000; b) Have an estimated useful life of two years or more; c) Are not intended for sale in the ordinary course of operations, and; d) Have been acquired or constructed with the intention of being used, or being available for use by the Agency. 						

(continued)

8. PREPARATION INFORMATION (continued)

2. If an item, as originally installed, is an aggregate of components which could stand alone (as opposed to parts) and are severable, those components should be individually subjected to the capitalization criteria and only those components which meet the criteria shall be originally capitalized. If an item, as originally installed, is an aggregate of components which could not stand alone and are not severable (see collateral and non-collateral equipment at FMR Volume 6, 040505, those components shall be subjected to the capitalization criteria in aggregate.

B. Values

1. Capitalized values shall include all costs incurred to bring PP&E to a form and location suitable for its intended use, i.e., the total cost to NASA. For example, the cost may include the following, as appropriate for the type of PP&E capitalized:

- a) Amounts paid to vendors or contractors, including fees;
- b) Transportation charges to the point of initial;
- c) Handling and storage charges;
- d) Labor and other direct or indirect production costs (for assets produced or constructed);
- e) Engineering, architectural, and other outside services for designs, plans, specifications, and surveys;
- f) Acquisition and preparation costs of buildings and other facilities;
- g) An appropriate share of the cost of the equipment and facilities used in construction work;
- h) Fixed equipment and related installation costs required for activities in a building or facility;
- i) Direct costs of inspection, supervision, and administration of construction contracts and construction work;
- j) Legal and recording fees and damage claims;
- k) Fair market value of facilities and/or equipment donated to the Government;
- l) Material amounts of interest costs paid.

2. Costs of extended warranties should be expensed at the time of payment and not be included in the capitalized value. Where capitalized equipment is traded in for another piece of capitalized equipment, the capitalized value of the new asset will be acquisition costs; including the amount received for the trade-in. Capitalized value will be net of discounts taken.

The following format shall be used for the purpose of this report.

Sample Format for Government Owned Contractor Held Capital Asset Report – DRD 1.1.2-12

DATA REQUIREMENTS DESCRIPTION WORKSHEET

(1 item per worksheet)

EQUIPMENT CONTROL NUMBER (PERSONAL PROPERTY): _____

OR FACILITY NUMBER (REAL PROPERTY): _____

MONTH: _____

FISCAL YEAR: _____

533 WBS	ITEM DESCRIPTION	CURRENT MONTH COSTS	CUMULATIVE COSTS	INVOICE NUMBER

NAME: _____

SIGNATURE: _____

TITLE: _____

DATE: _____

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 1.1.2-13	
B. LINE ITEM TITLE: Annual IT NASA Headquarters and Special IT Budget Report						
C. OPR. IT-A	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. AN	G. INITIAL SUB. Contract Effective Date + 5 Months	H. AS OF DATE See Block J.	
J. REMARKS: Report shall be due annually with the first report due in March of the first year of the contract. Product shall be submitted electronically in Microsoft Excel format.						
K. DISTRIBUTION GG-C-B4 IT-A IT-D					TOTALS	
					NO.	TYPE
					1	D
					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Report, Annual IT NASA Headquarters and Special IT Budget				2. NUMBER 1.1.2-13		
3. USE This report will be used by the Government to provide NASA Headquarters with IT cost by programs, and to obtain data for OMB Exhibit 53 and OMB Exhibit 300.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP				6. REFERENCES		
8. PREPARATION INFORMATION The Contractor shall electronically submit a detailed annual report categorizing cost by the following elements: Voice services, Wide Area Network Services, Local Area Network Services, Video Infrastructure, Desktop Services, Computer Engineering, Data Center, Applications Services, Messaging and Collaboration, IT Security, IT Management, and other IT services. In addition, the cost should be segregated by customer, WYEs, and development effort vs. steady state. The Government will provide a format on an annual basis. A sample format is attached.						

KSC FORM 16-246 (REV. 1/82)

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 1.1.2 -14	
B. LINE ITEM TITLE: 45 SW Weekly Job Ordered Costs Report						
C. OPR. 45 CPTS/FMAS	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. WK, NLT 0900 Each Tuesday	G. INITIAL SUB. Contract Effective Date + 30 Days	H. AS OF DATE See Block 8	
J. REMARKS: Type "D": Electronic Submittal.						
K. DISTRIBUTION 45 CPTS/FMAS					TOTALS	
					NO.	TYPE
					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Report, 45 SW Weekly Job Ordered Costs				2. NUMBER 1.1.2-14		
3. USE This flat file report will be used by the Government to record costs in the Job Ordered Cost Accounting System (JOCAS-II) for the purposes of cost collecting and customer billing.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP DRD 1.1.2-1				6. REFERENCES JOCAS II System Administrator's Manual		
8. PREPARATION INFORMATION This file should report weekly data through close of business on Friday and is due the following Tuesday by 9 am. In order to satisfy this DRD, the Contractor must establish and execute a "crosswalk" between data fields in the contract cost collection and reporting system, to the 45 SW cost accounting system, JOCAS, where the data fields are compatible. Terminology shown on the attached layout is taken from the JOCAS II System Administrator's Manual. 1. Prepare in accordance with JOCAS-II System Administrator's Manual and attached record layout. 2. Input shall be directly usable by the JOCAS-II system without prior conversion and/or data manipulation. 3. Each data submission shall be accompanied by a file total to enable the JOCAS-II to determine that all data transmitted was received and processed. 4. Rejected transactions shall be corrected and resubmitted in a separate file corresponding to the original file name i.e. XXXYDDD_CORR.)						

ITEM	LAYOUT	TYPE	REMARKS
ACCOUNT ID	1-2	ALPHA	CONSTANT "A5"
JOB ORDER NUMBER	3-10	ALPHA	JON FROM JONSYS
CHARGE DATE	11-21	DATE	DD-MMM-YYYY
FUND CODE (FC)	22-23	ALPHA	CONSTANT "30"
RESERVED	24-27	BLANK	
COST CENTER (RC/CC)	28-33	ALPHA	AS ASSIGNED TO SOW
RESERVED	34-38	BLANK	
COST ELEMENT (EEIC)	39-43	ALPHA	AS PRESCRIBED
TRANSACTION TYPE	44-44	ALPHA	CONSTANT "C"
QUANTITY	45-58	NUMERIC	JUSTIFY RIGHT, LEAD WITH ZEROS
AMOUNT	59-72	NUMERIC	JUSTIFY RIGHT, LEAD WITH ZEROS
FISCAL YEAR	73-76	NUMERIC	YEAR OF FUNDING
RESERVED	77-173	BLANK	
FACILITY CODE	174-187	ALPHA	LEAVE TRAILING BLANK
RESERVED	188-198	BLANK	
OBAN YEAR	199-199	ALPHA	FY CHARGE RECORDED
OBAN	200-201	ALPHA	CONSTANT "LE"
OAC	202-203	ALPHA	CONSTANT "83"
RESERVED	204-210	BLANK	
LOCATION CODE	211-212	ALPHA	GEOGRAPHIC ID VALUE
RESERVED	213-222	BLANK	
WON	223-230	ALPHA	WORK ORDER NUMBER
RESERVED	231-245	BLANK	
WON TITLE	246-325	ALPHA	
RESERVED	326-331	BLANK	
BUDGET ACTIVITY	332-333	ALPHA	CONSTANT "01"
RESERVED	334-336	BLANK	

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 1.1.2-15														
B. LINE ITEM TITLE: Job Order Estimates																			
C. OPR. 45 SW	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. AR	G. INITIAL SUB. As Requested	H. AS OF DATE As Requested														
J. REMARKS: Product shall be compatible with Microsoft Office suite of software.																			
K. DISTRIBUTION 45 CPT/FMAS					TOTALS														
					NO.	TYPE													
					1	D													
DATA REQUIREMENT DESCRIPTION																			
1. TITLE Estimates, Job Order				2. NUMBER 1.1.2-15															
3. USE This document will be used primarily by the 45 SW for budgeting/planning purposes for reimbursable customers.				4. DATE															
				5. ORGANIZATION															
7. INTERRELATIONSHIP				6. REFERENCES															
8. PREPARATION INFORMATION																			
<p>Estimated costs shall be provided based on the cost charging policies provided by the requesting program and applicable to a specific customer. All available sources of workload requirements shall be utilized in arriving and complete and accurate estimates to include UDS (Universal Documentation System) Flight Data Sheet, Historical requirements, and other customer defined requirements.</p> <p>The data fields and terminology referenced in this DRD are applicable to the 45 SW Job Order Cost Accounting System. Data shall be provided by Program Funding Year for each Job Order Number (JON) at the Responsibility Cost Center Codes (RC/CC) and Element of Expense Investment Codes (EEIC) level, and shall include estimated hours/dollars, materials, travel and any other direct costs as appropriate. Estimates shall be fully loaded with all costs consistent with cost charging policies. Rationale or basis of the estimate must accompany each estimate.</p> <p>Sample format:</p> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black;">JON</td> <td style="border-bottom: 1px solid black;">RCCC</td> <td style="border-bottom: 1px solid black;">EEIC</td> <td style="border-bottom: 1px solid black;">FY</td> <td style="border-bottom: 1px solid black;">Hours</td> <td style="border-bottom: 1px solid black;">Dollars</td> <td style="border-bottom: 1px solid black;">Rationale</td> </tr> <tr> <td> </td> </tr> </table>						JON	RCCC	EEIC	FY	Hours	Dollars	Rationale							
JON	RCCC	EEIC	FY	Hours	Dollars	Rationale													

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 1.2.1-1	
B. LINE ITEM TITLE: VPP Application						
C. OPR. SA-E	D. TYPE 1	E. INSPECT/ ACCEPT 2	F. FREQ. OT	G. INITIAL SUB. Contract Effective Date + 24 Months	H. AS OF DATE 10/01/2010	
J. REMARKS: The VPP Application due date is 24 months after contract effective date. The approved document shall be scanned into PDF format and published electronically into Technical Documentation Center.						
K. DISTRIBUTION					TOTALS	
SA-E					NO.	TYPE
					1	A
DATA REQUIREMENT DESCRIPTION						
1. TITLE Application, VPP				2. NUMBER 1.2.1-1		
3. USE To verify the Contractor implementation and compliance to recognized safety and health standards. To assure effective contractor management of Safety and Health programs, implementation of Safety and Health requirements into all elements of the contact including major subcontractors, and compliance to Safety and Health requirements. Meeting and maintaining VPP requirements.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP				5. REFERENCES 29CFR1910 OSHA TED 8.4		
8. PREPARATION INFORMATION						
<p>The Contractor shall prepare the VPP Star Program Application in accordance with OSHA TED 8.4, Voluntary Protection Programs (VPP): Policies and Procedures Manual.</p> <ul style="list-style-type: none"> • Deliver the VPP Application to NASA for review and concurrence. • Demonstrate to NASA, compliance to VPP Star certification requirements throughout all organizations of the contract including major subcontractors, including: <ol style="list-style-type: none"> a. All contract personnel including major subcontractors are involved in the effort to maintain rigorous, detailed attention to safety and health b. Demonstrate continuous improvement in the operation of the safety and health management systems c. Establish, document, and communicate to all persons within this contact, clear safety and health goals that are attainable and measurable, objectives that are relevant to workplace hazards, the prevention of workplace injury and illness, and policies and procedures that indicate how to accomplish the objectives and meet the goals. d. Maintain a written safety and health management system that documents the elements and sub-elements, procedures for implementing the elements, and other safety and health programs including those required by OSHA standards. e. Providing and directing adequate resources to those responsible for safety and health, so they are able to carry out their responsibilities. f. Employees shall be involved in the safety and health management system in addition to their right to report a hazard, including, participation in audits, accident/incident investigations, self inspections, suggestion programs, planning, training, job hazard analyses, and appropriate safety and health committees and teams. g. A hazard identification and analysis system shall be implemented to systematically identify basic and unforeseen safety and health hazards, evaluate their risks, and prioritize and recommend methods to eliminate or control hazards to an acceptable level of risk. 						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 1.2.1-2	
B. LINE ITEM TITLE: Safety and Health Plan						
C. OPR. SA-E	D. TYPE 1	E. INSPECT/ ACCEPT 2	F. FREQ. AR	G. INITIAL SUB. Initial with Contract Proposal	H. AS OF DATE See Block J	
J. REMARKS: Initial Safety and Health Plan shall be submitted with ISC proposal. Submit final Safety and Health Plan for Government concurrence no later than contract effective date + 90 days. The approved document shall be scanned into PDF format and published electronically into Technical Documentation Center.						
K. DISTRIBUTION OP SA-E					TOTALS	
					NO.	TYPE
					1	D
					1	A
DATA REQUIREMENT DESCRIPTION						
1. TITLE Plan, Safety and Health				2. NUMBER 1.2.1-2		
3. USE To ensure the contract is conducted in a safe manner and complies with all Safety and Health directives, instructions, policies, and regulations as listed in this contract. To verify the contractor intends to be proactive in Safety and Health practices. To assure employees have a safe work environment/conditions throughout the performance of this contract.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP				6. REFERENCES		
8. PREPARATION INFORMATION The Safety & Health Plan shall describe tasks and activities of the Safety and Health management at each site where the contractor is operational to assure identification, evaluation and elimination/control of Safety and Health concerns. At a minimum, the plan shall include the following: <ul style="list-style-type: none"> a. All Safety & Health Plan requirements specified in NFS 1852.223-73, NPR 8715.3 Appendix E, KNPR 8715.3, and NSTS 5300.4 (1D-2). b. Organizational charts(s) illustrating the functional relationships and lines of communication between the Safety and Health organization and other organizational elements, including all subcontracts. c. Descriptions of the Safety and Health management functions within the organization including the process through which management decisions will be made, notification to the local NASA Safety and Health organization of hazards, mishaps, corrective actions, and deviations to NASA Safety and Health requirements. d. Description of the responsibility, authority, and accountability of Safety and Health personnel, other contractor organizational elements involved in the safety and health, and subcontractor safety and health personnel. Include the organizational unit responsible for the execution of safety and health tasks and the position with the authority to resolve all identified safety and health issues. e. Description of the management controls that will be used to ensure compliance with Safety and Health regulations. f. Description of the safety program measurement system, including measurements, safety metrics, and trend analysis methods. The performance measurement system should describe responsibility for identifying and implementing remedial action, recurrence control, and corrective actions that are necessary to improve performance as indicated by the performance measurement system. g. The Plan shall include a mishap contingency action plan that describes how support and services will continue in the event of a mishap. h. Cross-reference of safety program requirements (e.g., Federal, NASA, State and local) and contractor procedures to avoid duplication of effort. i. Describe the safety analysis methodologies used to identify workplace and FSEU hazards and how developed mitigation will be implemented throughout the Contractor's organizations for NASA programs and projects. j. Revise the Safety and Health Plan when major organizational changes occur in the lines of communication between the Safety and Health organization and other organizational elements or when procedures or processes have changed that affect organizational responsibility, authority, and accountability. Submit basic and revised Plans to NASA for review and concurrence. 						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 1.2.1-3	
B. LINE ITEM TITLE: Safety Program Evaluation						
C. OPR. SA-E	D. TYPE 1	E. INSPECT/ ACCEPT 2	F. FREQ. AN	G. INITIAL SUB. See Block J	H. AS OF DATE See Block J	
J. REMARKS: Initial submittal shall be the Safety Audit Plan due on 12/15/2008. The Safety Program Evaluation is due annually beginning 10/1/2009. The approved document shall be scanned into PDF format and published electronically into Technical Documentation Center.						
K. DISTRIBUTION SA-E					TOTALS	
					NO.	TYPE
					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Evaluation, Safety Program				2. NUMBER 1.2.1-3		
3. USE To determine the effectiveness of the Contractor's management of the Safety and Health programs, implementation of safety and health requirements into all elements of the Contract including major subcontractors and compliance to safety and health requirements.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP				6. REFERENCES		
8. PREPARATION INFORMATION Evaluate the effectiveness of the safety and health management system. The evaluation is an on-going process that shall include assessments of the effectiveness of all elements and sub-elements of the Contactor's Safety and Health program. The initial submittal shall be a detailed Safety Audit Plan. Identify audits to be performed and prioritized based on risk to NASA Programs and customers. Submit the safety audit plan to NASA for review and concurrence. Perform audits and provide audit reports, including, observations, findings, corrective actions and summaries to the Government. The Safety Program Evaluation shall include all information outlined in OSHA TED 8.4, Appendix D, a summary of performed audits and audits in work, significant findings and corrective actions, barriers to implementing corrective actions, summary of risks, and a schedule of audits to be performed for the next 12 months. Audits will be prioritized based on risk to NASA Programs and customers.						

KSC FORM 16-246 (REV. 1/82)

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 1.2.2-1
B. LINE ITEM TITLE: Safety Inspection Reports for USAF Facilities at KSC					
C. OPR. 45 SW CE	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. See Block 8	G. INITIAL SUB. Contract Effective Date + 90 Days	H. AS OF DATE See Block 8
J. REMARKS: Type "D": electronic submittal. Compatible with MS Office Software or PDF format.					
K. DISTRIBUTION 45 SW Civil Engineering Office Det 1, 45 MSG Program Management Office SA-E				TOTALS	
				NO.	TYPE
				1	D
				1	D
DATA REQUIREMENT DESCRIPTION					
1. TITLE Reports, Safety Inspection for USAF Facilities at KSC				2. NUMBER 1.2.2-1	
3. USE The safety inspection report is used to determine the overall safety and health of USAF facilities at KSC.				4. DATE	
				5. ORGANIZATION	
7. INTERRELATIONSHIP				6. REFERENCES	
8. PREPARATION INFORMATION The Contractor shall perform annual safety and health inspections of USAF facilities located on KSC, as identified in Tech Exhibit 2.0-4, <i>USAF Facilities OMEU</i> . Discrepancies and findings shall be documented and tracked to closure. Submit to the Government a Quarterly Facility Inspection Report of those facilities scheduled for inspection, facilities inspected, discrepancies, findings, and corrective action completion dates. Contractor format acceptable.					

KSC FORM 16-246 (REV. 1/82)

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 1.2.2-2	
B. LINE ITEM TITLE: Mishap Reporting						
C. OPR. SA-E	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. AR	G. INITIAL SUB. AR	H. AS OF DATE N/A	
J. REMARKS: Type "D": electronic submittal into the NASA mishap reporting database.						
K. DISTRIBUTION SA-E Det 1, 45 MSG Program Management Office					TOTALS	
					NO.	TYPE
					1	D
					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Reporting, Mishap				2. NUMBER 1.2.2-2		
3. USE The mishap reports are used to determine the overall safety and health of KSC employees and to assure Contractor's implemented corrective actions are effective in preventing mishap recurrence.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP				6. REFERENCES		
8. PREPARATION INFORMATION Enter all mishaps and close calls into the NASA mishap-reporting database. Mishap reporting methods, timelines and data accuracy shall be in accordance with KNPR 8715.3. Perform and document mishap investigations per NPR 8621.1 and KNPR 8715.3 and as directed by the Government. Notify the United States Air Force (USAF) of any mishap involving USAF personnel, property, or mishaps impacting USAF operations, per the same timelines outlined in NPR 8621.1, KNPR 8715.3, and AFSPCMAN 91-710 V6, <i>Ground and Launch Personnel, Equipment, Systems, and Materials Operations Safety Requirements</i> .						

KSC FORM 16-246 (REV. 1/82)

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 1.2.2-3	
B. LINE ITEM TITLE: Safety Statistics Record						
C. OPR. SA-E	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. MO	G. INITIAL SUB. Contract Effective date + 45 Days	H. AS OF DATE 30/15	
J. REMARKS: Type "D": Electronic Submittal of KSC Form 6-22.						
K. DISTRIBUTION Electronic distribution SA-E SA-G					TOTALS	
					NO.	TYPE
					1	D
					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Record, Safety Statistics				2. NUMBER 1.2.2-3		
3. USE The Safety Statistics Record provides information on mishaps and close calls affecting the contractor's Safety and Health performance.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP				6. REFERENCES		
8. PREPARATION INFORMATION Utilize the KSC Electronic forms media for data submittals, KSC Form 6-22. Compliance Documents: KNPR 8715.3, <i>KSC Safety Practices Procedural Requirements</i> OSHA 300 Form, <i>Log of Work Related to Injuries and Illnesses</i>						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 1.3.3-1	
B. LINE ITEM TITLE: Quality Plan						
C. OPR. SA-E	D. TYPE 1	E. INSPECT/ ACCEPT 2	F. FREQ. AR	G. INITIAL SUB. Contract Effective Date + 90 Days	H. AS OF DATE See Block 8	
J. REMARKS: Type "D" Electronic. Publish electronically into Technical Documentation Center.						
K. DISTRIBUTION SA-E					TOTALS	
					NO.	TYPE
					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Plan, Quality				2. NUMBER 1.3.3-1		
3. USE To ensure that quality requirements are implemented and satisfied throughout all phases of contract performance including NASA programs and projects.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP				REFERENCES		
8. PREPARATION INFORMATION The Quality Plan shall describe the implementation of Quality policies and processes that will ensure compliance with the requirements specified in NSTS 5300.4(1D-2), KNPR 8730.2, KNPR 8730.1, ANSI/ISO/ASQ Q9001-2000, and ANSI/NCSL/Z540.3, to include: a) Organizational charts which illustrate the functional relationships and lines of communication between the organizations executing the quality requirements, CEO, and other organizational elements. b) Descriptions of the quality management functions within the organization including the process through which management decisions will be made. c) Description of the responsibility, authority, and accountability of Quality personnel. d) Description of the Boards, Panels and Committees serving the Quality organization. e) Description of inspection, surveillance, and audit methodologies, Quality metrics and/or leading indicators used to maintain insight/oversight of the Quality function throughout the contractor organizations. f) Describe the flow down of requirements to contractor Quality Management System documents and organizational elements, including verification methods to ensure requirements have been met. g) Description of audit and surveillance methodologies to be used to measure the effectiveness of the Quality Program. h) Description of the certification/qualification training approach, including listing all processes/tasks/positions that require certification or qualification and the requirements for achieving that certification or qualification. The certification and qualification training requirements shall include the type of training offered, employee requirements for completing training, including on-the-job training, and the frequency of training. i) Identify the Quality Planning Requirements to ensure quality inspection requirements are implemented and satisfied throughout all phases of work and in accordance with NASA program and project quality requirements. The selection of inspection points will be dependent upon the criticality of characteristics or assessments of risk. j) Revise the Quality Plan when major organizational changes occur that changes the organization executing the quality requirements, changes in quality management functions including the process through which management decisions will be made, or changes in organizational responsibility, authority, and accountability. k) Submit Quality Plan basic and revisions for NASA review and concurrence. l) The approved document shall be scanned into PDF format and published electronically into Technical Documentation Center.						
Compliance Documents: NSTS 5400.4(1D-2), KNPR 8730.2, KNPR 8730.1, ANSI/ISO/ASQ Q9001-2000, ANSI/NCSL/Z540.3						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 1.3.3-2
B. LINE ITEM TITLE: Quality Program Evaluation					
C. OPR. SA-E	D. TYPE 1	E. INSPECT/ ACCEPT 2	F. FREQ. AN	G. INITIAL SUB. See Block J	H. AS OF DATE See Block J
J. REMARKS: Initial submittal of the Quality Audit Plan shall be Contract Effective Date + 60 Days. Submit the Quality Program Evaluation annually beginning Contract Effective Date + 365 Days. The approved document shall be scanned into PDF format and published electronically into Technical Documentation Center.					
K. DISTRIBUTION SA-E				TOTALS	
				NO.	TYPE
				1	D
DATA REQUIREMENT DESCRIPTION					
1. TITLE Evaluation, Quality Program			2. NUMBER 1.3.3-2		
3. USE To determine the effectiveness of the Contractor's; management of the Quality programs, implementation of Quality requirements into all elements of the contact, including major subcontracts, and compliance to Quality requirements.			4. DATE		
			5. ORGANIZATION		
7. INTERRELATIONSHIP			6. REFERENCES		
8. PREPARATION INFORMATION Evaluate the effectiveness of the Quality Management System. The evaluation is an on-going process that shall include assessments of the effectiveness of all elements and sub-elements of the Contactor's Quality Program. The initial submittal shall be a detailed Quality Audit Plan. Identify and prioritize audits to be performed based on risk to NASA Programs and customers. Submit the quality audit plan to NASA for review and concurrence. Perform audits and provide audit reports, including, observations, findings, corrective actions and summaries to the Government. The Quality Program Evaluation shall include a summary of implementation and compliance of all quality systems, a summary of performed audits and audits in work including those at vendor sites, significant findings and corrective actions, barriers to implementing corrective actions, summary of risks, and an audit schedule for the next 12 months. Audits will be prioritized based on risk to NASA Programs and customers. Compliance Documents: NSTS 5300.4(1D-2) KNPR 8730.2 KNPR 8730.1 ANSI/ISO/ASQ Q9001-2000 ANSI/NCSL/Z540.3					

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 1.4.1-1	
B. LINE ITEM TITLE: IT Security Plans						
C. OPR. IT-B	D. TYPE 1	E. INSPECT/ ACCEPT 2	F. FREQ. AR	G. INITIAL SUB. See Remarks	H. AS OF DATE See Remarks	
J. REMARKS: Type "D": Electronic submittal. Product shall be compatible with Microsoft Office suite of software. Existing IT Security Plans shall be updated and submitted within 30 days of Contract Effective Date. New IT Security Plans shall be developed and submitted within 11 months of Contract Effective Date.						
K. DISTRIBUTION IT-B TA (COTR)					TOTALS	
					NO.	TYPE
					1	D
					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Plans, IT Security				2. NUMBER 1.4.1-1		
3. USE To allow the Government to monitor compliance with NPR 2810.1, Security of Information Technology.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP				6. REFERENCES		
8. PREPARATION INFORMATION For each system and service provided by the contractor in performance of this contract, the contractor shall establish, maintain, and implement IT Security plans in accordance with NPR 2810.1, as supplemented by Tech Exhibit 1.4.1-1, <i>IT Security Implementation Guide</i> . Required Plan Formats should be per either IT Security Standard Operating Procedures, ITS-SOP-0016-B "Subordinate IT Security Plan Template, Requirements, Guidance and Examples," or ITS-SOP-0032 Master IT Security Plan Template, Requirements, Guidance and Examples. See Chapter 5 of the NPR 2810.1 (Security of Information Technology) and ITS SOP-0018 for information required in this plan. NOTE: To review this manual in its entirety, see the NASA Online Directives Information System (NODIS) Library at the following URL: http://nodis3.gsfc.nasa.gov/Library/main_lib.html The IT Security Plan shall include: <ul style="list-style-type: none"> a. An initial risk assessment, documentation of results, and resultant IT Security Plan(s) in accordance with the IT security requirements in effect in accordance with NPR 2810.1. b. Description of how the integrity, availability, and/or confidentiality of information and IT resources will be protected, including protection (disclosure) from the Contractor. Examples of IT resources requiring IT Security Plans include: <ul style="list-style-type: none"> i. Business Management Systems ii. Facility control systems iii. Fire Alarm Monitoring Systems iii. Laboratory Information Mgmt Systems iv. Other new IT Resources provided by the Contractor NOTE: Since the Contractor's Maximo will reside on Government-owned servers, the Government will provide the IT Security Plan for Maximo.						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 1.4.1-2
B. LINE ITEM TITLE: Continuity of Operations Plan (COOP)					
C. OPR. TA	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. AN	G. INITIAL SUB. 12/03/08	H. AS OF DATE 365/30
J. REMARKS: Type "D": Electronic submittal. Product shall be compatible with Microsoft Office suite of software.					
K. DISTRIBUTION TA-G COOP Coordinator TA (COTR)					TOTALS NO. TYPE 1 D 1 D
DATA REQUIREMENT DESCRIPTION					
1. TITLE Plan, Continuity of Operations				2. NUMBER 1.4.1-2	
3. USE To ensure the performance of mission-essential operations during any type of emergency, or other situation that may disrupt normal operations.				4. DATE	
				5. ORGANIZATION	
7. INTERRELATIONSHIP				6. REFERENCES	
8. PREPARATION INFORMATION A viable COOP capability must (1) be maintained at a high level of readiness; (2) be capable of being implemented with and without warning; (3) be operational within 12 hours of activation; (4) maintain sustained essential operations for a minimum of 30 days; and (5) take maximum advantage of available field infrastructure, existing Agency emergency preparedness program procedures, and established Information Technology (IT) Security plans. The goal of COOP is to (1) ensure continuous performance of NASA's mission-essential operations and functions during an emergency situation; (2) protect mission-essential NASA facilities, equipment, vital records, and other assets; (3) reduce or mitigate disruptions to mission-essential operations; (4) reduce loss of life; (5) minimize damage and losses; and (6) resume full, normal essential operations to our customers through a timely and orderly recovery from an emergency. The COOP is a "sensitive" document. It is deemed "Sensitive But Unclassified (SBU)," and will be handled in accordance with NPR 1600.1, NASA Security Program Procedural Requirements, as amended. All electronically stored and distributed copies of the COOP must be protected from unauthorized access.					
Continued on next page.					

8. PREPARATION INFORMATION (CONT.)

At a minimum, the plan will:

- a. Delineate mission-essential operations and functions.
- b. Establish an order of succession for key leadership positions.
- c. Identify minimal communications capabilities required to support COOP.
- d. Identify essential and vital records and databases required to support essential operations and functions, and include steps for protecting them as well as procedures for backup, storage, recycling, and retrieval.
- e. Outline a decision process for determining appropriate actions in implementing COOP procedures.
- f. Establish a roster of fully equipped and trained continuity team personnel, with the authority to perform mission-essential operations and functions, and establish procedures for training these personnel in the roles to be performed under COOP implementation. Training shall occur on an annual basis.
- g. Include plans and procedures for employee advisories, alerts, and COOP activation, with instructions for relocation to pre-designated facilities, with or without warning, during duty and non-duty hours.
- h. Provide for personnel accountability and safety throughout the duration of the emergency.
- i. Provide for attaining functional capability, within 12 hours.
- j. Establish reliable processes and procedures to acquire the resources necessary to continue mission-critical essential operations and sustain mission-essential operations for a minimum of 30 days.
- k. Establish reliable processes and procedures to identify and transition to alternate operational locations if the need arises.
- l. Integrate existing emergency preparedness and IT security plans to ensure consistency in overall emergency preparedness program approaches.
- m. Provide for annual exercises or tests to ensure viability.

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 1.4.1-3	
B. LINE ITEM TITLE: COOP Annual Test Report						
C. OPR. IT-B	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. AN	G. INITIAL SUB. 12/01/09	H. AS OF DATE 365/30	
J. REMARKS:						
K. DISTRIBUTION TA-G COOP Coordinator TA (COTR)					TOTALS	
					NO.	TYPE
					1	D
					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Report, COOP Annual Test				2. NUMBER 1.4.1-3		
3. USE Report and update any anomalies found during the testing and review of the Continuity of Operations Plan (COOP).				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP				6. REFERENCES		
8. PREPARATION INFORMATION The COOP should be tested to train personnel and to keep the plan in step with changes to the operating environment. The extent and frequency of testing will vary among organizations, systems, and particular mission. There are several types of testing-- (1) Review: This is a simple test to check the accuracy of the COOP. For instance, a reviewer can check the accuracy of contact telephone numbers, building and room numbers, and whether the listed individuals are still in the organization. (2) Analysis: An analysis may be performed on the entire plan or parts of it. The analyst may mentally follow the strategies in the COOP and look for flaws in the logic or process used by the plan's developers. The analyst may also interview functional managers, resource managers, and their staff to detect missing or unworkable pieces of the plan. (3) Simulation and Test: Simulation and test consists of various types and scope of exercises designed to test and evaluate the COOP. In the structured walk-through, a disaster scenario is established, and the teams "walk-through" their assigned tasks. This is role-playing activity that requires the participation of at least the team leaders and their alternates. A tactical exercise is a simulated exercise, conducted in a "war game" format. All members of the continuity organization are required to participate and perform their tasks and procedures under announced or surprise conditions. The exercise monitor provides information throughout the exercise to simulate events following an actual disaster. In a live production system exercise, an operating system is brought to live status on alternate platforms, and the data and communications network is switched to the alternate site.						
Continued on next page.						

8. PREPARATION INFORMATION (CONT.)

All resources, other than IT and communications hardware and software needed to support the exercise, must be retrieved and deployed from off site (protected) storage, as applicable. A simulation requires the execution of notification, operating procedures, the use of equipment, hardware and software, possible use of alternate site(s), and operations to ensure proper performance. Simulation exercises should be used in conjunction with checklist exercises for identification of required plan modification and staff training.

(a) Announced exercises are scheduled exercises generally involving actual resumption of IT and other critical operations (e.g., command and control) at alternate site(s). IT operations are usually not interrupted but may be planned for actual resumption and validation at the "Hot Site." This type of test usually involves the entire continuity organization, including selected users along with Senior Management, operations and technical staff. Unannounced exercises are surprise exercises that require transfer of operations activity to the alternate site. All required activity continues in parallel and is not interrupted. This type of test generally involves only a small portion of the continuity organization.

(b) To ensure that testing is performed in a cost-effective manner, while still accomplishing the objective of validating the COOP, a separate test plan, with specific scenarios and outlines of acceptable responses, should be developed and followed by management representatives, such as the team conducting the test.

(c) Because the plan will become dated as time passes and resources change, responsibility for maintaining and updating the COOP should be specifically assigned. Maintenance of the COOP can be incorporated into procedures for change management so that upgrades to hardware and software are reflected in the Plan.

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 1.6-1	
B. LINE ITEM TITLE: Launch Readiness Briefings						
C. OPR. TA	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. AR	G. INITIAL SUB. See Block J	H. AS OF DATE See Block J	
J. REMARKS: Type "D": Electronic submittal. Product shall be compatible with Microsoft Office suite of software. Briefings shall be distributed via e-mail two days prior to the review. Briefings to be conducted in support of Shuttle and Constellation major processing milestones such as Pad Rollover and Flow Readiness, and Launch Countdown/RTLS.						
K. DISTRIBUTION TA					TOTALS	
					NO.	TYPE
					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Briefings, Launch Readiness				2. NUMBER 1.6-1		
3. USE To perform a comprehensive internal integrated assessment of each pending Shuttle or Constellation mission.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP DRD 1.6-2, DRD 3.0-1, and DRD 5.0-2				6. REFERENCES See Block 8		
8. PREPARATION INFORMATION						
<p>The Contractor shall deliver and present Launch Readiness Briefings for all Shuttle and Constellation missions. The Readiness Reviews and the associated briefings shall provide the required detailed insight to certify the completion or disposition of all tasks and planned work required to prepare for flight readiness. The Briefings shall discuss the identification, elimination, or mitigation of safety or technical risks throughout the complete life cycle (Design, development, manufacture, test, operations, maintenance, and disposal) of ISC FSEU to ensure the safe performance of assigned mission objectives. These activities include (1) analytical methods, both quantitative and qualitative, as appropriate (e.g., Test, Teardown, & Evaluation (TT&E), Failure Analysis (FA), Hazard Analyses (HA) and Failure Modes and Effects Analysis (FMEA)/Critical Items List (CIL) risk assessments), in the assessment of the FSEU to assist the decision process for risk identification and mitigation; (2) exceptions, deviations, or waivers from safety requirements or other requirements with safety or mission success impact; and (3) assessment of significant off-nominal performance.</p> <p>The Launch Readiness Reviews shall document ISC support organizations readiness summaries for issues/status. Attributes to be discussed include personnel availability, training and certifications; projected work hour deviations; currency and completion of required documentations (plans, drawings, SAAs, OMRSDs, OMI, PM Job Plans, and publications); validations and visual checks; the identification of open work is any unfinished maintenance, service, repair, call, modification, and/or anomaly/close call affecting mission milestone readiness status; status of launch critical/mission essential spares; concerns and constraints; and waivers and deviations.</p> <p><u>References:</u> KNPR 8630.3, <i>KSC Shuttle Processing Flight Readiness Certification Review and Mission Management Team Support Plan</i></p>						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 1.6-2
B. LINE ITEM TITLE: Launch Readiness Statements					
C. OPR. TA	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. AR	G. INITIAL SUB. See Block J	H. AS OF DATE See Block J
J. REMARKS: Type "D": Electronic submittal. Product shall be compatible with Microsoft Office suite of software. Signed originals of the Launch Readiness Statements shall be delivered to the Government. 1. The NASA Readiness Statements shall be delivered two business days prior to the final NASA Launch Readiness Review (LRR) and TA signature on the Certification of Flight Readiness (CoFR) for each Space Shuttle and Constellation launch. 2. Report Contractor's readiness and document via e-mail to 45 SW for Expendable Launch Vehicle (ELV) launches at five days (F-5) and one day (F-1) prior to terminal countdown start. Submit a signed Launch Readiness Letter to the 45 SW prior to Wing Launch Readiness Review (LRR).					
K. DISTRIBUTION					TOTALS
					NO. TYPE
NASA Launch Readiness Statements				TA	1 A, D
ELV Launch Readiness Statements				45 OG/CC	1 A, D
ELV Launch Readiness Statements				45 MSG/CC	1 A, D
ELV Launch Readiness Statements				45MSG/Det1/CC	1 A, D
DATA REQUIREMENT DESCRIPTION					
1. TITLE Statements, Launch Readiness				2. NUMBER 1.6-2	
3. USE To document overall ISC readiness for launches prior to Launch Readiness Reviews and the commencement of launch operations.				4. DATE	
				5. ORGANIZATION	
7. INTERRELATIONSHIP DRDs 1.6-1, 3.0-1 and 5.0-2				6. REFERENCES	

8. PREPARATION INFORMATION

1. The Contractor shall deliver an official correspondence, signed by the ISC Program Manager and addressed to the NASA/KSC Director of Center Operations (TA), containing an overall assessment and commitment to the ISC readiness posture for each Space Shuttle and Constellation launch. This readiness statement shall be delivered two business days prior to final NASA LRR and TA signature on the CoFR.

2. Report Contractor's readiness to 45 SW for Expendable Launch Vehicle (ELV) launches at five days (F-5) and one day (F-1) prior to terminal countdown start and document via e-mail. Submit a Launch Readiness Letter signed by the ISC Program Manager to the 45 SW prior to Wing Launch Readiness Review (LRR).

Requirements for Launch Readiness Statements and Letters

The Contractor shall include a top-level status of all critical and/or mission essential FSEU and services required to support launch-related activities, including public affairs and support to other contractors. The Contractor shall confirm all personnel are trained, certified, and ready to support; all necessary pre-launch tasks are closed (or on-track to be closed); status of critical and mission essential spares; highlight the status of any deviations or waivers; document any issues, concerns, open work and associated mitigation plans; and provide a recommendation to proceed with launch countdown, based on the ISC Program Manager's assessment. The Launch Readiness Statements and Letters shall also include readiness of any subcontractors, vendors or other team members providing launch support.

KSC FORM 16-246 (REV. 1/82)

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 1.7-1	
B. LINE ITEM TITLE: FSEU Configuration Control Board Plan						
C. OPR. TA	D. TYPE 1	E. INSPECT/ ACCEPT 3	F. FREQ. AR	G. INITIAL SUB. Contract Effective Date +60 days	H. AS OF DATE AR	
J. REMARKS: Type "D": Electronic submittal. Product shall be compatible with Microsoft Office suite of software.						
K. DISTRIBUTION TA					TOTALS	
					NO.	TYPE
					2	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Plan, FSEU Configuration Control Board				2. NUMBER 1.7-1		
3. USE To document the authority, process, and procedures for conducting the FSEU Configuration Control Board.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP				6. REFERENCES		
8. PREPARATION INFORMATION						
<p>The Contractor shall develop and maintain a plan, including a charter, for the FSEU Configuration Control Board (CCB). The FSEU CCB Plan shall address the FSEU CCB process for review, disposition, and approval of:</p> <ul style="list-style-type: none"> ○ Proposed Contractor-implemented modifications or work by others resulting in changes to Contractor's configured documentation including related software ○ Changes to FSEU classifications (i.e., critical, mission essential) ○ Additions and deletions to the configuration baseline ○ Any other configuration related issues that warrant a CCB review <p>The Plan shall also address the process and format for submission of documentation to the FSEU CCB, verification of change, and documentation closure.</p> <p>The charter shall include the following:</p> <ul style="list-style-type: none"> ○ Purpose of the FSEU CCB ○ Meeting guidelines including meeting frequency and agenda/minutes ○ Membership including authority and associated responsibilities 						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 1.9-1	
B. LINE ITEM TITLE: Training Needs Assessment						
C. OPR. TA	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. QU	G. INITIAL SUB. Contract Effective Date + 90 Days	H. AS OF DATE 90/15	
J. REMARKS: The assessment shall be updated and submitted four times a year (October 15, January 15, April 15, and July 15). Type "D": Electronic submittal. Product shall be compatible with Microsoft Office suite of software. The assessments shall be distributed via e-mail and published electronically in Technical Documentation Center.						
K. DISTRIBUTION TA BA-E					TOTALS	
					NO.	TYPE
					1	D
					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Assessment, Training Needs				2. NUMBER 1.9-1		
3. USE To identify the Contractor's training requirements and communicate these requirements to the NASA Technical Training Services Contract.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP				6. REFERENCES		
8. PREPARATION INFORMATION The Contractor shall develop a Training Needs Assessment which will provide a forecast of courses to be developed and delivered by the NASA Technical Training Services Contract for the ISC. These classes are standardized for use by all KSC organizations (NASA and contractors) and generally consist of classes such as Area Access, Safety, Hazardous Material Handling, and Information Technology (IT) Security. The assessment will provide a one-year projection, in monthly increments, the classes and the estimated personnel slots. The Contractor shall communicate with the provider to identify real-time training requirements. The Contractor shall coordinate with the provider to ensure complete understanding of the training catalog (available courses), course duration and length, and contents to ensure satisfaction of ISC requirements.						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 1.10-1	
B. LINE ITEM TITLE: Environmental Management Plan						
C. OPR. TA-C3	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. AN	G. INITIAL SUB. Contract Effective Date + 90 Days	H. AS OF DATE 365/15	
J. REMARKS: Type "D": Electronic submittal. Product shall be compatible with Microsoft Office suite of software or Adobe .pdf. Publish electronically in Technical Documentation Center.						
K. DISTRIBUTION TA-C TA-C3					TOTALS	
					NO.	TYPE
					1	D
					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Plan, Environmental Management				2. NUMBER 1.10-1		
3. USE To ensure the contract is conducted in compliance with all environmental policies, instructions, regulations and Executive Orders. To verify the Contractor intends to be proactive and innovative in their environmental practices.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP				6. REFERENCES KNPR 8500.1		
8. PREPARATION INFORMATION The Environmental Management Plan shall describe tasks and activities for Environmental Management for the ISC. At a minimum the Plan shall describe the organizational structure and management hierarchy of the ISC Environmental Office and the interfaces established throughout the ISC contract to ensure communication flow of environmental requirements, policies and procedures. The Plan shall describe the Contractor's internal surveillance plan established to ensure environmental compliance for the ISC. The Plan shall describe the mechanism established to ensure ISC management recognition of and response to environmental issues and compliance problems. Contractor format is acceptable.						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 1.11.2-1	
B. LINE ITEM TITLE: Export Control Plan						
C. OPR. TA	D. TYPE 3	E. INSPECT/ ACCEPT 3	F. FREQ. AN	G. INITIAL SUB. Contract Effective Date + 30 Days	H. AS OF DATE 365/30	
J. REMARKS: The Export Control Plan requires approval of the Center Export Administrator (CEA). The Plan shall be submitted within 30 days after contract effective date in draft form and revised to provide a final plan for approval within 120 days after contract effective date. The plan shall be reviewed at least annually thereafter and updated as required.						
K. DISTRIBUTION TA (Center Export Administrator)					TOTALS	
					NO.	TYPE
					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Plan, Export Control				2. NUMBER 1.11.2-1		
3. USE Document the Contractor's approach for export control.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP				6. REFERENCES		
8. PREPARATION INFORMATION The plan shall describe all export control activities related to the performance of ISC contract requirements per NPR 2190.1, <i>NASA Export Control Program</i> . The Contractor shall prepare and submit an Export Control Program (ECP) Plan to describe the Contractor's planned approach for accomplishing contract functions while strictly adhering to export laws, regulations, and directives.						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 1.12-1	
B. LINE ITEM TITLE: Emergency Preparedness Plan and Report						
C. OPR. TA	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. AN	G. INITIAL SUB. Contract Effective Date + 60 Days	H. AS OF DATE 365/30	
J. REMARKS: The Emergency Preparedness Plan and Report shall be initially submitted 60 days after contract effective date and updated for the submission on February 1 st .						
K. DISTRIBUTION TA, NASA Emergency Preparedness Officer					TOTALS	
					NO.	TYPE
					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Plan and Report, Emergency Preparedness				2. NUMBER 1.12-1		
3. USE To document the Contractor requirements, responsibilities, processes, and implementation approach for preparing for emergencies and contingencies.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP				6. REFERENCES See Block 8		
8. PREPARATION INFORMATION The Contractor shall provide an Emergency Preparedness Plan and Report which documents the Contractor's responsibilities and implementation processes and procedures to satisfy emergency and contingency requirements. The plan shall describe the Contractors approach to implementing specific protective and preventive measures for the Contractor's assigned facilities, systems, equipment and operations. Mission specific requirements shall be addressed if applicable. The report shall provide insight to the current status of supporting emergency inventories such as shutters, fresh water, tarps, generators, fuel, Meals-Ready-to-Eat (MRE), cots, and blankets. The report shall identify the recommended quantities of these commodities and action plans for commodities below minimal levels. <u>Reference</u> ¹ : JHB 2000, <i>Consolidated Comprehensive Emergency Management Plan</i> JDP-KSC-P-3014, <i>Generic Emergency Procedures Document</i> 1: Both documents will be superseded in October 2008 with the award of the NASA Protective Services Contract (NPSC). Titles and document numbers are TBD						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 2.0-1	
B. LINE ITEM TITLE: Maintenance Plan						
C. OPR. TA-D5	D. TYPE 1	E. INSPECT/ ACCEPT 3	F. FREQ. See Block 8	G. INITIAL SUB. Contract Effective Date + 90 Days	H. AS OF DATE See Block 8	
J. REMARKS: Type "D": Electronic submittal. Product shall be compatible with Microsoft Office suite of software. Publish electronically in Technical Documentation Center.						
K. DISTRIBUTION TA-D5, 45 SW CES/CEL					TOTALS	
					NO.	TYPE
					1	D
					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Plan, Maintenance				2. NUMBER 2.0-1		
3. USE This Maintenance Plan will be used to identify the Contractor's approach for all assigned FSEU.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP				6. REFERENCES		
8. PREPARATION INFORMATION The Contractor shall provide a Maintenance Plan to include the Contractor's recommended approach to Predictive Testing and Inspections (PT&I), Preventive Maintenance (PM) practices, and reactive maintenance practices (run to failure) for all assigned FSEU of each 2.0 PWS subsection (electrical, mechanical, structural, civil, and heavy equipment). This Maintenance plan shall also include inspection schedules for FSEU including roads and paved surfaces, roofs, and facility exteriors. Rationale for frequencies and maintenance requirements shall be included (e.g., manufacturer's recommendations, standards, codes, regulations, laws). In addition, maintenance requirements and frequencies shall be differentiated between life safety, critical, mission essential, and non-critical/non-mission essential. Plan shall identify and correlate applicable OMRSDs for FSEU. Contractor shall provide an implementation schedule for the required updates to affected OMIs and PM Job Plans as a result of the proposed Maintenance Plan. As Options 6A-6H and 7A-7F are exercised, the Contractor shall review and update the Maintenance Plan to include assigned FSEU added to the Contract. The Plan shall be updated as changes occur, and shall be reviewed and updated annually and released within 30 days.						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 2.0-2	
B. LINE ITEM TITLE: Fire Alarm, Electronic Security, Fire Suppression, Traffic, and Tornado Area Warning Systems Out-of-Service Log						
C. OPR. TA-D5	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. DA	G. INITIAL SUB. Contract Effective Date	H. AS OF DATE Daily	
J. REMARKS: Type "D": Electronic submittal. Product shall be compatible with Microsoft Office suite of software.						
K. DISTRIBUTION TA-D5 TA-G 45 SW CES/CEL					TOTALS	
					NO.	TYPE
					1	D
					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Out-of-Service Log, Fire Alarm, Electronic Security, Fire Suppression, Traffic, and Tornado Area Warning Systems				2. NUMBER 2.0-2		
3. USE To ensure that the Console operators, fire fighting personnel, maintenance engineers and technicians are aware of impaired systems on KSC. This information is vital to responding fire department personnel and O&M personnel.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP				6. REFERENCES		
8. PREPARATION INFORMATION Contractor shall prepare a daily report of all Fire Alarm, Fire Suppression, Security, Traffic, and TAWS that have been temporarily impaired. The list will include System type, Equipment #, Facility #, Operational Status, Estimated Completion Date (ECD)/Status, Start Date, Work Order Number (WON), Comments regarding basic scope and progress of work associated with the WON. The Impairment list shall also be subdivided into the following categories: <ol style="list-style-type: none"> 1. Impairments (Repair/Corrective action) 2. Impairments With Action Pending (Field Change Orders) 3. KSC Daily Support (Safing of fire alarm systems in support of work/activity that may cause false alarms) 4. File VI Halon Suppression Mode Status (Information only posted at time of report release) 5. KSC Traffic Systems Status 6. KSC Tornado Area Warning Systems (TAWS) Status 7. KSC Long Term Impairments With Action Pending Funding Reference attached sample report						

KSC FORM 16-246 (REV. 1/82)

KSC - FIRE ALARM & SUPPRESSION SYSTEMS (SAMPLE REPORT)

A **ECD/ STATUS** of "PA =Pending Action" / "CS =Contractor Support"/ "\$\$ HOLD" have ECDs that are projected or actual completion dates that are not determined and/or set by (SGS).Facilities that have one or more Fire Alarm and/or Fire Suppression Systems out of service are listed below. Applicable system impairment and occupant notifications have been made. Information is based on realtime update from SGS JCCC and applicable shop in accordance with Protective Systems procedure PPS-I-0007.

IMPAIRMENTS (Repair/Corrective action)

KSC Fire Detection/Suppression

SYSTEM	FACILITY	OPERATIONAL STATUS	ECD/STATUS	START	WON#	COMMENT
FIRE SUPPRESSION	CT-2	OUT OF SERVICE	1/31/07	1/4/07	772523-1	USA Impairment – System Maintenance recharging nitrogen cylinders.
FIRE ALARM	J6-2466	PARTIALLY DISABLED	3/2/07	2/3/07	NON-JBOSC	Faulty flow switch and power supply
FIRE ALARM	F6-2375	PARTIALLY DISABLED	PA	4/20/05	10349789	Limited reporting – comm. line issues- in work
FIRE ALARM	K6-698	PARTIALLY DISABLED	6/30/07	12/15/06	10379939	SUPPRESSION SYSTEM VALVED OUT TO SUPPORT OUTSIDE CONTRACTOR WORK type 3 won
FIRE SUPPRESSION						
FIRE ALARM	K6-900	OUT OF SERVICE	4/6/7	4/5/7	10445205	Comm Loss from JCCC to Alt JCCC in CCAFS 49750. Shop Repair
FIRE ALARM	K6-1046	PARTIALLY DISABLED	PA	5/10/06	10363593	Valve Tamper Sw not reporting – ENG PROGRAMMING 12/18/07
FIRE ALARM	K7-367	OUT OF SERVICE	TBD	1/24/07	10410417	AC Power Feed remove to Ammonia Boiler Facility
FIRE SUPPRESSION						
FIRE ALARM	M6-458	PARTIALLY DISABLED	PA	3/2/07	SIMPLEX	Local Alarm Only remote reporting problem Simplex Repair
FIRE ALARM	M7-355	PARTIALLY DISABLED	4/27/7	2/20/07	SIMPLEX	Elevator panels for elevator 2,3,&4. Simplex performing network troubleshooting.
FIRE ALARM	M7-777	RETURNED TO SERVICE	PA	3/30/07	10443952	Trouble on system - Shop troubleshoot and repair
Simplex Fire Alarm Monitoring	N6-1009	Partially Disabled Local Alarm Only	TBD	8/1/06	Simplex	No reporting, local alarms only State of equipment: Reporting circuit, partially disabled Work Description: Simplex Loop 6, down, repair in work. No bell ringing, no HVAC impact. Date/time of breakdown: 8/1 1630 hrs. Cause of breakdown: Unknown Simplex to resolve problem

KSC DAILY SUPPORTS (Safing of fire detection devices in support of work/activity that may cause an unnecessary alarms),

FACILITY	MODE STATUS	ACTION DATE	COMMENTS
K6-696	PARTIALLY DISABLED	2/2/07	A-11 ALARM TECH SAFING SMOKES AT OPF BAY 2. KWW
MLP-3	PARTIALLY DISABLED	3/26/07	TECHS (A11) SAFED SMOKES FOR MLP3 PARTSITE IN SUPPORT OF WO 10431736ALM.
M7-360	PARTIALLY DISABLED	1/31/07	SMOKES SAFED AT M7-360 SSPF BY ALPHA 11 10428642

File VI Halon Fire Suppression Mode Status Information only posted at time of report release)

FACILITY	MODE STATUS	ACTION/update DATE	COMMENTS
J7-337 PAD B	AUTO	4/6/07	ADMIM
J8-1708 PAD A	AUTO	4/6/07	ADMIN
MLP-1	MANUAL	4/6/07	ADMIN
MLP-2	MANUAL	4/6/07	ADMIN
MLP-3	MANUAL - OUT OF SERVICE	4/6/07	ADMIN

KSC TRAFFIC SYSTEMS Status

FACILITY	IMPACT/STATUS	ECD	DATE	WON	COMMENTS
----------	---------------	-----	------	-----	----------

KSC TORNADO AREA WARNING SYSTEMS (TAWs) Status

FACILITY	IMPACT/STATUS	ECD	DATE	WON	COMMENTS
----------	---------------	-----	------	-----	----------

KSC IMPAIRMENTS WITH ACTION PENDING (Long term)

SYSTEM	FACILITY	SYSTEM IMPACT/STATUS	ECD	INITIATED	PROJECT WON #	COMMENTS
FIRE ALARM	J6-1924	PARTIALLY DISABLED	PA by AHJ & TA	6/20/06	10376532	Duct Detectors Disabled – WORKING WITH AHJ/TA – 6/28/06
FIRE SUPPRESSION	K6-900	OUT OF SERVICE	4/20/07	9/27/05	C0353SES	Construction Support, 2P10D conversion to new JCCC
FIRE SUPPRESSION	K6-900	OUT OF SERVICE	PA	7/19/06	10164925	3P1, 3P1A, 3P15 – Unable to normalize Halon panel – System to be replaced under Type 3
FIRE SUPPRESSION	K6-900	OUT OF SERVICE	PA	7/19/06	10164929	3P2, 3P2A – Unable to normalize Halon panel – System to be replaced under Type 3
FIRE ALARM	K6-1193	PARTIALLY DISABLED	WGOVDI	3/17/04	10153070	Smoke Detectors in vault area disabled – moisture problem Waiting Government Disposition
FIRE SUPPRESSION	K6-1547	OUT OF SERVICE	5 YR Plan	06/20/2005	10278237	Sprinkler system leaking – Type 3 requested – WPLN 07/20/05 PER RANDY SEWARD, SR PROCESS COMPLETED, IN5YRPL STATUS UNTIL 1509/1510 INITIATED/COMPLETED;ZS (5 YR PLAN)
FIRE ALARM	K7-416B	PARTIALLY DISABLED	PA	2/9/06	10339560	Defective Power supply-To old for upgrade- Type 3 to upgrade 11/03/06 REPLACE EDWARDS FIRE ALARM SYSTEM WITH NEW PSYFA SYSTEM SR #4 (FORMERLY ON WON 10086016 in FDE
FIRE ALARM	M3-0002	PARTIALLY DISABLED	CS	4/3/02	10081730	Local reporting Only – Bldg. to be replaced – NAS10-99052(B) PCN-98462
FIRE ALARM	M5-1494	PARTIALLY DISABLED	4/10/07	2/19/07	10433318	Safe smoke detection in rm 126 & 126A for facility mods REF 10433914
FIRE ALARM	M5-1595	PARTIALLY DISABLED	\$\$HOLD	2/15/01	00190786	WON on \$\$ Hold CO2 suppression system disconnected
FIRE ALARM	M5-1695	PARTIALLY DISABLED	\$\$HOLD	3/15/04	00190786	System reprogram for silent alarm - shop task
FIRE ALARM	M6-138	OUT OF SERVICE	CS	10/03/05	C0327000	Support contractor in fire system modifications
FIRE ALARM	M6-342	PARTIALLY DISABLED	PA	11/23/05	10362564	PVC conduit broken-to be replaced-Duct Detector wiring lifted due to ground faults (old #10359052)
FIRE ALARM	M6-409G,D,C	PARTIALLY DISABLED	3/2/7	3/1/7	104036543	Support Contractor facility modifications.
FIRE SUPPRESSION	M6-744	OUT OF SERVICE	\$\$ HOLD	3/07/05	10331997	Sprinkler System has Broken Pipe
FIRE ALARM	M6-794	RETURNED TO SERVICE	CS	6/6/06	10371379	Support AHU mods by contractor.
FIRE ALARM	M6-794	PARTIALLY DISABLED	4/30/07	10/03/06	10203529	Fire Alarm system replacement by contractor. Ref 12035296
FIRE ALARM	M7-409	PARTIALLY DISABLED	4/27/07	6/5/06	10360464	Support AHU mods by contractor
FIRE SUPPRESSION	M7-505A	OUT OF SERVICE	\$\$HOLD	9/23/2002	0114990A	7/2/04 WON # 0114990 submitted on hold for funding 03/18/03 RETURNING TO WORK CONTROL DUE TO BUDGET CONSTRAINTS PER MIKE CHRISWELL ON 03/04/03, WON TO BE PLACED ON \$\$ HOLD;JLT 3/15/07 STILL ON \$\$ HOLD
FIRE SUPPRESSION	M7-776B	PARTIALLY DISABLED	8/10/07	10/18/05	10310164	Flow Switch Reports to M7-777 only Programming (Simplex to upgrade) Ref WON # 00130564 in FDE
FIRE SUPPRESSION	M7-1104	PARTIALLY DISABLED	6/30/07	3/24/06	10349868	Remote reporting problem with Flow & Tamper devices –Programming (Simplex to upgrade)
FIRE SUPPRESSION	M7-1354	OUT OF SERVICE	WENG	4/7/05	10257538	Defective OS&Y Control valve. Closed at request of Buzz Petos & Al Studt.
FIRE ALARM	M7-1357	PARTIALLY DISABLED	3/23/07	1/26/07	10426806	LOCAL ALARM ONLY- Comm. failure shop to troubleshoot and repair

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 2.0-3	
B. LINE ITEM TITLE: Utilities Outage Report						
C. OPR. TA-D5	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. MO	G. INITIAL SUB. Contract Effective Date +30 days	H. AS OF DATE 30/7	
J. REMARKS: Type "D": Electronic submittal. Product shall be Microsoft Excel format.						
K. DISTRIBUTION TA-D5 45 SW CES/CEL					TOTALS	
					NO.	TYPE
					1	D
					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Report, Utilities Outage				2. NUMBER 2.0-3		
3. USE This report will be used to determine the number and type of assigned utility system unscheduled outages.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP				6. REFERENCES		
8. PREPARATION INFORMATION						
<p>The Utilities Outage Report shall include all unscheduled outages on assigned high voltage power, potable water, waste water, and chilled/hot water distribution systems (up to 5 foot building line) to track system availability. For each respective system, the report shall include the fiscal year, month, description of the outage, PRACA/Anomaly number, date/time of outage, facility number, root cause, what failed, whether the outage was Contractor avoidable or unavoidable, the time of restoration of utility function, and corrective action. The report shall include a total count of the number of outages by system, root cause, and avoidable/unavoidable type for the current month being reported. The report shall include the current month's outages being reported on as well as the previous months' outages already reported on for an entire fiscal year. Past months within the current fiscal year shall be maintained under a separate tab within the spreadsheet. Reference the attached spreadsheet for a sample Utilities Outage Report.</p> <p>Reference attached sample report.</p>						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 2.0-4	
B. LINE ITEM TITLE: FSEU Maintenance Execution Summary Report						
C. OPR. TA-D5	D. TYPE 3	E. INSPECT/ ACCEPT 1	F. FREQ. AN	G. INITIAL SUB. Contract Effective Date + 90 Days	H. AS OF DATE 365/30	
J. REMARKS: Type "D". The data shall be delivered electronically using a Microsoft Excel.						
K. DISTRIBUTION TA-D5 45 SW CES/CEL					TOTALS	
					NO.	TYPE
					1	D
					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Report, FSEU Maintenance Execution Summary				2. NUMBER 2.0-4		
3. USE This report will be used by the Government to access the total Contractor workload required to complete all of the maintenance work during the current fiscal year.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP				6. REFERENCES		
8. PREPARATION INFORMATION This report shall include: <ul style="list-style-type: none"> • The number of hours to do 100% of the maintenance identified in the Government-approved Maintenance Plan for assigned FSEU for the current fiscal year. <ul style="list-style-type: none"> ○ Summary worksheet of the estimated annual labor hours of each primary system(s) <ul style="list-style-type: none"> • Detail worksheets (by primary systems) showing, at a minimum: Equipment Number, PM Number, Job Plan Number, PM's Performance Frequency, Estimated Labor - Hours, and number of PM's occurrences for the year. 						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 2.1.1-1	
B. LINE ITEM TITLE: Power System Analysis Reports						
C. OPR.	D. TYPE	E. INSPECT/ ACCEPT	F. FREQ.	G. INITIAL SUB.	H. AS OF DATE	
TA-D5	3	6	AN	See Block 8	365/30	
J. REMARKS: Electronic submittal. Product shall be compatible with Microsoft Office suite of software. Publish the report and the computer aided engineering data files electronically in EDC.						
K. DISTRIBUTION TA-D5 TA-D3 45 SW CES/CEL					TOTALS	
					NO.	TYPE
					1	D
					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Reports, Power System Analysis				2. NUMBER 2.1.1-1		
3. USE				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP				6. REFERENCES		
8. PREPARATION INFORMATION The Contractor shall provide Power System Analysis Reports to include Load Flow and Fault Study for both the LC-39 Area and the Industrial Area Power Distribution System utilizing computer aided engineering software. The Load Flow Study shall determine and document peak 15kV feeder amps, voltage drop, power flow, power factor, and feeder losses at each load bus. Report shall identify any areas of concern and recommended action. The Fault Study shall determine and document the available 3-phase and line/ground fault duties at each load bus. Report shall identify any areas of concern and recommended action. Initial LC-39 Area Power System Analysis Report shall be completed by Contract Effective Date + 6 Months. Initial Industrial Area Power System Analysis Report shall be completed by Contract Effective Date + 9 Months. Reference STUDY KSC-8210 for existing LC-39 Area Power System Analysis Report and STUDY KSC-8097 for existing Industrial Area Power System Analysis Report.						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 2.1.3-1	
B. LINE ITEM TITLE: Site Specific Control Systems Inventory						
C. OPR. TA-D5	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. REQ. AN	G. INITIAL SUB. Contract Effective Date + 365 days	H. AS OF DATE 365/30	
J. REMARKS: Electronic Submittal. Product shall be compatible with Microsoft Office suite of software. Publish electronically in Technical Documentation Center.						
K. DISTRIBUTION TA-D5 45 SW CES/CEL					TOTALS	
					NO.	TYPE
					1	D
					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Inventory, Site Specific Control Systems				2. NUMBER 2.1.3-1		
3. USE For assessing equipment obsolescence, areas of concern regarding control system deficiencies, and long term project planning.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP				6. REFERENCES		
8. PREPARATION INFORMATION Develop and maintain an inventory of all site specific control systems. The inventory shall document as a minimum the following fields: Facility #, System or Equipment # being controlled, type of control system (i.e. DDC, PLC), Control System Brand Name, Control System Model Number, Spares Available, Date of last Back-up PLC Program Saved and on file in EDC or Technical Documentation Center, Workstation on site, Portable Programming Tool required, and any Observed Inventory Deficiencies.						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 2.1.6-1	
B. LINE ITEM TITLE: KSC False Alarms and Evacuations Monthly Report						
C. OPR. TA-D5	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. MO	G. INITIAL SUB. Contract Effective Date +30 days	H. AS OF DATE 30/5	
J. REMARKS: Type "D": Electronic submittal. Product shall be compatible with Microsoft Office suite of software.						
K. DISTRIBUTION TA-D5 TA-G 45 SW CES/CEL					TOTALS	
					NO.	TYPE
					1	D
					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Report, KSC False Alarms and Evacuations Monthly				2. NUMBER 2.1.6-1		
3. USE To ensure adequate false alarm reduction techniques are implemented for the KSC Central Fire Monitoring System				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP				6. REFERENCES		
8. PREPARATION INFORMATION Contractor shall prepare a monthly report of all the false alarms and evacuations for KSC. The list shall include the following information: facility number, type of device that caused the false alarm, responsible party (NASA, USAF, Contractor, other KSC contractors). For false alarm cause, identify as a false alarm or evacuation and actual cause of the alarm. Reference attached sample monthly report.						

SAMPLE - KSC False Alarms and Evacuations Monthly Report

FAC_NO	NASA	AF	OTHER	TIME	DATE	RUN_NO	EQUIP	PERS	UNK	LITNG	WATER INTRUSION	REALFIRE	EVAC	HAD	MPS	SMOKE	WATER FLOW	DSMOKE	COMM	UVIR	PANL	JBOSC	CAUSE					
M6-996	1	0	0	1524	12/4/2006	61148	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	WATER INTRUSION-REPLACED SD				
M7-505	1	0	0	1023	12/5/2006	61150	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	NO FA ON PANEL-POSSIBLE COMM LINE WORKER				
K6-848	1	0	0	1550	12/5/2006	61151	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	UNCOORDINATED FIREX WORK				
66330	0	1	0	906	12/6/2006	61153	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	SGS WORKERS CREATING DUST				
70510	0	1	0	1339	12/6/2006	61155	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	CONTRACTOR CUTTING CONCRETE				
1728	0	1	0	2329	12/7/2006	61158	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	FD RESET				
M5-1546	1	0	0	1440	12/7/2006	61160	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0	REPLACED DUCT DETECTOR				
L7-1547	1	0	0	1903	12/9/2006	61167	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	BURNED FOOD IN MICROWAVE				
K6-794A	1	0	0	735	12/12/2006	61175	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	OUTSIDE CONTRACTOR SHORTED COMM LINES				
J8-1708	1	0	0	1549	12/12/2006	61179	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	CONTRACTOR WORKING ON SYS. UPGRADE				
J8-1708	1	0	0	2048	12/12/2006	61180	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	0	FAULTY SD-REPLACED				
J8-1708	1	0	0	253	12/13/2006	61181	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0	MOISTURE IN DUCT DETECTOR				
55895	0	1	0	619	12/13/2006	61182	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	SYSTEM RESET				
70580	0	1	0	746	12/14/2006	61185	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	CONTRACTOR ACTIVATED WATER FLOW				
K6-1547	1	0	0	1000	12/14/2006	61186	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	WATER INTRUSION INTO ZAM CABINET			
																									DRIED/REPLACED PARTS			
49639	0	1	0	1437	12/14/2006	61188	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	WATER SURGE ON SPRINKLER SYS			
J6-1924	1	0	0	2036	12/14/2006	61189	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0	FAULTY DUCT DETECTOR				
K6-848	1	0	0	2123	12/14/2006	61190	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	HB#2 DOORS OPEN DURING HEAVY FOG			
K6-848	1	0	0	942	12/15/2006	61191	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	HB#2 DOORS OPEN DURING HEAVY FOG			
70580	0	1	0	423	12/16/2006	61192	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	WATER INTRUSION FROM PREVIOUS			
																									WATER FLOW BY CONTRACTOR			
70000	0	1	0	1930	12/16/2006	61193	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	FD RESET			
J8-1708	1	0	0	512	12/18/2006	61194	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	WORKED ACTIVATED MPS BY MISTAKE			
34705	0	1	0	908	12/18/2006	61196	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	FD RESET			
M6-399	1	0	0	1954	12/18/2006	61201	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	NO ALARM-BURNING SMELL			
J8-1708	1	0	0	918	12/19/2006	61204	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	CAUSED BY GROUND FAULT ON SYS-IN WORK			
44410	0	1	0	1457	12/21/2006	61208	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	NO ALARM-LIGHT BALLAST			
1613	0	1	0	1133	12/26/2006	61210	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	BURNED TOAST			
18705	0	1	0	1645	12/26/2006	61212	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1	0	REPLACE FAULTY PULL STATION			
M7-355	1	0	0	1546	12/27/2006	61214	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	NO ALARM-BURNING SMELL			
K6-848	1	0	0	1457	12/28/2006	61217	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1	0	REPLACE SMOKE DETECTOR			
60600	0	1	0	1134	12/29/2006	61219	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	CONTRACTOR SET OFF SD W/TH TORCH			
MLP-3	1	0	0	1949	12/29/2006	61221	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	FD RESET			
K6-848	1	0	0	1020	12/30/2006	61222	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1	0	REPLACED SD			

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 2.3.4-1	
B. LINE ITEM TITLE: Bridge Inspections Report						
C. OPR. TA-D5	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. REQ. BE	G. INITIAL SUB. Contract Effective Date + 180 days	H. AS OF DATE 730/30	
J. REMARKS: Electronic submittal. Product shall be compatible with Microsoft Office suite of software.						
K. DISTRIBUTION TA-D5					TOTALS	
					NO.	TYPE
					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Report, Bridge Inspections				2. NUMBER 2.3.4-1		
3. USE				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP				6. REFERENCES		
8. PREPARATION INFORMATION Report shall be consistent with the guidelines published in Florida Department of Transportation "Bridge and Other Structures Inspection and Reporting Procedures Manual". Provide a separate report for each KSC bridge.						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 2.4.4-1	
B. LINE ITEM TITLE: Saturn Channel Waterway Surveys Report						
C. OPR.	D. TYPE	E. INSPECT/ ACCEPT	F. REQ.	G. INITIAL SUB.	H. AS OF DATE	
TA-D5	3	6	AN	See Block 8	365/30	
J. REMARKS: Electronic submittal. Product shall be compatible with Microsoft Office suite of software.						
K. DISTRIBUTION TA-D5					TOTALS	
					NO.	TYPE
					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Report, Saturn Channel Waterway Surveys Report				2. NUMBER 2.4.4-1		
3. USE				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP				6. REFERENCES		
8. PREPARATION INFORMATION Initial Saturn Channel Waterway Surveys Report shall be completed within 3 months of the effective date of the first option exercised of Option 6. Report shall include the following: <ol style="list-style-type: none"> 1. Take a water profile along the centerline and each toe edge of the channel. 2. Provide drawings of the channel survey with plan and cross-section views; identify channel markers. 3. Calculate the quantity of dredge material (per channel cut, widener, and turn basin) that needs to be removed to achieve the design depth of 12 feet below mean low water and with 1-foot over-depth allowance. 4. Use cross-sections of 2,000-foot intervals in the main channel, 100-foot intervals in the wideners, and 50-foot intervals in the LC-39 Unloading Facility and Hangar AF turn basins. Closer cross-sections can be used (as required by site conditions) for greater detail on the channel survey. 5. Interpretation of survey information for channel maintenance requirements and the implementation of maintenance dredging efforts. 6. 5-year dredging plan including maintenance dredging effort by channel section and associated estimated costs. 						

KSC FORM 16-246 (REV. 1/82)

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 3.0-1	
B. LINE ITEM TITLE: Propellants and Life Support System Level Review						
C. OPR.	D. TYPE	E. INSPECT/ ACCEPT	F. FREQ.	G. INITIAL SUB.	H. AS OF DATE	
TA-E3	3	6	PL	See Block 8	See Block 8	
J. REMARKS: Type "D": Electronic submittal in advance followed by a presentation. Product shall be compatible with Microsoft Office suite of software.						
K. DISTRIBUTION TA-E3					TOTALS	
					NO.	TYPE
					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Review, Propellants and Life Support System Level				2. NUMBER 3.0-1		
3. USE To assess all propellants and life support mission elements and verify readiness for launch.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP				6. REFERENCES		
8. PREPARATION INFORMATION The Contractor shall present a documented System Level Review to NASA for each Space Shuttle, Constellation, ELV, and EELV mission. The presentation shall include details on readiness for all mission support elements to include propellants inventories, propellants and life support equipment status and personnel certifications and availability. The presentation shall include planning for multiple launch attempts, scrub/turnaround activities and requisite delivery/replenishment schedules. Contractor subject matter experts shall be present at the review to answer questions. The presentations shall be given the week prior to the Launch Readiness Review for Space Shuttle and Ares launches and ten days prior to launch for all other vehicles.						

KSC FORM 16-246 (REV. 1/82)

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 3.0-2	
B. LINE ITEM TITLE: Propellants and Life Support Equipment Utilization and Optimization Plan						
C. OPR. TA-E3	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. AN	G. INITIAL SUB. Contract Effective Date +120 days	H. AS OF DATE 365/120	
J. REMARKS: Type "D": Electronic submittal. Product shall be compatible with Microsoft Office suite of software. Publish electronically in Technical Documentation Center.						
K. DISTRIBUTION TA-E3					TOTALS	
					NO.	TYPE
					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Plan, Propellants and Life Support Equipment Utilization and Optimization				2. NUMBER 3.0-2		
3. USE To provide planning for propellants and life support equipment that optimizes the inventory size while ensuring availability for support.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP DRD 3.1-8, DRD 3.3-2				6. REFERENCES		
8. PREPARATION INFORMATION The Contractor shall develop and maintain an Equipment Utilization Plan which identifies NASA, USAF and commercial propellants and life support equipment requirements and determines the optimal inventory size to provide cost effective support at KSC, CCAFS, PAFB and offsite locations. The plan shall identify both dedicated and shared equipment for all major equipment items. For the shared equipment, the plan shall identify the principal users and determine the percentage of use for each of the various classes of propellants and life support equipment. The plan shall determine the utilization of each type of equipment and make recommendations on the number of equipment items required, by type of equipment, for a five year period. The results of this plan shall be the basis for DRD 3.1-8, Propellants and Pressurants Master Plan and DRD 3.3-2, Life Support Master Plan.						

KSC FORM 16-246 (REV. 1/82)

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 3.1-1	
B. LINE ITEM TITLE: Fluids Handbook						
C. OPR. TA-E3	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. AN	G. INITIAL SUB. Contract Effective Date +180 days	H. AS OF DATE 365/30	
J. REMARKS: Type "D": Electronic submittal. Product shall be compatible with Microsoft Office suite of software. Publish electronically in Technical Documentation Center.						
K. DISTRIBUTION TA-E3					TOTALS	
					NO.	TYPE
					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Handbook, Fluids				2. NUMBER 3.1-1		
3. USE To provide propellants planning for launch support.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP				6. REFERENCES		
8. PREPARATION INFORMATION The Contractor shall maintain and update the existing PRO-RCD-0002, Fluids Handbook, to provide current information on the various propellants and required support. The handbook shall serve as a reference document for management of propellants/pressurants required to support Space Shuttle Program activities at KSC. When Constellation program requirements become better defined, the scope of the handbook shall be expanded to include Constellation support. This document shall address all aspects of KSC fluids support from requirements definition through production, acquisition and final distribution to the flight vehicle or end use point.						

KSC FORM 16-246 (REV. 1/82)

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 3.1-2	
B. LINE ITEM TITLE: Launch Support Plans						
C. OPR.	D. TYPE	E. INSPECT/ ACCEPT	F. FREQ.	G. INITIAL SUB.	H. AS OF DATE	
TA-E3	3	6	See Block 8.	See Block 8.	See Block 8.	
J. REMARKS: Type "D": Electronic submittal. Product shall be compatible with Microsoft Office suite of software. Support Plans shall be published electronically in Technical Documentation Center. Post Launch Assessments shall be distributed via e-mail.						
K. DISTRIBUTION TA-E3					TOTALS	
					NO.	TYPE
					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Plans, Launch Support				2. NUMBER 3.1-2		
3. USE To assure adequate propellants planning is in place to meet all launch requirements safely and reliably.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP				6. REFERENCES		
8. PREPARATION INFORMATION						
<p>The Contractor shall maintain and update the existing propellants and life support Launch Support Plans for each launch vehicle; PRO-P-0007, Fluids Support Plan STS Checkout and Launch; PRO-P-0017, Fluids Support Plan Delta II Checkout and Launch; PRO-P-0019, Fluids Support Plan Atlas V Checkout and Launch and PRO-P-0030, Fluids Support Plan Delta IV Checkout and Launch. Launch plans for future vehicles (e.g. Ares I, Ares V) shall be developed when launch requirements are defined. At a minimum, the plans shall include a propellants model listing all the propellants, pressures, and flow requirements; equipment/systems used; and contingency plans specific to the respective program or vehicle. The plan shall cover all mission events occurring during the processing period from the arrival of the launch vehicle at the launch pad through launch with support functions keyed to the mission milestones. Plans shall be written for the Ares launch vehicles once requirements become adequately defined. The plans shall be reviewed and updated annually, or whenever requirements or supply methods change.</p> <p>The Contractor shall prepare and distribute a post-launch assessment that provides the actual propellant quantities used for each scrub/launch, any support anomalies that occurred and recommendations for process changes/improvements. The reports shall provide an explanation of any deviations to planned support to include the quantities of propellants consumed. The Post Launch Assessments shall be distributed no later than 45 days after launch.</p>						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 3.1-3	
B. LINE ITEM TITLE: KSC/CCAFS Propellants/Pressurants Sampling Plan						
C. OPR. TA-E3	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. See Block 8	G. INITIAL SUB. Contract Effective Date + 30 Days	H. AS OF DATE See Block 8	
J. REMARKS: Type "D": Electronic submittal. Product shall be compatible with Microsoft Office suite of software. Publish electronically in Technical Documentation Center.						
K. DISTRIBUTION TA-E3					TOTALS	
					NO.	TYPE
					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Plan, KSC/CCAFS Propellants/Pressurants Sampling				2. NUMBER 3.1-3		
3. USE To ensure propellant integrity and certification is maintained throughout the handling process and that all user purity requirements are met.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP				6. REFERENCES		
8. PREPARATION INFORMATION The Contractor shall maintain and update the existing PRO-P-0001, Sampling Plan, to ensure the integrity of propellants provided. The plan shall establish the policies and guidelines for ensuring propellants distributed to end users meet the specified program requirements. The plan shall incorporate all customers including the Space Shuttle, ISS and Constellation programs on KSC and offsite locations; and ELV and EELV programs on CCAFS including 45th Space Wing range support. The plan shall address in detail the sampling requirements for all fluids handled by the Contractor Propellants and Life Support organization from receipt through distribution to the end user. Specifications, analytical requirements, sampling points, frequencies and filtration requirements shall be detailed for each fluid. Propellant analysis results shall be analyzed and trended to ensure the integrity of the plan and the appropriate sampling frequency. The plan shall include details on how the sampling frequency for new vendors will be determined. The Sampling Plan shall be updated as changes occur, and shall be reviewed and updated annually and released within 30 days.						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 3.1-4
B. LINE ITEM TITLE: GN2 and GHe Contingency Plans for Launch Complex 39					
C. OPR. TA-E3	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. AN	G. INITIAL SUB. Contract Effective Date + 180 Days	H. AS OF DATE 365/30
J. REMARKS: Type "D": Electronic submittal. Product shall be compatible with Microsoft Office suite of software. Publish electronically in Technical Documentation Center.					
K. DISTRIBUTION				TOTALS	
TA-E3				NO.	TYPE
				1	D
DATA REQUIREMENT DESCRIPTION					
1. TITLE Plans, GN2 and GHe Contingency for Launch Complex 39				2. NUMBER 3.1-4	
3. USE For use during launches and other launch vehicle cryogenic tests to assure planning is in place to continue gas flow and support operations through launch or vehicle safing in the event there is a loss of the primary gas source.				4. DATE	
				5. ORGANIZATION	
7. INTERRELATIONSHIP				6. REFERENCES	
8. PREPARATION INFORMATION					
<p>The Contractor shall maintain and update the existing PRO-P-0014, STS GN2 Contingency Plan for LC-39 Pads A and B plans for maximizing the GN2 support capability for a Space Shuttle launch, a launch scrub, a Wet Countdown Demonstration Test (WCDDT) or a Flight Readiness Firing (FRF) should a loss of the Air Liquide Merritt Island GN2 plant occur after the initiation of Space Shuttle main propulsion system (MPS) cryogenic loading. This plan also provides the high-pressure GN2 and low-pressure GN2 consumption data for these tests and the stored GN2 availability data necessary for management decisions should such a loss occur. This plan shall address GN2 availability, duration of support and required flow rates and pressures. Contingency support including mobile equipment use and reduced GN2 flows data shall also be included.</p> <p>The Contractor shall maintain and update the existing PRO-P-0013, STS GHe Contingency Plan for LC-39 Pads A and B, which detail the requirements to provide gaseous helium (GHe) for Space Shuttle launches, Wet Countdown Demonstration Test (WCDDT), or Flight Readiness Firing (FRF) in the event the Launch Complex 39 Converter Compressor Facility (CCF-39) Liquid Helium (LHe) system is not available. The plan shall present GHe availability, duration of required support, required flow rates/pressures and contingency support in the event of an electrical power loss or some other failure that results in CCF-39 being unable to supply helium.</p> <p>The Contractor shall update both plans to include Constellation program launches once GN2 and GHe flow requirements are available for the Ares vehicles.</p>					

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 3.1-5																								
B. LINE ITEM TITLE: DESC Reports																													
C. OPR.	D. TYPE	E. INSPECT/ ACCEPT	F. FREQ.	G. INITIAL SUB.	H. AS OF DATE																								
TA-E3	3	6	See Block 8	See Block 8	See Block 8																								
J. REMARKS: Type "D": Electronic submittal. Product shall be compatible with Microsoft Office suite of software. Reports shall be distributed via e-mail with a hard copy follow-up to DESC.																													
K. DISTRIBUTION TA-E3 DESC					TOTALS																								
					NO.	TYPE																							
					1	D																							
					1	A,D																							
DATA REQUIREMENT DESCRIPTION																													
1. TITLE Reports, DESC				2. NUMBER 3.1-5																									
3. USE To identify and forecast propellants to support DOD requirements at the CCAFS and PAFB. To report sales/returns to and from controlled storage and to provide a monthly inventory status of all Defense Fuel Support Points (DFSP) fluids.				4. DATE																									
				5. ORGANIZATION																									
7. INTERRELATIONSHIP				6. REFERENCES																									
8. PREPARATION INFORMATION DESC Reports, contains requirements for annual propellant forecasts, monthly consolidation and reporting of sales, monthly inventory transaction reports, and associated DESC reporting requirements related to DESC supplied propellants.																													
1. Propellant Forecast - Prepared on AF Form 858 listing fluid requirements for DOD and DOD contractors. Report shall be submitted in accordance with DESC-P-11, <i>Aerospace Energy</i> .																													
2. Consolidation and Reporting of Sales - Prepared on AF Form 588 for each customer and project by individual stock number. Summarized information provided shall be obtained from the individual Sale/Return Slips (AF Form 857), accumulated for the report period or from other authorized documentation. Total sales quantity reported on the AF Form 588 must be the same as shown under line 5 of the Inventory Transaction Report.																													
3. Monthly Inventory Transaction Report- Prepared on AF Form 859 detailing transactions for each applicable item the 15th of each month, covering the period from 8 am the first calendar day of the previous month to 8 am the first calendar day of the present month. Reporting activities shall be the locations designated as DFSPs.																													
<table style="width:100%; border: none;"> <tr> <td style="width:15%;">Report</td> <td style="width:15%;">Frequency</td> <td style="width:15%;">Submittal</td> <td style="width:15%;">As of Date</td> <td style="width:15%;"></td> <td style="width:15%;"></td> </tr> <tr> <td>1</td> <td>Annually</td> <td>1 March</td> <td>1 July</td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>Monthly</td> <td>15th</td> <td>Last day of previous month</td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>Monthly</td> <td>15th</td> <td>Last day of previous month</td> <td></td> <td></td> </tr> </table>						Report	Frequency	Submittal	As of Date			1	Annually	1 March	1 July			2	Monthly	15th	Last day of previous month			3	Monthly	15th	Last day of previous month		
Report	Frequency	Submittal	As of Date																										
1	Annually	1 March	1 July																										
2	Monthly	15th	Last day of previous month																										
3	Monthly	15th	Last day of previous month																										

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 3.1-6	
B. LINE ITEM TITLE: Three Year Propellants Forecast Report						
C. OPR. TA-E3	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. AN	G. INITIAL SUB. Contract Effective Date +90 days	H. AS OF DATE 365/15	
J. REMARKS: Type "D": Electronic submittal. Product shall be compatible with Microsoft Office suite of software.						
K. DISTRIBUTION TA-E3					TOTALS	
					NO.	TYPE
					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Report, Three Year Propellants Forecast				2. NUMBER 3.1-6		
3. USE To assure adequate propellants related planning for the supply and distribution of KSC required propellants in support of all space vehicle programs.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP				6. REFERENCES		
8. PREPARATION INFORMATION The Contractor shall develop and maintain a Three Year Propellants Forecast Report, to support Government propellant procurements and budget planning. Commodity projections shall be derived from usage estimates obtained from major programs (Space Shuttle, Constellation, ISS, ELV, EELV, LSP, and commercial) operating on KSC and CCAFS and from the Contractor's research and knowledge of historical usage, transfer, storage, and operational losses and/or efficiencies. The Contractor shall collect (or estimate) the requirements forecasts, consolidate the forecasts into a document for each program, and enter data on an overall three year propellants forecast spreadsheet.						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 3.1-7	
B. LINE ITEM TITLE: Propellant Cost Estimate Reports and Cost Tracking Reports						
C. OPR. TA-E3	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. MO	G. INITIAL SUB. See Block 8	H. AS OF DATE See Block 8	
J. REMARKS: Type "D": Electronic submittal. Product shall be compatible with Microsoft Office suite of software. Reports shall be distributed via e-mail.						
K. DISTRIBUTION TA-E3					TOTALS	
					NO.	TYPE
					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Reports, Propellant Cost Estimate Reports and Cost Tracking				2. NUMBER 3.1-7		
3. USE These reports are used as analytical tools to monitor funding requirements and mission usage.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP				6. REFERENCES		
8. PREPARATION INFORMATION The Contractor shall prepare Propellant Cost Estimate Reports and Cost Tracking Reports monthly to support the Planning, Programming, Budgeting, and Execution process. Prepare a draft propellants budget for each major program (Space Shuttle, Constellation, Program Transition, ISS, LSP), coordinate the data with the NASA representative, and prepare a final jointly approved budget. 1. Propellants Cost Estimate Report - Reflects current month covering all fluids supplied by other Government Agencies. Costs include actual deliveries through the 14th and estimated deliveries for the remainder of the month. Previous month's estimate shall be revised to reflect current data. Report shall be submitted on the 15th of each month. 2. Cost Tracking Report - Prepared monthly for Space Shuttle and Payloads programs fluid related expenditures. The report compares to actual monthly expenditures against monthly and cumulative to-date PPBE and estimates. The report shall be expanded to include the Constellation program once requirements develop. Also included is a variance explanation on the significant differences. Report shall be submitted on the 20 th of each month.						

KSC FORM 16-246 (REV. 1/82)

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 3.1-8
B. LINE ITEM TITLE: Propellants and Pressurants Master Plan					
C. OPR. TA-E3	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. REQ. SA	G. INITIAL SUB. Contract Effective Date + 90 Days	H. AS OF DATE 180/30
J. REMARKS: Type "D": Electronic submittal. Product shall be compatible with Microsoft Office suite of software. Publish electronically in Technical Documentation Center.					
K. DISTRIBUTION TA-E3					TOTALS NO. TYPE 1 D

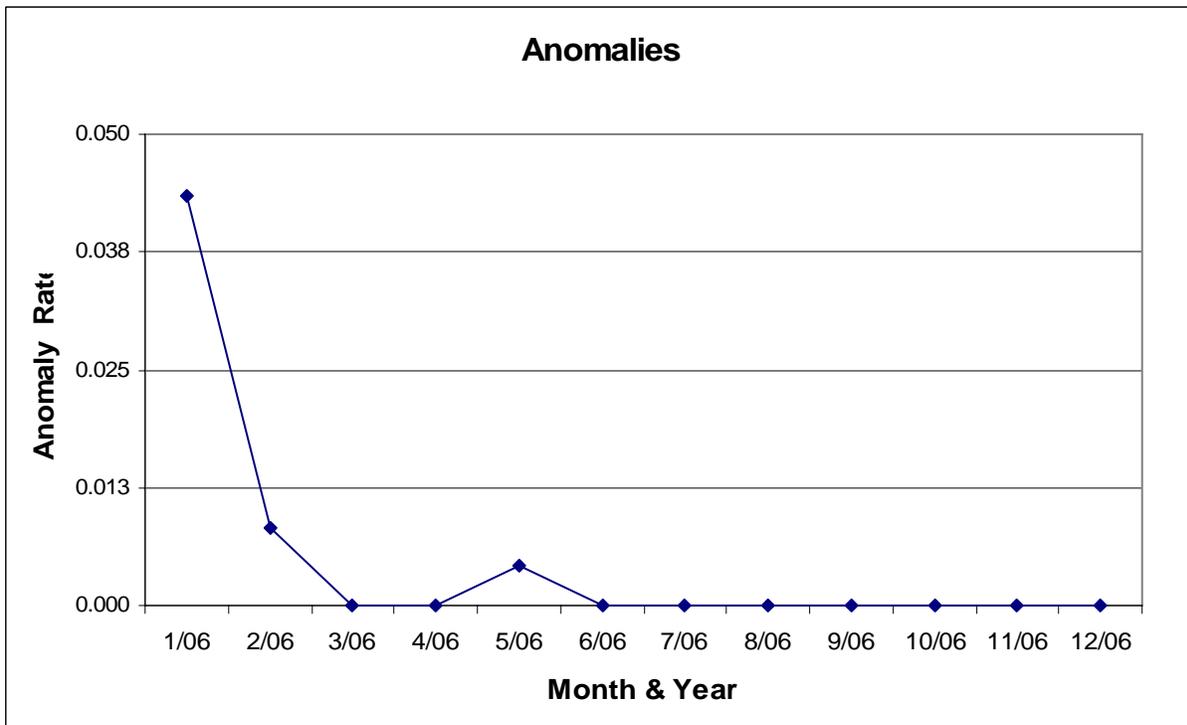
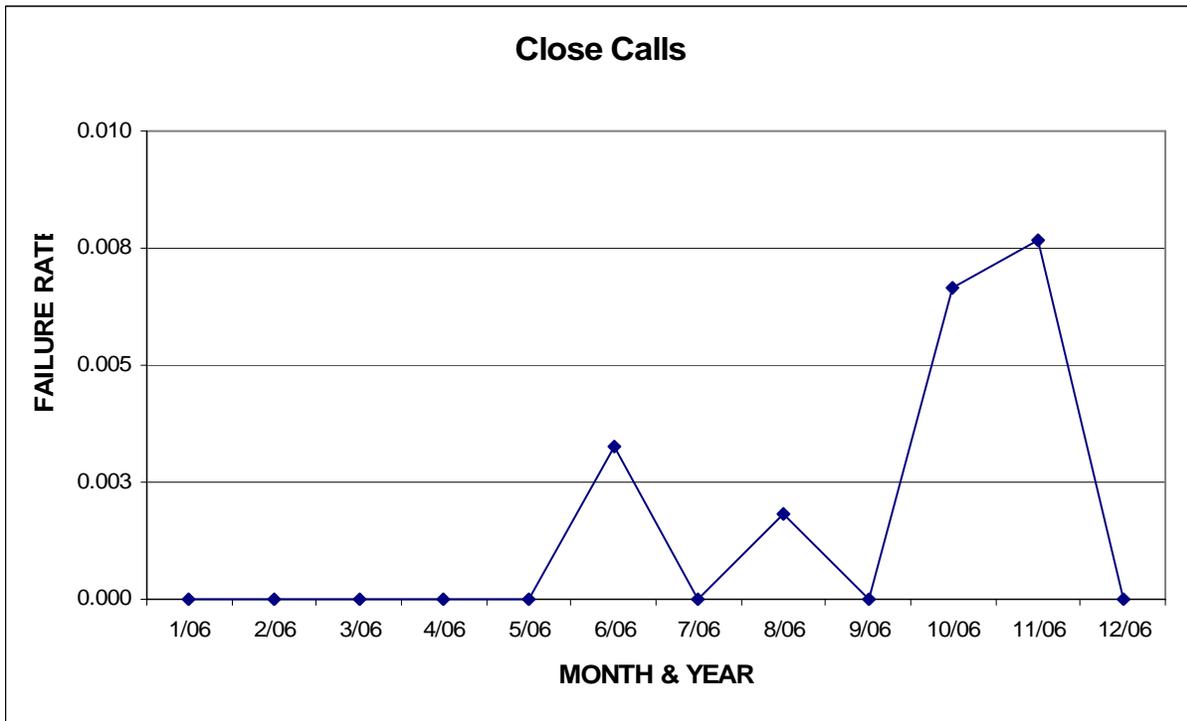
DATA REQUIREMENT DESCRIPTION

1. TITLE Plan, Propellants and Pressurants Master	2. NUMBER 3.1-8
3. USE To provide for propellants planning to ensure compliance with all safety and regulatory standards and to assure facility, system and equipment availability for support.	4. DATE
	5. ORGANIZATION
7. INTERRELATIONSHIP DRD 3.0-1	6. REFERENCES
8. PREPARATION INFORMATION Develop and maintain a Propellants and Pressurants Master Plan. The plan shall document the rationale for propellant equipment and facility planning. It shall cover a minimum of a five year period to support budget planning and procurement functions. This Master Plan provides the principal method of documenting propellant mobile equipment and supporting facility planning efforts for the Propellants organization and shall provide replacement/remanufacture schedules for all major propellant items. The plan shall provide a comprehensive overview of propellants mobile equipment and facility projects and serve as the primary tool in developing project requirements, establishing priorities and securing funding. The plan shall address mobile/portable equipment and fixed facilities associated with the transfer and distribution of propellants and pressurants for KSC/CCAFS fluid support requirements. The plan shall include planning for the CGT/MSU recertification program. Adherence to the requirements stated herein shall ensure compliance to 49 CFR regulations.	

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 3.3-1	
B. LINE ITEM TITLE: SCAPE Suit Performance and Reliability Reports						
C. OPR. TA-E3	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. MO	G. INITIAL SUB. Contract Effective Date +30 days	H. AS OF DATE 30/15	
J. REMARKS: Type "D": Electronic submittal. Product shall be compatible with Microsoft Office suite of software. Reports shall be distributed via e-mail.						
K. DISTRIBUTION Report #1 TA-E3 and SCAPE users Report #2 TA-E3 only					TOTALS	
					NO.	TYPE
					1	D
					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Reports, SCAPE Suit Performance and Reliability				2. NUMBER 3.3-1		
3. USE To gain insight into the performance and condition of SCAPE suits. To assess the effectiveness of SCAPE suit maintenance. To assess the reliability of suits in the field and to identify any risks involved in utilization of suits.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP				6. REFERENCES		
8. PREPARATION INFORMATION 1. The Contractor shall provide SCAPE In-field Performance and In-field Damage Reports detailing the performance of the SCAPE suits including any anomalies and suit damage incurred in the field by location. Detailed reports shall be provided to user organizations with negative trends or damage rates that are significantly higher than average. 2. The Contractor shall provide a SCAPE Suit Reliability Report. Data shall be collected, analyzed and trended and reported for all SCAPE use, and shall include but not be limited to close calls and anomalies including investigations and corrective actions, damage characterization and analysis, personnel exposures, maintenance and repair items (repetitive component repairs). The Contractor shall perform a detailed analysis of data, develop performance metrics that will validate suit integrity and identify any negative trends before the level of risk is increased. Performance metrics shall be a partnered product between the Government and the Contractor. Format of the summary report must be in Microsoft Excel format as shown in Attachment 1.						

INFIELD PERFORMANCE



Date	Month Year											
Anomalies	#	#	#	#	#	#	#	#	#	#	#	#
Failures	#	#	#	#	#	#	#	#	#	#	#	#
PHE Suitings	#	#	#	#	#	#	#	#	#	#	#	#
CAT VI Used	#	#	#	#	#	#	#	#	#	#	#	#

Data Definitions:

- a. Anomalies are problems that occur while wearing the ensemble, but by definition do not constitute a failure. A failure is defined as the nonperformance of the ensemble in providing the protection for which it is designed.
- b. Failure or Anomaly rate is defined by TOTAL FAILURES or ANOMALIES/TOTAL SUITINGS.
- c. The notes below outline both "FAILURES and ANOMALIES".

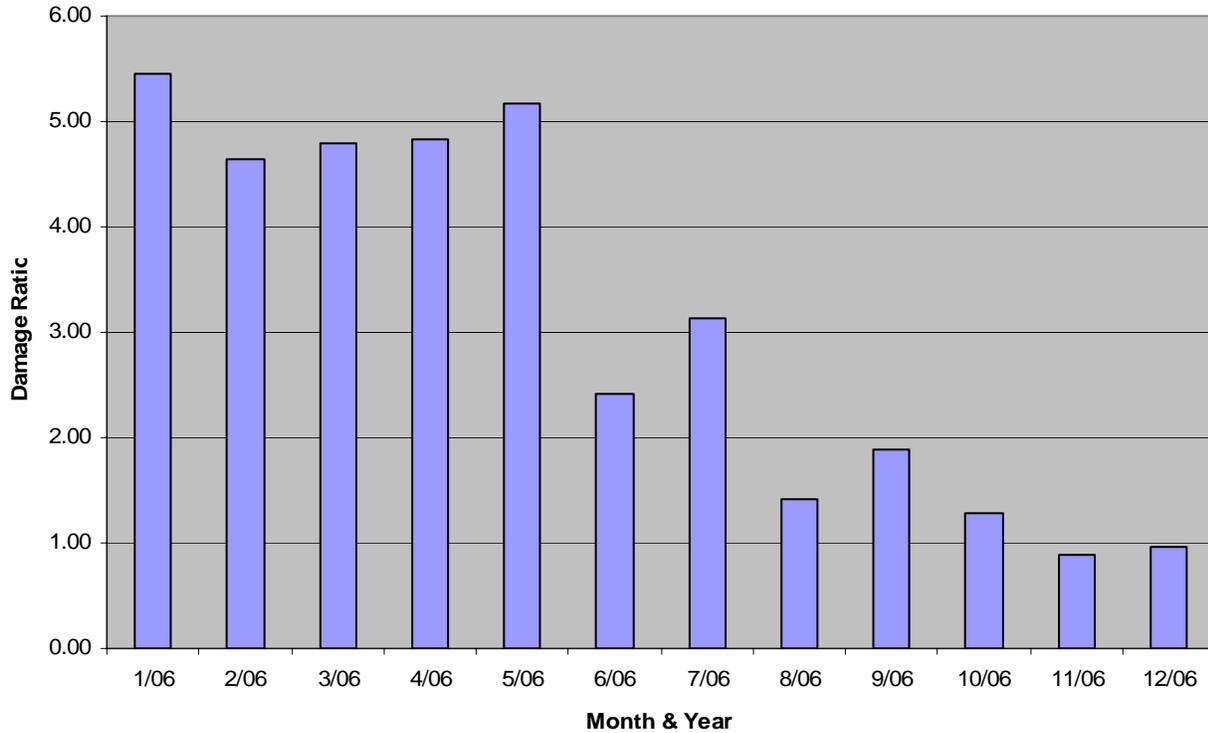
Failure and Anomalies

Month	Year	Number of Failures/Anomalies	Note Number
October	2008	6	2
November	2008	None	N/A

NOTES

1. Describe what happened and the follow-up measures for each month and each failure/anomaly. If there were no failures/anomalies for that month, a note is not required.

Damage Ratio



SCAPE INFIELD DAMAGE REPORT

Date	Month Year											
Damage	#	#	#	#	#	#	#	#	#	#	#	#
CAT I & IV SUITINGS	#	#	#	#	#	#	#	#	#	#	#	#
CAT VI USED	#	#	#	#	#	#	#	#	#	#	#	#

- a. Damage ratio is derived by: TOTAL DAMAGE/TOTAL RECORDED SUITINGS
- b. Damage is defined as operator-incurred defects during use of ensemble.

PERCENTAGE OF (RATIO)s PER MONTH BY SPECIFIC LOCATION

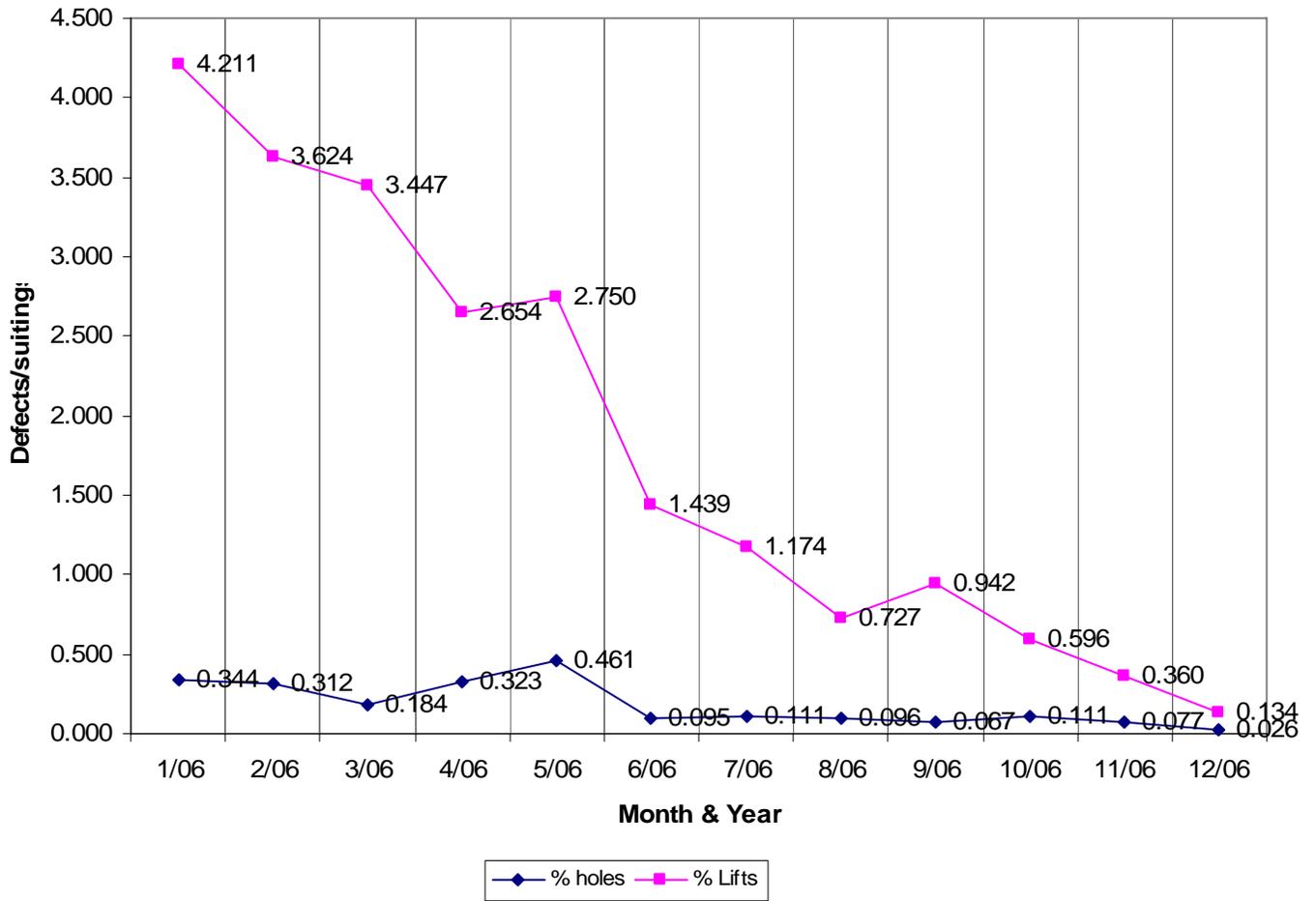
YEAR	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year
MONTH	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month
Location	*	*	*	*	*	*	*	*	*	*	*	*
Location	*	*	*	*	*	*	*	*	*	*	*	*
Location	*	*	*	*	*	*	*	*	*	*	*	*
Location	*	*	*	*	*	*	*	*	*	*	*	*
Location	*	*	*	*	*	*	*	*	*	*	*	*
Location	*	*	*	*	*	*	*	*	*	*	*	*
Location	*	*	*	*	*	*	*	*	*	*	*	*
Location	*	*	*	*	*	*	*	*	*	*	*	*
Location	*	*	*	*	*	*	*	*	*	*	*	*
Location	*	*	*	*	*	*	*	*	*	*	*	*
Location	*	*	*	*	*	*	*	*	*	*	*	*
Location	*	*	*	*	*	*	*	*	*	*	*	*
Location	*	*	*	*	*	*	*	*	*	*	*	*

*. This is where the data for the damage ratio per location is to be put.

NOTE. N/A indicates no SCAPE activity, whereas 0.00 indicates no damage during suitings.

SCAPE RELIABILITY REPORT

Defect Trend Analysis



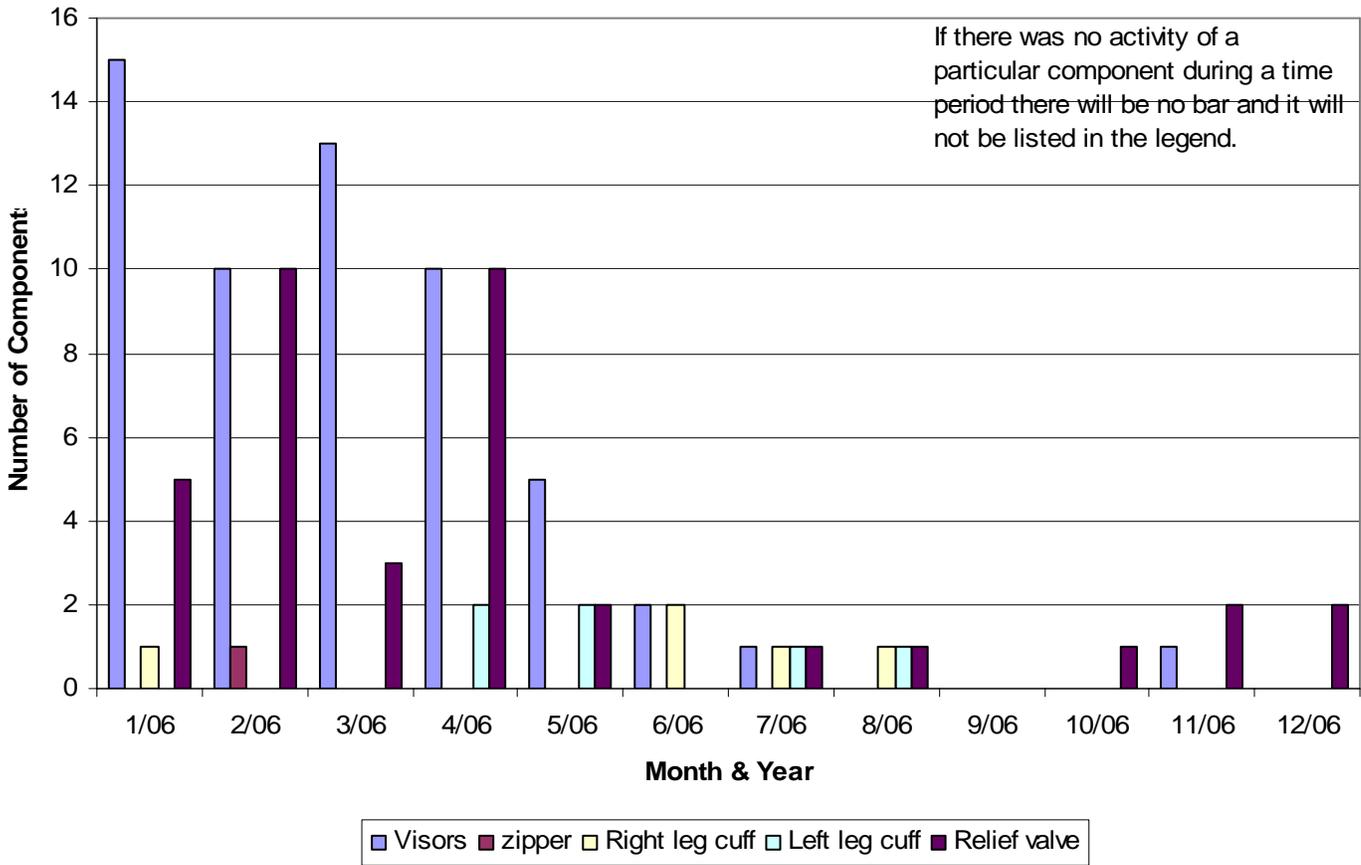
Twelve Month Trending and Analysis of Lifts and Holes

	Mont h Year											
Suitings	#	#	#	#	#	#	#	#	#	#	#	#
Holes	#	#	#	#	#	#	#	#	#	#	#	#
Lifts	#	#	#	#	#	#	#	#	#	#	#	#

Month Year
Explanation of the rise or fall of lifts and holes that month.

Every 3 months
Explanation of the trend that maybe occurring.

Major Component Replaced



Month & Year:
 What was replaced and why.

If a trend appears, this report shall be used to either correct the problem or find out why fewer parts have to be replaced.

Non- Human exposure Report

This report shows where the PHE was exposed to liquid hypergolic fluid in the normal performance of the job.

Date by Month	suitserial	Suit Type	Where was the suit use	Right glove	Right boot	Left glove	Left boot	Suit
June 2006								
	0067	I CAT	CX39B	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
August 2006								
	0035	I CAT	CX39B	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	5123	I CAT	FF1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	5133	I CAT	FF1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
September 2006								
	0094	I CAT	FF1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
October 2006								
	5127	I CAT	FF1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	5166	I CAT	CX39B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
November 2006								
	0028	I CAT	FF1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	0068	I CAT	FF1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	0071	I CAT	FF1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	0090	I CAT	FF1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	0093	I CAT	FF1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

This report in no way suggests that a human exposure to hypergolic fluid occurred. Months not listed have no exposures.
 Wednesday, January 10, 2007

Page 1 of 1

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 3.3-2	
B. LINE ITEM TITLE: Life Support Master Plan						
C. OPR. TA-E3	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. SA	G. INITIAL SUB. Contract Effective Date + 90 Days	H. AS OF DATE 180/30	
J. REMARKS: Type "D": Electronic submittal. Product shall be compatible with Microsoft Office suite of software. Publish electronically in Technical Documentation Center.						
K. DISTRIBUTION TA-E3					TOTALS	
					NO.	TYPE
					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Plan, Life Support Master				2. NUMBER 3.3-2		
3. USE Provides for life support planning to ensure compliance with all safety and regulatory standards and to assure facility, system and equipment availability for support.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP DRD 3.0-1				6. REFERENCES		
8. PREPARATION INFORMATION The Contractor shall develop and maintain a Life Support Master Plan. The plan shall document the rationale for life support equipment and facility planning. It shall cover a minimum of a five year period to support budget planning and procurement functions, as the primary tool in developing project requirements, establishing priorities and securing funding. The Plan shall provide: <ol style="list-style-type: none"> 1. The principal method of documenting life support equipment and supporting facility-planning efforts for the Life Support organization. 2. Replacement/remanufacture schedules for all major items. 3. A comprehensive overview of life support equipment and facility projects. Adherence to the requirements stated herein shall ensure compliance with the OSHA Respiratory Protection Standard 29 CFR 1910.134 and 49 CFR regulations.						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 4.2.1-1	
B. LINE ITEM TITLE: CoF and Local Authority Program Plans						
C. OPR.	D. TYPE	E. INSPECT/ ACCEPT	F. FREQ.	G. INITIAL SUB.	H. AS OF DATE	
TA-D5	3	6	AN	See Block 8	See Block 8	
J. REMARKS: Type "D": Electronic submittal. Product shall be compatible with Microsoft Office suite of software.						
K. DISTRIBUTION TA-D5					TOTALS	
					NO.	TYPE
					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Plans, CoF and Local Authority Program				2. NUMBER 4.2.1-1		
3. USE For communicating NASA's investment plan for institutional program FSEU assets and seeking Center and/or HQ authorization and funding.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP				6. REFERENCES		
8. PREPARATION INFORMATION <p>The Contractor shall develop and maintain Institutional CoF and LA program (5yr) plans based on formal program call guidelines and NASA approval processes. The Plans shall include cost estimates and prioritized project plans based on the KSC Master Plan, BMAR and maintenance data, FCAs, Personnel Moves and Office Modifications, and Environmental and Energy goals/federal mandates.</p> <p>Review and update the Plans for currency, accuracy and relative priority at least once per year. Update the cost estimates annually to account for escalation and any changed conditions.</p> <p>Submission shall be in alignment with budget calls for CoF and LA Programs which occur at different times of the year and may vary from year to year.</p>						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 4.3.2-1	
B. LINE ITEM TITLE: Capital Equipment Assessment Report						
C. OPR. TA	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. SA	G. INITIAL SUB. Contract Effective Date + 120 Days	H. AS OF DATE See Remarks	
J. REMARKS: Reports shall be submitted semi-annually no later than 31 October and 30 April with the initial submission 120 days after contract effective date. Reviews shall be conducted within 2 weeks of data submittal. Type "D" electronic versions shall be compatible with Microsoft Office.						
K. DISTRIBUTION TA TA-E1 TA-E1 (Industrial Property Officer (IPO))					TOTALS	
					NO.	TYPE
					1	D
					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Report, Capital Equipment Assessment				2. NUMBER 4.3.2-1		
3. USE To assess Contractor's progress in systematically phasing out Government-furnished property. To identify and assess any risks in utilization of property beyond its reasonable life. To gain insight into the condition of Government-furnished property.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP				6. REFERENCES		
8. PREPARATION INFORMATION The Contractor shall provide a review and report to provide comprehensive insight to the level of replacement of Property designated as Contractor Replaced. Data shall include the following:						
<ol style="list-style-type: none"> 1. Total cumulative GFE tagged equipment value and number of line items by fiscal year (NEMS data) as of September 30 (for the Oct 31 submission) or March 31 (for the April 30 submission). 2. Total and cumulative Contractor-acquired capitalized equipment value and number of line items by fiscal year. 3. Total and cumulative Contractor-acquired non-capitalized equipment value and number of line items by fiscal year. 4. Listings of ISC equipment requirements by major functional area. Listings for each equipment item to include: priority, WBS, Customer, nomenclature, condition of item to be replaced, cost of replacement, risk of not replacing, status of replacement action, replacement responsibility as Contractor Acquired Property (CAP) or Contractor Property (CP), needed replacement date, work around until replaced. 5. Line item inventory of capital equipment purchased since contract start to include: item descriptor, in service date, purchase price, depreciation method, useful life, WBS, fund source, age, current year depreciation, accumulated depreciation, and net book value (NBV). 6. Line item inventory of non-capital equipment purchased during the current fiscal year to include: acquisition date, cost, item nomenclature, manufacturer, federal stock class. 7. Listing of equipment items leased or rented during the current fiscal year to include: equipment type, source, period of lease or rent, annual cost, date of lease start. 						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 4.11-1
B. LINE ITEM TITLE: Energy and Water Conservation Plan					
C. OPR. TA-C3	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. AN	G. INITIAL SUB. Contract Effective Date + 90 Days	H. AS OF DATE See Block 8
J. REMARKS: Type "D": Electronic submittal. Product shall be compatible with Microsoft Office suite of software.					
K. DISTRIBUTION TA-C3					TOTALS NO. TYPE 1 D

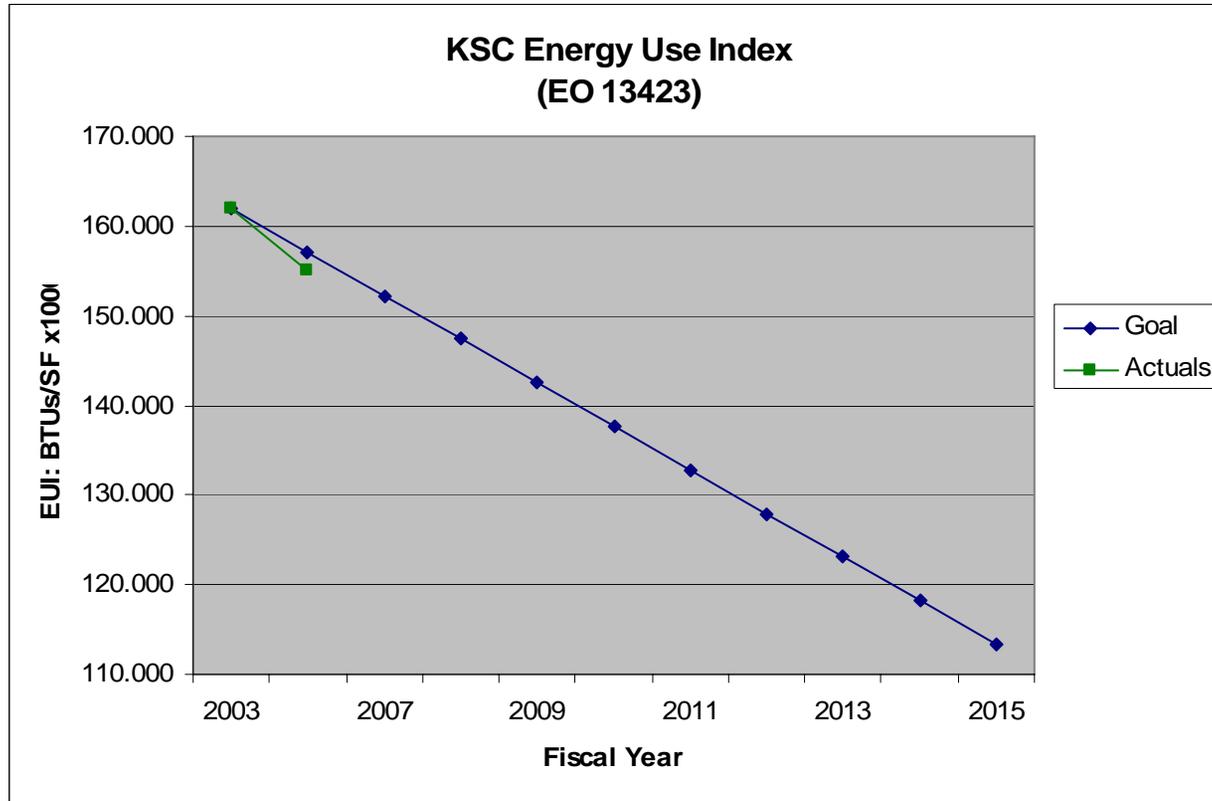
DATA REQUIREMENT DESCRIPTION

1. TITLE Plan, Energy and Water Conservation	2. NUMBER 4.11-1
3. USE: The Plan shall address all the actions planned by the Contractor in order to meet energy and water reduction goals.	4. DATE
	5. ORGANIZATION
7. INTERRELATIONSHIP	6. REFERENCES
8. PREPARATION INFORMATION The Plan shall focus on goals, implementation strategy and resource requirements. Follow NPR 8570.1, <i>Energy Efficiency and Water Conservation</i> guidelines for minimum contents of the Plan. After the initial submittal, for following years, include a summary of the previous fiscal year energy intensity reduction (BTUs per square foot), and address whether or not the fiscal year goal was met. If the previous year's goal was not met, provide an implementation strategy for the following year. Identify issues of concern, resources needed, and any other relevant information. Provide a summary of energy audits completed and a summary of their results. Identify audits to be conducted during the following year. Provide a list of energy efficiency opportunities and potential energy efficiency projects identified during audits and walk downs and provide a recommendation for implementation. Describe awareness activities conducted and planned. Identify the number of new building designs completed by the Contractor, and how many of those new buildings exceeded the 30% ASHRAE requirement. Note: The U.S. Department of Energy is finalizing the development of water conservation recommendations for Federal Agencies. This guidance is expected to be promulgated in late 2007. The reporting requirements are expected to include documenting water conservation measures, audits performed, planned water efficiency projects, and summary of awareness activities planned/implemented. After the initial submittal, the plan is due by January 15 of each year.	

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 4.11-2	
B. LINE ITEM TITLE: Energy Use Index (EUI) Metric						
C. OPR. TA-C3	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. QU	G. INITIAL SUB. Contract Effective Date +180 Days	H. AS OF DATE See Block 8	
J. REMARKS: Type "D": Electronic submittal, email attachment. Product shall be compatible with Microsoft Office suite of software.						
K. DISTRIBUTION TA-C3					TOTALS	
					NO.	TYPE
					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Metric, Energy Use Index (EUI)				2. NUMBER 4.11-2		
3. USE This metric shall be used to monitor Contractor's performance towards achieving energy intensity (EUI in BTUs per square foot) reduction				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP				6. REFERENCES		
8. PREPARATION INFORMATION The Contractor shall develop and maintain a EUI Metric. The metric shall include: <ol style="list-style-type: none"> 1. A Goal Statement, e.g., Reduce the EUI by at least 4800 BTUs per square foot per year in accordance with.... 2. A metric description, e.g., The metric measures BTUs per square foot.... 3. A baseline EUI (the baseline shall be the EUI of the end of the fiscal year prior to the Contract Effective Date). 4. An assessment of the metric, e.g., meeting or not meeting goals; percent ahead or behind goal) 5. A chart or graph of the results Reference the attached samples of existing contract metrics. After the initial submittal, submittals shall be delivered every 90 days. Submittals are due 45 days after the end of the quarter reported.						

	2003	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
Goal	161.967	157.108	152.249	147.390	142.531	137.672	132.813	127.954	123.095	118.236	113.377
Actuals	161.967	155.108									



Energy Use Index, JBOSC NASA Facilities - Contract Requirement Goal

Feb 2007

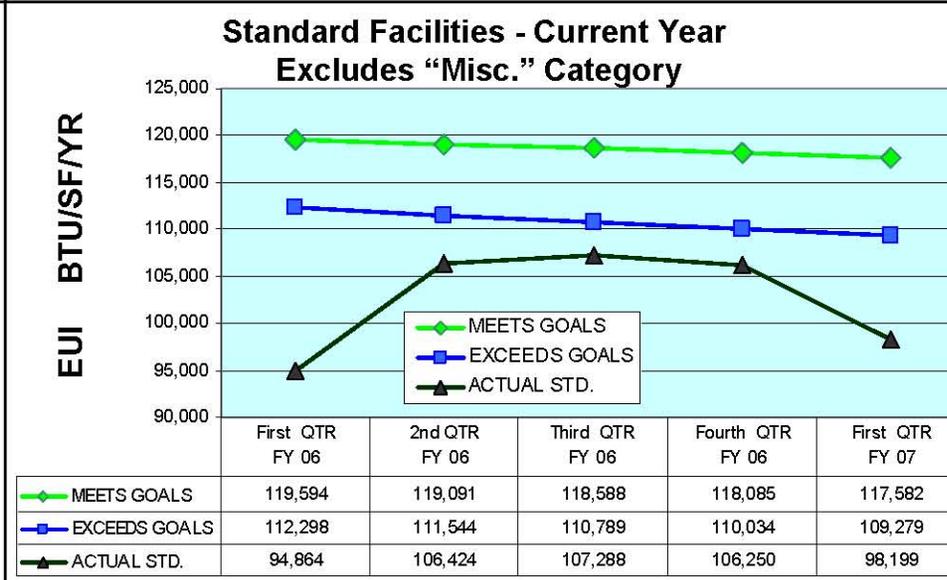
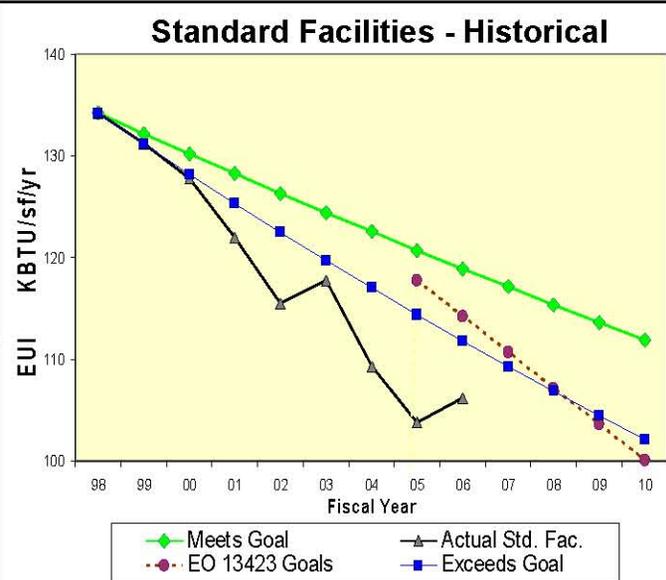
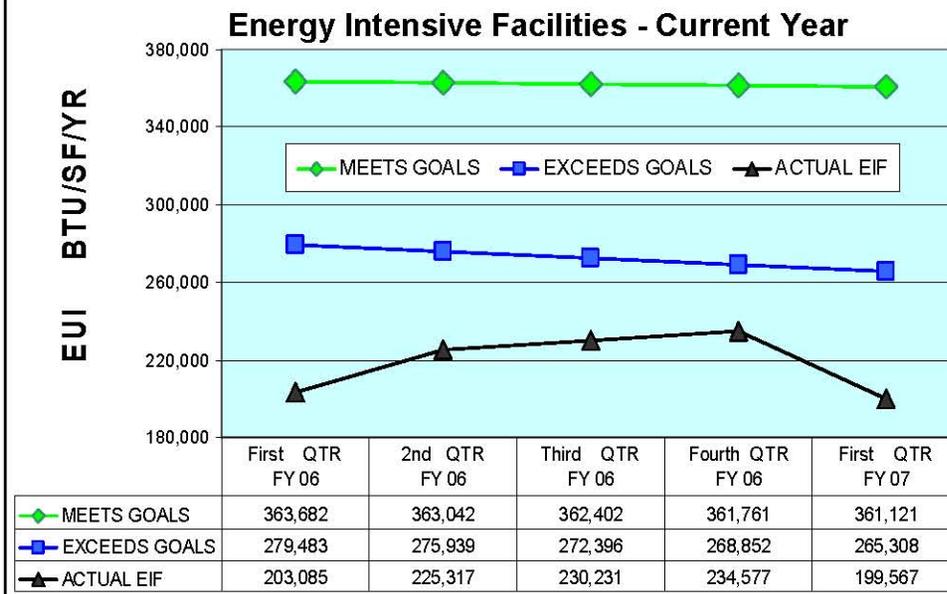
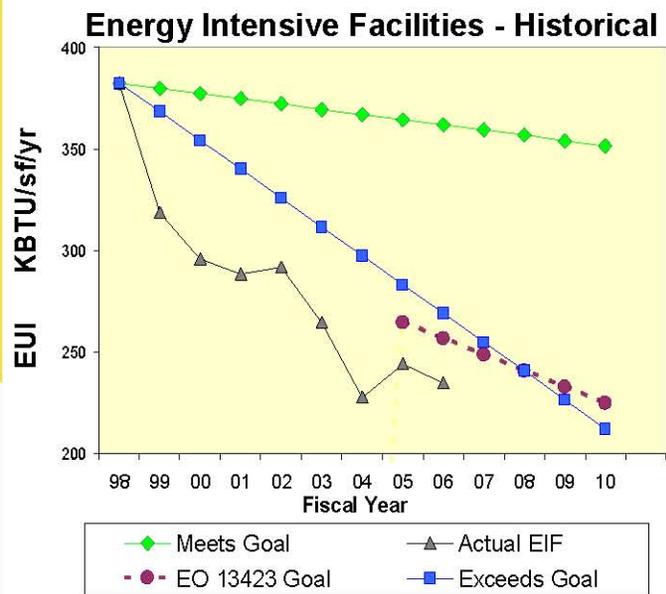
Goal statement

Reduce Energy Use Index (EUI, in BTU/sf/yr) by 1½% per year in Standard Facilities, and by 0.67% in Energy Intensive Facilities relative to FY 1998 baseline. See Note below.

Metric

Description

Measures BTUs per gross square foot per year of JBOSC Facilities to determine progress towards Contract Energy Reduction Goals. "Meets" indicates meeting or exceeding goal. "Exceeds" indicates eventual compliance with old Federal Goal by 2010.



1st Qtr
FY 07

Assessment: First Quarter goals are exceeded. The Standard Facilities EUI is calculated without the Orsino Area "Miscellaneous" energy.
Note: The Energy Policy Act of 2005 changes the Federal energy reporting baseline from FY 1985 to FY 2003, redefines exemptions for Energy Intensive Facilities, and sets a reduction goal of 2% per year from FY06 through FY15. Recently signed Executive Order 13423 consolidates Environmental, Energy, and Transportation goals, revokes previous EOs, and sets a reduction goal of 30% by FY15.

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 4.11-3	
B. LINE ITEM TITLE: Natural Gas Spreadsheets						
C. OPR. TA-E3	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. MO	G. INITIAL SUB. Contract Effective Date +30 Days	H. AS OF DATE 30/30	
J. REMARKS: Type "D": Electronic submittal, email attachment. Product shall be Microsoft Excel.						
K. DISTRIBUTION TA-A, TA-C3, TA-D5, TA-E3 , Program or Facility Energy Managers (CAPPS, Shuttle, LSP, Life Sciences, Constellation, MILA, etc)					TOTALS	
					NO.	TYPE
					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Spreadsheets, Natural Gas				2. NUMBER 4.11-3		
3. USE: The natural gas spreadsheets shall be used for natural gas account tracking, for validating costs, and for identifying discrepancies between the invoices provided by the marketer and the local distribution company.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP				6. REFERENCES		
8. PREPARATION INFORMATION The spreadsheet shall: 1. Contain a worksheet for the larger KSC accounts that require a monthly order. (Currently for FY2007 there are five large KSC accounts (known as the Big 5). There is a potential for reduction to four large KSC accounts at the end of FY2008.) The worksheet shall summarize the quantity of gas ordered vs. the actual therms delivered under each account, calculate the variance between the two for each account, and highlight the variances when they exceed the percentage of over/under ordering that may cause the Government to incur penalties. 2. Contain a worksheet, on a separate sheet, for the large accounts and for each facility, the local distribution fees, service charges, therms consumed and total charges in \$. Provide columns to show therms shipped by marketer and marketer's cost. Include total cost per facility. Provide therm factor used by local distributor and verify that factor was properly in the invoices. Explain in footnotes any discrepancies between therms shipped and consumed, improperly applied therm factor, etc. Provide the rate service for each account, e.g.; GS-1250, GS-250 (currently called Natural Gas Billing Determination Sheet)						

8. PREPARATION INFORMATION (Cont.)

3. Contain a worksheet, on a separate sheet, for all other small accounts (currently there are 30 accounts plus Cape Dispensary), with all the rows and columns required in 2. (above).
4. Contain a worksheet, on a separate sheet, summarizing each account by type and calculating the average cost per therm for all accounts (currently called Summary by Account type).
5. Contain three “Natural Gas Balance Sheets” tables (one consolidating all large accounts, one consolidating all small accounts and one for the Cape Dispensary) including columns for Marketer’s cost, delivered therms and cost per therm followed by local distributor’s cost and consumed therms. Subtract the distributor’s consumed therms from the marketer’s delivered therms and include in a column. Provide a column providing the total cost per therm (including both marketer’s and distributor’s charges). On the worksheet for the large accounts, include the amount of therms ordered by the KSC Natural Gas on the first column.

Reference attached sample worksheets.

These worksheets shall be required monthly and shall include all months included in the current fiscal year. A bottom row shall maintain cumulative totals. Provide a list of all account numbers.

Sample of KSC Natural Gas Accounts Summary Sheet

	"New" Account Number	"Old" Account Number
KSC (CCAFS) 1726 Hangar S *	XYZ.....	XYZ-XXXXXXXX
KSC (CCAFS) 55005 Hgr M Ann.	XYZ.....	XYZ-XXXXXXXX
KSC (CCAFS) 60680 Hangar AE	XYZ.....	XYZ-XXXXXXXX
KSC (CCAFS) 66250 AF	XYZ.....	XYZ-XXXXXXXX
KSC (CCAFS) 66257 Boiler Bldg. (ref. 1726B) *	XYZ.....	XYZ-XXXXXXXX
KSC (CCAFS) 66310 SPF	XYZ.....	XYZ-XXXXXXXX
KSC NASA J6-2370 Fire Station # 2	XYZ.....	XYZ-XXXXXXXX
KSC NASA K6-1145 MFF Café	XYZ.....	XYZ-XXXXXXXX
KSC NASA K6-1198 Fire Sta2	XYZ.....	XYZ-XXXXXXXX
KSC NASA K6-1247 Les	XYZ.....	XYZ-XXXXXXXX
KSC NASA K6-1249 OSB II	XYZ.....	XYZ-XXXXXXXX
KSC (CCAFS) K6-1446 Gen Shop	XYZ.....	XYZ-XXXXXXXX
KSC NASA K6-1696 CRCA	XYZ.....	XYZ-XXXXXXXX
KSC NASA K6-1847 Gen. Maint. Shop	XYZ.....	XYZ-XXXXXXXX
KSC NASA M5-1494 MILA Boiler	XYZ.....	XYZ-XXXXXXXX
KSC NASA M5-1494 MILA Vehicle Fuel	N/A	XYZ-XXXXXXXX
KSC (CCAFS) M6-399 HQ Café	XYZ.....	XYZ-XXXXXXXX
KSC M6-409(aka M6-457) Vc Deb Conf Fac	XYZ.....	XYZ-XXXXXXXX
KSC NASA M6-409C VC Lunch Pad	XYZ.....	XYZ-XXXXXXXX
KSC NASA M6-409D VC Orbit Café	XYZ.....	XYZ-XXXXXXXX
KSC NASA M6-486 M&O	XYZ.....	XYZ-XXXXXXXX
KSC NASA M6-689 GSA Motorpool	N/A	XYZ-XXXXXXXX
KSC NASA M7-355 O&C Café	XYZ.....	XYZ-XXXXXXXX
KSC NASA M7-360 SSPF Boilers	XYZ.....	XYZ-XXXXXXXX
KSC (CCAFS) M7-360 SSPF Café	XYZ.....	XYZ-XXXXXXXX
KSC (CCAFS) M7-657 Para Fac	XYZ.....	XYZ-XXXXXXXX
KSC M7-1059 HMFS	XYZ.....	XYZ-XXXXXXXX
KSC (CCAFS) M7-1104 Spin Test	XYZ.....	XYZ-XXXXXXXX
KSC (CCAFS) M7-1354 Phsf	XYZ.....	XYZ-XXXXXXXX
KSC (CCAFS) M7-1469 VPF	XYZ.....	XYZ-XXXXXXXX
BIG 5		
KSC NASA K6-947 VAB UA	N/A	XYZ-XXXXXXXX
KSC NASA L6-147 SRB ARF	N/A	XYZ-XXXXXXXX
KSC NASA M6-1025 SERPL	N/A	XYZ-XXXXXXXX
KSC NASA M6-595 CHP	N/A	XYZ-XXXXXXXX
KSC NASA M7-1112 HMF Boiler	N/A	XYZ-XXXXXXXX

Sample of a Big 5 Spreadsheet

Month	M6-595			M7-1112			M6-1025			Total Ordered DTh	Total Consumed Therms	Variance
	Ordered DTh (GS-1,250k)	CHP Actual Therms CPNY X.	Var	Ordered DTh (GS-120k)	HMF Actual Therms CPNY X	Var	Ordered DTh (GS-120k)	M6-1025 SLSL Actual Therms CPNY X	Var			
Oct-01	12,681	127,742	-0.7%	1,013	12,895	-27.3%				25,311	259,143	-2.4%
Nov-01	13,161	141,647	-7.6%	1,395	14,238	-2.1%				26,682	272,782	-2.2%
Dec-01	13,870	142,754	-2.9%	1,598	15,084	5.6%				26,674	260,569	2.3%
Feb-02	14,248	141,486	0.7%	1,176	13,155	-11.9%				27,353	276,512	-1.1%
Mar-02	13,696	159,646	-16.6%	1,308	15,494	-18.5%				27,168	297,330	-9.4%
May-04	10,002	97,111	2.9%	980	8,195	16.4%	1,851	17,216	7.0%	23,728	235,142	0.9%
Jul-04	9,863	101,983	-3.4%	191	1,861	2.6%	1,688	16,108	4.6%	22,701	231,436	-1.9%
Nov-04	11,500	127,902	-11.2%	1,179	9,582	18.7%	1,600	14,883	7.0%	25,450	260,579	-2.4%
Jan-05	14,700	119,936	18.4%	761	8,806	-15.7%	1,675	20,640	-23.2%	30,945	276,274	10.7%
May-05	11,898	112,120	5.8%	1,070	7,170	33.0%	1,722	17,541	-1.9%	25,678	252,067	1.8%
Sep-05	9,916	77,343	22.0%	629	5,089	19.1%	1,688	12,654	25.0%	21,893	172,224	21.3%
Jan-06	12,900	169,481	-31.4%	759	3,692	51.4%	2,064	16,377	20.7%	28,060	319,175	-13.7%
Mar-06	12,260	131,919	-7.6%	836	7,980	4.5%	2,064	17,710	14.2%	27,160	283,031	-4.2%
Apr-06	12,605	119,865	4.9%	767	6,384	16.8%	1,750	17,329	1.0%	26,333	249,891	5.1%
May-06	10,454	147,211	-40.8%	657	6,126	6.8%	1,700	16,387	3.6%	23,807	270,421	-13.6%
Jun-06	10,560	103,437	2.0%	610	5,478	10.2%	1,720	13,771	19.9%	22,192	218,376	1.6%
Jul-06	10,571	143,316	-35.6%	335	5,499	-64.1%	1,750	15,640	10.6%	21,248	267,828	-26.0%
Aug-06	10,735	144,538	-34.6%	454	5,328	-17.4%	1,770	15,962	9.8%	21,986	265,782	-20.9%
Sep-06	7,317	139,434	-90.6%	473	4,081	13.7%	1,600	16,172	-1.1%	17,216	255,724	-48.5%
Oct-06	9,968	112,093	-12.5%	558	6,966	-24.8%	1,810	15,590	13.9%	24,236	239,670	1.1%
Nov-06	12,390	125,212	-1.1%	680	7,782	-14.4%	17,500	17,254	90.1%	41,153	256,506	37.7%
Dec-06	12,390	108,546	12.4%	680	7,526	-10.7%	17,800	16,548	90.7%	41,453	238,793	42.4%
Jan-07	13,950	143,394	-2.8%	779	9,091	-16.7%	1,880	16,240	13.6%	27,456	288,528	-5.1%
Feb-07	13,940	126,676	9.1%	750	8,928	-19.0%	1,790	14,525	18.9%	28,580	257,079	10.0%
Mar-07	12,960			740			1,750			27,500		

July 2004: M7-1112 HMF - Planned outage 7/8 - 7/30.

Sep 2004: M7-1112 HMF - Expect to resume gas use 9/13. Date revised. On fuel oil through end of September. [On fuel oil until October 16th.](#)

Sep 2004: Frances and Jeanne curtailments.

Jan - Mar. 2005: M7-360 SSPF on backup boilers.

FOR ILLUSTRATION ONLY. SOME ROWS AND COLUMNS HAVE BEEN DELETED.

CPNY X= COMPANY X, LOCAL DISTRIBUTION COMPANY

Sample of Natural Gas Billing Determination Sheet (Small Accounts)

Bldg.	Company X Transport Fee CG	Company X Service Charge CG	Company X Cons. Therms	Total Company X Charges	Company Y Shipped Therms	Company Y Gas Cost	Total Cost Per Facility	Company X Cons. CCFs	Therm Factor Per COMPANY X	Computed CCF Used Per Facility Using Therm Factor	Company X Account Rate Service
K6-1145 MFF	\$672.14	\$30.00	2,040	\$702.14	1,624	\$1,237.49	\$1,939.63	1,912	1.067	1,911.9	GS-6k
K6-1198 FS 2	\$277.19	\$15.00	741	\$292.19	952	\$725.42	\$1,017.61	692	1.071	691.9	GS-1.2k
K6-1247 LES	\$611.33	\$30.00	1,856	\$641.33	1,064	\$810.77	\$1,452.10	1,739	1.067	1,739.5	GS-6k
K6-1446 GEN	\$328.87	\$15.00	879	\$343.87	504	\$384.05	\$727.92	821	1.071	820.7	GS-1.2k
K6-1696 CRCA	-\$6,792.09	\$80.00	-20,534	-\$6,712.09	3,444	\$2,624.33	-\$4,087.76	-19,270	1.071	-19,172.7	GS-25k
K6-1847 GMS	\$166.62	\$15.00	446	\$181.62	308	\$234.70	\$416.32	416	1.071	416.4	GS-1.2k
M5-1494 MILA	\$996.81	\$30.00	3,027	\$1,026.81	2,128	\$1,621.54	\$2,648.35	2,826	1.071	2,826.3	GS-6k
M5-1494 NG	\$22.32	\$0.00	81	\$22.32	28	\$21.34	\$43.66	76	1.068	75.8	NGVT
M6-399 HQ	\$259.51	\$15.00	694	\$274.51	392	\$298.70	\$573.21	650	1.067	650.4	GS-1.2k
66257 / 1726B	\$828.58	\$30.00	2,516	\$858.58	2,072	\$1,578.86	\$2,437.44	2,349	1.071	2,349.2	GS-6k
1726 Hangar "S"	\$485.37	\$30.00	1,474	\$515.37	1,344	\$1,024.13	\$1,539.50	1,376	1.071	1,376.3	GS-6k
55005 M ANX	\$612.49	\$15.00	1,638	\$627.49	1,148	\$874.78	\$1,502.27	1,529	1.071	1,529.4	GS-1.2k
60680 AE	\$1,912.67	\$150.00	5,814	\$2,062.67	2,548	\$1,941.58	\$4,004.25	5,429	1.071	5,428.6	GS-60k
M7-1059 HMF	\$330.18	\$30.00	1,002	\$360.18	924	\$704.09	\$1,064.27	936	1.071	935.6	GS-6k
66310 SPF	\$457.08	\$15.00	1,222	\$472.08	196	\$149.35	\$621.43	1,145	1.067	1,145.3	GS-1.2k
66250 AF	\$70.94	\$12.00	140	\$82.94	56	\$42.67	\$125.61	131	1.071	130.7	GS-600
K6-1249 OSB II	\$0.00	\$0.00	0	\$0.00	56	\$42.67	\$42.67	0	1.071	0.0	GS-6K
J6-2370 Fire Sta.	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0	1.068	0.0	GS-6K
Subtotal	\$1,240.01	\$512.00	3,036	\$1,752.01	18,788	\$14,316.47	\$16,068.48	2,757		2,855.3	
COMBINED AVE COST PER THERM			\$5.2926								

Note 1: Building 66257 (a.k.a. account 1726B) is a Boiler Bldg (143 s.f.)

Note 2: Building 1726 is Hangar "S" (61,382 s.f.)

Company X is local distribution company; Company Y is the marketer
 For illustration only; many rows have been deleted.

**	COMPANY Y CHARGES	\$14,316.47
	TOTAL MONTHLY DELIVERED GAS (THERMS)	18,788
	AVERAGE COMPANY Y RATE	\$0.7620
	COMPANY X CONSUMED THERMS	3,036
	DELTA	15,752

** Adjusted for rounding.

AIR FORCE - Cape Dispensary (Internally billed to NASA/KSC by the AF 45SW)

Bldg.	COMPANY X Transport Fee CG	COMPANY X Service Charge CG	COMPANY X Cons. Therms	Total AGL Resources Gas Charges	COMPANY Y Shipped Therms	COMPANY Y Gas Cost	Total Cost Per Facility	COMPANY X Cons. CCFs	Therm Factor Per COMPANY X	Computed CCF Used Per Facility Using Therm Factor	COMPANY X Account Rate Service
1748/49635	\$1,920.15	\$110.85	5,835.3	\$2,031.00	4,201	\$3,200.85	\$5,231.86	5,469	1.067	5,468.9	GS-60k

Sample of Natural Gas Billing Determination Sheet (Big 5 plus summary of accounts by type)

Bldg.	Company X Transport Fee CG	Company X Service Charge CG	Company X Cons. Therms	Total Company X Charges	Company Y Shipped Therms	Company Y Cost	Total Cost Per Facility	Company X Cons. CCFs	Therm Factor Per Company X	Computed CCF Used Per Facility Using Therm Factor	Company X Account Rate Service
L6-147 ARF	\$7,262.63	\$300.00	29,071	\$7,562.63	29,072	\$22,152.86	\$29,715.49	27,220	1.068	27,220.0	GS-250k
K6-947 UA	\$19,600.24	\$300.00	77,879	\$19,900.24	77,876	\$59,341.51	\$79,241.75	72,920	1.068	72,920.4	GS-250k
M6-595 CHP	\$24,315.84	\$500.00	126,676	\$24,815.84	126,674	\$96,525.59	\$121,341.43	118,610	1.068	118,610.5	GS-1250k
M7-1112 HMF	\$2,325.74	\$250.00	8,928	\$2,575.74	8,932	\$6,806.18	\$9,381.92	8,360	1.068	8,359.6	GS-120k
M6-1025 SLSL	\$3,900.87	\$250.00	14,525	\$4,150.87	14,527	\$11,069.57	\$15,220.44	13,600	1.068	13,600.2	GS-120k
TOTAL	\$57,405.32	\$1,600.00	257,079	\$59,005.32	257,081	\$195,895.71	\$254,901.03	240,710		240,710.7	

COMBINED AVE COST PER THERM

\$0.9915

** COMPANY Y CHARGES	\$195,895.71
TOTAL MONTHLY DELIVERED GAS (THERMS)	257,081
AVERAGE COMPANY Y RATE	\$0.7620
COMPANY X CONSUMED THERMS	257,079
DELTA	2

SUMMARY BY ACCOUNT TYPE (excluding Dispensary)

	CCF	THERMS	TOTAL FAC \$	RATE PER THERM
GS-1250k	118,610.00	126,676.0	\$121,341.43	\$0.9579
GS-250k	100,140.00	106,950.0	\$108,957.24	\$1.0188
GS-120k	21,960.00	23,453.0	\$24,602.36	\$1.0490
GS-60k	5,429.00	5,814.0	\$4,004.25	\$0.6887
GS-25k	-19,270.00	-20,534.0	-\$4,130.43	\$0.2012
GS-6k	-13,628.00	-14,501.0	\$8,224.64	-\$0.5672
GS-1.2k	535.00	590.0	\$3,283.89	\$5.5659
GS-600	131	140	\$125.61	\$0.8972
GS-220	-18	-19	-\$0.21	\$0.0111
GS-100	-2,120.00	-2,261.0	-\$1,319.42	\$0.5836
NGVT	4,387.00	4,685.0	\$2,867.64	\$0.6121
TOTAL	216,156.00	230,993.0	\$267,957.00	\$1.1600
CHECK SUM	216,156.00	230,993.0	\$267,957.00	\$1.1600
Variance	0.00	0.0	\$0.00	\$0.00

CCF in the "Summary by Account Type" reflects the CCFs directly from the Company X Gas invoice.

For Illustration Only. Some data omitted.

** Adjusted for rounding.

SAMPLE OF NATURAL GAS BALANCE SHEET FOR THE BIG 5

MONTH	KSC ORDER (Dth)	PROVIDER	PROVIDER	PROVIDER	Company	Company	CPNY Y	TOTAL
		Company Y COST	Company Y DELIVERED THERMS	Company Y COST PER THERM	X GAS COST	X CONSUMED THERMS	DELIVERED LESS CPNY X CONSUMED THERMS	COST PER THERM \$/THERM
OCT	24,236	\$151,952.54	239,678	\$0.6340	\$54,533.34	239,670	8	\$0.8615
NOV	41,153	\$221,917.65	256,511	\$0.8651	\$58,773.21	256,506	5	\$1.0943
DEC	41,453	\$215,391.28	238,793	\$0.9020	\$55,820.75	238,793	0	\$1.1358
JAN	27,456	\$188,979.30	288,518	\$0.6550	\$65,064.27	288,528	-10	\$0.8805
FEB	28,580	\$195,895.71	257,081	\$0.7620	\$59,005.32	257,079	2	\$0.9915
MARCH	27,500	\$0.00	0	\$0.0000	\$0.00	0	0	\$0.0000
APRIL	26,480	\$0.00	0	\$0.0000	\$0.00	0	0	\$0.0000
MAY	0	\$0.00	0	\$0.0000	\$0.00	0	0	\$0.0000
JUNE	0	\$0.00	0	\$0.0000	\$0.00	0	0	\$0.0000
JULY	0	\$0.00	0	\$0.0000	\$0.00	0	0	\$0.0000
AUG	0	\$0.00	0	\$0.0000	\$0.00	0	0	\$0.0000
SEP	0	\$0.00	0	\$0.0000	\$0.00	0	0	\$0.0000
YTD								
TOTAL	216,858	\$974,136.48	1,280,581.00	\$0.7607	\$293,196.89	1,280,576.00	5.00	\$0.9897

COMPANY Y (MARKETER) DELIVERED-
COMPANY X (LOCAL DISTRIBUTOR)
CONSUMED

5.00 THERMS

SAMPLE OF NATURAL GAS BALANCE SHEET FOR SMALL ACCOUNTS

MONTH	PROVIDER CPNY Y COST	PROVIDER CPNY Y DELIVERED THERMS	PROVIDER CPNY Y COST PER THERM	CPNY X GAS COST	CPNY X CONSUMED THERMS	CPNY Y DELIVERED LESS CPNY X CONSUMED THERMS	TOTAL COST PER THERM \$/THERM
OCTOBER	\$10,823.54	22,134	\$0.4890	\$8,881.89	24,344.0	-2,210.0	\$0.8095
NOVEMBER	\$21,528.54	27,390	\$0.7860	\$10,326.84	28,569.0	-1,179.0	\$1.1150
DECEMBER	\$24,354.91	27,001	\$0.9020	\$9,676.63	26,078.0	923.0	\$1.3050
JANUARY	\$21,584.27	32,953	\$0.6550	\$32,686.74	92,263.0	-59,310.0	\$0.5882
FEBRUARY	\$21,805.41	28,616	\$0.7620	-\$8,749.44	-26,086.0	54,702.0	-\$0.5005
MARCH	\$0.00	0	\$0.0000	\$0.00	0.0	0.0	\$0.0000
APRIL	\$0.00	0	\$0.0000	\$0.00	0.0	0.0	\$0.0000
MAY	\$0.00	0	\$0.0000	\$0.00	0.0	0.0	\$0.0000
JUNE	\$0.00	0	\$0.0000	\$0.00	0.0	0.0	\$0.0000
JULY	\$0.00	0	\$0.0000	\$0.00	0.0	0.0	\$0.0000
AUGUST	\$0.00	0	\$0.0000	\$0.00	0.0	0.0	\$0.0000
SEPTEMBER	\$0.00	0	\$0.0000	\$0.00	0.0	0.0	\$0.0000
YEAR TO DATE							
TOTAL	\$100,096.67	138,094	\$0.7248	\$52,822.66	145,168.0	-7,074.0	\$1.0534

A SIMILAR SHEET IS DONE FOR THE CAPE DISPENSARY

CPNY=Company
 X= Local distribution company
 Y= marketer

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 5.0-1	
B. LINE ITEM TITLE: Logistics Support Plan						
C. OPR. TA-E1	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. AN	G. INITIAL SUB. Contract Effective Date + 90 Days	H. AS OF DATE 365/30	
J. REMARKS: Type "D": Electronic submittal. Product shall be compatible with Microsoft Office suite of software. Publish electronically in Technical Documentation Center.						
K. DISTRIBUTION TA-E1					TOTALS	
					NO.	TYPE
					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Plan, Logistics Support				2. NUMBER 5.0-1		
3. USE This document will be used by Government personnel to assess the Contractor's approach in planning, implementing, integrating, and managing the logistics support system.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP				6. REFERENCES		
8. PREPARATION INFORMATION Develop and maintain a Logistics Support Plan. The plan shall describe the Contractor's approach, methodology, processes, tools, and structure for accomplishing logistics functions. The plan shall specifically address logistics engineering, supply support, transportation support, property management, and disposal.						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 5.0-2	
B. LINE ITEM TITLE: Logistics Milestone Readiness Review (MRR) Report						
C. OPR. TA-E1	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. PL	G. INITIAL SUB. 90 Days prior to Program Milestone	H. AS OF DATE 90 Days prior to Program Milestone	
J. REMARKS: Type "D": Electronic submittal in advance followed by a presentation. Product shall be compatible with Microsoft Office suite of software.						
K. DISTRIBUTION TA-E1					TOTALS	
					NO.	TYPE
					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Report, Logistics Milestone Readiness Review (MRR)				2. NUMBER 5.0-2		
3. USE To provide Government insight into the logistics support posture required to support major program milestones.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP				6. REFERENCES		
8. PREPARATION INFORMATION						
<p>The Contractor shall prepare a presentation and submit a Milestone Readiness Report. The report can consist of the presentation package and shall provide a comprehensive overview of the logistics requirements directly supporting the program milestones through landing. The report shall include details of the availability of Launch Critical and Mission Essential Spares and identify, as a minimum, the spare by classification (Launch Critical or Mission Essential), nomenclature, part number, and serial number (if applicable), the next high assembly (NHA), associated spare parts analysis (SPA), vendor/source; and CAGE code (and whether sole source), Source, Maintenance, and Recoverability (SMR) Code, acquisition costs, inventory maximum/minimum levels, demand history, due-in status of procured or repaired items, and current on-hand quantities. The report shall also provide an in-depth assessment of logistics facility readiness, expected personnel waivers, and launch film transportation.</p> <p>The report shall also identify and discuss the status of any Public Affairs requirements related to the launch and landing.</p>						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 5.0-3	
B. LINE ITEM TITLE: Logistics Operations Assessment Report (LOAR)						
C. OPR. TA-E1	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. SA	G. INITIAL SUB. Contract Effective Date + 180 Days	H. AS OF DATE 180/30	
J. REMARKS: Type "D": Electronic submittal in advance followed by a presentation. Product shall be compatible with Microsoft Office suite of software.						
K. DISTRIBUTION TA-E1					TOTALS	
					NO.	TYPE
					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Report, Logistics Operations Assessment (LOAR)				2. NUMBER 5.0-3		
3. USE To document the current status of the operational health of the Logistics Operations system and will be used by Government personnel to understand the Contractor's performance in Logistics.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP				6. REFERENCES		
8. PREPARATION INFORMATION The Contractor shall prepare, present, and submit a Logistics Operations Assessment Report that provides an overview that describes the contractor's activities in Logistics Engineering and Logistics Operations. The report shall provide insight to the logistics performance against contract requirements, review budget variances with end-of-year estimates, metrics, and workload indicators, the identification of trends, the review and status of logistics projects schedules, and discuss logistics supportability and operations issues, problems, and out-of-family conditions.						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. DRD 5.2.2-1	
B. LINE ITEM TITLE: Inventory Control Point (ICP) Forecast						
C. OPR. PH-N	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. SA	G. INITIAL SUB. Contract Effective Date + 60 Days	H. AS OF DATE See Block J	
J. REMARKS: The forecast shall be updated and submitted twice a year (April 15 and October 15). The first six-month period is forecasted monthly, the periods thereafter by quarter. The DRD is not required post-2010. Type "D": Electronic submittal. Product shall be compatible with Microsoft Office suite of software. Forecasts shall be distributed via e-mail.						
K. DISTRIBUTION PH-N TA-E1					TOTALS	
					NO.	TYPE
					1	D
					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Forecast, Inventory Control Point (ICP)				2. NUMBER 5.2.2-1		
3. USE To provide a forecast of required KSC designated Inventory Control Points (ICP).				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP				6. REFERENCES		
8. PREPARATION INFORMATION The Contractor shall prepare and submit forecast of KSC designated Inventory Control Points to include transducers, pyrotechnic connectors, KC fittings, Buttweld fittings (KSC designed), and stainless steel tubing (KSC SPEC-Z-0007). The forecast defines requirements for the next three (3) year period, starting July 1 and January 1. Contractor format is acceptable.						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 5.2.2-2	
B. LINE ITEM TITLE: Warehouse Usage, Forecast, and Layout Report						
C. OPR. TA-E1	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. AN	G. INITIAL SUB. Contract Effective Date + 180 Days	H. AS OF DATE 365/30	
J. REMARKS: Type "D": Electronic submittal. Product shall be compatible with Microsoft Office suite of software. Reports shall be distributed via e-mail.						
K. DISTRIBUTION TA-E1 TA-D5					TOTALS	
					NO.	TYPE
					1	D
					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Report, Warehouse Usage, Forecast, and Layout				2. NUMBER 5.2.2-2		
3. USE To provide insight to the current and future utilization of warehouse/storage space.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP				6. REFERENCES		
8. PREPARATION INFORMATION The Contractor shall provide a Warehouse Usage, Forecast, and Layout Report. The report shall identify the current and forecasted use and organization of government provided and contractor leased warehouses space including the Reutilization, Recycling, and Marketing Facility (RRMF) and off-site locations. The report shall provide insight to the current utilization of all assigned warehouse locations to include useable space available (square footage, cubic foot), identify the types of material handling equipment (floor, racks, high density systems, etc.), and an estimate of used versus open space. The report shall project future warehousing requirements by fiscal year and identify issues and concerns. The report shall include a layout of major warehouse space and identify areas of storage. The layout shall be updated to reflect the results of any re-warehousing activities.						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____	A. ITEM NO. 5.3.1-1
---	------------------------

B. LINE ITEM TITLE:
Vehicle Operations and Maintenance Report

C. OPR. TA-E1	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. QU	G. INITIAL SUB. Contract Effective Date + 90 Days	H. AS OF DATE 90/5
------------------	--------------	----------------------------	----------------	--	-----------------------

J. REMARKS:
Type "D": Electronic submittal. Product shall be compatible with Microsoft Office suite of software. Reports shall be distributed via e-mail.

K. DISTRIBUTION TA-E1	TOTALS	
	NO.	TYPE
	1	D

DATA REQUIREMENT DESCRIPTION

1. TITLE Report, Vehicle Operations and Maintenance	2. NUMBER 5.3.1-1
3. USE Provides insight to the operations and maintenance of vehicles and supports KSC reporting to NASA Headquarters.	4. DATE
	5. ORGANIZATION
7. INTERRELATIONSHIP	6. REFERENCES

8. PREPARATION INFORMATION

The Contractor shall provide a Vehicle Operations and Maintenance (O&M) Report to include the data and information identified in the table below. The report shall also provide the details for each data element to provide adequate surveillance in this area. Detailed information shall include items such as fleet availability for each source of vehicles, maintenance and repairs performed (labor, material & supplies, and total costs), lease vehicles information such as source and contract duration, and planned vehicle utilization and maintenance activities.

Vehicle Source	Vehicle Data				Fuel	Location		Miles	Passengers	Gallons	Maintenance	Damage	Lease
	Year	Make	Model	Capacity	Type	Facility	Org	Driven	Transported	Consumed	Performed	Repaired	Cost
Government Owned	X	X	X	X	X	X	X	X	X	X	X	X	
Contractor Owned	X	X	X	X	X	X	X	X	X	X	X	X	
Contractor Leased	X	X	X	X	X	X	X	X	X	X			X
Chartered				X	X				X	X			X

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 5.3.2-1	
B. LINE ITEM TITLE: Railroad Operations and Maintenance Schedule and Report						
C. OPR. TA-E1	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. QU	G. INITIAL SUB. Contract Effective Date + 90 Days	H. AS OF DATE 90/15	
J. REMARKS: Type "D": Electronic submittal. Product shall be compatible with Microsoft Office suite of software. Reports shall be distributed via e-mail.						
K. DISTRIBUTION TA-E1					TOTALS	
					NO.	TYPE
					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Schedule and Report, Railroad Operations and Maintenance				2. NUMBER 5.3.2-1		
3. USE Provides insight to the use and maintenance of locomotives, railcars, and tracks and supports KSC reporting to NASA Headquarters.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP				6. REFERENCES		
8. PREPARATION INFORMATION The Contractor shall provide a Railroad Operations and Maintenance (O&M) Schedule and Report. The report shall identify, by equipment item, monthly, cumulative, and life cycle mileage or runtime as applicable, details of any maintenance performed (type, findings, parts replaced), schedule and assessment of planned maintenance, and impacts to known operational requirements. The report shall also provide a status of the on-going maintenance, repair, and replacement of the KSC track system. The report will provide insight and an assessment of the planned versus accomplished activities in addition to project status and identified issues and concerns.						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 5.3.3-1	
B. LINE ITEM TITLE: Aircraft Mission Schedule						
C. OPR. TA	D. TYPE 1	E. INSPECT/ ACCEPT 3	F. FREQ. WK	G. INITIAL SUB. Contract Effective Date	H. AS OF DATE 7/1	
J. REMARKS: Type "D": Electronic submittal. Product shall be compatible with Microsoft Office suite of software. Schedules shall be distributed via e-mail.						
K. DISTRIBUTION TA-E-A					TOTALS	
					NO.	TYPE
					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Schedule, Aircraft Mission				2. NUMBER 5.3.3-1		
3. USE To plan and implement an aircraft flight schedule that meets KSC requirements for program support, security, environmental assessments to ensure the best value of the Government and manage all requirements within budget.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP				6. REFERENCES		
8. PREPARATION INFORMATION The Contractor shall develop an aircraft mission schedule for the Huey Helicopters on a weekly basis for approval by the NASA Aircraft Operations Office. Adjustments/changes to the schedule shall also be approved by the NASA Aircraft Operations Office. Contractor format is acceptable. A sample is provided on the continuation page.						

FLIGHT SCHEDULE: EXAMPLE

HELICOPTER			
DATE	COF	0830	PILOT #1
TUE	PAD 11	0900	MANATEE
SEARCH 3	COF	1130	
DATE	COF	1730	PILOT #2
WED	TTS	1800	SECURITY
SEARCH 1	COF	2000	
DATE	COF	1930	PILOT #3
THUR	OHF	2000	SECURITY
SEARCH 1	COF	2200	
DATE	COF	0930	PILOT #1
SAT	TTS	1000	SECURITY
SEARCH 1	COF	1200	
DATE	COF	1930	TBD
MON	OHF	2000	SECURITY
SEARCH 1	COF	2200	
DATE	COF	1000	TBD
WED	TTS	1030	SECURITY
SEARCH 1	COF	1230	
DATE	COF	0700	TBD
FRI	OHF	0730	SECURITY
SEARCH 1	COF	0930	

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 5.3.3-2	
B. LINE ITEM TITLE: Aircraft Operations Report						
C. OPR. TA-E	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. MO	G. INITIAL SUB. Contract Effective Date + 30 Days	H. AS OF DATE 30/7	
J. REMARKS: Type "D": Electronic submittal. Product shall be compatible with Microsoft Office suite of software. Reports shall be distributed via e-mail.						
K. DISTRIBUTION TA-E-A TA-A					TOTALS	
					NO.	TYPE
					1	D
					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Report, Aircraft Operations				2. NUMBER 5.3.3-2		
3. USE Provides insight to the use and maintenance of NASA assigned aircraft.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP				6. REFERENCES		
8. PREPARATION INFORMATION The Contractor shall provide a monthly Aircraft Operations Report. The report shall provide comprehensive insight to the operations and maintenance of all NASA-KSC assigned aircraft to include the cumulative run-time, details of maintenance performed (type, findings, parts replaced), schedule of planned maintenance, and impacts to known operational requirements. The report shall provide in-depth insight to the budget, tracking plan versus actuals with an explanation of variances, corrective action if appropriate, and End-of-Year (EOY) estimate. The report shall also document personnel training and certification status and identify upcoming events that may potentially impact operational schedules.						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 5.3.5-1	
B. LINE ITEM TITLE: Bus Service Operations Schedule						
C. OPR. TA	D. TYPE 1	E. INSPECT/ ACCEPT 3	F. FREQ. WK	G. INITIAL SUB. Contract Effective Date	H. AS OF DATE 7/1	
J. REMARKS: Type "D": Electronic submittal. Product shall be compatible with Microsoft Office suite of software. Schedules shall be distributed via e-mail.						
K. DISTRIBUTION TA-E1					TOTALS	
					NO.	TYPE
					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Schedule, Bus Service Operations				2. NUMBER 5.3.5-1		
3. USE To plan and implement a bus service operations schedule that meets KSC requirements for route, pad, tours and special events, and launch/landing to ensure the best value of the Government and manage all requirements within budget.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP				6. REFERENCES		
8. PREPARATION INFORMATION The Contractor shall develop a bus service operations schedule. The schedule for the buses will be submitted weekly for approval by the NASA Transportation Office. The schedule shall identify data such as bus size, drivers, service provided (support to route, pad, tours and special events, and launch/landing), start time, and expected durations. Adjustments/changes to the schedule shall also be approved by the NASA Transportation Office. Contractor format is acceptable.						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 6.1-1	
B. LINE ITEM TITLE: Standards and Calibration Management Indicator Reports						
C. OPR. 45 SW RMS/RMOM	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. MO	G. INITIAL SUB. Contract Effective Date +5 Days	H. AS OF DATE 30/5	
J. REMARKS: Type "D": Electronic submittal. Product shall be compatible with Microsoft Office suite of software. Reports shall be distributed via e-mail.						
K. DISTRIBUTION 45 SW RMS/RMOM					TOTALS	
					NO.	TYPE
					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Reports, Standards and Calibration Management Indicator				2. NUMBER 6.1-1		
3. USE To provide the 45 SW information on work performed in the USAF labs.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP				6. REFERENCES		
8. PREPARATION INFORMATION The Contractor shall provide the Standards and Calibration Management Indicator Reports to present status on the performance of the PMEL. The reports shall be prepared monthly for CCAFS and PAFB. These reports shall provide a review of lab activities to include; input and output; quality reviews; standard reviews; process reviews; number of certifying technicians; annual technician reviews; critical non-conformities; and bypassed reviews. Reports shall be submitted by the 5th of each month and cover data for the previous month.						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 6.1-2	
B. LINE ITEM TITLE: KSC Standards and Calibration Laboratory Capabilities Document						
C. OPR. SA-G-C	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. REQ. AN	G. INITIAL SUB. Contract Effective Date +180 Days	H. AS OF DATE 365/30	
J. REMARKS: Type "D": Electronic submittal. Product shall be compatible with Microsoft Office suite of software. Publish electronically in Technical Documentation Center.						
K. DISTRIBUTION SA-G-C					TOTALS	
					NO.	TYPE
					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Document, Standards and Calibration Laboratories Capabilities				2. NUMBER 6.1-2		
3. USE To document the capabilities of the KSC Standards and Calibration Laboratory and assist customers in determining the lab's ability to support calibration requirements.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP				6. REFERENCES		
8. PREPARATION INFORMATION The Contractor shall provide the Standards and Calibration Laboratory Capabilities Document to present customers and the Government information on laboratory capabilities and work management. The document shall define the measurement parameters supported by the labs; the range, media, accuracy, and uncertainty; and the technique, system, and equipment associated with each parameter. Initial submittal shall be 180 days after contract effective date. The document shall be reviewed and updated annually.						