CONTRACT DATA REQUIREMENTS LIST
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TITLE OF CONTRACT, PRODUCT, SOW, ETC.	CONTRACT/RFP NO.	DRL DATE/MOD DATE
Protective Services Office Support Services	NNA11366339R	

1. REPORT NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
1	Monthly Status and Statistics Report (PWS 2.2.1)	Monthly	See Remarks	See Distribution
	6. DATA TYPE: ☒ Scheduled submittal ☐ Submittal upon request ☐ Submitted upon update ☐ Gov't Approval Required			
	7. DISTRIBUTION	8. REMARKS		
	Electronic submittal to: CO; Code JAC, M/S: 241-1 COTR; Code JP, M/S 15-1	The Contractor shall submit separate monthly status and statistics reports of all work accomplished during each month of contract performance. Reports shall be in Powerpoint format, brief and informal in content. Reports shall include but are not limited to: performance statistics and metrics, safety issues and reviews (including results of required walk-thru of Contractor employee areas), a brief status of progress; monthly employee changes; a discussion of issues or problems that may impede performance with potential resolutions, and recommended action items for both the Government and the Contractor. Additionally, included but not limited to in this function will be a full range of management and administrative duties including program management, phase-in planning, scheduling, report preparation, risk management, subcontract management, establishing and maintaining records and quality control. Reports shall be submitted no later than the 5th working day after the month being reported.			

1. REPORT NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
2	Contractor Monthly Accident Report (CMAR) (PWS 2.2.1)	Monthly	See Remarks	See Distribution
	6. DATA TYPE: ☒ Scheduled submittal ☐ Submittal upon request ☐ Submitted upon update ☐ Gov't Approval Required			
	7. DISTRIBUTION	8. REMARKS		
	Submittal shall be made in accordance with the requirements found at: http://cmar.arc.nasa.gov/	The Contractor electronically shall submit the Monthly Accident Report data to the Contractor Monthly Accident Report (CMAR) web-based system within 10 working days after each full month of completed service. A negative report is required.		

1. REPORT NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
3	Mishap Report (PWS 2.2.1)	See Remarks	See Remarks	See Distribution
	6. DATA TYPE: ☒ Scheduled submittal ☐ Submittal upon request ☐ Submitted upon update ☐ Gov't Approval Required			
	7. DISTRIBUTION	8. REMARKS		
	Original filed through IRIS at http://nasa.ex3host.com/IRIS Copies: CO; Code JAC, M/S 241-1 (1 cy) COTR; Code JP, M/S 15-1 (1 cy electronic) Office of Occupational Safety, Health, and Medical Services, Code QH, M/S 237-1	The Contractor shall file a mishap report using the Incident Reporting Information System (IRIS) http://nasa.ex3host.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.		

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1. REPORT NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
4	Financial Reporting of NASA Property in the Custody of Contractors (NF1018)	See Remarks	See Remarks	See Distribution
	6. DATA TYPE: ☒ Scheduled submittal ☐ Submittal upon request ☐ Submitted upon update ☒ Gov't Approval Required			
	7. DISTRIBUTION CO, Code JAC, M/S: 241-1 (1 cy) COTR; Code JP; M/S: 15-1 (1 cy) Industrial Property Officer, Code JSL, M/S 255-2 (original)	8. REMARKS The Contractor shall submit NASA Form 1018, entitled "NASA Property in the Custody of Contractors" into the NASA Electronic Submission System (NESS) in accordance with Contract Clause Section G.5, Financial Reporting of NASA Property in the Custody of Contractors (NFS1852.245-73 (JAN 2011).		

1. REPORT NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
5	Centrally Reportable Equipment (DOD Industrial Plant Equipment Requisition System (DD 1419)) (PWS 2.2.1)	As Needed	See Remarks	See Distribution
	6. DATA TYPE: ☒ Scheduled submittal ☐ Submittal upon request ☐ Submitted upon update ☒ Gov't Approval Required			
	7. DISTRIBUTION Through COTR, Code JP, M/S 15-1 Through CO, Code JAC, M/S 241-1; to Property Disposal Officer, Code JSL, 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. REPORT NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
6	Non-Disclosure Agreements (PWS 2.0.1)	Once	Prior to Starting Work	See Distribution
	6. DATA TYPE: ☐ Scheduled submittal ☒ Submittal upon request ☐ Submitted upon update ☐ Gov't Approval Required			
	7. DISTRIBUTION CO, Code JAC, M/S 241-1 (1 cy electronic) COTR, Code JP; M/S: 15-1 (1 cy electronic) Task Requestor listed on Task Order	8. REMARKS All contractor personnel shall be required to sign non-disclosure agreements prior to starting work and may be required to sign Center, contract, and/or contractor specific non-disclosure agreements as part of the closing of certain specific contractual agreements.		

Attachment J.1(a) 3

CONTRACT DATA REQUIREMENTS LIST (CDRL)

TITLE OF CONTRACT, PRODUCT, SOW, ETC.	CONTRACT/RFP NO.	DRL DATE/MOD DATE
Protective Services Office Support Services	NNA11366339R	

1. REPORT NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
7	Quarterly Property Management Report (PWS 2.2.1)	Quarterly	See Remarks	See Distribution

6. DATA TYPE: ☒ Scheduled submittal ☐ Submittal upon request ☐ Submitted upon update ☐ Gov't Approval Required

7. DISTRIBUTION	8. REMARKS
CO, Code JAC, M/S: 241-1 (1 cy) COTR; Code JP; M/S: 15-1 (1 cy) Industrial Property Officer, Code JSL, M/S 255-2 (original)	The Contractor shall submit a Property Management Report itemizing all purchases for the quarter. All orders, items received, and prices must be included. 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): 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".

1. REPORT NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
8	IT Security Training Progress Report (PWS 2.2.1)	Monthly updates	See Remarks	See Distribution

6. DATA TYPE: ☒ Scheduled submittal ☐ Submittal upon request ☐ Submitted upon update ☐ Gov't Approval Required

Reports may be sent electronically to: CO, Code JAC, M/S: 241-1 (1 cy) COTR; Code JP; M/S: 15-1 (1 cy)	Information Technology (IT) security training is mandatory for all federal employees, contractors, students and associates who use NASA Federal IT assets and information. This applies to both supervisory and non-supervisory personnel and is available through the System for Administration, Training, and Educational Resources for NASA (SATERN) at https://satern.nasa.gov/ Center-wide progress toward 100 percent completion of this requirement will be tracked by organization and reported to center management. To ensure that Ames Research Center meets the required agency metrics, the Center must be 100 percent complete in IT security training each year by the deadline of May 30. An individual's failure to meet the training deadline will result in his or her computer system being disconnected from the network.

CONTRACT DATA REQUIREMENTS LIST (CDRL)

TITLE OF CONTRACT, PRODUCT, SOW, ETC.	CONTRACT/RFP NO.	DRL DATE/MOD DATE
Protective Services Office Support Services	NNA11366339R	

1. REPORT NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
9	Phase-Out Plan (PWS 2.2.1)	Once	See Remarks	See Distribution

6. DATA TYPE: ☒ Scheduled submittal ☐ Submittal upon request ☐ Submitted upon update ☐ Gov't Approval Required

7. DISTRIBUTION	8. REMARKS
CO, Code JAC, M/S 241-1 (1 cy electronic) COTR; Code JP, M/S 15-1 (1 cy)	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.

1. REPORT NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
10	Safety and Health Plan (PWS 2.2.1)	See Remarks	See Remarks	See Distribution

6. DATA TYPE: ☒ Scheduled submittal ☐ Submittal upon request ☐ Submitted upon update ☒ Gov't Approval Required

7. DISTRIBUTION	8. REMARKS
CO, Code JAC, M/S 241-1 (1 cy electronic) COTR; Code JP, M/S 15-1 (1 cy electronic)	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. REPORT NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
11	Infrastructure Security IT Systems Security Plan (PWS 2.2.1)	Once	See Remarks	See Distribution

6. DATA TYPE: ☒ Scheduled submittal ☐ Submittal upon request ☐ Submitted upon update ☒ Gov't Approval Required

7. DISTRIBUTION	8. REMARKS
CO, Code JAC, M/S 241-1 (1 cy electronic) COTR; Code JP, M/S 15-1 (1 cy electronic)	The Contractor shall prepare and submit an Infrastructure Security IT Systems Security Plan for Government approval in accordance with NFS clause 1852.204-76 and NPR 2810 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.

Attachment J.1(a) 3

CONTRACT DATA REQUIREMENTS LIST (CDRL)

TITLE OF CONTRACT, PRODUCT, SOW, ETC.	CONTRACT/RFP NO.	DRL DATE/MOD DATE
Protective Services Office Support Services	NNA11366339R	

1. REPORT NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
12	NASA Position Designation Record, NASA Form (NF) 1760/ARC 835 (PWS 2.2.1)	See Remarks	See Remarks	See Distribution

6. DATA TYPE: ☒ Scheduled submittal ☐ Submittal upon request ☐ Submitted upon update ☐ Gov't Approval Required

7. DISTRIBUTION	8. REMARKS
Required Forms are to be sent with original signatures/dates in hard copy format to: CO, Code JAC, M/S: 241-1 (1 cy) COTR; Code JP, M/S 15-1 (1 cy) Personnel Security, Code JP (1 cy)	In accordance with NPR 1600.1, NASA Security Program Procedural Requirement, the Contractor shall complete a NF 1760/ARC 835 for each employee and new hire. The NF 1760/ARC 835 shall be completed within 10 working days from date of hiring.

1. REPORT NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
13	Organizational Conflicts of Interest Avoidance Plan (Contract Section H.14)	See Remarks	See Remarks	See Distribution

6. DATA TYPE: ☒ Scheduled submittal ☐ Submittal upon request ☐ Submitted upon update ☒ Gov't Approval Required

7. DISTRIBUTION	8. REMARKS
CO, Code JAC, M/S 241-1 (1 cy electronic) COTR; Code JP, M/S 15-1 (1 cy electronic)	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, *Organizational Conflicts of Interest, and Limitation of Future Contracting* clause and Section I, *Access to Sensitive Information* clause. 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.

CONTRACT DATA REQUIREMENTS LIST (CDRL)

TITLE OF CONTRACT, PRODUCT, SOW, ETC.	CONTRACT/RFP NO.	DRL DATE/MOD DATE
Protective Services Office Support Services	NNA11366339R	

1. REPORT NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
14	Quarterly Report of Purchases (PWS 2.2.1)	See Remarks	See Remarks	See Distribution

6. DATA TYPE: [X] Scheduled submittal [ ] Submittal upon request [ ] Submitted upon update [X] Gov't Approval Required

7. DISTRIBUTION	8. REMARKS
CO, Code JAC, M/S 241-1 (1 cy electronic) COTR; Code JP, M/S 15-1 (1 cy electronic) Industrial Property Officer (SEMO), M/S 255-2 (1 cy electronic)	The Contractor shall comply with the requirements of NFS 1852.245-71, INSTALLATION-ACCOUNTABLE GOVERNMENT PROPERTY (SEP 2007)(ALT 1)(DEVIATION)(SEP 2007). The Contractor shall submit the Quarterly Report of Purchases no later than 5 working days after the end of each quarter.

1. REPORT NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
15	JP Shared Work Server (Per Multiple Sections of PWS)	See Remarks	See Remarks	See Distribution

6. DATA TYPE: [☒] Scheduled submittal [ ] Submittal upon request [ ] Submitted upon update [ ] Gov't Approval Required

7. DISTRIBUTION	8. REMARKS
CO Code JAC, M/S: 241-1 (1 cy) COTR; Code JP, M/S 15-1 (1 cy electronic) Protective Services Office, Code JP, M/S 15-1 (1 cy)	The Contractor shall data-enter required reports, forms, memorandums, records, etc., into the JP Shared Work Server within 24 hours of the occurrence of the incident or as otherwise specified. This is not an exhaustive list of forms, but serves as a representative sample of forms: JP Form 001, Security Violation Report; JP Form 002, Incident Report (note: JP Form 003, Incident Report Supplement is page 2 to JP Form 002); JP Form 004, Miscellaneous Incident Report; JP Form 013 Abandoned Vehicle Notice; CHP 555, CHP 555-1 or CHP 556 (applicable form is dependent on the type of injury/damage incurred); JP Form 074, Ride-Along Application; JP Form 090, Case Closure Letter, etc.). An exhaustive list of forms resides in the JP Shared Work Server. This includes but is not limited to the Foreign National Visitor Report (Cross-Reference (C/R) with CDRL Report 18); Security Technology Transfer Control Plan (STTCP); Weekly 9-Month Investigation Report; Security Clearance Monthly Briefings/Debriefings Report; Quarterly Foreign National Report; Biweekly 90-Day Visitor Pass List; Weekly SAP/SCI/Last Investigation Date Database Query Report; The Badge Book. Additionally, the Contractor is required to maintain hard copy files of reports, forms, memorandums, records and individual training, in accordance with the NASA Procedural Directives (NPD), Ames Procedural Directives (APD) and applicable retention schedules unless otherwise exempted ARC PSO Management.

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TITLE OF CONTRACT, PRODUCT, SOW, ETC.	CONTRACT/RFP NO.	DRL DATE/MOD DATE
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1. REPORT NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
16	Fire Protection Program Plan (PWS 8.0.2)	Annually	See Remarks	See Distribution

6. DATA TYPE: ☒ Scheduled submittal ☐ Submittal upon request ☐ Submitted upon update ☐ Gov't Approval Required

7. DISTRIBUTION

TM, Code JP, M/S 15-1, (1 cy electronic)
Export Administrator, Code JP, M/S 15-1 (1 cy electronic)
CI Office, Code LP023, M/S 15-1 (1 cy electronic)
CO Code JAC, M/S: 241-1 (1 cy, electronic)

8. REMARKS

The Contractor shall develop a Plan that incorporates at a minimum all of the following forms, instructions, plans, and procedures. The Contractor shall submit for approval the Plan to NASA PSO within 90 days of contract award for review and approval. The Contractor shall submit annually the updated Plan for the duration of the contract to the NASA PSO for review and approval.

At a minimum, the plan shall include but is not limited to the following:

Management Plan •Organizational Structure and Lines of Authority •Occupational Health and Safety •Proficiency Training Program •Monthly Activity Report	Operations Plan •Emergency Response Staffing Plan •Vehicle Inspection, Testing, and Refurbishment/Replacement Plan •Physical Fitness Plan •Fire Equipment Testing Record
Fire Inspection Program Plan •Facility Inspection Process •Population Education and Awareness •Facility Emergency Evacuations •Permitting and Records Maintenance	Fire Engineering Program Plan •Fire Risk Analysis & Design Reviews •Fire Risk Surveys •Fire Protection Risk Review Board Report •Fire Protection Deficiency Abatement Plan •Fire Systems List

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TITLE OF CONTRACT, PRODUCT, SOW, ETC.	CONTRACT/RFP NO.	DRL DATE/MOD DATE
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1. REPORT NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
17	Employee Roster (PWS 2.2.1)	Monthly	See Remarks	See Distribution

6. DATA TYPE: ☒ Scheduled submittal ☐ Submittal upon request ☐ Submitted upon update ☐ Gov't Approval Required

7. DISTRIBUTION	8. REMARKS
CO, Code JAC, M/S 241-1 (1 cy electronic) COTR; Code JP, M/S 15-1 (1 cy electronic) Protective Services Office, Code JP, M/S 15-1 (1 cy) TM, Code JP, M/S 158-1,(1 cy electronic)	Submission shall be no later than the 10th working day after the end of the month being reported. The Employee Roster shall be organized by PWS and Position and shall include: the contract number, contract year, report as of date, headcount for the contractor's total on-site workforce, total on site union represented employee by bargaining unit, headcount for total on-site non-union represented employees, headcount for total off-site workforce performing on the contract, and total actual productive hours including overtime hours. A complete organizational chart including all employees by skill or job classification shall be provided. The report shall also separately identify the same information for all subcontractors with on-site personnel.

1. REPORT NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
18	Foreign National Visitor Report (PWS 5.3.8)	Quarterly	See Remarks	See Distribution

6. DATA TYPE: ☒ Scheduled submittal ☐ Submittal upon request ☐ Submitted upon update ☐ Gov't Approval Required

7. DISTRIBUTION	8. REMARKS
COTR; Code JP, M/S 15-1 (1 cy electronic) Protective Services Office, Code JP, M/S 15-1 (1 cy)	The Contractor shall submit a Foreign National Visitor quarterly report providing the number of Foreign National requests received, processed, and timeliness of the processing (i.e., within the required number of days) during the quarter. This report resides in the JP Shared Work Server per CDRL Report 15.

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1. REPORT NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
19	Vehicle Utilization Plan (PWS 2.5.3)	Monthly	See Remarks	See Distribution

6. DATA TYPE: ☒ Scheduled submittal ☐ Submittal upon request ☐ Submitted upon update ☐ Gov't Approval Required

7. DISTRIBUTION

COTR; Code JP, M/S 15-1 (1 cy electronic)
Protective Services Office, Code JP, M/S 15-1 (1 cy)

8. REMARKS

The Contractor shall submit the Plan for approval within 30 days after contract start date. Changes shall be incorporated as required and re-certified annually no later than the 1st of October of every contract year. Changes shall be incorporated as required.

The Plan shall address the Contractor's approach to ensure the proper utilization of GSA leased and government furnished vehicles.

The Vehicle Utilization Plan defines the process for the acquisition, management, and control of permanently assigned motor vehicles required in the performance of the ARC PSO Contract. The Plan defines operator responsibilities, insurance requirements, vehicle accident reporting, and the processing of requirements for additional permanently assigned motor vehicles. The Plan shall include at a minimum the following sections:

- Driver's License Requirements
- Insurance Requirements
- Disciplinary Requirements
- Responsibilities for vehicle operators, managers, supervisors
- Vehicle Operation and Use (authorized and unauthorized)
- Accident Procedure and Reporting Process
- Emergency Procedures
- Requirements for Obtaining Motor Vehicles

Applicable Documents:

NPR 6200.1 – NASA Transportation and General Traffic Management
NPD 6000.1 – Transportation Management
NASA Official Fleet Management Handbook
EO 13423 – Strengthening Federal Environmental, Energy, and Transportation Management
EO 13514 – Federal Leadership in Environmental, Energy, and Economic Performance

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1. REPORT NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
20	Monthly Statistical Data Report (PWS 3.3.6)	Monthly	End of Month	See Distribution

6. DATA TYPE: ☐ Scheduled submittal ☐ Submittal upon request ☐ Submitted upon update ☐ Gov't Approval Required

7. DISTRIBUTION	8. REMARKS
CO, Code JAC, M/S 241-1 (1 cy electronic) COTR; Code JP, M/S 15-1 (1 cy electronic) TM, Code JP, M/S 15-1,(1 cy electronic)	The Contractor shall create a Monthly Statistical Data Report that includes the reporting of incidents of criminal activity including but are not limited to felony and misdemeanor crimes, e.g., thefts, unauthorized possession of a weapon, assault, security violations; also outside agency assists). Additionally, the Contractor shall provide as applicable, medical emergencies and Fire Services responses (ARFF, structural, Hazmat, etc.).

1. REPORT NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
21	Emergency Management (EM) Lessons Learned Program (PWS 7.2.7 and 7.4.7)	As Needed	See Remarks	See Distribution

6. DATA TYPE: ☐ Scheduled submittal ☒ Submittal upon request ☐ Submitted upon update ☐ Gov't Approval Required

7. DISTRIBUTION	8. REMARKS
CO, Code JAC, M/S 241-1 (1 cy electronic) COTR; Code JP, M/S 15-1 (1 cy electronic) TM, Code JP, M/S 158-1,(1 cy electronic)	The Contractor shall support the development and administration of an Emergency Management (EM) Lessons-Learned Program consistent with best practices to identify shortfalls, weaknesses, and failures identified during the post-event evaluation. A published final report shall describe assessed performance and recommended corrective actions.

1. REPORT NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
22	Emergency Management (EM) Corrective Action Plan (CAP) (PWS 7.2.7 and 7.4.7)	As Needed	See Remarks	See Distribution

6. DATA TYPE: ☐ Scheduled submittal ☒ Submittal upon request ☐ Submitted upon update ☐ Gov't Approval Required

7. DISTRIBUTION	8. REMARKS
CO, Code JAC, M/S 241-1 (1 cy electronic) COTR; Code JP, M/S 15-1 (1 cy electronic) TM, Code JP, M/S 158-1,(1 cy electronic)	The Contractor shall support the development and administration of an Emergency Management (EM) Corrective Actions Plan (CAP) consistent with best practices to identify shortfalls, weaknesses, and failures identified during the post-evaluation of TT&E activities.

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1. REPORT NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
23	WebEOC® and NASA Real-Time Emergency Action Coordination Tool (REACT) (PWS 7.2.2)	Annually	See Remarks	See Distribution

6. DATA TYPE: ☒ Scheduled submittal ☐ Submittal upon request ☐ Submitted upon update ☐ Gov't Approval Required

7. DISTRIBUTION	8. REMARKS
CO, Code JAC, M/S 241-1 (1 cy electronic) COTR; Code JP, M/S 15-1 (1 cy electronic) TM, Code JP, M/S 158-1,(1 cy electronic)	The Contractor shall support the operation of WEBEOC® and NASA Real-Time Emergency Action Coordination Tool (REACT) web-based programs which includes but is not limited to Continuity of Operations Planning and Training updates.

1. REPORT NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
24	EOC Test, Training and Exercise (TT&E) Multi-Year Planning Calendar (PWS 7.4.2)	Annually	See Remarks	See Distribution

6. DATA TYPE: ☒ Scheduled submittal ☐ Submittal upon request ☐ Submitted upon update ☐ Gov't Approval Required

7. DISTRIBUTION	8. REMARKS
CO, Code JAC, M/S 241-1 (1 cy electronic) COTR; Code JP, M/S 15-1 (1 cy electronic) TM, Code JP, M/S 158-1,(1 cy electronic)	The Contractor shall provide a Multi-Year Planning Calendar and assist with coordination of TT&E activities using the Multi-Year Planning Calendar to address NASA and external requirements demonstrating the Agency's capabilities in readiness and continuity.

1. REPORT NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
25	Collapsed Structure Rescue Photo DVD and CD (PWS 7.5.7)	Annually	See Remarks	See Distribution

6. DATA TYPE: ☒ Scheduled submittal ☐ Submittal upon request ☐ Submitted upon update ☐ Gov't Approval Required

7. DISTRIBUTION	8. REMARKS
CO, Code JAC, M/S 241-1 (1 cy electronic) COTR; Code JP, M/S 15-1 (1 cy electronic) TM, Code JP, M/S 158-1,(1 cy electronic)	The contractor shall provide to class students and instructors annually, within 30 days following completion of the Collapsed Structure Rescue Class.

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1. REPORT NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
26	DART Rescue Group Training Plan (PWS 7.5.2)	Quarterly	See Remarks	See Distribution

6. DATA TYPE: ☒ Scheduled submittal ☐ Submittal upon request ☐ Submitted upon update ☐ Gov't Approval Required

7. DISTRIBUTION	8. REMARKS
CO, Code JAC, M/S 241-1 (1 cy electronic) COTR; Code JP, M/S 15-1 (1 cy electronic) TM, Code JP, M/S 158-1,(1 cy electronic)	The Contractor shall support the development, implementation, and delivery of the DART Rescue group training program, to include peer-to-peer training and exercises and provide logistical support and coordination in support of the annual NASA Ames Collapsed Structure Rescue class. Support includes, but is not limited to, preparation of training props, equipment/supply inventory and maintenance, course material preparation and classroom set up.

1. REPORT NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
27	Emergency Reporting Database/DART Sharepoint Website (PWS 7.5.12)			

6. DATA TYPE: ☐ Scheduled submittal ☐ Submittal upon request ☐ Submitted upon update ☐ Gov't Approval Required

7. DISTRIBUTION	8. REMARKS
CO, Code JAC, M/S 241-1 (1 cy electronic) COTR; Code JP, M/S 15-1 (1 cy electronic) TM, Code JP, M/S 158-1,(1 cy electronic and 1 hard copy)	The Contractor's deliverable requirements include but are not limited to: Tracking, promoting and facilitating administration of required ICS/NIMS Independent Study courses and document in Emergency Reporting database and hard copy files.

1. REPORT NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
28	Training Plan Report (PWS 3.8.7)	Monthly	See Remarks	See Distribution

6. DATA TYPE: ☒ Scheduled submittal ☐ Submittal upon request ☐ Submitted upon update ☐ Gov't Approval Required

7. DISTRIBUTION	8. REMARKS
CO, Code JAC, M/S 241-1 (1 cy electronic) COTR; Code JP, M/S 15-1 (1 cy electronic) TM, Code JP, M/S 15-1,(1 cy electronic)	The Contractor shall create a Monthly Training Plan Report.

Attachment J.1(a) 3

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1. REPORT NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
29	Electronic Physical Access Control System (EPACS) (PWS 4.2)			

6. DATA TYPE: ☐ Scheduled submittal ☐ Submittal upon request ☐ Submitted upon update ☐ Gov't Approval Required

7. DISTRIBUTION

COTR; Code JP, M/S 15-1 (1 cy electronic)
TM, Code JP, M/S 158-1,(1 cy electronic)

8. REMARKS

The Contractor shall design, install, manage, operate, test, repair and maintain the mechanical, electronic, and IT systems used to control access to the installation, areas and facilities that are identified in the Physical Security Plan. This includes, but is not limited to Closed Circuit Television (CCTV); Turnstiles; Card Readers; etc.). The Contractor must repair or replace non-functioning electronic access equipment within 24 hours of notification thereof, but no later than 72 hours after notification. The Contractor shall:

a. Update, as necessary, access control databases used to determine access control badges assigned to individuals and provide access to the various electronic access control devices around ARC. This shall require continuous updating throughout the day as new employees are hired; employees leaving employment, or as changes to access privileges occur for the various individuals on the Center. Ensure NASA badges are deactivated in LENEL upon notification of termination.

b. Utilize EPACS to ensure that granting, removing and changing access control privileges for individual electronic access control devices is performed based only on the permission and direction of authorized Center personnel. The Contractor shall maintain a list of who is authorized to grant this permission for each individual electronic access control device.

c. Maintain IT systems, including the necessary IT security controls to keep access systems operational in a manner consistent with the approved IT Security Plan(s).

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1. REPORT NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
30	Visit Authorization Letter (PWS 2.0)	Upon Occurrence	See Remarks	See Distribution
	6. DATA TYPE: ☒ Scheduled submittal ☐ Submittal upon request ☐ Submitted upon update ☐ Gov't Approval Required			
	7. DISTRIBUTION CO, Code JAC, M/S 241-1 (1 cy electronic) COTR; Code JP, M/S 15-1 (1 cy electronic) TM, Code JP, M/S 158-1,(1 cy electronic)	8. REMARKS The Contractor shall provide a Visit Authorization Letter consisting of a list of all contractor personnel that have been granted a security clearance. This letter shall be updated quarterly and shall include annotating changes in employee, employment status changes, clearance levels, investigation types and investigation completion dates.		
1. REPORT NO. 31	Emergency Reporting™ Database (PWS 7.5.3 7.5.5 and 8.1.2)	As Required or Requested	See Remarks	See Distribution
	6. DATA TYPE: ☒ Scheduled submittal ☐ Submittal upon request ☐ Submitted upon update ☐ Gov't Approval Required			
	7. DISTRIBUTION CO, Code JAC, M/S 241-1 (Read Only Access) COTR; Code JP, M/S 15-1 (Read/Edit Access)	8. REMARKS Data-entry of reports into the Emergency Reporting™ Database shall include but not be limited to the following: Daily (Shift) Roster; Incident Risk Management Plan; Inventory Reports (tools & equipment); Inspection and Maintenance Records; Daily Activity Report; Permits (e.g., Hot Work). Note: All fire incidents are reported through Emergency Reporting™ Database which includes a link to the National Fire Incident Reporting System (NFIRS).		
1. REPORT NO. 32	PSO Personnel Security File System (PSFS) (PWS 5.1.5 and 5.3.2a) C/R with CDRL Report No. 33	Continuous during Contract Term	See Remarks	See Distribution
	6. DATA TYPE: ☒ Scheduled submittal ☐ Submittal upon request ☐ Submitted upon update ☐ Gov't Approval Required			
	7. DISTRIBUTION TM, Code JP, M/S 15-1,(1 Hard Copy per Subject Individual)	8. REMARKS The Contractor shall create, maintain and update the PSO Personnel Security Files. This information shall include but is not limited to background investigations, supporting documents, and other pertinent information as directed by PSO after completion of suitability/fitness investigations in accordance with 5 CFR 731, *Suitability Regulations, or equivalent*. Other information may include forms and supporting documentation associated with security clearances and international visitor packages. These files must be protected commensurate with the sensitivity or classification level assigned to the file,		

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TITLE OF CONTRACT, PRODUCT, SOW, ETC.	CONTRACT/RFP NO.	DRL DATE/MOD DATE
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1. REPORT NO. 33	Protective Services Office (PSO) Standard Operating Procedures (SOP) (Per Multiple Sections of PWS)	Annually	See Remarks	See Distribution
	6. DATA TYPE: ☒ Scheduled submittal ☐ Submittal upon request ☐ Submitted upon update ☐ Gov't Approval Required			
	7. DISTRIBUTION CO, M/S 241-1 (1 Copy – Electronic) Code JP, M/S 15-1 (1 Copy – Electronic)	8. REMARKS The Contractor shall create, maintain and update the PSO SOPs. These SOPs shall describe the service objectives and customers, identify standards and compliance requirements and describe all operations. The Contractor shall be provided with the current SOPs. These SOPs shall be maintained electronically on the JP Shared Work Server (C/R with CDRL Report 15).			
1. REPORT NO. 34	Personnel Security Electronic Database and Systems of Record (PWS Section 5.1 5.2 and 5.3)	Continuous During Contract Term	See Remarks	See Distribution
	6. DATA TYPE: ☒ Scheduled submittal ☐ Submittal upon request ☐ Submitted upon update ☐ Gov't Approval Required			
	7. DISTRIBUTION TM, Code JP, M/S 15-1,(Electronic Copy per Subject Individual)	8. REMARKS The Contractor shall create, maintain and/or update the Personnel Security Files in various official electronic databases and systems of record. These electronic databases and/or systems of record shall include but are not limited to: customer inquiries that require a response within 48 hours; Integrated Security Information System (ISIS); Identification Management Database (IDMax); Electronic Questionnaire for Investigations Processing (e-QIP); NASA Clearance Tracking System (NCTS); Personnel Investigation Processing System/Central Verification System (PIPS/CVS); Common Badging and Access Control System (CBACS); LENEL™; Visitor Request System; Employee Checkout; also cross-reference to CDRL Report 15, JP Shared Work Server.			
1. REPORT NO. 35	The Badge Book (PWS 5.2.6)	See Remarks	See Remarks	See Distribution
	6. DATA TYPE: ☒ Scheduled submittal ☐ Submittal upon request ☐ Submitted upon update ☐ Gov't Approval Required			
	7. DISTRIBUTION TM, Code JP, M/S 15-1,(Hard Copy) All Entry Posts (Hard Copy) Other Key PSO Management as identified by the TM JP Shared Work Server (Electronic Copy)	8. REMARKS The Contractor shall create, maintain and/or update the Badge Book to describe the access privileges of each type of badge either created and issued by the ID Management operation or recognized by, but issued from, another organization (e.g., military ID cards) and written Gate Procedures for each specific gate. C/R with CDRL Report 15, JP Shared Work Server.			

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TITLE OF CONTRACT, PRODUCT, SOW, ETC.	CONTRACT/RFP NO.	DRL DATE/MOD DATE
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1. REPORT NO.				
36	Physical Security Plan (PWS 2.6 and 4.0)	Annually	See Remarks	See Distribution

6. DATA TYPE: ☒ Scheduled submittal ☐ Submittal upon request ☐ Submitted upon update ☐ Gov't Approval Required

7. DISTRIBUTION

TM, Code JP, M/S 15-1,(Hard copy and Electronic copy)
Chief, PSO, JP M/S 15-1 (Electronic copy)

8. REMARKS

The Contractor shall develop a Physical Security Plan in accordance with the following NASA Procedural Requirements (NPR) 1600.1, 1620.2 and 1620.3. The Contractor shall update the plan annually, and perform a Center Threat Assessment annually. The Center Threat Assessment Report shall be maintained electronically in the JP Shared Work Server (C/R with CDRL Report 15) and a hard copy shall be provided to the Task Manager for the Infrastructure Security Section and the Chief, PSO. The Contractor shall conduct Mission Essential Infrastructure Assessments on a semi-annual basis. The data deliverable and distribution requirements for the MEI assessments are the same as for the Center Threat Assessment. Additionally, The Physical Security Plan shall incorporate, at a minimum, all forms, checklists, plans, and procedures as required by this CDRL and SOPs. The Contractor shall submit for approval the Plan to NASA PSO within 60 days of contract award for review and approval. The Contractor shall submit annually the updated Plan for the duration of the contract to the NASA PSO for review and approval.

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1. REPORT NO.				
37	NASA/Ames Key Control System (NAKCS) (PWS 4.2.5)	Annually	See Remarks	See Distribution

6. DATA TYPE: ☒ Scheduled submittal ☐ Submittal upon request ☐ Submitted upon update ☐ Gov't Approval Required

7. DISTRIBUTION

TM, Code JP, M/S 15-1,(Hard copy and Electronic copy)

8. REMARKS

The Contractor shall maintain all physical access control hardware points on the Center. This includes, but is not limited to: combination locks and combinations, key locks and keys, padlocks, (key/combination), used to access designated cipher types of access control locks under the control of the PSO. The Contractor (Locksmith) must repair or replace non-functioning access control hardware, including safes, within 24 hours of notification thereof, but no later than 72 hours after notification. Additionally, the Contractor shall maintain designated office hours to support customers on a walk-in basis. The Contractor shall maintain all records associated with physical access control hardware in the NAKCS. Additionally, the Contractor shall:

a. Ensure locksmiths are proficient on all aspects of required services and maintain required certifications (Associated Locksmiths of America or equivalent) including classified container services. Maintain appropriate manufacturer's certifications for installation, operation, maintenance, troubleshooting, and repair of locks currently installed.

b. Provide the capability for responding to emergency work orders after normal working hours.

c. Provide annual preventive maintenance on walk-in vault locks, electronic locking devices and safes.

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1. REPORT NO.				
38	Information Security (INFOSEC) (PWS 4.4)	Annually	See Remarks	See Distribution

6. DATA TYPE: ☒ Scheduled submittal ☐ Submittal upon request ☐ Submitted upon update ☐ Gov't Approval Required

7. DISTRIBUTION

TM, Code JP, M/S 15-1,(Hard copy and Electronic copy)
Chief, PSO, JP M/S 15-1 (Electronic copy)

8. REMARKS

The Contractor shall maintain security for Center classified national security information programs in accordance with operating procedures to include but not limited to physical, TEMPEST/EMSEC, Information Security, Industrial Security, Information Assurance, OPSEC requirements. Develop and implement Security Standard Operating Procedures (SOPs), and maintain established security areas (facilities) accreditation and documentation for the Center Chief of Security or designee.

Develop and conduct security briefings, indoctrinations and debriefings for access to classified national security information.

The Contractor shall:

a. Maintain 100% inventory of all classified holdings on the Center.

b. De-Classify all holdings in accordance with Executive Order 13526, dated December 29, 2009 and any revisions.

c. Perform indoctrination briefings for NASA/Ames personnel concurrent with issuance of a security clearance.

d. Provide annual security refresher training as part of the Security Education Training and Awareness (SETA) Program.

e. Maintain current list of DD Form 254, Contract Security Classification Specifications in hard copy format and contact Facility Security Officers (FSO) for up-to-date visitor authorization lists for contracts.

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1. REPORT NO. 39	Emergency Operations Center (EOC) Binders (PWS Section 7.1.2)	Upon Request	See Remarks	See Distribution
	6. DATA TYPE: ☒ Scheduled submittal ☐ Submittal upon request ☐ Submitted upon update ☐ Gov't Approval Required			
	7. DISTRIBUTION: TM, Code JP, M/S 158-1,(Hard copy and Electronic copy)	8. REMARKS: The Contractor shall maintain EOC Binders in accordance with PWS 7.1.2. This includes but is not limited to Position Checklists, Phone Lists, Maps, etc.		
1. REPORT NO. 40	Evacuation Zone Binders ((PWS 7.1.5)	Upon Request	See Remarks	See Distribution
	6. DATA TYPE: ☒ Scheduled submittal ☐ Submittal upon request ☐ Submitted upon update ☐ Gov't Approval Required			
	7. DISTRIBUTION: TM, Code JP, M/S 158-1,(Hard copy and Electronic copy)	8. REMARKS: The Contractor shall maintain Evacuation Zone Binders in accordance with PWS 7.1.5. This includes but is not limited to Information Sheets, Maps, etc.		
1. REPORT NO. 41	Miscellaneous Submittals (PWS 7.1.1 7.3.1 7.4.1 and 7.4.5)	Upon Request	See Remarks	See Distribution
	6. DATA TYPE: ☒ Scheduled submittal ☐ Submittal upon request ☐ Submitted upon update ☐ Gov't Approval Required			
	7. DISTRIBUTION: TM, Code JP, M/S 158-1,(Hard copy and Electronic copy)	8. REMARKS: The Contractor shall provide information in support of the Emergency Operations Plan (EOP), Continuity of Operations Plan (COOP) and Emergency Operations training exercises. This Information falls under the work product guideline referenced in the PWS and becomes a deliverable item,		