

DATA REQUIREMENTS LIST (DRL)

TITLE OF CONTRACT, PRODUCT, SOW, ETC. Aircraft and Airfield Related Services	CONTRACT/RFP NO. NNA09271317R-VXL	DRL DATE/MOD DATE April 16, 2009
--	---	--

1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
1	Monthly Contract Summary	Monthly	See Remarks	See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION Contracting Officer's Technical Representative (COTR) Code YS, M/S 248-3 (1 cy) Alternate COTR, Code YS, M/S 248-3 (1 cy) Contracting Officer (CO) Code JAC, M/S 241-1 (1 cy,) Code JO Division Chief, M/S 158-1			8. REMARKS The Contractor shall submit a monthly technical management, business management, and technical performance summary no later than the 10th working day after the completion of each full month of service. The report shall contain at least the following: (1) a brief status summary in narrative form; (2) any current or anticipated issues or problems which may impede performance, and recommended actions to resolve these for both the Government and the Contractor; (3) staffing data and (4) productivity metrics.	

1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
2	Mishap Report	See Remarks	See Remarks	See Distribution
6. DATA TYPE: <input type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input checked="" type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION Contracting Officer's Technical Representative (COTR) Code YS, M/S 248-3 (1 cy) Alternate COTR, Code YS, M/S 248-3 (1 cy) Contracting Officer (CO) Code JAC, M/S 241-1 (1 cy,) Code JO Division Chief, M/S 158-1 Office of Occupational Safety, Health, and Environmental Services, Code QH, M/S 218-1 (original filed through IRIS at http://nasa.ex3host.com/IRIS)			8. REMARKS The Contractor shall file a mishap report using the Incident Reporting Information System (IRIS) http://nasa.exhost.com/IRIS within 24 hours after the incident for initial notification of any accidental injury or illness to a NASA civil servant, contractor or visitor and NASA related accidental human injury, illness, property damage or close call; NF 1627, NASA Mishap Report within one working day after the occurrence of any mishap.	

DATA REQUIREMENTS LIST (DRL)

TITLE OF CONTRACT, PRODUCT, SOW, ETC. Aircraft and Airfield Related Services	CONTRACT/RFP NO. NNA09271317R-VXL	DRL DATE/MOD DATE April 16, 2009
--	---	--

1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
3	2 nd /3 rd Shift Roster	See Remarks	See Remarks	See Distribution
6. DATA TYPE: <input type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input checked="" type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION Contracting Officer's Technical Representative (COTR) Code YS, M/S 248-3 (1 cy electronic) Alternate COTR, Code YS, M/S 248-3 (1 cy) Contracting Officer (CO) Code JAC, M/S 241-1 (1 cy,) Code JO Division Chief, M/S 158-1 Protective Services Office, Code JP, M/S 15-1 (1 cy)			8. REMARKS The Contractor shall submit a schedule/roster for on-site second and third shifts within 30 days after contract award. This roster shall include (1) number of employees, (2) locations, and (3) scheduled working periods on a monthly basis. A revised schedule/roster shall be submitted within five work days of any change in location, personnel or hours scheduled. This report may be posted electronically.	

1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
4	Subcontracting Report SF 294	Semi-annually	See Remarks	See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION Electronic submittal into the Electronic Subcontracting Reporting System (ESRS) at http://www.esrs.gov			8. REMARKS The Contractor shall electronically submit their Individual Subcontracting Report (ISR) (formerly SF 294) in accordance with the instructions provided at http://www.esrs.gov and in accordance with Section I, clause 52.219-9 Small Business and Small Disadvantaged Business Subcontracting Plan. The ISR is to be submitted semi-annually by 30 days after the reporting period (no later than April 30 and October 30 of each year).	

DATA REQUIREMENTS LIST (DRL)

TITLE OF CONTRACT, PRODUCT, SOW, ETC.		CONTRACT/RFP NO.	DRL DATE/MOD DATE	
Aircraft and Airfield Related Services		NNA09271317R-VXL	April 16, 2009	
1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
5	Summary Subcontracting Report (SF 295)	Semi-annually	See Remarks	See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION Electronic submittal into the Electronic Subcontracting Reporting System (ESRS) at http://www.esrs.gov			8. REMARKS The Contractor shall electronically submit their Individual Subcontracting Report (ISR) (formerly SF 295) in accordance with the instructions provided at http://www.esrs.gov and in accordance with Section I, clause 52.219-9 Small Business and Small Disadvantaged Business Subcontracting Plan. The ISR is to be submitted semi-annually by 30 days after the reporting period (no later than April 30 and October 30 of each year).	
1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
6	Contractor Monthly Accident Report (CMAR)	Monthly	See Remarks	See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION Submittal shall be made in accordance with the requirements found at: http://cmar.arc.nasa.gov/			8. REMARKS The Contractor electronically shall submit the Monthly Accident Report data to the Contractor Monthly Accident Report web-based system within 10 working days after each full month of completed service. A negative report is required.	
1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
7	Subcontract Consent Package	See Remarks	See Remarks	See Distribution
6. DATA TYPE: <input type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input checked="" type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION Contracting Officer (CO) Code JAC, M/S 241-1 (1 cy)			8. REMARKS The Contractor shall submit subcontract consent package(s) in accordance with FAR 52.244-2 or as specifically requested by the Contracting Officer.	

DATA REQUIREMENTS LIST (DRL)

TITLE OF CONTRACT, PRODUCT, SOW, ETC. Aircraft and Airfield Related Services	CONTRACT/RFP NO. NNA09271317R-VXL	DRL DATE/MOD DATE April 16, 2009
--	---	--

1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
8	Centrally Reportable Equipment (DoD Industrial Plant Equipment Requisition System (DD 1419))	See Remarks	See Remarks	See Distribution
6. DATA TYPE: <input type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input checked="" type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION Contracting Officer's Technical Representative (COTR) Code YS, M/S 248-3 (1 cy electronic) Through CO, Code JAC, M/S 241-1; to Equipment Management Specialist, Code JFS, M/S 255-2 (1 cy)			8. REMARKS The Contractor shall submit a DD Form 1419, DOD Industrial Plan Equipment Requisition, for property screening 30 days prior to purchase of property. The DD Form 1419 will be prepared, for each item of centrally reportable equipment to be acquired over \$1,000, in accordance with NFS 1845.502-70 and the preparation instructions in NFS 1845.7102.	

1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
9	Material Procurement, Subcontracting and Property Management Report	Monthly	See Remarks	See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION Contracting Officer's Technical Representative (COTR) Code YS, M/S 248-3 (1 cy electronic) Alternate COTR, Code YS, M/S 248-3 (1 cy electronic) Contracting Officer (CO) Code JAC, M/S 241-1 (1 cy) Equipment Management Specialist, Code JFS, M/S 255-2 (1 cy)			8. REMARKS The Contractor shall submit a Monthly Property Management Report itemizing all purchases for the month no later than the 10th working day after the completion of each full month of service. This report shall include all orders and articles received, and it must include prices for each item. The Contractor shall use DD Form 1149, DoD Requisition and Invoice/Shipping Document, to report Government property that is centrally reportable equipment to the NASA Equipment Management System (NEMS) as follows: 1) at the time of receipt and acceptance of accountability; 2) when major changes occur in the data initially submitted to NASA; and, 3) when the equipment is no longer required for or actively being used in pursuit of this contract. The Contractor shall indicate the current condition code of equipment reported pursuant to (3) above. Reportable data shall be forwarded through the contracting officer within 15 working days after the event that created the need for their preparation and shall be marked "FOR NEMS".	

DATA REQUIREMENTS LIST (DRL)

TITLE OF CONTRACT, PRODUCT, SOW, ETC. Aircraft and Airfield Related Services	CONTRACT/RFP NO. NNA09271317R-VXL	DRL DATE/MOD DATE April 16, 2009
--	---	--

1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
10	Initial Financial Management Report	See Remarks	See Remarks	See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION Contracting Officer's Technical Representative (COTR) Code YS, M/S 248-3 (1 cy electronic) Alternate COTR, Code YS, M/S 248-3 (1 cy electronic) Contracting Officer (CO) Code JAC, M/S 241-1 (1 cy) Financial Management Division, Code CF, M/S 203-18 (1 cy) Resources Management Office (RMO), Code CR, M/S 204-17 (1 cy)			8. REMARKS An initial financial management report shall be submitted by the Contractor and each major subcontractor on NASA Form 533Q (or computer-generated version) in accordance with the instructions on the reverse side of the forms and the NASA Policy Guidance (NPG) 9501.2, NASA Contractor Financial Management Reporting, at URL http://nodis3.gsfc.nasa.gov/library/displayDir.cfm?Internal_ID=N_PG_9501_002D_&page_name=main Reports shall also provide data on planned and actual costs and labor hours. All blocks shall be completed as appropriate.	

1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
11	Quarterly Financial Management Report	Quarterly	See Remarks	See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION Contracting Officer's Technical Representative (COTR) Code YS, M/S 248-3 (1 cy electronic) Alternate COTR, Code YS, M/S 248-3 (1 cy electronic) Contracting Officer (CO) Code JAC, M/S 241-1 (1 cy) Code JO Division Chief, M/S 158-1 Financial Management Division, Code CF, M/S 203-18 (1 cy) Resources Management Office (RMO), Code CR, M/S 204-17 - (1 cy)			8. REMARKS The Contractor shall submit the NF 533Q not later than the 15th day of the month preceding the quarter (based on the Government Fiscal Year) being projected in accordance with the instructions on the reverse side of the forms and the NASA Policy Guidance (NPG) 9501.2, NASA Contractor Financial Management Reporting, at URL http://nodis3.gsfc.nasa.gov/library/displayDir.cfm?Internal_ID=N_PG_9501_002D_&page_name=main	

DATA REQUIREMENTS LIST (DRL)

TITLE OF CONTRACT, PRODUCT, SOW, ETC. Aircraft and Airfield Related Services	CONTRACT/RFP NO. NNA09271317R-VXL	DRL DATE/MOD DATE April 16, 2009
--	---	--

1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
12	Monthly Financial Management Report	Monthly	See Remarks	See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION Contracting Officer's Technical Representative (COTR) Code YS, M/S 248-3 (1 cy electronic) Alternate COTR, Code YS, M/S 248-3 (1 cy electronic) Contracting Officer (CO) Code JAC, M/S 241-1 (1 cy) Code JO Division Chief, M/S 158-1 Financial Management Division, Code CF, M/S 203-18 (1 cy) Resources Management Office (RMO), Code CR, M/S M/S 204-17 (1 cy)			8. REMARKS The Contractor shall deliver the NF 533M report no later than the 10th working day after end of accounting month being reported. And in accordance with the instructions on the reverse side of the forms and the NASA Policy Guidance (NPG) 9501.2, NASA Contractor Financial Management Reporting, at URL http://nodis3.gsfc.nasa.gov/library/displayDir.cfm?Internal_ID=N_PG_9501_002D_&page_name=main	

1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
13	Mission Assurance Plan	See Remarks	See Remarks	See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION Contracting Officer's Technical Representative (COTR) Code YS, M/S 248-3 (1 cy electronic) Alternate COTR, Code YS, M/S 248-3 (1 cy electronic) Contracting Officer (CO) Code JAC, M/S 241-1 (1 cy) Code QS, M/S 218-7 (1 cy)			8. REMARKS The contractor shall submit a Mission Assurance Plan by the conclusion of the Phase-In period. This plan shall be prepared in accordance with the SOW.	

DATA REQUIREMENTS LIST (DRL)

TITLE OF CONTRACT, PRODUCT, SOW, ETC. Aircraft and Airfield Related Services	CONTRACT/RFP NO. NNA09271317R-VXL	DRL DATE/MOD DATE April 16, 2009
--	---	--

1. LINE ITEM NO. 14	2. DRL TITLE GFE Inventory Report	3. FREQUENCY annually	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION Contracting Officer's Technical Representative (COTR) Code YS, M/S 248-3 (1 cy electronic) Alternate COTR, Code YS, M/S 248-3 (1 cy electronic) Contracting Officer (CO) Code JAC, M/S 241-1 (1 cy)			8. REMARKS The Contractor shall submit an annual GFE Inventory Report no later than the 15th working day prior to the end of each full year of service. This report shall list GFE, spare parts, equipment and tools managed by the Contractor under the Contract. This report shall contain at least the following: (1) item nomenclature/description, (2) manufacturer, (3) part number, (4) Federal Stock Number (where applicable), (5) permanent location of item, and (6) prior and next-required calibration dates (if applicable).	

1. LINE ITEM NO. 15	2. DRL TITLE Phase-Out Plan	3. FREQUENCY Once	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION Contracting Officer's Technical Representative (COTR) Code YS, M/S 248-3 (1 cy electronic) Alternate COTR, Code YS, M/S 248-3 (1 cy electronic) Contracting Officer (CO) Code JAC, M/S 241-1 (1 cy)			8. REMARKS The Contractor shall provide a Phase-Out Plan for the complete and orderly transfer of duties and records to the incoming Contractor. The Plan shall address issues pertinent to the continuation of safe operations for all areas of responsibility under the contract. The Phase-Out Plan is required 60 days before the end of the contract's period of performance.	

DATA REQUIREMENTS LIST (DRL)

TITLE OF CONTRACT, PRODUCT, SOW, ETC. Aircraft and Airfield Related Services	CONTRACT/RFP NO. NNA09271317R-VXL	DRL DATE/MOD DATE April 16, 2009
--	---	--

1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
16	Contractor Procedures	See Remarks	See Remarks	See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION Contracting Officer's Technical Representative (COTR) Code YS, M/S 248-3 (1 cy electronic) Alternate COTR, Code YS, M/S 248-3 (1 cy electronic) Contracting Officer (CO) Code JAC, M/S 241-1 (1 cy) Government Flight Representative M/S 243-11 Government Flight Representative, Alternate M/S 207-1 Chief, Flight Projects Office, M/S 248-3			8. REMARKS The Contractor shall submit Procedures for maintenance and technical services for Government approval no later than 30 days after contract award. These procedures shall be prepared in accordance with AR 95-20. The Contractor shall revise the Procedures and resubmit them for Government approval, if appropriate, following annual reviews by the GFR, in the event of a change of the primary GFR, or at any time upon the identification of a deficiency in the existing Procedures.	

1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
17	Army Aircraft Inventory Status and Flying Time Report	See Remarks	See Remarks	See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION Director, USAMC Logistics Support Activity ATTN: AMXLS-RRS Redstone Arsenal, AL 35898-7466 FAX to: AMC Aviation Office AMCCOPS-CA DSN 767-8886, CML (703) 806-8886 Government Flight Representative M/S 243-11 Government Flight Representative, Alternate, M/S 207-1 Chief, Flight Projects Office, Ames Research Center M/S 248-3			8. REMARKS The Contractor shall submit completed DA Forms 1352 and 1352-1 no later than the 18 th calendar day of each full month of service.	

DATA REQUIREMENTS LIST (DRL)

TITLE OF CONTRACT, PRODUCT, SOW, ETC. Aircraft and Airfield Related Services	CONTRACT/RFP NO. NNA09271317R-VXL	DRL DATE/MOD DATE April 16, 2009
--	---	--

1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
18	Safety and Health Plan	See Remarks	See Remarks	See Distribution
	6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input checked="" type="checkbox"/> Gov't Approval Required			
	7. DISTRIBUTION Contracting Officer's Technical Representative (COTR) Code YS, M/S 248-3 (1 cy electronic) Alternate COTR, Code YS, M/S 248-3 (1 cy electronic) Contracting Officer (CO) Code JAC, M/S 241-1 (1 cy)		8. REMARKS The Contractor shall provide a Safety and Health Plan addressing issues pertinent to safe operation in all areas of responsibility under the contract for review by the Ames Occupational Safety, Health and Medical Services Offices. The plan shall include health and environmental compliance regulations applicable to this contract. The plan is required before contract award and shall be updated in accordance with NFS clause 1852.223-70, Safety and Health and distributed as shown..	
1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
19.	IT Security Plan	Once	See Remarks	See Distribution
	6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input checked="" type="checkbox"/> Gov't Approval Required			
	7. DISTRIBUTION Contracting Officer's Technical Representative (COTR) Code YS, M/S 248-3 (1 cy electronic) Alternate COTR, Code YS, M/S 248-3 (1 cy electronic) Contracting Officer (CO) Code JAC, M/S 241-1 (1 cy)		8. REMARKS The Contractor shall prepare and submit an IT Security Plan for Government approval in accordance with NFS clause 1852.204-76 within 30 days after contract award. The Contractor shall submit to the CO and COTR any updates to this plan necessary during performance of this contract.	

DATA REQUIREMENTS LIST (DRL)

TITLE OF CONTRACT, PRODUCT, SOW, ETC. Aircraft and Airfield Related Services	CONTRACT/RFP NO. NNA09271317R-VXL	DRL DATE/MOD DATE April 16, 2009
--	---	--

1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
20.	Organizational Conflicts of Interest Avoidance Plan	See Remarks	See Remarks	See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input checked="" type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION Contracting Officer's Technical Representative (COTR) Code YS, M/S 248-3 (1 cy electronic) Alternate COTR, Code YS, M/S 248-3 (1 cy electronic) Contracting Officer (CO) Code JAC, M/S 241-1 (1 cy)			8. REMARKS The Organizational Conflicts of Interest Avoidance Plan shall be provided by the contractor with submission of the proposal. This plan shall incorporate any previous studies performed, shall thoroughly analyze all organizational conflicts of interest that might arise because the service provider has access to companies' sensitive information and shall establish specific methods to control, mitigate, or eliminate all problems identified. The plan shall address all the requirements identified in Section H, paragraph H.2, Organizational Conflicts of Interest and Section I, paragraph I.1, NFS 1852.237-72, Access to Sensitive. The plan is required upon submission of proposal. The Contractor shall submit to the CO and COTR any updates to this plan necessary during performance of this contract and shall deliver a task order specific plan when required.	