

DATA REQUIREMENTS LIST

DRL Number	Revision
Project/System Safety & Mission Assurance Services II Contract	
Contract Number	Preparation Date
Contractor TBD	Technical Approval TBD
Attachment Number J.1	Exhibit Number

ITEM NO.	TITLE	CHANGE STATUS
1.	Management Plan	(A) - NASA/SA
2.	Operating Plan	(A) - NASA/SA
3.	Financial Management Reports	(A) - NASA/SA
4.	Labor Distribution Reports	(A) - NASA/SA
5.	Integrated Technical Management Reports	(A) - NASA/SA
6.	Weekly Activity Reports	(A) - NASA/SA
7.	Range Report	(A) - NASA/SA
8.	Assessment and Evaluation Reports	(A) - NASA/SA
9.	KSC Safety and Mission Assurance (SMA) Documents	(A) - NASA/SA
10.	Management and Control Plan for Treatment and Access to Sensitive Information	(A) - NASA/OP
11.	Listing of Current Employees and Training Status Regarding Treatment of Sensitive Information	(A) - NASA/OP
12.	Advance Notification of Workforce Reductions Reports	(A) - NASA/OP

DRL Number	The four-digit DRL number assigned by the Installation DATA Managers (IDM) office will be entered.
Revision	When a negotiated Contract Data Package is revised, a two-digit revision number, sequentially assigned starting with 01, will be entered by the IDM office.
Project/ System	The title of the project and the system will be entered as provided in the Statement of Work (SOW).
Contract Number	Enter the contract number or the RFP number, whichever is applicable, as established by the Procurement Office.
Preparation Date	Enter the date (month, day and year) as established by the IDM office.
Contractor	Enter the contractor name as established by the SOW. If none is assigned leave blank. If the task is an intercenter function, enter the center concerned (e.g. APO, MSC, MSFC)
Technical Approval	The technically cognizant person responsible for the overall context of the CDP will sign in this block.
Attachment Number	When the DRL is an attachment to a contract or RFP, the attachment number assigned by the Procurement office will be entered.
Exhibit Number	When the DRL is on exhibit to a contract or RFP, the exhibit identification assigned by the Procurement office will be entered.
ITEM NO.	The three-digit line item number assigned by the IDM office will be entered.
TITLE	The title of the data item, as shown in the SOW, the RFP and/or as directed by the CTM will be entered.
CHANGE STATUS	<p>This column serves to record changes to line items during the contract year and/or between formal negotiations cycles. Changes will be recorded by the IDM office as follows:</p> <p>When a line item is added enter: (A) Date (month, day and year) and office symbol of authoritative source, Example: "(A) 7/14/70 - IS-PRO-1".</p> <p>When a line item is deleted enter: (D) Date (month, day and year) and office symbol of authoritative source, Example: "(D) 7/14/70 - IS-PRO-1".</p> <p>When a line item is revised enter: (R) Block identification designator(s) of DRD block(s) being revised, Date (month, day and year) and office symbol of authoritative source, Example: "(R) Blk 6 - 7/14/70 - IS-PRO-1".</p>

DATA REQUIREMENT FORM INFORMATION--KSC FORM 16 -246 NS (Rev. 02/04)

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
	SA	Semi Annually	SM	Semi Monthly
	TY	Three Year Period	UR	Upon Request
WK	Weekly			

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"> <thead> <tr> <th>Code</th> <th>Definition</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>Regular</td> </tr> <tr> <td>B</td> <td>Reproducible</td> </tr> <tr> <td>C</td> <td>Microfilm, Aperture Cards</td> </tr> <tr> <td>D</td> <td>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										
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										