

DATA REQUIREMENTS LIST

DRL NUMBER: KISS	REVISION
PROJECT/SYSTEM KSC Institutional Support Services (KISS)	
CONTRACT NUMBER TBD	PREPARATION DATE
CONTRACTOR TBD	TECHNICAL APPROVAL
ATTACHMENT NUMBER 3	EXHIBIT NUMBER

ITEM NO.	TITLE	CHANGE STATUS
1	Workforce Report	
2	Management and Control Plan for Treatment and Access to Sensitive Information	
3	Listing of Current Employees and Training Status Regarding Treatment of Sensitive Information	
4	Task Order Tracking Report	
5	Weekly Activity Report	
6	Advanced Notification of Workforce Reductions Report	
7	Records Management Program Plan	
8	Summary of Records Holdings & Transfers (File Plan)	

**INSTRUCTIONS FOR COMPLETING CONTRACT
APPLICATION INFORMATION**

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

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

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

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

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

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

- G. INITIAL SUBMITTAL - Enter date of initial submittal as follows: Month, Day, Year. If calendar date is not scheduled, enter number of days preceding, or following, event to which the data requirement is related (e.g., 90 days prior to launch). Amplify in REMARKS, Item J, if necessary.
- H. AS OF DATE - For "Onetime Only" submittals, enter date by month/day/year. For recurring submittals, enter number coding (e.g., 30/10, 90/10, 15/5, etc.). The first digit(s) indicate the number of calendar days from the reporting period's (Block F) start to the data preparation cut off. The second digit(s), after the slash, indicate the number of calendar days from the cut off to the submittal date. Example: If Block F were "MO" and Block H were "30/10", the data would include the entire month and would be submitted within 10 days thereafter.
- J. REMARKS: Enter in this space:
 - a. Minor exceptions to the DRD.
 - b. Stipulation of specific forms when multiple forms are authorized on the DRD.
 - c. The paragraph, page, etc., in an existing contract where the data requirement is specified. (This data may be removed at final approval.)
 - d. Additional submittal information, if necessary.

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

CODE	DEFINITION	CODE	DEFINITION
A	Regular	C	Microfilm, Aperture Cards
B	Reproducible	D	Other, (Explain in remarks, Item J).

EXAMPLE ENTRIES: IS-PRO-2 (1A) = One regular copy. IS-PRO-3 (5 A, 1B) = Five Regular copies, One Reproducible copy.
Enter the total number of copies by type in the space provided

**INSTRUCTIONS FOR COMPLETING DATA
REQUIREMENT DESCRIPTION**

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

1. TITLE - Enter the title or type of document required. The first word of the title should be a principal noun which best established the basic concept of the data. Subsequent words should be appropriate modifiers.
Examples: Plan, Project Development (SIVB)
Specification, Test (GSE)
Report, Quarterly Progress
Proposal, Engineering change (ECP)
2. NUMBER - Enter the appropriate number assigned to the DRD. This number will identify the appropriate data category.
3. USE - Enter a synopsis of the use of the document, stating reason for the requirement.
4. DATE - Enter date of preparation.
5. ORGANIZATION - Identify the installation preparing the DRD.
6. REFERENCES - List applicable documents by number, (NASA Management Manual, Mil Specifications, Federal Standards, NASA Procurement Regulation, etc.) to which the preparing office (e.g., NASA installations, contractors, etc.) may refer for additional information concerning the data requirement.
7. INTERRELATIONSHIP - Enter all affected approved DRDs within the scope of the program when the DRD under preparation creates a significant impact or interface relationship with existing DRDs. Include a brief narrative of the impact or relationship created and a statement that the new DRD does not cause a conflict with other DRDs.
8. PREPARATION INFORMATION - Provide ample information for preparation of the data required by the data requirements description; include all necessary details of preparation to satisfy the originator's formal requirements.

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL <u>KISS</u>			Page 1 of 1	A. ITEM NO. 001
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B. LINE ITEM TITLE: Workforce Report					
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C. OPR. BA-D	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. QU	G. INITIAL SUB. 4/10/08	H. AS OF DATE 90/10
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J. REMARKS:

K. DISTRIBUTION OP-OS (1) BA-D (1) Mariah.K.Champagne@nasa.gov Labor Relations Office/OP (1)	TOTALS	
	NO.	TYPE
	3	B

DATA REQUIREMENT DESCRIPTION

1. TITLE Workforce Report	2. NUMBER
3. USE	4. DATE
	5. ORGANIZATION KSC/BA-D
7. INTERRELATIONSHIP	6. REFERENCES

8. PREPARATION INFORMATION The Contractor shall submit, on a quarterly basis, a manpower report delineating information about its workforce. The report shall include: 1. Contract number 2. Contractor's total on-site workforce 3. Total on-site union represented employees by bargaining unit 4. Total on-site non-union represented employees 5. Total off-site workforce performing on the contract The Contractor shall provide this information no later than 10 days after the close of each reporting period which end March 31st, June 30th, September 30th , and December 31st. The report shall be submitted to the Contracting Officer with copies to Workforce Planning and Analysis Office, (Code BA-D) and Industrial Labor Relations Office (Code OP). Contractor form is acceptable.	
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DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL <u> KISS </u>	Page 1 of 1	A. ITEM NO. 002
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B. LINE ITEM TITLE:

Management and Control Plan for Treatment and Access to Sensitive Information

C. OPR. OP-OS	D. TYPE 2	E. INSPECT/ ACCEPT 6	F. FREQ. RT	G. INITIAL SUB. 45 days after contract award	H. AS OF DATE N/A
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J. REMARKS:

K. DISTRIBUTION OP-OS (B)	TOTALS
	NO. TYPE
	1 B

DATA REQUIREMENT DESCRIPTION

1. TITLE Management and Control Plan for Treatment and Access to Sensitive Information	2. NUMBER
3. USE Document contractor's approach for compliance with NFS 1852.237-72.	4. DATE
	5. ORGANIZATION OP-OS
7. INTERRELATIONSHIP	6. REFERENCES NFS 1852.237-72

8. PREPARATION INFORMATION

The plan shall describe how the contractor will fully comply with the management and control of sensitive information as specified in NFS Clause 1852.237-72. The plan shall, as a minimum, devote a section to each of the seven requirements specified in Section (c) of the clause.

Copies of revisions to the plan shall be promptly provided to the Contracting Officer.

The contractor can reasonably expect that the Government will conduct a minimum of one annual audit of the contractor's compliance with the plan.

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL KISS Page 1 of 1

A. ITEM NO.
003

B. LINE ITEM TITLE:

Listing of Current Employees and Training Status Regarding Treatment of Sensitive Information

C. OPR. OP-OS	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. MO	G. INITIAL SUB. 30 days after contract award	H. AS OF DATE 30/10
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J. REMARKS:

K. DISTRIBUTION

OP-OS (B)

TOTALS	
NO.	TYPE
1	B

DATA REQUIREMENT DESCRIPTION

1. TITLE Listing of Current Employees and Training Status Regarding Treatment of Sensitive Information	2. NUMBER
3. USE Provide identification of personnel at KSC and document contractor's compliance with NFS 1852.237-72(c)(5) and (6)	4. DATE
	5. ORGANIZATION OP-OS
7. INTERRELATIONSHIP	6. REFERENCES NFS 1852.237-72

8. PREPARATION INFORMATION

The report shall include a listing of all contractor employees located at KSC with the following information:

1. Name
2. Task order number
3. Office supported (full name and code)
4. Position title
5. Contact name and phone number for office supported (best civil service employee to contact about this person)
6. Date of employee's written affirmation s/he has received the training required by contract clause 1852.237-72, Access to Sensitive Information.

Contractor form is acceptable.

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL <u>KISS</u>			Page 1 of 1	A. ITEM NO. 004
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B. LINE ITEM TITLE:

Task Order Tracking Report

C. OPR. OP-OS	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. MO	G. INITIAL SUB. 30 days after contract award	H. AS OF DATE 30/10
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J. REMARKS:

K. DISTRIBUTION OP-OS (B) Task order technical monitors (B)	TOTALS	
	NO.	TYPE
	1	B

DATA REQUIREMENT DESCRIPTION

1. TITLE Task Order Tracking Report	2. NUMBER
3. USE To track all task orders awarded against this task order and to monitor funding as compared to contract value.	4. DATE
	5. ORGANIZATION OP-OS
7. INTERRELATIONSHIP	6. REFERENCES

8. PREPARATION INFORMATION

The report shall include a listing of all task orders awarded against this contract with the following information:

1. Task order number
2. Task order title
3. Task order requiring organization
4. Task order period of performance
5. Task order value (NTE)
6. Task order cumulative actual invoiced amount
7. Task order headcount
8. Sum of all task order values
9. Sum of all task order headcounts

Upon task order completion this report shall mark that task order as "closed" and shall report the final billed value of the task order.

The report shall have an "Actual Hours Worked" attachment for each task order with the following information:

1. Task order number
2. Task order title
3. Task order requiring organization
4. Listing of each position for that task order and actual hours worked that month
5. Calculate the total

Contractor shall use the attached templates to submit this information.

**DRD 004 Attachment
Actual Hours Worked**

Task order number	Title	Requiring Org	Submission Month

Labor Category	Name	Actual Hours Worked	Billable Rate	Total
Travel (if any)				

Task order total for current month	
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Cum. Task order total to date	
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DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL KISS Page 1 of 1

A. ITEM NO.
005

B. LINE ITEM TITLE:

Weekly Activity Report

C. OPR. OP-OS	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. WK	G. INITIAL SUB. 1 week after contract award	H. AS OF DATE 7/2
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J. REMARKS:

K. DISTRIBUTION

OP-OS- Ellen.R.Lamp@nasa.gov (1B)
Task order technical monitors (B)

TOTALS	
NO.	TYPE
TBD	B

DATA REQUIREMENT DESCRIPTION

1. TITLE Weekly Activity Report	2. NUMBER
3. USE To provide insight into status of all activities under contract.	4. DATE
	5. ORGANIZATION OP-OS
7. INTERRELATIONSHIP	6. REFERENCES

8. PREPARATION INFORMATION

The report shall describe the Contractor's weekly activities and identify accomplishments and issues to an appropriate level of detail such that the Government is provided insight into the Contractor's performance and can aid in resolution of issues as needed. This information shall be organized by task order.

Contractor form is acceptable.

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL KISS						A. Item No. 006	
B. Line /Item Title: <p style="text-align: center;">Advanced Notification of Workforce Reductions Report</p>							
C. Opr.	D. Type	E. Inspect/Accept	F. Freq.	G. Initial Sub.	H. As Of Date		
OP	3	6	AR	See *J. Remarks	As Required		
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....							
K. Distribution						Totals	
OP- Industrial Relations Officer (A)						No.	Type
OP- Contracting Officer (A)						2	A
DATA REQUIREMENT DESCRIPTION							
1. Title				2. Number			
Advanced Notification of Workforce Reductions Report							
3. Use				4. Date			
This document describes the contractor's overall management systems for the implementation and accomplishment of the contract Statement of Work (SOW).				5. Organization			
				OP			
7. Interrelationship				6. References			
N/A				WARN Act, Section(s): 639.6(a),(c),(d),639.7(c)			
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 <u>KISS</u>					Page 1 of 3	A. ITEM NO. 007
B. LINE ITEM TITLE: Records Management Program Plan						
C. OPR. IT	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. AR	G. INITIAL SUB. 60 days after award	H. AS OF DATE 60 days after award	
J. REMARKS: See block 8.						
K. DISTRIBUTION OP-OS (1) IT (1) Records Manager						TOTALS
						NO.
						TYPE
						2
						B
DATA REQUIREMENT DESCRIPTION						
1. TITLE Records Management Program Plan					2. NUMBER	
3. USE To describe the overall approach to the Records Management Program.					4. DATE	
					5. ORGANIZATION KSC/IT	
7. INTERRELATIONSHIP					6. REFERENCES See block 8.	
8. PREPARATION INFORMATION						
Contractor format is acceptable as long as the guidance described in the applicable documents is followed.						
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.						
(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);						
Continued on next page.						

- (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."

DATA PREPARATION INFORMATION

1. **SCOPE:** This pertains to all records management programs.
2. **APPLICABLE DOCUMENTS:**
 - a. 44 U.S.C. Chapters 29, 31, 33.
 - b. 44 U.S.C. 3501 et seq., Paperwork Reduction Act.
 - c. 36 CFR Parts 1220-1238.
 - d. 5 U.S.C. 552, The Freedom of Information Act as amended.
 - e. 5 U.S.C. 552a, The Privacy Act of 1974 as amended.
 - f. OMB Circular A-130, Management of Federal Information Resources.
 - g. OMB Circular A-123, Internal Control Systems.

h. Executive Order 12656, Assignment of Emergency Preparedness Responsibilities, Sections 201, 202, 1901, and 2001 (November 18, 1988), as amended

i. NASA Records Management NPD 1440.6 (As revised)

j. NASA Retention Schedule NPR 1441.1 (As revised)

k. NASA Export Control Program, NPD 2190.1 (As revised)

Center Specific

l. KSC Records Management and Vital Records Program KNPD 1440.1 (As revised)

m. Records Management KDP-KSC-P-1881 (As revised)

3. CONTENTS: The Records Management Plan (RMP) shall describe the implementation of a records management program in accordance with compliance requirement above. The RMP shall provide sufficient detail to demonstrate an understanding of the compliance requirements including the following areas.

- I. Program Management
 - a. Program authorization and organization
 - b. Guidance and training
 - c. Internal Evaluations
 - d. Procedures and Processes
- II. Records Creation/Recordkeeping Requirements
 - a. Creation of records/adequacy of documentation
 - b. Contractor Records
- III. Records Maintenance (General)
 - a. General
 - b. Paper-based Records
- IV. Maintenance of Special Records
 - a. Electronic Records
 - b. Audiovisual Records
 - c. Cartographic and Architectural Records
 - d. Micrographic Records
- V. Records Disposition
 - a. Records Deposition Schedule Implementation
- VI. Vital Records

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL <u>KISS</u>					Page 1 of 2	A. ITEM NO. 008										
B. LINE ITEM TITLE: Summary of Records Holdings & Transfers (File Plan)																
C. OPR. IT	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. AN	G. INITIAL SUB. 120 days after award	H. AS OF DATE 120 days after award											
J. REMARKS: See block 8.																
K. DISTRIBUTION OP-OS (1) IT (1) Records Manager						<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th colspan="2">TOTALS</th> </tr> <tr> <th>NO.</th> <th>TYPE</th> </tr> <tr> <td align="center">2</td> <td align="center">B</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	TOTALS		NO.	TYPE	2	B				
TOTALS																
NO.	TYPE															
2	B															
DATA REQUIREMENT DESCRIPTION																
1. TITLE Summary of Records Holdings & Transfers (File Plan)					2. NUMBER											
3. USE To submit summary of records holdings as specified in stated requirements.					4. DATE											
					5. ORGANIZATION KSC/IT											
7. INTERRELATIONSHIP					6. REFERENCES See block 8.											
8. PREPARATION INFORMATION Contractor format is acceptable as long as the guidance described in the applicable documents is followed.																
DATA PREPARATION INFORMATION																
14. SCOPE: All records management programs.																
15. APPLICABLE DOCUMENTS:																
a. NASA Records Management NPD 1440.6 (As revised)																
b. NASA Retention Schedule NPR 1441 (As revised)																
c. KSC Records Management and Vital Records Program KNPD 1440.1 (As revised)																
d. Records Management KDP-KSC-P-1881 (As revised)																
e. NASA Export Control Program, NPD 2190.1 (As revised)																
Continued on next page.																

16. **CONTENTS:** The contractor's format is acceptable. The file plan shall include at a minimum, the following data:

a. **AFS#:** NPR 1441.1

b. **Item#:** NPR 1441.1

c. **Record Title:** Record Series description, a description of the record 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 shall be kept, and how it is treated at the end of its active lifecycle

g. **Permanent vs. Temporary:** Designation of permanent status or temporary status of records

h. **Vital Status:** Records identified as necessary for continuing operations immediately following an emergency

i. **Volume:** Amount of records