NNSXXXXXXX

STENNIS SPACE CENTER PROTECTIVE SERVICES CONTRACT

DATA PROCUREMENT DOCUMENT (DPD)

Attachment J-06

ATTACHMENT J-06 – Data Procurement Document

1.0 Introduction

1.1 Scope

This Data Procurement Document (DPD) is the basic contract document that shall govern all data required by and for the Stennis Protective Services Contract (SPSC)**.** The Contractor shall furnish all data described by the Data Requirements (DRs) listed on the Data Requirements List (DRL), attached hereto and a part of this DPD. Such data shall be prepared, maintained, and delivered to NASA in accordance with the requirements set forth within this DPD utilizing the Stennis Contract Deliverable System (SCDS).

1.2 Description

This DPD consists of a Statement of General Requirements, the DRL, and the DRs.

1.2.1 Statement of General Requirements (SGR)

The SGR prescribes those general requirements applicable to the preparation, maintenance, and delivery of data that are better defined in aggregate than in the individual data requirements documents.

1.2.2 Data Requirements List (DRL)

Throughout the performance of the contract, the DRL at all times provides a complete listing of the data requirements of the contract. The DRL is presented as an entity.

1.2.3 Data Requirement (DR), SSC Forms 166, 167

1.2.3.1 Each data requirement listed on the DRL is given complete definition by the DR. The DR prescribes content, format, maintenance instructions and submittal requirements.

1.2.3.2 For the purpose of classification and control, DRs are grouped into the following functional management categories:

Category Symbol	Description
DM	Data Management
GA	Operations
LS	Logistics/Support
MA	Program Management
MF	Manning and Financial
QA	Quality Assurance
SA	Safety Mission Assurance

1.2.4 The symbol representing these categories forms the prefix of the DR identification number. To facilitate the usage and maintenance of the DPD, the DRs have been organized in accordance with these data categories and then filed in numerical sequence as listed on the DRL.

1.2.5 Codes used in specific blocks of the DR form are defined as follows:

1.2.5.1 Block 3, Operator: The NASA organization designated to exercise technical and/or administrative control over the DR.

1.2.5.2 Block 5, Type:

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 upon request.
5	Data to be retained by the Contractor and reviewed by NASA upon request.

1.2.5.3 Block 6, Frequency of Submission:

Code	Description
AD	As Directed
AN	Annually
AR	As Required
DA	Daily
MO	Monthly
OT	One Time
PE	Per Event
QU	Quarterly
RT	One Time and Revisions
SA	Semi-annually (once every six months)
UR	Upon Request
WK	Weekly

1.2.5.4 Block 9, As of Date: Entries indicate cutoff date for inputs and document due date.

1.3 Maintenance

Revisions to this DPD shall be accomplished by contractual direction (e.g., Change Order, Supplemental Agreement).

2.0 Statement of General Requirements

2.1 General Data Requirements

2.1.1 Deferred Delivery

NASA reserves the right to reasonably defer the dates of delivery of any or all data required to be submitted by this DPD. Such right may be exercised at no increase in the contract amount. In the event that NASA defers delivery of a data item, resulting in a cost impact to the total contract cost, the contract amount shall be subject to equitable adjustment in accordance with the contract clause entitled "Changes".

2.1.2 Excusable Delays

2.1.2.1 The validity of the data delivered hereunder is directly dependent upon the validity of the technical data made available by the Government. When non-availability, delayed availability or subsequent revision of the pertinent technical data result in delayed delivery of the required data, then such delay shall be deemed to be subject to the Government Property clause of the contract.

2.1.2.2 In the event contractual submittal dates are not met by the Contractor due to the non-availability or delayed availability of Government Furnished Services, or due to any other cause within the control of the Government, then such delay shall be deemed to be subject to the Government Property clause of the contract.

2.1.3 Cost of Data

Except as otherwise provided in this contract, the cost of data to be furnished in response to this DPD is included in the total cost of this contract and shall be reimbursed in accordance with the Schedule of the Contract.

2.1.4 Data Not Required by the DPD

Data generated within the normal course of the contracted work, and not a part of the data required by the DPD, shall be made available in accordance with the requirements of this contract.

2.1.5 Referenced Documents

Documents referenced in this DPD are those in effect at the time of contract award, unless otherwise specified, and form a part of the DPD to the extent specified herein.

2.2 Document Preparation Standards

2.2.1 Contractor’s Internal Documents

Insofar as practicable, the Contractor's internal documents shall be used to meet the data requirements of this DPD. These documents shall not be rewritten for the sake of meeting the minimum requirements as specified in the applicable DR. In instances where minor differences in content and format exist between DPD requirements and Contractor's document, action will be taken to resolve these differences and, where appropriate, a change in requirements will be effected.

2.2.2 Document Identification

Documents published by the Contractor and submitted in response to the data requirements of this DPD shall be identified within an organized identification numbering system prescribed by the Contractor. Documents submitted in response to the data requirements of the DPD, that are to be subsequently published by NASA, shall be identified as prescribed by NASA. All document submittals shall be clearly marked with the contract number and applicable DR number except that Drawings and Engineering Change Proposals (ECP's) need not include applicable DR Number. Documents that satisfy the requirements of more than one DR shall be marked with all applicable DR numbers. Successive issues or revisions of documents shall be identified in the same manner as the basic issue and shall include appropriate change identification.

2.2.3 Reference to Other Documents in Data Submittals

References to other documents in documents submitted in response to the data requirements of the DPD are permissible. Referenced documents must be adequate and include such identification elements as title and number. When a document to be referenced would only be applicable to a minor or limited extent, every effort shall be made to include the applicable information in the response document rather than using the reference. All referenced documents shall be made readily available to the cognizant NASA organization upon request.

2.2.4 Printing Requirements

2.2.4.1 Printing of formal reports and data in book format shall be in accordance with the following general specifications:

a. Finished size - 8 1/2" X 11"
b. Paper - 20 pound opaque bond
c. Pages will be printed on both sides; blank pages will be avoided when possible
d. Oversize pages will be avoided when possible, but if necessary will be folded to 8 1/2" X 11"
e. Additional color shall be used only upon written approval by the Contracting Officer Technical Representative (COTR)
f. Binding shall be the most economical method commensurate with the size of the report and its intended use

2.2.5 Maintenance of Documents

2.2.5.1 Revisions to documentation may be accomplished either by individual page revision or a complete reissue of the document, with the exception of drawings that shall be revised in accordance with minimum Configuration Management Requirements.

2.2.5.2 Individual page revision shall be made as deemed necessary by the Contractor or as directed by the Contracting Officer (CO).

2.2.5.3 The document shall be completely reissued when in the opinion of the Contractor and/or Government the document has been revised to the extent that it is unusable in its present state, or when directed by the CO. When complete reissues are made, the entire contents of a document shall be brought up to date.

2.2.5.4 Changes of a minor nature to correct typing errors, misspelled words, etc. shall only be made whenever a technical change is made, unless the accuracy of the document is affected.

2.2.5.5 All revised pages shall be identified by placing a revision symbol and data in the upper right-hand corner of the page. Each document shall contain a log or revised pages that will identify the revision status of each page with the revision symbol. This list shall follow the table of contents in each document. The line or lines revised in the margin of the page, and the change authority shall be indicated adjacent to the change.

2.2.5.6 Contractor reports shall not be submitted containing pen and ink markups that correct, add to, or change the text, unless schedule problems exist and approval is obtained in writing from the COTR. Such markups, however, shall not exceed 20% of the page content and shall be acceptable provided that the reproduced copies are legible. In addition, hand drawn schematics, block diagrams, data curves, and similar charts may be used in original reports, in lieu

of formally prepared artwork. Acceptability will be determined by the COTR performing the quality inspection function.

3.0 Data Requirements List (DRL)

ITEM	DR NO.	TITLE
1	DM-01	*Records Management Plan*
2	GA-01	*Emergency Management Plan*
3	GA-02	*Continuity of Operations Program (COOP)*
4	LS-01	*Government Property Management Plan & Inventory List*
5	MA-01	*Daily Activity Report*
6	MA-02	*Incident/Complaint, and M/V Accident Report*
7	MA-03	*Operations Procedures*
8	MA-04	*SSC Security Requirements Handbook, SPR 1600.1*
9	MA-05	*Training Program Plan*
10	MA-06	*Center Law Enforcement and Security Activities Report*
11	MA-07	*Monthly Activity Report*
13	MA-08	*Investigative Report*
14	MA-09	*Emergency Management Training Requirements for Security Officers*
15	MA-10	*Self Assessment and Metrics Report*
16	MA-11	*IT Security Monthly Training Report*
17	MA-12	*Information Technology Security Management Plan*
21	MF-01	*Notification of Potential Labor Dispute and Contingency Strike Plan*
18	MF-02	*Work Order Status Report*
19	MF-03	*Electronic Monthly Cost Data Report*
20	MF-04	*Contract Monthly Operating Status Report*
22	QA-01	*Quality Assurance Plan*
22	SA-01	*Safety Health and Environmental (SHE) Plan*
23	SA-02	*Mishaps and Safety Statistics Report*
24	SA-03	*Site Vehicle Accident Experience Report*
25	SA-04	*SSC Safety and Security Orientation Video Report*

National Aeronautics and Space Administration **John C. Stennis Space Center**	**DATA REQUIREMENT (DR)**	Data Procurement Document 1. Number Issue

2. Title:	3. Operator:	4. DR Number Page Date Rev.
Records Management Plan	RA40	DM-01, 1 of 2

SUBMITTAL REQUIREMENTS

5. Type:	6. Frequency of Submission:
2	(AN) The Records Management Plan shall be reviewed annually by the contractor and updated accordingly. Changes to the Plan shall be submitted to the Center Records Manager.
7. Distribution: CO, COTR & Center Records Manager	8. Initial Submission: The Plan shall be submitted 120 days after contract award.
9. As of Date:	

10. Remarks:
The records shall be turned over in accordance with the specific requirements stated below.
The Plan shall accurately and completely identify how the records will be maintained, preserved and protected.

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:	12. Standard DRD Number Rev. Page Date
Records Management Plan	

13. Use:	14. Interrelationship:	15. Reference:
To document, maintain, and manage Federal Records	PWS paragraphs 2.13.2	NPR 1441.1 NPD 1440.6 SPR 1440.1

16. Preparation Information:

16.1 SCOPE: The Plan should ensure that the appropriate processes and procedures are followed in accordance with SSC specific requirements where specified.

16.2 APPLICABLE DOCUMENT(S):

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. Homeland Security Presidential Directive/HSPD-12

SSC-166 (10/96) (Ms Word 6.0) C.G. (10/96) pc

National Aeronautics and Space Administration **John C. Stennis Space Center**	**DATA REQUIREMENT (DR)** **Continuation Sheet**	Data Procurement Document 1. Number Issue

2. Title:	3. Operator:	4. DR Number Page Date Rev.
Records Management Pan	RA40	DM-01, 2 of 2

DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Standard DRD Title:	12. Standard DRD Number Rev. Page Date
Records Management Plan	

16. Preparation Information:

g. OMB Circular A-130, Management of Federal Information Resources

h. OMB Circular A-123, Internal Control Systems.

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

j. NASA Records Management NPD 1440.6

k. NASA Retention Schedule NPR 1441

l. Stennis Space Center Records Management Program Requirements, SPR 1440.1

m. Stennis Management System Requirements, SPR 1280.1

16.3 CONTENTS: The Records Management Plan shall accurately and completely identify how the Agency's records will be maintained, preserved, protected and dispositioned in accordance with policies and procedures. The contractor's format is acceptable and shall include:

a. AFS #	Agency Filing Scheme number can be found in NPR 1441.1
b. Item #	In accordance with NPR 1441.1
c. Record Title	A description of what the record is 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 will be kept, and how it is treated at the end of its active lifecycle.
g. Perm vs Temp	Designation of permanent status or temporary status of records including records that are ITAR controlled sensitive.
h. Vital Status	Records identified as necessary for continuing operations immediately following an emergency
i. Volume	Volume of records

16.4 FORMAT: The plan shall be submitted electronically (MS Word).

16.5 MAINTENANCE: The plan shall be reveiwed annually and updated accordingly

16.6 EXCEPTIONS/ADDITIONS TO THIS STANDARD DRD: None

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National Aeronautics and Space Administration **John C. Stennis Space Center**	**DATA REQUIREMENT (DR)**	Data Procurement Document 1. Number Issue

2. Title:	3. Operator:	4. DR Number Page Date Rev.
Emergency Management Plan	RA00	GA-01

SUBMITTAL REQUIREMENTS

5. Type:	6. Frequency of Submission:
2	(AR) Updates shall be provided as required to the security portions of the Stennis Space Center Emergency Management Plan to support anticipated emergencies or significant large scale events (e.g., aircraft crashes, environmental and weather disasters, incidents of national significance) as directed by the COTR or designee. Participate in the annual review of the Emergency Management Plan and provide any updates that need to be made to the Plan to the NASA Emergency Director.
7. Distribution: CO, COTR, & NASA Emergency Director	8. Initial Submission: N/A
9. As of Date:	

10. Remarks:
Unforeseen emergencies and other events such as labor strikes, large scale special events/activities, and mishaps may generate a requirement for a plan update that documents and coordinates all aspects of security services support to contingency events.

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:	12. Standard DRD Number Rev. Page Date
Emergency Management Plan	

13. Use:	14. Interrelationship:	15. Reference:
To document the contractor's plan for response to contingencies and emergencies.	PWS paragraphs 3.7.1	N/A

16. Preparation Information:

16.1 SCOPE: Security sections of the SSC Emergency Management Plan shall address all aspects of security services support for a designated contingency event.

16.2 APPLICABLE DOCUMENT: Stennis Space Center Emergency Management Plan, SPLN 1040-0006.

16.3 CONTENTS: Details of the mission, operational plan, force deployment, coordinating instructions, communication, logistics, and command and control is acceptable. The contractor is to follow the National Incident Management System (NIMS) requirements in all incident management documentation.

16.4 FORMAT: Electronic

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National Aeronautics and Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document
1. Number Issue

2. Title:	3. Operator:	4. DR Number Page Date Rev.
Continuity of Operations Program Plan (COOP)	RA00	GA-02

SUBMITTAL REQUIREMENTS

5. Type:
2

6. Frequency of Submission:
(AR) Revised as required.

7. Distribution:
CO, COTR & NASA Emergency Director

8. Initial Submission:

9. As of Date:

10. Remarks:
The contractor has responsibility to maintain the portions of the COOP Plan that are associated with security operations, including updates to the pandemic matrices and operation of security services as needed on site and potentially at an off-site location when the COOP Plan is activated by the NASA Emergency Director.

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:	12. Standard DRD Number Rev. Page Date
Continuity of Operations Program Plan (COOP)	

13. Use:	14. Interrelationship:	15. Reference:
To document the contractor's minimum staffing levels in a national level pandemic and how security services will be maintained for the base as well as a potential off-site location if the COOP Plan is activated by the NASA Emergency Director.	PWS paragraphs 3.9	N/A

16. Preparation Information:

16.1 SCOPE: This plan is dynamic in nature and subsequent revisions shall be necessary as new and different threats, hazards, or situations occur or as minimum staffing level requirements change.

16.2 APPLICABLE DOCUMENTS: SBU document Continuity of Operations Program (COOP) Plan, SPLN 1040-0005.

16.3 CONTENTS: The required sections of the Continuity of Operations Program (COOP) Plan related to security operations and staffing as defined by the NASA plan and by the references incorporated into the plan itself. SBU data exists in the plan in reference to Alternate Locations, essential and critical functions on the site, and lists of people in various roles. The contractor is to keep current the list of names in required roles.

16.4 FORMAT: As outlined in the current revision of the National Incident Management System.

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National Aeronautics and Space Administration **John C. Stennis Space Center**	**DATA REQUIREMENT (DR)**	Data Procurement Document 1. Number Issue

2. Title: Govenment Property Management Plan and Inventory List	3. Operator: RA30	4. DR Number Page Date Rev. LS-01

SUBMITTAL REQUIREMENTS

5. Type:	6. Frequency of Submission:
2	(RT/AR) Initally and as required.
7. Distribution: COTR, IPO and CO	
	8. Initial Submission: 90 days after contractor start date.
9. As of Date:	

10. Remarks:
In addition to this plan, the contractor shall cooperate with government property audits and accountability inspections and shall provide requested results of inventories.

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:	12. Standard DRD Number Rev. Page Date
Government Property Management Plan and Inventory List	

13. Use:	14. Interrelationship:	15. Reference:
To document the contractor's plan for controlling and accounting for government property.	PWS Paragraph 2.8.8	FAR part 45, NFS 1852.245 NPR 5100.4 NPD 4200.1 NPR 4200.2 NPR 4300.1 & NPR 1620.3

16. Preparation Information:

16.1 SCOPE: This plan defines the contractor's methods for control, care and accountability of government property.

16.2 APPLICABLE DOCUMENT(S): Federal Acquistion Regulation Part 45, NFS 1852.245, NPR 5100.4, NPD 4200.1, NPR 4200.2, NPR 4300.1 and NPR 1620.3.

16.3 CONTENTS: The plan shall satisfy the requirements of the references listed above. The plan shall include the following categories: a. Property Management; b. Acquisition; c. Receiving, d.Identification; e. Records; f. Movement; g. Storage; h. Inventories; i. Reports; j. Consumption; k. Utilization; l. Maintenance; m. control; n. Disposition and contract close-out.

16.4 FORMAT: Plan may be submitted in Excel or Word format on 8 1/2 x 11 bond paper and in a approved e-format.

SSC-166 (10/96) (Ms Word 6.0) C.G. (10/96) pc

National Aeronautics and Space Administration **John C. Stennis Space Center**	**DATA REQUIREMENT (DR)**	Data Procurement Document 1. Number Issue

2. Title:	3. Operator:	4. DR Number Page Date Rev.
Daily Activity Report	RA03	MA-01

SUBMITTAL REQUIREMENTS

5. Type:	6. Frequency of Submission:
2	(DA) Each workday as required.
7. Distribution:	
COTR, CCS, CI Agent & OIG Special Agents	8. Initial Submission:
9. As of Date:	Contract Start Date

10. Remarks:

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:	12. Standard DRD Number Rev. Page Date
Daily Activity Report	

13. Use:	14. Interrelationship:	15. Reference:
To review Security activity for the preceding 24 hour period.	PWS paragraphs 3.5.7	N/A

16. Preparation Information:

16.1 SCOPE: This DRD establishes the requirement for the preparation and submittal of a report of operations daily activity.

16.2 APPLICABLE DOCUMENT(S): PWS

16.3 CONTENTS: Report shall provide assigned case number and details of any reportable incident, accident, condition report, or other security concern, occurring during the preceeding 24-hour period.

16.4 FORMAT: Electronic distribution in accordance with Clause H.13 NASA Coontract Deliverable System (CDS). Daily, Monday - Friday, no later than 8:00 a.m.

SSC-166 (10/96) (Ms Word 6.0) C.G. (10/96) pc

National Aeronautics and Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document
1. Number Issue

2. Title:	3. Operator:	4. DR Number Page Date Rev.
Incident/Complaint, and M/VAccident Report	RA03	MA-02

SUBMITTAL REQUIREMENTS

5. Type:
2

6. Frequency of Submission:
(AR) When incident/complaint is reported.

7. Distribution:
COTR, CCS, CI Agent and SSC IOG if required (see # 16 below)

8. Initial Submission:
Contract Start Date

9. As of Date:

10. Remarks:
Electronic distribution in accordance with clause H.13 in to the Stennis Contract Deliverable System (SCDS). One copy each to the NASA office of the Chief Counsel, the NASA SEMO (for property reports and M/V accident reports of Government Vehicles only), the FOSC property officer (property reports only) and the NASA ITSM (for any IT related reports such as inventory shortage and/or lost IT equipment).

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:	12. Standard DRD Number Rev. Page Date
Incidents/Complaint, and M/V Accident Report	

13. Use:	14. Interrelationship:	15. Reference:
To provide details of all incident/complaint and Motor Vehicle (M/V) accident reports completed by the security contractor as a normal part of security operations	PWS paragraphs 2.12.4, 3.2.5.1 and 3.2.5.4	N/A

16. Preparation Information:

16.1 SCOPE: This DRD establishes the requirement for the preparation and submittal of all incidents/complaints and MV accident reports developed by the Security Contractor as a normal part of security operations.

16.2 APPLICABLE DOCUMENTS: PWS

16.3 CONTENTS: Report shall provide assigned case number and details of any reportable complaint, incident motor vehicle accident or other reportable security concern, occurring during normal security operations. Investigator's preliminary report shall be attached, if appliciable to the specific case. Copies of all listed reports shall be provided on request only, not routinely, pertinent information shall be provided as part of the daily report.

16.4 FORMAT: All reports shall be completed on the appropriate NASA forms with the exception of the investigators report, which shall be completed in a narrative format 8 1/2 x 11 bond paper. Copies of the investigator report shall be as authorized by the COTR or NASA Chief Counsel .
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SSC-166 (10/96) (Ms Word 6.0) C.G. (10/96) pc

National Aeronautics and Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document
1. Number Issue

2. Title:	3. Operator:	4. DR Number Page Date Rev.
Operations Procedures	RA03	MA-03, 1 of 2

SUBMITTAL REQUIREMENTS

5. Type:	6. Frequency of Submission:
2	(AR)
7. Distribution: COTR, CCS & CO	
	8. Initial Submission: 30 days after contract start date.
9. As of Date:	

10. Remarks:

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:	12. Standard DRD Number Rev. Page Date
Operations Procedures	

13. Use:	14. Interrelationship:	15. Reference:
To provide details of Operating Procedures to include special orders, duties and responsiblities. The procedures shall include all patrols, hours, traffic control plans, the Security Officer Assignment Record and the Officer's Duty Book.	PWS paragraphs 2.1.3.1, 3.2.5.1, 3.2.11.1 & 3.5.2.1	N/A

16. Preparation Information:

16.1 SCOPE: This DRD estabilishes the requirements for the preparation and submittal of an Operating Procedures plan that includes procedures for all patrols, tours, traffic control, alarm response, and other duties, and the protection of personnel and property at SSC. Procedures shall also include the reporting of potentially hazardous or unsafe conditions; unlocked safes, containers, vaults or offices; or other conditions that require notification of NASA Security (or other agency) officals. The plan shall provide for security and safety inspections of all buildings, test areas, NCCIPS, and roadways within the assigned area of responsibility at a minimum of once per shift and shall address the issuance of condition reports where applicable and required.

16.2 APPLICABLE DOCUMENT(S); PWS

16.3 CONTENTS: The plan shall be based upon the following standards, NPR 1600.1, SPR 1600.1, NISPOM, Title 18 U.S.C. Title 36, Mississippi Code of 1972, Code of Federal Regulations and applicable regulations listed in the Performance Work Statement (PWS).
The Contractor's plan shall define the record and report system which will support the work actions taken with regard to incident response; preventive measures utilized in Operations Security (OPSEC) planning and loss prevention; and corrective actions proposed to remedy actual or potential security problems encountered in daily operations incident to work performed under this contract.

SSC-166 (10/96) (Ms Word 6.0) C.G. (10/96) pc

National Aeronautics and Space Administration **John C. Stennis Space Center**	**DATA REQUIREMENT (DR)** **Continuation Sheet**	Data Procurement Document 1. Number Issue

2. Title:	3. Operator:	4. DR Number Page Date Rev.
Operations Procedures	RA03	MA-03, 2 of 2

DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Standard DRD Title:	12. Standard DRD Number Rev. Page Date
Operations Procedures	

16. Preparation Information:

16.4 FORMAT: The plan will be on 8 1/2 X 11 inch bond paper with appropriate front and back cover, and shall also be provided in data form on a DVD disk, written in a word processing program compatible with that currently in use with NASA.

SSC-167 (10/96) (Ms Word 6.0) C.G. (10/96) pc

National Aeronautics and Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document
1. Number Issue

2. Title:	3. Operator:	4. DR Number Page Date Rev.
SSC Security Requirements Handbook, SPR 1600.1	RA03	MA-04

SUBMITTAL REQUIREMENTS

5. Type:
1

6. Frequency of Submission:
(AN) Annually unless there is a major agency change.

7. Distribution:
COTR & CCS

8. Initial Submission:
One year past contract start date.

9. As of Date:

10. Remarks:

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:
SSC Security Requirements Handbook, SPR 1600.1

12. Standard DRD Number Rev. Page Date

13. Use:	14. Interrelationship:	15. Reference:
To document required periodic review, and revisions (if required) to the security operating document, SSC Security Requirements Handbook, SPR 1600.1	NPR 1600.1 PWS paragraph 2.1.3.2	NPR 1600.1 and SPR 1600.1

16. Preparation Information:

16.1 SCOPE: This DRD establishes the requirement for the preparation and submittal of a report of review/ revision of the SSC Security Requirements Handbook, SPR 1600.1

16.2 APPLICABLE DOCUMENT(S); PWS & SPR 1600.1

16.3 CONTENTS: Report shall provide documentation of review and any change or revision made to the Security Requirements Handbook, SPR 1600.1 during the preceding fiscal year. Revision(s) may be required to mandated regulatory changes, mission updates, or security operating requirements at SSC.

16.4 FORMAT: Narrative; site-specific, contractor developed form; or electronic mail message using an approved format.

SSC-166 (10/96) (Ms Word 6.0) C.G. (10/96) pc

National Aeronautics and Space Administration **John C. Stennis Space Center**	**DATA REQUIREMENT (DR)**	Data Procurement Document 1. Number Issue

2. Title:	3. Operator:	4. DR Number Page Date Rev.
Training Program Plan	RA03	MA-05

SUBMITTAL REQUIREMENTS

5. Type:	6. Frequency of Submission:
2	(AN)
7. Distribution:	
COTR, CCS & CO	
	8. Initial Submission:
9. As of Date:	30 days after contract start date.

10. Remarks:

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:	12. Standard DRD Number Rev. Page Date
Training Program Plan	

13. Use:	14. Interrelationship:	15. Reference:
To provide a comprehensive training program for all security personnel.	PWS paragraphs 2.1.8.4	NPR 1600.1 & SPR 1600.1

16. Preparation Information:

16.1 SCOPE: This DRD establishes the requirements for the preparation and submittal of a training program plan to address security and safety requirements.

16.2 APPLICABLE DOCUMENTS: PWS, NPR, 1600.1, and SPR 1600.1.

16.3 CONTENTS: The program shall include, but is not limited to, training and instruction in disciplines of security, safety, occupational health, defensive driving, use of intermediate and deadly force, basic emergency medical assistance, Federal Arrest Authority (FAA), and Security Officers Fundamental Certification Course (SOFCC). Program shall also include periodic, in-service refresher training for all security personnel in all areas relevant to their assigned duties. NASA will approve the training progarm.

16.4 FORMAT: Narrative; site-specific, contractor deleloped form: or electronic using an appproved format.

SSC-166 (10/96) (Ms Word 6.0) C.G. (10/96) pc

National Aeronautics and Space Administration **John C. Stennis Space Center**	**DATA REQUIREMENT (DR)**	Data Procurement Document 1. Number Issue

2. Title: Center Law Enforcement and Security Activities Report	3. Operator: RA03	4. DR Number Page Date Rev. MA-06

SUBMITTAL REQUIREMENTS

5. Type:	6. Frequency of Submission:
1	(QU)
7. Distribution: COTR	
	8. Initial Submission: 1st quarter after contract start date.
9. As of Date:	

10. Remarks:

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:	12. Standard DRD Number Rev. Page Date
Center Law Enforcement and Security Activities Report	

13. Use:	14. Interrelationship:	15. Reference:
To provide quarterly metrics reqarding investigative reports taken and their disposition, investigations currently in progress, approximate dollar value of missing or stolen items, compendium of types of items missing or stolen, and analysis report (by building or area) of incidences of criminal activity.	PWS paragraphs 2.12.8 and 3.3.5.9	NPR 1600.1, APPX K

16. Preparation Information:

16.1 SCOPE: This DRD establishes the requirements for the preparation and submittal of a quarterly Center Enforcement and Security Activities Report.

16.2 APPLICABLE Document(s): PWS and NPR 1600.1.

16.3 CONTENTS: The report shall provide a quarterly metrics of investigative activities, reports taken and their dispostion, investigations currently in progress, approximate dollar value of missing of stolen items, compendium of types of items missing or stolen, and analysis report (by building or area) of incidences of criminal activity.

16.4 FORMAT: Statistical and narrative; site-specific, contractor developed form; of electronic mail message using an approved format.

SSC-166 (10/96) (Ms Word 6.0) C.G. (10/96) pc

National Aeronautics and Space Administration **John C. Stennis Space Center**	**DATA REQUIREMENT (DR)**	Data Procurement Document 1. Number Issue

2. Title:	3. Operator:	4. DR Number Page Date Rev.
Monthly Activity Report	RA03	MA-07

SUBMITTAL REQUIREMENTS

5. Type:	6. Frequency of Submission:
2	(MO)
7. Distribution:	
COTR & CCS	
	8. Initial Submission:
9. As of Date:	1st Month following commencement of work.

10. Remarks:

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:	12. Standard DRD Number Rev. Page Date
Monthly Activity Report	

13. Use:	14. Interrelationship:	15. Reference:
To provide monthly metrics of all traffic enforcement activities, to include citations issued with breakdown of violations, number of accidents worked, and number of persons injured, if applicable.	PWS paragraph 2.12.5	SPR 1600.1

16. Preparation Information:

16.1 SCOPE: This DRD establishes the requirements for the preparation and submittal of a monthly traffic enforcement activities report.

16.2 APPLICABLE DOCUMENTS(S): PWS and SPR 1600.1

16.3 CONTENTS: The report shall provide citations, violations, number of accidents worked, and number of persons injured, assigned case number and details of any reportable accident or condition occurring during the month.

16.4 FORMAT: Statistical and narrative: site-specific, contractor developed form; or electronic mail message using an approved format.

SSC-166 (10/96) (Ms Word 6.0) C.G. (10/96) pc

National Aeronautics and Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document
1. Number Issue

2. Title:	3. Operator:	4. DR Number Page Date Rev.
Investigative Report	RA03	MA-08

SUBMITTAL REQUIREMENTS

5. Type: 2	6. Frequency of Submission: (AR) Reports taken, as required; notification to disttribution shall be no later than three (3) days following the conclusion of an investigation, survey or incident.
7. Distribution: COTR and Chief Counsel	
9. As of Date:	8. Initial Submission: As Required

10. Remarks:

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:	12. Standard DRD Number Rev. Page Date
Investigative Report	

13. Use:	14. Interrelationship:	15. Reference:
To provided details of all investigative activities.	PWS paragraphs 3.2.5.1 and 3.5.1.7	NPR 1600.1 & SPR 1600.1

16. Preparation Information:

16.1 SCOPE: This DRD establishes the report requirement for investigation of missing or stolen government property; fatality or serious injury traffic accidents, alleged improprieties by personnel on SSC; surveys to improve the SSC security posture; investigation of damaged to government property; analysis of data obtained during inquires; submittal of recommendations; and preperation of comprehensive reports.

16.2 APPLICABLE DOCUMENT(S): PWS

16.3: CONTENTS: The report shall provide sufficient information requarding investigative activities, reports taken and their disposition, investigations currently in progress, approximate dollar value of missing or stolen items, and of indicences of criminal activity.

16.4 FORMAT; The reports shall be completed on the appropriate NASA forms with the exception of the Investigator's Report, which will be completed in a narrative format on 8 1/2 X 11 bond paper.

SSC-166 (10/96) (Ms Word 6.0) C.G. (10/96) pc

National Aeronautics and Space Administration **John C. Stennis Space Center**	**DATA REQUIREMENT (DR)**	Data Procurement Document 1. Number Issue

2. Title: Emergency Management Training Requirements For Security Officers	3. Operator: RA00	4. DR Number Page Date Rev. MA-09

SUBMITTAL REQUIREMENTS

5. Type: 2	6. Frequency of Submission: (SA) First Monday in January and July.
7. Distribution: COTR & Emergency Director	
	8. Initial Submission: First Monday in January after contract start date.
9. As of Date:	

10. Remarks:

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title: Emergency Management Training Requirements for Security Officers	12. Standard DRD Number Rev. Page Date

13. Use:	14. Interrelationship:	15. Reference:
Gives management a status on security officers training in emergency management.	PWS Paragraph 3.7.2	SPLN-1040-0006 SSC Emergency Plan

16. Preparation Information:

16.1 SCOPE: This DRD establishes the requirement for contractor preparation and submittal of a status report of emergency management training for security personnel.

16.2 APPLICABLE DOCUMENT(S): PWS and SPLN-1040-0006.

16.3 CONTENTS: Previous training by security officers and security management accepted. Below is the list of training requirements.

Security Management:
- IS-100LEb Introduction to the Incident Command System (ICS 100) for Law Enforcement
- IS-200.b ICS for Single Resources and Initial Action Incidents
- IS-700.a National Incident Management System (NIMS), An Introduction
- IS-800.b National Response Framework, An Introduction

Security Officers:
- IS-100LEb Introduction to the Incident Command System for Law Enforcement
- IS-200.b ICS for SingleResources and Initial Action Incidents

16.4 FORMAT: Contractor developed Excel spreadsheet sent as a attatchment electronically.

SSC-166 (10/96) (Ms Word 6.0) C.G. (10/96) pc

National Aeronautics and Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document
1. Number Issue

2. Title:	3. Operator:	4. DR Number Page Date Rev.
Self Assessment and Metrics Report	RA03	MA-10

SUBMITTAL REQUIREMENTS

5. Type:
2

6. Frequency of Submission:
(QU)

7. Distribution:
CO, COTR and CCS

8. Initial Submission:
First report due 6 months after the contract start date.

9. As of Date:

10. Remarks:

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:	12. Standard DRD Number Rev. Page Date
Self Assessment and Metrics Report	

13. Use:	14. Interrelationship:	15. Reference:
To document the contractors self-assessment in meeting contract and performance requirements.	PWS paragraphs 2.12.7 and 3.3.5.2	NPR 1600.1 and SPR 1600.1

16. Preparation Information:

16.1 SCOPE: The report will address all categories within the PWS.

16.2 APPLICABLE DOCUMENT(S): NPR 1600.1, SPR 1600.1, PWS

16.3 CONTENTS: The narrative and metrics data shall show work performed for the quarter, along with lessons learned and shall be linked to the PWS and other requirements of the contract. The data shall distinguish between desirable and undesirable results, show trends, corrective actions and should be easily understood. As a minimum, the report shall have metrics on patrol response times, turn-around-time for PIV II credential issuance, locksmith services, foreign visitor processing, adjudication processing time, personnel security processing time, 911 response times, gate runner data, etc.

16.4 FORMAT: Statistical and narrative, site or work task specific, contractor developed format agreed to by both the contractor and NASA.

SSC-166 (10/96) (Ms Word 6.0) C.G. (10/96) pc

National Aeronautics and Space Administration **John C. Stennis Space Center**	**DATA REQUIREMENT (DR)**	Data Procurement Document 1. Number Issue

2. Title:	3. Operator:	4. DR Number Page Date Rev.
IT Security Monthly Training Report	LA00	MA-11, 1 of 2

SUBMITTAL REQUIREMENTS

5. Type:	6. Frequency of Submission:
2	(MO) (AD)
7. Distribution: Training Officer	
9. As of Date:	8. Initial Submission: IT Security Metrics will be reported to NASA HQ's in accordance with FISMA requirements. HQ's has assigned the following schedule: 04/25, 05/23, 06/20, 07/25, 08/22, 09/26, 10/24, 11/21, 12/19, for reporting FISMA 2011 requirements. Monthly Reports are required by COB two working days prior to the HQ scheduled date.

10. Remarks:
Each month provide information for SSC's IT Security Metrics in accordance with the Federal Information Security Management Act of 2002 (FISMA). The information shall include the status of IT security training for all contract personnel using the headcount submitted monthly to the NASA SSC Financial Management Division as part of the Stennis Personnel Strength Report.

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:	12. Standard DRD Number Rev. Page Date
IT Security Monthly Training Report	

13. Use:	14. Interrelationship:	15. Reference:
Provide a summary report to the government of persons trained in the categories listed in "Remarks" above. The goal is to have all training completed in SATERN. Issues/concerns shall be coordinated with the OHC	PWS paragraph 2.9.3	Federal Information Security Management Act of 2002 (FISMA)

16. Preparation Information:
16.1 SCOPE: This Data Requirement Description (DRD) establishes the requirement for documenting and reporting IT Security Training for all contractor personnel.

16.2 APPLICABLE DOCUMENT: N/A

16.3 CONTENTS: The report shall include the following information

- x Company name and POC
- x Provide completion to date, with a breakdown of supervisors and employees who have completed the training Basic or Managers Courses.
- x Identify any additional significant security Responsibility Training*
- x Provide the number of new employees trained, using the CD IT Security for new employees*
- x Provide the number of new supervisors and report completion of the training (within 30 days of EOD)

The Office of Human Capital (OHC) in concert with the IT Security Manager will report the following:
- x Provide the number of employees required to take "Elevated Privileges" (as required by NITR 2810-14) and report the completions monthly

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National Aeronautics and Space Administration **John C. Stennis Space Center**	**DATA REQUIREMENT (DR)** **Continuation Sheet**	Data Procurement Document 1. Number Issue

2. Title:	3. Operator:	4. DR Number Page Date Rev.
IT Security Monthly Training Report	LA00	MA-11, 2 of 2

DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Standard DRD Title:	12. Standard DRD Number Rev. Page Date
IT Security Monthly Training Report	

16. Preparation Information:

*Reporting of training completed outside of SATERN and not coordinated by NASA OHC, must be supported by a course roster, Form SSC 824, Basic IT Security Awareness training, or in the case of external training, a vendor provided certificate which verifies course completion.

*SSC will report IT Security Metrics to HQ monthly in accordance with the Federal Information Security Management Act of 2002 (FISMA). HQ's has assigned the following schedule: 04/25, 05/23, 06/20, 07/25, 08/22, 09/26, 10/24, 11/21, 12/19, for reporting FISMA 2011 requirements. Monthly input is required to HQ's by COB two days prior to dates noted above.

16.4 FORMAT: Electronically; sample format available from the Office of Human Capital (OHC).

16.5 MAINTENANCE: N/A

16.6 EXCEPTIONS/ADDITIONS TO THIS STANDARD DR: Database structure may be changed by the contractor upon approval of the CO.

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National Aeronautics and Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document
1. Number Issue

2. Title:	3. Operator:	4. DR Number Page Date Rev.
Information Technology Security Management Plan	RA40	MA-12, 1 of 2

SUBMITTAL REQUIREMENTS

5. Type:
1

6. Frequency of Submission:
(AN) The Plan shall be reviewed on an annual basis and an updated plan (if needed) shall submitted by the end of September for each year.

7. Distribution:
Approval - IT Security Mgr. Copies - CIO, CO, and COTR

8. Initial Submission:
Initial Plan shall be submitted 90 days after Contract start.

9. As of Date:

10. Remarks:

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:	12. Standard DRD Number Rev. Page Date
Information Technology Security Management Plan	

13. Use:	14. Interrelationship:	15. Reference:
This Plan establishes the security requirements governing contractor and government data on government supplied computer systems at SSC and of contractor owned systems at SSC.	PWS paragraph 2.9.2	NPR 2810.1

16. Preparation Information:

16.1 SCOPE: This Data Requirement (DR) establishes the requirements for preparation and submittal of a Contractor IT Security Management Plan specific to Contractor's operation at Stennis.

16.2 APPLICABLE DOCUMENTS: NPR 2810.1, NPR 1600.1 and SPD 2810.1

16.3 CONTENTS: The plan shall contain, as a minimum, the following information:

- IT risk assessments for the security of contractor and government data on government supplied systems utilized by Contractor at SSC and of contractor owned computer systems at SSC
- Applicable security requirements
- Requirements for personnel screening
- Requirements and techniques to assess the protective measures for the security of contractor and government data on government supplied systems utilized by Contractor at SSC and of contractor owned computer systems at SSC
- Procedures to minimize the impact of incidents or disasters related to the security of contractor and government data on government supplied systems utilized by Contractor at SSC and of contractor owned computers.

SSC-166 (10/96) (Ms Word 6.0) C.G. (10/96) pc

National Aeronautics and Space Administration **John C. Stennis Space Center**	**DATA REQUIREMENT (DR)** **Continuation Sheet**	Data Procurement Document 1. Number Issue

2. Title:	3. Operator:	4. DR Number Page Date Rev.
Information Technology Security Management Plan	RA40	MA-12, 2 of 2

DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Standard DRD Title:	12. Standard DRD Number Rev. Page Date
Information Technology Security Management Plan	

16. Preparation Information:

Contents (Con't)

- Procedures for reporting lost, stolen, or missing IT, or IT related equipment to the Center ITSM.

16.4 FORMAT: MS Word electronic format (SSC Standard)

16.5 MAINTENANCE: The plan will be reviewed on an annual basis and updated as required. If no update is required, notification of the review process is required.

16.6 EXCEPTIONS/ADDITIONS TO THIS STANDARD DRD: None

SSC-167 (10/96) (Ms Word 6.0) C.G. (10/96) pc

National Aeronautics and Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document
1. Number Issue

2. Title:	3. Operator:	4. DR Number Page Date Rev.
Notification of Potential Labor Dispute and Contingency Strike Plan	BA-11	MF-01, 1 of 2

SUBMITTAL REQUIREMENTS

5. Type:	6. Frequency of Submission:
2	(AR) As Required
7. Distribution: CO, Contract Labor Relations Officer	
	8. Initial Submission: Contract Start Date
9. As of Date:	

10. Remarks:

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:	12. Standard DRD Number Rev. Page Date
Notification of Potential Labor Dispute and Contingency Strike Plan	

13. Use:	14. Interrelationship:	15. Reference:
The Notification of Potential Labor Dispute and Contingency Strike Plan will be used by the NASA Contracting Officer and the Contract Labor Relations Officer to facilitate the coordination of activities between the Contractor and the affected NASA operational directorates to ensure that necessary steps are taken to prepare for any potential strike situations and to prevent the disruption of work.	PWS paragraph 2.8.7	N/A

16. Preparation Information:

16.1 SCOPE: A Notification of Potential Labor Dispute must be submitted at the first indication of potential labor unrest and 45 days prior to the expiration of any Collective Bargaining Agreement. The Notification shall describe the situation that has the potential of impacting the contract and provide the corrective actions initiated. A Contingency Strike Plan must be submitted at contract start and updated if there is any indication of a potential labor unrest or potential picketing activity. The Notification of Potential Labor Dispute and the Contingency Strike Plan are required for the prime and any subcontractors supporting this contract. Copies of all Collective Bargaining Agreements must be provided within 30 days of ratification.

16.2 APPLICABLE DOCUMENT: PWS

16.3 CONTENTS: The Notification of Potential Labor Dispute shall describe the situation that has the potential of impacting the timely performance of the contract, it should provide the planned negotiation dates with organized labor, and describe other corrective actions initiated. Notification should be made prior to the expiration of collective bargaining agreements, prior to any significant changes to existing working conditions or pay practices, or any situation that could impact the performance of the contract through labor unrest. The Contingency Strike Plan shall describe the Contractor's plan for assuring the timely performance of the work under this contract during a strike or work stoppage. As a minimum, contents should include: information on

SSC-166 (10/96) (Ms Word 6.0) C.G. (10/96) pc

National Aeronautics and Space Administration **John C. Stennis Space Center**	**DATA REQUIREMENT (DR)** **Continuation Sheet**	Data Procurement Document 1. Number Issue

2. Title: Notification of Potential Labor Dispute and Contingency Strike Plan	3. Operator: BA11	4. DR Number Page Date Rev. MF-01, 2 of 2

DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Standard DRD Title: Notification of Potential Labor Dispute and Contingency Strike Plan	12. Standard DRD Number Rev. Page Date

16. Preparation Information:

16.3 CONTENTS (cont.):
implementation of the strike plan, a pre-strike checklist for managers and supervisors, a description of how critical work will be performed, an organization chart of the strike committee membership, phone numbers of key management personnel, and standards of conduct policies during the strike.

16.4 FORMAT: Electronic

SSC-167 (10/96) (Ms Word 6.0) C.G. (10/96) pc

National Aeronautics and Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document
1. Number Issue

2. Title:	3. Operator:	4. DR Number Page Date Rev.
Work Order Status Report	BA00	MF-02

SUBMITTAL REQUIREMENTS

5. Type:
3

6. Frequency of Submission:
(MO) Monthly
Report due by COB 3rd Monday after each Fiscal Month

7. Distribution:
CFO, COTR
and SWR Initiator

8. Initial Submission:
Contract Start Date

9. As of Date:

10. Remarks:

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:	12. Standard DRD Number Rev. Page Date
Work Order Status Report	

13. Use:	14. Interrelationship:	15. Reference:
To monitor monthly status of work orders from 85% to completion.	PWS paragraph 2.8.4	

16. Preparation Information:

16.1 SCOPE: This Data Requirement (DR) establishes the requirement for preparation of a monthly report identifying all open work orders which are 85% complete through completion.

16.2 APPLICABLE DOCUMENT(S): N/A

16.3 CONTENTS: Data elements work order number, work order estimate, costs incurred, and percentage of completion.

SSC-166 (10/96) (Ms Word 6.0) C.G. (10/96) pc

National Aeronautics and Space Administration **John C. Stennis Space Center**	**DATA REQUIREMENT (DR)**	Data Procurement Document 1. Number Issue

2. Title:	3. Operator:	4. DR Number Page Date Rev.
Electronic Monthly Cost Data Report	BA22	MF-03, 1 of 2

SUBMITTAL REQUIREMENTS

5. Type:	6. Frequency of Submission:
3	(MO) Monthly
7. Distribution: (See Remarks)	
	8. Initial Submission: Contract Start Date
9. As of Date:	

10. Remarks:
Cost data is due to the Information Technology Services (ITS) Contractor for download into Other Accumulated Cost (OAC) in compliance with SSC Fiscal Calendar with cost reported for prior month and estimate for current month. The flat file layout is shown on sheet 2 of this DR.

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:	12. Standard DRD Number Rev. Page Date
Electronic Monthly Cost Data Report	

13. Use:	14. Interrelationship:	15. Reference:
For the monthly inclusion of cost data into Other Accumulated Cost (OAC).	PWS paragraph 2.8.5	

16. Preparation Information:

16.1 SCOPE: This Data Requirement (DR) establishes the requirement and related criteria for providing the monthly cost data in a flat file format as delineated on page 2 of this DR.

16.2 APPLICABLE DOCUMENT(S): N/A

16.3 CONTENTS: A letter stating the date of delivery to the Information Technology Services Contractor shall be submitted into the Stennis Contract Deliverable System (SCDS).

16.4 FORMAT: Electronic Data File shall be provided in the format as delineated on page 2 of this DR.

SSC-166 (10/96) (Ms Word 6.0) C.G. (10/96) pc

FLAT FILE LAYOUT		
FIELD	LENGTH	TYPE
Element of Cost	2	Numeric
Function Code	6	Numeric
Work Request No.	10	Numeric
Contributing Unit	4	Numeric
Current Month Amount	*11	Numeric
Current month Hours	*11	Numeric
Total Amount	*11	Numeric
Total Hours	*11	Numeric
Filler	92	Alpha-Numeric

The file needs to be a Text File.
*Right justified with floating leading negative, implied decimal.
(e.g. - $125.59 would be sent as '-12559' [11 chars]) same applies for hours

HEADER RECORD LAYOUT		
Current Year	4	Numeric
Current Month	2	Numeric
Current Day	2	Numeric
Contract Number	11	Alpha-Numeric
Fiscal Week	2	Numeric
Filler	115	Alpha-Numeric

Examples:

Element of Cost - indicates type of work performed (e.g. 100103)

10 - Labor
20 - S/C Labor
40 - Materials
50 - O.D.C.

Function Code - indicates type of work performed (e.g. 100103)

Work Request No. - WBS (TWR, FSR, SWR, etc.) used to request work from contractor

Contributing Unit - OBS (contributing contractor units) (e.g. 4752)

National Aeronautics and Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document
1. Number Issue

2. Title:	3. Operator:	4. DR Number Page Date Rev.
Contract Monthly Operating Status Report	BA21	MF-04

SUBMITTAL REQUIREMENTS

5. Type: 3

6. Frequency of Submission: (MO)

7. Distribution: BA11

8. Initial Submission: Contract Start Date

9. As of Date:

10. Remarks:
Report is due by noon on the second Friday following the close of the Stennis Space Center fiscal month.

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:	12. Standard DRD Number Rev. Page Date
Contract Monthly Operating Status Report	

13. Use:	14. Interrelationship:	15. Reference:
Reporting the status of cost and workforce to include variance explanations for total contract, both the prime and all subcontracts, to SSC Management and NASA Headquarters.	PWS Paragraph 2.8.6	

16. Preparation Information:

16.1 SCOPE: This Data Requirement (DR) establishes the requirement of the preparation of a monthly workforce report that provides monthly status (dollars and workforce) to include variance explanations against the approved operating budget line items.

16.2 APPLICABLE DOCUMENTS(S):

16.3 CONTENTS: The report shall provide cost (dollars) and workforce reported by SSC operating budget programmatic line item.

16.4 FORMAT: Electronic Database

SSC-166 (10/96) (Ms Word 6.0) C.G. (10/96) pc

National Aeronautics and Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document
1. Number Issue

2. Title:	3. Operator:	4. DR Number Page Date Rev.
Quality Assurance Plan	QA00	QA-01, 1 of 2

SUBMITTAL REQUIREMENTS

5. Type:
1

6. Frequency of Submission:
(AN) The Quality Assurance Plan shall be reviewed by the contractor at least annually and updated as required. Changes to the Quality Assurance Plan shall be submitted to the Agency COTR and reviewed and approved by the Agency Contracting Officer prior to incorporation into the contract via contract modification.

7. Distribution:
CO, COTR, QA00

8. Initial Submission:
Contract Start Date. To be submitted in final form, 60 days after Contract Award.

9. As of Date:

10. Remarks:
The final plan, as approved by the Contracting Officer, shall be incorporated into the contract as Attachment J-20.

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:	12. Standard DRD Number Rev. Page Date
Quality Assurance Plan	

13. Use:	14. Interrelationship:	15. Reference:
The Quality Assurance Plan will establish the the baseline quality control techniques the contractor will use to assure contractual compliance.	PWS Paragraph 2.11.1	See 16.2

16. Preparation Information:

16.1 SCOPE: The Quality Assurance Plan shall describe the objectives, implementing policy and procedures, quality, timeliness, responsiveness, and customer satisfaction that ensure supplies and services acquired under Government contract conform to contract requirements. The contractor shall describe any unique quality assurance requirements associated with individual task order.

16.2 APPLICABLE DOCUMENT:
FAR 46.202-3 Standard Inspection Requirements
NPR 8730.5 NASA Quality Assurance Program Policy
NPR 8735.2, Management of Government Safety and Mission Assurance Surveillance Functions for NASA Contracts

16.3 CONTENTS: The Quality Assurance Plan shall establish the processes, procedures, inspections techniques, documentation, training, certifications, non conformance, corrective actions used by the contractor to assure contractual compliance with the PWS. The Quality Assurance Plan shall include as a minimum:
(Cont. on page 2)

SSC-166 (10/96) (Ms Word 6.0) C.G. (10/96) pc

National Aeronautics and Space Administration **John C. Stennis Space Center**	**DATA REQUIREMENT (DR)** **Continuation Sheet**	Data Procurement Document 1. Number Issue

2. Title:	3. Operator:	4. DR Number Page Date Rev.
Quality Assurance Plan	QA00	QA-01, 2 of 2

DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Standard DRD Title:	12. Standard DRD Number Rev. Page Date
Quality Assurance Plan	

16. Preparation Information:

a. Inspection system covering all services required by this contract
b. Areas to be inspected on either a scheduled or unscheduled basis, frequency of inspections, and the title of the individual(s) who will perform the inspection.
c. Methods for identifying, correcting and preventing defects in the quality of service performed before the level of performance becomes unacceptable.
d. Method of documenting and enforcing quality/assurance operations.
e. Methods for gathering and responding to customer feedback

16.4: FORMAT: Electronic, MS Word.

SSC-167 (10/96) (Ms Word 6.0) C.G. (10/96) pc

National Aeronautics and Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document
1. Number Issue

2. Title:	3. Operator:	4. DR Number Page Date Rev.
Safety, Health and Environmental (SHE) Plan	QA00	SA-01, 1 0f 2

SUBMITTAL REQUIREMENTS

5. Type:
1

6. Frequency of Submission:
(RT/AN) Submit 10 days after Contract Award; update as required and annually

7. Distribution:
CO, COTR, QA00, RA02

8. Initial Submission:
Contract Start Date

9. As of Date:

10. Remarks:

The Safety, Health and Environmental (SHE) Plan shall be consistent with, and further detail, the contractor's proposed approach to safety, health and environmental issues.

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:	12. Standard DRD Number Rev. Page Date
Safety, Heath and Environmental (SHE) Plan	

13. Use:	14. Interrelationship:	15. Reference:
The Safety, Health, and Environmental Plan shall describe the contractor's methods of planning, implementing and controlling their industrial safety, occupational health, and environmental requirements over the duration of the contract.	PWS paragraph 2.10	See Block 16.2

16. Preparation Information:

16.1 SCOPE: This Plan will apply to all contractor operations conducted in support of this contract and identifies a baseline agreement to: (1) prevent employee fatalities, (2) reduce the number of safety, health and environmental incidents, (3) reduce the severity of employee injuries and illnesses, and (4) protect the environment through the ongoing planning, implementation, integration and management control of the contractor's industrial safety, occupational health, and environmental programs.

16.2 APPLICABLE DOCUMENT: Compliance with the following Occupational Safety, Health and Environmental Standards and applicable requirements shall be specified in the plan (if applicable to the scope of this contract).

29 CFR 1910	Department of Labor; Occupational Safety and Health Administration Standards for General Industry
29 CFR 1926	Department of Labor; Occupational Safety and Health Administration Standards for Construction Industry
40 CFR	Protection of the Environment
NFPA Standards	National Fire Codes

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National Aeronautics and Space Administration **John C. Stennis Space Center**	**DATA REQUIREMENT (DR)** **Continuation Sheet**	Data Procurement Document 1. Number Issue

2. Title: Safety, Health and Environmental (SHE) Plan	3. Operator: QA00	4. DR Number Page Date Rev. SA-01, 2 of 2

DATA REQUIREMENT DESCRIPTION - CONTINUATION

11. Standard DRD Title:	12. Standard DRD Number Rev. Page Date
Safety, Health and Environmental (SHE) Plan	

16. Preparation Information:

NASA-STD-8719.11	Safety Standard for Fire Protection
NPR 8715.3	NASA General Safety Program Requirements
NPD 8500.1	NASA Environmental Management
NPR 8553.1	NASA Environmental Management System
SPR 8500.1	Environmental Management System Procedural Requirements
SPR 8500.2	Environmental Operations and Implementation Plan
SPD 8715.4	Safety and Health Policy
SPR 8715.1	Safety and Health Program Requirements

(NOTE: Reference from Block 12: NFS 1852.223-70, Safety and Health; NFS 1852.223-72, Safety and Identification and Material Safety Data; FAR 52.223-4, Recovered Material Certification; FAR 52.223-5, Pollution Prevention and Right-to-Know Information; FAR 52.223-7, Notice of Radioactive Materials; FAR 52.223-9, Estimate of Percentage of Recovered Material Content for EPA-Designated Products; FAR 52.223-10, Waste Reduction Program; FAR 52.223-11, Ozone Depleting Substances; FAR 52.223-12, Refrigeration Equipment and Air Conditioners; FAR 52.223-13, Certification of Toxic Chemical Release Reporting; and FAR 52.223-14, Toxic Chemical Release Reporting. DRD Mishap and Safety Statistics Report.)

16.3 CONTENTS: The Safety, Health, and Environmental (SHE) Plan shall clearly describe how the contractor plans to comply with the NASA and Center specific requirements. The plans shall as a minimum address the requirements listed in Appendix E of NPR 8715.3.

16.4 FORMAT: Electronic MS Word

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National Aeronautics and Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document
1. Number Issue

2. Title:	3. Operator:	4. DR Number Page Date Rev.
Mishaps and Safety Statistics Report	QA00	SA-02

SUBMITTAL REQUIREMENTS

5. Type:
2

6. Frequency of Submission:
(MO) Safety Statistics reports shall be submitted by the 10th workday of the month. Follow up investigation reports and corrective action plans shall be submitted for each occurrence in accordance with requirements of NPR 8621.1. Reporting and investigation requirements vary based on type, criticality, and visibility of the incident.

7. Distribution:
QA00, COTR

8. Initial Submission:
Contract Start Date as specified by NPR 8621.1, For injury/illness statistics, and headcount/operating hours, on the second month after Contract Start Date.

Initial Mishap and Close Call incident reports shall be submitted as soon as possible after occurrence but in no case later than as required by NPR 8621.1, Mishap and Close Call Reporting, Investigating, and Recordkeeping.

9. As of Date:

10. Remarks:

N/A

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:	12. Standard DRD Number Rev. Page Date
Mishaps and Safety Statistics Report	

13. Use:	14. Interrelationship:	15. Reference:
To provide reporting metrics for mishaps, close calls, and serious non-occupational injuries; to assure appropriate level of management and employee awareness; and to prevent recurrence of similar incidents.	PWS Paragraph 2.10.1.2	DRD SA-01 NPR8621.1

16. Preparation Information:

16.1 SCOPE: This report shall document all mishaps and close calls as required in NPR 8621.1.

16.2 APPLICABLE DOCUMENT: NPR 8621.1 and Center supplements to this regulation

16.3 CONTENTS: These reports shall contain the information required by NPR 8621.1 and any Center supplements to this regulation.

16.4 FORMAT: The report shall be submitted on SSC Form SSC-850, or otherwise, as specified in NPR 8621.1

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National Aeronautics and Space Administration
John C. Stennis Space Center

DATA REQUIREMENT (DR)

Data Procurement Document
1. Number Issue

2. Title:	3. Operator:	4. DR Number Page Date Rev.
Site Vehicle Accident Experience Report	QA00	SA-03

SUBMITTAL REQUIREMENTS

5. Type:
2

6. Frequency of Submission:
(QU) Report due no later than the 10th of month following month to be reported.

7. Distribution:
QA00

8. Initial Submission:
Following the first contract quarter, per Block 6.

9. As of Date:

10. Remarks:

This report provides a monthly summary of SSC vehicle accidents and their effects on SSC operations.

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:	12. Standard DRD Number Rev. Page Date
Site Vehicle Accident Experience Report	

13. Use:	14. Interrelationship:	15. Reference:
This Data Requirements Description establishes the requirements for the preparation and submittal of a report that provides a statistical summary of accidents and their related effects.	PWS Paragraph 3.5.3.6	SPR 8715.1, Safety and Health Program Requirements

16. Preparation Information:

16.1 SCOPE: The report shall provide a statistical summary of accidents occurring during the reporting period, and their effects on SSC operations.

16.2 APPLICABLE DOCUMENTS: SPR 8715.1

16.3 CONTENTS: A monthly summary of SSC vehicle accidents.

16.4 FORMAT: A contractor developed format is authorized with a NASA S&MA concurrence.

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National Aeronautics and Space Administration **John C. Stennis Space Center**	**DATA REQUIREMENT (DR)**	Data Procurement Document 1. Number Issue

2. Title:	3. Operator:	4. DR Number Page Date Rev.
SSC Safety and Security Orientation Video Report	LA00/QA00	SA-04

SUBMITTAL REQUIREMENTS

5. Type:	6. Frequency of Submission:
1	(MO) Due on the 10th of each month.
7. Distribution:	
LA00	
	8. Initial Submission:
	30 days post award
9. As of Date:	

10. Remarks:

N/A

DATA REQUIREMENT DESCRIPTION (DRD)

11. Standard DRD Title:	12. Standard DRD Number Rev. Page Date
SSC Safety and Security Orientation Video Report	

13. Use:	14. Interrelationship:	15. Reference:
This DRD provides a summary of personnel & visitors viewing the SSC Safety and Security Orientation DVD.	PWS Paragraph 3.2.10.11	SPR 8715.1, Safety and Health Program Requirements, SSC form 724C

16. Preparation Information:

16.1 SCOPE: This Data Requirements Description establishes the requirements for entering roster data into the NASA/SSC Electronic Database and monthly forwarding Safety and Security Orientation video viewing rosters to NASA Human Resources (HR).

16.2 APPLICABLE DOCUMENTS: SPR 8715.1

16.3 CONTENTS: Rosters shall be submitted on form, SSC-724C

16.4 FORMAT: Electronic

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