

ATTACHMENT 4.1-02
DATA REQUIREMENTS DESCRIPTIONS
FOR
MAIL DISTRIBUTION SERVICES CONTRACT
(MDSC)
KENNEDY SPACE CENTER

DATA REQUIREMENTS LIST/DATA REQUIREMENTS DESCRIPTION
(DRL/DRD)

- A. The Government reserves the right to reasonably defer the date of delivery of any or all line items of data specified in the DRL. Such right may be exercised at no increase in the contract amount. The Government also reserves the right to terminate the requirement for any or all line items of data specified in the DRL. In the event the Government exercises this latter right, the contract amount shall be subject to equitable adjustment in accordance with the clause hereof entitled "Contract Terms and Conditions – Commercial Items." (FAR 52.212-4)
- B. In the event of conflict between the identity and description of data called for by specific provisions of this contract and the DRL or DRDs, the DRL and DRDs shall control the data to be furnished.
- C. Nothing contained in this DRL provision shall relieve the contractor from furnishing data called for by, or under the authority of, other provisions of this contract which are not identified and described in the DRL attached to this contract. Whenever such data are identified, either by the contractor or the Government, they will be listed on a DRL and described on DRDs.
- D. Except as otherwise provided in this contract, the cost of data to be furnished in response to the DRL attached to this contract is included in the price of this contract.
- E. The Contractor shall comply with the data requirements descriptions (DRDs) as listed in Table 4.3-1

Table 4.3-1 List of DRDs	
DRD#	Description
001	Report, Quarterly Summary of 3rd Step Labor Grievances and Arbitrations
002	Management and Control Plan for Treatment and Access to Sensitive Information
003	Monthly Listing of Current Employees and Training Status Regarding Treatment of Sensitive Information

Reference	Description			
Data Requirement Form Block A	Sequentially number line items beginning with number 001			
Data Requirement Form Block B	Title of the data item, as shown in the Statement of Work or the RFP			
Data Requirement Form Block C	Organization designated to exercise technical and/or administrative control over the data requirement			
Data Requirement Form Block D	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.		
Data Requirement Form Block E	Code	Inspection/Acceptance		
	1	Source/Source		
	2	Destination (OPR)/Destination (OPR)		
	3	Source/Destination		
	4	Certificate of Conformance/Mandatory		
	5	Certificate of Conformance/Optional		
	6	No Inspection Required/No Inspection Required		
Data Requirement Form Block F	Code	Description	Code	Description
	AD	As Directed	AN	Annual
	AR	As Required	BE	Biennial
	BM	Bimonthly (every 2 months)	BW	Biweekly (every 2 weeks)
	DA	Daily	DD	Deferred Delivery
	MO	Monthly	OT	One Time
	PC	Per Contract	PD	Per Failure
	PE	Per Event	PF	Per Facility
	PG	Per Program	PI	Per Equipment End Item
	PJ	Per Project	PL	Per Launch Flight Mission
	PS	Per System	PT	Per Test
	PV	Per Vehicle	QU	Quarterly
	RD	As Released	RT	One time & Revisions

Reference	Description										
Data Requirement Form Block G	Date of initial submittal as follows: Month-Day-Year. If calendar date is not scheduled, the number of days preceding, or following, event to which the data requirement is related (e.g., 90 days prior to launch) is listed.										
Data Requirement Form Block H	"Onetime Only" submittals are entered by month-day-year. For recurring submittals, number coding is used (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.										
Data Requirement Form Block J	Field shows (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; or (d) Additional submittal information, if necessary.										
Data Requirement Form Block K	Organizational symbol, number of copies, and type of copy code(s) (in parenthesis) required for each office. Codes are as follows: <table border="1" data-bbox="524 898 1062 1087"> <thead> <tr> <th data-bbox="524 898 613 940">Code</th> <th data-bbox="613 898 1062 940">Definition</th> </tr> </thead> <tbody> <tr> <td data-bbox="524 940 613 972">A</td> <td data-bbox="613 940 1062 972">Regular</td> </tr> <tr> <td data-bbox="524 972 613 1003">B</td> <td data-bbox="613 972 1062 1003">Reproducible</td> </tr> <tr> <td data-bbox="524 1003 613 1035">C</td> <td data-bbox="613 1003 1062 1035">Microfilm, Aperture Cards</td> </tr> <tr> <td data-bbox="524 1035 613 1087">D</td> <td data-bbox="613 1035 1062 1087">Others (Explain in remarks, Block J)</td> </tr> </tbody> </table>	Code	Definition	A	Regular	B	Reproducible	C	Microfilm, Aperture Cards	D	Others (Explain in remarks, Block J)
Code	Definition										
A	Regular										
B	Reproducible										
C	Microfilm, Aperture Cards										
D	Others (Explain in remarks, Block J)										
Data Requirement Form Block 1	Title or type of document										
Data Requirement Form Block 2	Appropriate number assigned to the DRD										
Data Requirement Form Block 3	Synopsis of the use of the document										
Data Requirement Form Block 4	Date of preparation										
Data Requirement Form Block 5	Installation preparing the DRD										
Data Requirement Form Block 6	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.										
Data Requirement Form Block 7	Affected approved DRDs within the scope of the program when the DRD under preparation creates a significant impact or interface relationship with existing DRDs.										
Data Requirement Form Block 8	Information for preparation of the data required by the data requirements description										

CONTRACT APPLICATION INFORMATION FOR DRL						A. Item No. 001
B. Line Item Title: PWS 2.1.2.7(b), Report, Quarterly Count of 3rd Step Labor Grievances and Arbitrations						
C. Opr. TA-E1	D. Type 3	E. Inspect/Accept 6	F. Freq. QU	G. Initial Sub. AD	H. As Of Date	
J. Remarks: The contractor shall report the number of 3rd Step Labor Grievances in their system on a quarterly basis in writing to the Industry Relations Officer, Code OP. The contractor shall also report the number of Arbitrations taking place during each quarter with a summary of the outcome of the Arbitrator's ruling on each case. The report will be due within 15 days of the end of each quarter.						
K. Distribution OP/Industry Relations Officer (1 hard copy, 1 electronic copy) TA-E1/COTR (1 electronic copy)					Totals	
					No.	Type
DATA REQUIREMENT DESCRIPTION						
1. Title Report, Quarterly Count of 3rd Step Labor Grievances and Arbitrations				2. Number 002		
3. Use				4. Date		
				5. Organization NASA/KSC TA-E1		
7. Interrelationship				6. References		
8. Preparation Information The report shall include the number of open 3rd Step Labor Grievances at the beginning of the current quarter, the number of 3rd Step Labor Grievances resolved during the quarter (without arbitration) and the number of open 3rd Step Labor Grievances at the end of the quarter. The report shall also include a summary paragraph of the most common grievances experienced during the quarter. The report will also contain a separate section reporting how many arbitrations they were involved in 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. 002
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 award	H. As Of Date N/A
J. Remarks:					
K. Distribution OP-OS/Contracting Officer and TA-E1/COTR; email copy to each.					Totals
					No. Type
DATA REQUIREMENT DESCRIPTION					
1. Title Management and Control Plan for Treatment and Access to Sensitive Information			2. Number 002		
3. Use Document contractor's approach for compliance with NFS 1852.237-72.			4. Date		
			5. Organization OP-OS		
7. Interrelationship DRD 11			6. References Contract clause 2.20		
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 1837.237-72. 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 and COTR. 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 _____						A. Item No. 003
B. Line Item Title: Monthly Listing of Current Employees and Training Status Regarding Treatment of Sensitive Information						
C. Opr. OP-OS	D. Type 2	E. Inspect/Accept 6	F. Freq. MO	G. Initial Sub. 30 days after award	H. As Of Date	
J. Remarks:						
K. Distribution OP-OS/Contracting Officer and TA-EI/COTR; email copy to each.						Totals
						No. Type
DATA REQUIREMENT DESCRIPTION						
1. Title Monthly Listing of Current Employees and Training Status Regarding Treatment of Sensitive Information				2. Number 003		
3. Use Document contractor's approach for compliance with NFS 1852.237-72(c)(5) and (6).				4. Date		
				5. Organization OP-OS		
7. Interrelationship DRD 002				6. References Contract clause 2.20		
8. Preparation Information "The contractor shall submit a monthly report to the Contracting Officer and COTR (if applicable) listing all contractor employees located on KSC, including the following information: <ol style="list-style-type: none"> 1. Name 2. Position title 3. Office supported (full name and code) 4. Contact name and phone number for office supported (best civil service employee to contact about this person) 5. Date of employee's written affirmation s/he has received the training required by contract clause 1852.237-72, Access to Sensitive Information." 						