

NASA SHARED SERVICES CENTER

NEX-GEN

CONTRACT

ATTACHMENT J-2

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

DATA REQUIREMENTS LIST

DRL NUMBER: NSSC-NEX-GEN		REVISION Basic
PROJECT/SYSTEM NASA Shared Services Center Contract		
CONTRACT NUMBER TBD		PREPARATION DATE July 2014
CONTRACTOR TBD		TECHNICAL APPROVAL Mark Chadwick
ATTACHMENT NUMBER Section J, Attachment J-2		EXHIBIT NUMBER N/A
ITEM NO.	TITLE	CHANGE STATUS
2.1-1	SP Training Records	
2.1-2	Employee Roster	
2.1-3	Position Risk Level Designations	
2.1-4	Equal Employment Opportunity Report	
2.2-1	Records Management Plan and Reports	
2.5-1	Contract Performance Measurement Plan	
2.5-2	Contract Performance (Metrics) Report	
2.5-3	Performance and Utilization Report	
2.6-1	Briefing, Performance, Continuous Improvement Strategies, and Shared Services Leading Practices Review	
2.7-1	NSSC IT Security Management Plan	
2.7-2	Key Control and Media Security Procedures	
2.8-1	Safety and Health Incident Reports	
2.8-2	NSSC IT Disaster Recovery Plan	
2.9-1	Risk Management Plan	
2.10-1	Quality Control Plan	
2.11-1	Financial Management Analysis	
2.11-2	Contractor Accounting Calendar and Productive Hours	
2.11-3	Annual Phased Operating Plan	
2.17-1	Customer Satisfaction Assessment Report	
2.19-1	Property Management Plan	
2.19-2	IT Seat and System Hardware Asset Plan	
3.0-1	NSSC Work Instructions	
3.1-1	Financial Management Reports	
3.1-2	Continuous Monitoring Program (CMP) Reports	
3.1-3	Federal Interagency Databases Online (FIDO)	
3.1-4	NSSC FM TSA Reports	
3.1-5	Quarterly Report on International Transactions of the Federal Government	
3.1-6	Treasury Report on Receivables	
3.1-7	FMS 224 Reporting	
3.1-8	Travel/Fleet Program Coordinator (APC) Reports	
3.1-9	Monthly Un-liquidated Obligations Report for Completed Travel	
3.1-10	Quarterly Report of Recommendations for Open Obligations Against Relocation Contractor	
3.1-11	Annual Review of Real Estate Entitlements	
3.2-1	Drug Testing Performance Metrics	
3.2-2	Suitability Adjudication, Utilization and Performance	
3.2-3	External Training and Training Data Entry Status Reports	
3.2-4	HR Survey Reports	
3.2-5	Federal Workers' Compensation Program Utilization and Costs	
3.2-6	HRIS Training Materials	
3.2-7	SES ECQs and CDP Cases Metrics Reports	
3.3-1	New Enterprise Software License Business Cases	
3.4-1	NSSC IT Directive Development and Implementation	

3.4-2	NSSC IT Assessments	
3.4-3	Enterprise Architecture (EA) Baseline Reference Models	
3.4-4	Enterprise Architecture (EA) Artifacts	
3.4-5	IT Investment Portfolio Management	
3.4-6	IT Portfolio Management Special Reports	
3.4-7	IT Business Continuity Plans (BCPs)	
3.4-8	IT Project Life-Cycle Management Documents and Reports	
3.4-9	IT Configuration Management (CM) Plan and Reports	
3.4-10	Systems/Applications Training and Reports	
3.4-11	IT Operations and Maintenance Daily Status Meeting	
3.4-12	IT Problem Management and Reports	
3.4-13	Website Administration and Reports	
3.4-14	IT Security Metrics Report	
3.4-15	Desk-side Support and Reports	
3.8-1	ESD Performance Metrics Reports	
3.8-2	ESD "Chat" Implementation Plan	
3.8-3	ESD Interactive Voice Response (IVR) Implementation Plan	
3.8-4	ESD Remote Desktop Support Implementation Plan	
3.8-5	ESD Mobile Applications Implementation Plan	

INSTRUCTIONS FOR COMPLETING CONTRACT APPLICATION INFORMATION

- A. **LINE ITEM NO.:** Sequentially number line items beginning with number 001.
- B. **LINE ITEM TITLE:** Enter the title of the data item, as shown in the Performance Work Statement (PWS), the RFP and/or as directed by the CTM.
- C. **OPR (OFFICE OF PRIMARY RESPONSIBILITY):** Enter the organization designated to exercise technical and or administrative control over the data requirement. Use approved organizational code.
- D. **TYPE:** Enter "Type of Data" code as follows:

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.

- E. **INSPECT/ACCEPT:** Enter Inspection Acceptance code as follows:

CODE	INSPECTION	ACCEPTANCE
1	Source	Source
2	Destination (OPR)	Destination (OPR)
3	Source	Destination (OPR)
4	Certificate of Conformance	(Mandatory)
5	Certificate of Conformance	(Optional)
6	No Inspection Required	No Acceptance Required

- F. **FREQ. OF SUBM.:** Enter the frequency of submission code as follows:

CODE	DESCRIPTION	CODE	DESCRIPTION	CODE	DESCRIPTION
AD	AS DIRECTED	PC	PER CONTRACT	PV	PER VEHICLE
AN	ANNUAL	PD	PER FAILURE	QU	QUARTERLY
AR	AS REQUIRED	PE	PER EVENT	RD	AS RELEASED
BE	BIENNIAL	PF	PER FACILITY	RT	ONE TIME & REVISIONS
BM	BIMONTHLY (every two months)	PG	PER PROGRAM	SA	SEMI ANNUALLY
BW	BIWEEKLY (every two weeks)	PI	PER EQUIPMENT END ITEM	SM	SEMI MONTHLY
DA	DAILY	PJ	PER PROJECT	TY	THREE YEAR PERIOD
DD	DEFERRED DELIVERY	PL	PER LAUNCH FLIGHT MISSION	UR	UPON REQUEST
MO	MONTHLY	PS	PER SYSTEM	WK	WEEKLY
OT	ONE TIME	PT	PER TEST		

- G. **INITIAL SUBMITTAL:** Enter date of initial submittal as follows: Month, Day, Year. If calendar date is not scheduled, enter number of days preceding, or following, event to which the data requirement is related (e.g., 90 days prior to launch). Amplify in REMARKS, Item J, if necessary.
- H. **AS OF DATE:** For "Onetime Only" submittals, enter date by month/day/year. For recurring submittals, enter number coding (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.
- I. Not Used
- J. **REMARKS:** Enter in this space:
- 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. (This data may be removed at final approval.)
 - d. Additional submittal information, if necessary.

- K. **DISTRIBUTION:** Enter organizational symbol, number of copies, and type of copy code(s) (in parenthesis) required for each office. Type of copy codes are as follows:

CODE	DEFINITION
A	Electronic
B	Hardcopy for Signature
C	Microfilm, Aperture Cards
D	Other, (Explain in remarks, Item J).

EXAMPLE ENTRIES: IS-PRO-2 (1A) = One regular copy. IS-PRO-3 (5 A, 1B) = Five Regular copies, One Reproducible copy. Enter the total number of copies by type in the space provided

INSTRUCTIONS FOR COMPLETING DATA REQUIREMENT DESCRIPTION

GENERAL: The Data Requirement Description (DRD) will be prepared to describe the content and provide preparation information for data required in support of NASA programs.

- TITLE:** Enter the title or type of document required. The first word of the title should be a principal noun which best established the basic concept of the data. Subsequent words should be appropriate modifiers.
Examples:
 - Plan, Project Development (SIVB)
 - Specification, Test (GSE)
 - Report, Quarterly Progress
 - Proposal, Engineering change (ECP)
- NUMBER:** Enter the appropriate number assigned to the DRD. This number will identify the appropriate data category.
- USE:** Enter a synopsis of the use of the document, stating reason for the requirement.
- DATE:** Enter date of preparation.
- ORGANIZATION:** Identify the installation preparing the DRD.
- REFERENCES:** List applicable documents by number, (NASA Management Manual, Mil Specifications, Federal Standards, NASA Procurement Regulation, etc.) to which the preparing office (e.g., NASA installations, contractors, etc.) may refer for additional information concerning the data requirement.
- INTERRELATIONSHIP:** Enter all affected approved DRDs within the scope of the program when the DRD under preparation creates a significant impact or interface relationship with existing DRDs. Include a brief narrative of the impact or relationship created and a statement that the new DRD does not cause a conflict with other DRDs.
- PREPARATION INFORMATION:** Provide ample information for preparation of the data required by the data requirements description; include all necessary details of preparation to satisfy the originator's formal requirements.

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL NSSC-NEX-GEN					A. ITEM NO. 001	
B. LINE ITEM TITLE: Training Records						
C. OPR. NSSC	D. TYPE 5	E. INSPECT/ACCEPT 1	F. REQ. PE	G. INITIAL SUB. 90 days after start of performance	H. AS OF DATE 90/10	
J. REMARKS: Training records will always be available in NASA's Learning Management System or other agreed to electronic repository.						
K. DISTRIBUTION Agency LMS					TOTALS	
					NO.	TYPE
					1	A
DATA REQUIREMENT DESCRIPTION						
1. TITLE Report, Training Records				2. NUMBER 2.1-1		
3. USE Data used to confirm attendance (CS and SP) of mandatory training courses and to monitor SP employee training administered by the SP in support of the services provided under the contract.				4. DATE 7/15/2014		
				5. ORGANIZATION NSSC		
7. INTERRELATIONSHIP N/A				6. REFERENCES NPR 1600.1; NPR 1600.3; NPR 8715.3; NPR 2810.1		
8. PREPARATION INFORMATION - Course and attendee data shall be maintained by the SP in NASA's Learning Management System (LMS) or other agreed to electronic repository. - NASA will have access to the data.						

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL NSSC-NEX-GEN					A. ITEM NO. 002
B. LINE ITEM TITLE: Employee Roster					
C. OPR. NSSC	D. TYPE 4	E. INSPECT/ACCEPT 2	F. REQ. AR	G. INITIAL SUB. 30 days after start of performance	H. AS OF DATE 30/10
J. REMARKS: The SP Employee Roster shall be maintained electronically and shall be available for review at any time.					
K. DISTRIBUTION NSSC Electronic Library (NSSC COR; NSSC CO; Delegates)					TOTALS
					NO.
					TYPE
					1
					A
DATA REQUIREMENT DESCRIPTION					
1. TITLE Report, Employee Roster				2. NUMBER 2.1-2	
3. USE Document is used for administrative purposes.				4. DATE 7/15/2014	
				5. ORGANIZATION NSSC	
7. INTERRELATIONSHIP N/A				6. REFERENCES N/A	
8. PREPARATION INFORMATION <ul style="list-style-type: none"> Electronic roster of Service Provider employees including the following data: <ul style="list-style-type: none"> o Employee Name; o Labor Category/Job Title; o Phone/Cell Number; o Facsimile Number; o Site Location/Address; o Room Number; o Email address; and o Emergency Point of Contact. Updates shall be made no later than five business days after a change. A folder will be available in the NSSC's electronic library for hosting DRDs. The SP will upload DRDs to this folder to satisfy distribution requirements. 					

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL NSSC-NEX-GEN					A. ITEM NO. 003
B. LINE ITEM TITLE: Position Risk Level Designations					
C. OPR. NSSC	D. TYPE 3	E. INSPECT/ACCEPT 2	F. REQ. RT	G. INITIAL SUB. 30 days after start of performance	H. AS OF DATE 30/10
J. REMARKS: The SP shall provide a report in electronic format that lists all positions and the risk level designations; anytime an update is made to SP positions, the SP shall provide an updated report.					
K. DISTRIBUTION NSSC Electronic Library (NSSC COR; NSSC CO; Delegates)					TOTALS
					NO. TYPE
					1 A
DATA REQUIREMENT DESCRIPTION					
1. TITLE Report, Position Risk Level Designations				2. NUMBER 2.1-3	
3. USE The SP shall comply fully with NASA Federal Acquisition Regulations (FAR) Supplement (NFS) 1852.204 and NPR 1600.3 "Personnel Security," as amended.				4. DATE 7/15/2014	
				5. ORGANIZATION NSSC	
7. INTERRELATIONSHIP N/A				6. REFERENCES NFS 1852.204; NPR 1600.3	
8. PREPARATION INFORMATION - Designate each SP position established within the NSSC as High, Medium, or Low Risk per the NASA FAR Supplement and NPR 1600.3 "Personnel Security," as amended. Provide description of each position and its designation and any updates. - A folder will be available in the NSSC's electronic library for hosting DRDs. The SP will upload DRDs to this folder to satisfy distribution requirement.					

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL NSSC-NEX-GEN					A. ITEM NO. 004										
B. LINE ITEM TITLE: Equal Employment Opportunity Report															
C. OPR. NSSC	D. TYPE 3	E. INSPECT/ ACCEPT 2	F. REQ. SA	G. INITIAL SUB. Six Months after the start of period of performance	H. AS OF DATE 180/30										
J. REMARKS:															
K. DISTRIBUTION NSSC Electronic Library (NSSC COR; NSSC CO; Delegates)					<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th colspan="2">TOTALS</th> </tr> <tr> <th style="text-align: center;">NO.</th> <th style="text-align: center;">TYPE</th> </tr> <tr> <td align="center">1</td> <td align="center">A</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	TOTALS		NO.	TYPE	1	A				
TOTALS															
NO.	TYPE														
1	A														
DATA REQUIREMENT DESCRIPTION															
1. TITLE Report, Equal Employment Opportunity				2. NUMBER 2.1-4											
3. USE This document will be used by NASA personnel to assess the Service Provider's Equal Employment Opportunity compliance and Diversity management of the contract effort.				4. DATE 7/15/2014											
				5. ORGANIZATION NSSC											
7. INTERRELATIONSHIP N/A				6. REFERENCES N/A											
8. PREPARATION INFORMATION <ul style="list-style-type: none"> - Format and content of the report shall be in accordance with Attachments A and B, semi-annual Equal Opportunity Statistical Reports, and Attachment C, Narrative Report for Equal Employment Activities. - A folder will be available in the NSSC's electronic library for hosting DRDs. The SP will upload DRDs to this folder to satisfy distribution requirements. 															

DRD 2.1-4 Attachment A Data - SP Equal Employment Opportunity and Diversity and Inclusion Semiannual Report											
Period 00/00/0000 thru 00/00/0000											
OCCUPATIONAL CATEGORIES	WHITE		AFICAN AMERICAN		HISPANIC		ASIAN PACIFIC ISLANDER		NATIVE AMERICAN		TOTAL
	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	
# Managers & Supervisors											
% Managers & Supervisors											
# Management Officials											
% Management Officials											
# Professionals											
% Professionals											
# Office & Clerical											
% Office & Clerical											
# TOTAL											
% TOTAL											

DRD 2.1-4 Attachment B Data - SP Equal Employment Opportunity and Diversity and Inclusion Semiannual Report											
Period 00/00/0000 thru 00/00/0000											
CATEGORIES	WHITE		AFICAN AMERICAN		HISPANIC		ASIAN PACIFIC ISLANDER		NATIVE AMERICAN		TOTAL
	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	
	# Hires										
# Promotions											
# Recalls											
# Voluntary Separations											
# Involuntary Terminations											
# TOTAL											

DRD 2.1-4 Attachment C Data - SP Equal Employment Opportunity and Diversity and Inclusion Semiannual Report
Period 00/00/0000 thru 00/00/0000

<p><u>A. RECRUITING EFFORTS / ACTIVITIES:</u></p>
<p><u>B. DIVERSITY AND INCLUSION EFFORTS / ACTIVITIES:</u></p>

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL NSSC-NEX-GEN					A. ITEM NO. 005								
B. LINE ITEM TITLE: Records Management Plan and Records Management Reports													
C. OPR. NSSC	D. TYPE 3	E. INSPECT/ACCEPT 3	F. REQ. RT/AN	G. INITIAL SUB. 30 days after start of performance	H. AS OF DATE 365/30								
J. REMARKS:													
K. DISTRIBUTION NSSC Electronic Library (NSSC COR; NSSC CO; Delegates)					<table border="1"> <tr> <th colspan="2">TOTALS</th> </tr> <tr> <th>NO.</th> <th>TYPE</th> </tr> <tr> <td align="center">1</td> <td align="center">A</td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	TOTALS		NO.	TYPE	1	A		
TOTALS													
NO.	TYPE												
1	A												
DATA REQUIREMENT DESCRIPTION													
1. TITLE Plan, Records Management Report, Records Management				2. NUMBER DRD 2.2-1									
3. USE Ensure compliance with NASA Records Management Procedural Requirements.				4. DATE 7/15/2014									
				5. ORGANIZATION NSSC									
7. INTERRELATIONSHIP N/A				6. REFERENCES NPR 1441.1D									
8. PREPARATION INFORMATION The SP shall develop a plan for documentation development, organization and management of NSSC records. The SP shall provide the Records Management Plan within one month after the start of period of performance. Report format is negotiable.													

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL NSSC-NEX-GEN					A. ITEM NO. 006
B. LINE ITEM TITLE: Contract Performance Measurement Plan					
C. OPR. NSSC	D. TYPE 3	E. INSPECT/ACCEPT 2	F. REQ. RT	G. INITIAL SUB. 90 days after start of period of performance	H. AS OF DATE N/A
J. REMARKS: Type "A": Electronic submittal. Product shall be compatible with Microsoft Office suite of software.					
K. DISTRIBUTION NSSC Electronic Library (NSSC COR; NSSC CO; Delegates)					TOTALS
					NO. TYPE
					1 A
DATA REQUIREMENT DESCRIPTION					
1. TITLE Plan, Contract Performance Measurement				2. NUMBER DRD 2.5-1	
3. USE To provide a comprehensive plan for the development of performance measures addressing timeliness, accuracy, and quality of work performed.				4. DATE 7/15/2014	
				5. ORGANIZATION NSSC	
7. INTERRELATIONSHIP N/A				6. REFERENCES N/A	
8. PREPARATION INFORMATION The SP shall update the current NSSC Performance Management Plan to include the following: <ul style="list-style-type: none"> - SP's approach for capturing and reporting all utilization numbers and transactions totals for all services and actions identified in Attachment J-3; - Strategy for timely creation of the outputs described in the Contract Metrics Performance and Monthly Performance and Utilization Report (DRDs 2.5-2 and 2.5-3) should be included in the plan; and - Business rules for all measurements (can be electronically housed as attachment due to size). 					

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL NSSC-NEX-GEN					A. ITEM NO. 007	
B. LINE ITEM TITLE: Contract Performance (Metrics) Report						
C. OPR. NSSC	D. TYPE 3	E. INSPECT/ACCEPT 2	F. REQ. DA	G. INITIAL SUB. See Block 8	H. AS OF DATE See Block 8	
J. REMARKS: Type "A": Electronic submittal. Product shall be compatible with Microsoft Office suite of software.						
K. DISTRIBUTION Maintain in data warehouse, dashboards and analytics or other electronic repository as agreed to with the Government					TOTALS	
					NO.	TYPE
					1	A
DATA REQUIREMENT DESCRIPTION						
1. TITLE Report, Contract Performance (Metrics)				2. NUMBER DRD 2.5-2		
3. USE To provide Government insight into service provider performance in all areas of the contract and to maintain detailed workload utilization data.				4. DATE 7/15/2014		
				5. ORGANIZATION NSSC		
7. INTERRELATIONSHIP N/A				6. REFERENCES N/A		
8. PREPARATION INFORMATION The SP shall continuously track the SLIs and performance measures contained in contract Attachment J-3 as well as the workload information contained in contract Attachment J-21. Retention in a searchable, reportable electronic repository with Government access meets this DRD requirement. The NSSC currently utilizes the NSSC Business Intelligence Datamart (NBID), Remedy and other systems which will be made available to the contractor to collect this data but hopes to move to a robust single, dashboards and analytics system.						

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL NSSC-NEX-GEN					A. ITEM NO. 008						
B. LINE ITEM TITLE: Performance and Utilization Report											
C. OPR. NSSC	D. TYPE 3	E. INSPECT/ACCEPT 2	F. REQ. MO	G. INITIAL SUB. 30 days after start of performance	H. AS OF DATE 30/15						
J. REMARKS: Type "A": Electronic submittal. Product shall be compatible with Microsoft Office suite of software.											
K. DISTRIBUTION NSSC Electronic Library (NSSC COR; NSSC CO; Delegates) Business and Administration Office					<table border="1"> <tr> <th colspan="2">TOTALS</th> </tr> <tr> <th>NO.</th> <th>TYPE</th> </tr> <tr> <td align="center">2</td> <td align="center">A</td> </tr> </table>	TOTALS		NO.	TYPE	2	A
TOTALS											
NO.	TYPE										
2	A										
DATA REQUIREMENT DESCRIPTION											
1. TITLE Report, Performance and Utilization				2. NUMBER DRD 2.5-3							
3. USE To provide performance and utilization data to NASA Centers in accordance with the NSSC Service Level Agreement. This will be used by the NSSC B&A Office to create the Center Bills for utilization of services.				4. DATE 7/15/2014							
				5. ORGANIZATION NSSC							
7. INTERRELATIONSHIP N/A				6. REFERENCES N/A							
8. PREPARATION INFORMATION											
<ul style="list-style-type: none"> - The Performance and Utilization Report is a monthly slide deck that reports total utilization of all actions defined in the Unit of Measure sections of the Service Catalog and SLA. - The deck also reports all performance SLAs identified in the Service Catalog and SLA (this includes some, but not all, metrics identified in Attachment J-3. Every metric in the Performance and Utilization Report is captured in Attachment J-3). - The PUR is currently produced in PowerPoint, manually, using data from NBID and other various systems. - The NSSC desires an automated solution for presentation of this information (including the development of an online mechanism for reporting, and producing the report in PDF format). - All Performance and Utilization Reports are available to the public at www.nssc.nasa.gov/metrics - Civil Servants in the Business and Administration Office produce the Center Utilization totals (bills) at the end of each deck using the SP produced DRD. - Final format/template will be agreed to after award between the Contractor and Government 											

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL - NSSC					A. ITEM NO. 009	
B. LINE ITEM TITLE: Performance, Continuous Improvement Strategies, and Shared Services Leading Practices Review						
C. OPR. NSSC	D. TYPE 3	E. INSPECT/ACCEPT 3	F. REQ. AN	G. INITIAL SUB. Contract Year Two	H. AS OF DATE 365/30	
J. REMARKS:						
K. DISTRIBUTION NSSC Electronic Library (NSSC COR; NSSC CO; Delegates) NSSC Executive Director; NSSC Senior Management Team					TOTALS	
					NO.	TYPE
					1	A
					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Review, Continuous Improvement Strategies, and Shared Services Leading Practices				2. NUMBER 2.6-1		
3. USE Management tool to evaluate NSSC performance, continuous improvement practices, and overall effectiveness in the NSSC's shared services delivery model.				4. DATE 7/15/2014		
				5. ORGANIZATION NSSC		
7. INTERRELATIONSHIP N/A				6. REFERENCES N/A		
8. PREPARATION INFORMATION The SP shall benchmark a leading Shared Services Providers annually (private or public sector) and prepare a slide deck for presentation to the NSSC Senior Leadership team. The report should include recommendations for improvement, cost savings opportunities, and an overview of where the NSSC is excelling and where improvements can be made.						

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL - NSSC					A. ITEM NO. 010								
B. LINE ITEM TITLE: NSSC IT Security Management Plan													
C. OPR.	D. TYPE	E. INSPECT/ ACCEPT	F. FREQ.	G. INITIAL SUB.	H. AS OF DATE								
NSSC	3	3	AN	30 days after phase-in begins	See Block 8								
J. REMARKS: The information technology Center and systems security plan(s) must be consistent with and further detail the approach contained in the SP's proposal that resulted in the award of this contract and in compliance with the requirements stated in each document referenced in "6. References" below.													
K. DISTRIBUTION NSSC CO, NSSC OCIO					<table border="1"> <tr> <th colspan="2">TOTALS</th> </tr> <tr> <th>NO.</th> <th>TYPE</th> </tr> <tr> <td align="center">1</td> <td align="center">A</td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	TOTALS		NO.	TYPE	1	A		
TOTALS													
NO.	TYPE												
1	A												
DATA REQUIREMENT DESCRIPTION													
1. TITLE Plans, Information Technology Security				2. NUMBER DRD 2.7-1									
3. USE To document information technology security risk management and safeguards for protection for the NSSC Center and IT systems.				4. DATE 7/15/2014									
				5. ORGANIZATION NSSC									
7. INTERRELATIONSHIP Key and Media reports DRD				6. REFERENCES NPR 2810.1; NPR 1600.1; NFS 1804.470-3; NFS 1852.204-76									
8. PREPARATION INFORMATION The Plan shall document the safeguards necessary to ensure sufficient availability, integrity, and confidentiality of that information accessed or managed within the systems and/or applications as well as key and media control. The Information Technology Security Plan shall meet the requirements of the applicable documents in "6. References" and document how the SP personnel will utilize, in a secure manner commensurate with the sensitivity of the information involved, those Federal computer systems and software applications managed by others. The Plan shall describe the SP's processes for implementing information security including personnel background screening, personnel awareness and training, information protection and security incident response. All documents required by this DRD shall be maintained in the NSSC Document Management system and be accessible to the Government. The agreed to plan shall be in place within 30 calendar days of the start of the Phase-in period and will be incorporated into the contract as Attachment J-8.													

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL NSSC-NEX-GEN					A. ITEM NO. 011
B. LINE ITEM TITLE: Key and Media Control Reports					
C. OPR. NSSC	D. TYPE 3	E. INSPECT/ ACCEPT 3	F. REQ. RT & PE	G. INITIAL SUB. See Block 8	H. AS OF DATE See Block 8
J. REMARKS: Type "A": Electronic submittal. Product shall be compatible with Microsoft Office suite of software.					
K. DISTRIBUTION NSSC Electronic Library (NSSC COR; NSSC CO; Delegates) NSSC Security Coordinator					TOTALS NO. TYPE 2 A
DATA REQUIREMENT DESCRIPTION					
1. TITLE Report, Key and Media Plan, Key and Media				2. NUMBER DRD 2.7-2	
3. USE When lost media is discovered (e.g., key, badge, etc.), the Service Provider shall provide a written report to the NSSC Security Coordinator by close of business (COB) the day after the discovery.				4. DATE 7/15/2014	
				5. ORGANIZATION NSSC	
7. INTERRELATIONSHIP N/A				6. REFERENCES NPR 2810.1; NPR 1620.3; 1600.1; 1600.2	
8. PREPARATION INFORMATION A lost media report shall be prepared and distributed not later than one half working day after discovery, and shall include but not be limited to: <ul style="list-style-type: none"> A. Access media control number; B. Location(s) accessed by the person who lost the access media; C. Date the access media was discovered missing; D. Name of person who signed for the access media; E. Immediate risks and mitigation; and F. Any other relevant detail. 					

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL NSSC-NEX-GEN					A. ITEM NO. 012	
B. LINE ITEM TITLE: Safety, Health, and Anomaly Report						
C. OPR. NSSC	D. TYPE 3	E. INSPECT/ACCEPT 3	F. REQ. PE	G. INITIAL SUB. See Block 8	H. AS OF DATE See Block 8	
J. REMARKS: Block F: An anomaly report is required for each major anomaly as it occurs. The format for the Anomaly Report is at the discretion of the Service Provider. Type "A": Electronic Submittal. Product shall be compatible with Microsoft Office suite of software.						
K. DISTRIBUTION NSSC Electronic Library (NSSC COR; NSSC CO; Delegates)					TOTALS	
					NO.	TYPE
					1	A
DATA REQUIREMENT DESCRIPTION						
1. TITLE Report, Safety, Health, and Anomaly				2. NUMBER DRD 2.8-1		
3. USE Anomaly Report, to immediately provide a description of equipment/system failure or anomaly, an accident, near miss, or personal injury.				4. DATE 7/15/2014		
				5. ORGANIZATION NSSC		
7. INTERRELATIONSHIP N/A				6. REFERENCES		
8. PREPARATION INFORMATION						
<p>1. An Anomaly Report shall be prepared and distributed per Block K not later than one half working day after the anomaly occurs and shall include but not be limited to:</p> <ul style="list-style-type: none"> - System or Systems involved; - Nature and location of anomaly; - Number, and, if possible, the names of employees involved and nature of injuries, if any; - Date, time, probable cause of occurrence and events leading up to anomaly; - Project, test, or operation involved; the nature and estimated dollar value of damage and estimated time the project will be delayed; - Eyewitness account of anomaly; - Action to be taken with system after Anomaly Report is completed; - Persons notified; and - Photographs, if available. <p>2. A detailed report shall be submitted upon request within 15 working days of the anomaly and shall give a detailed analysis of the anomaly; include photographs of the system, if required; list corrective actions taken; and, state means to prevent recurrence. When analysis/action has not been completed within 15 working days, an interim report shall be submitted. Such interim reports shall contain the status to date and the expected date for submission of the final report.</p>						

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL NSSC-NEX-GEN					A. ITEM NO. 013	
B. LINE ITEM TITLE: NSSC IT Disaster Recovery Plan						
C. OPR. NSSC	D. TYPE 1	E. INSPECT/ACCEPT 3	F. FREQ. AN	G. INITIAL SUB. 30 Days Prior to Phase In	H. AS OF DATE 365/10	
J. REMARKS: CS and SP Jointly develop an Information Technology Disaster Recovery Plan in accordance with NPR 1040.1 and NPR 2810.1, as amended.						
K. DISTRIBUTION NSSC CO, OCIO					TOTALS	
					NO.	TYPE
					1	A
					1	B
DATA REQUIREMENT DESCRIPTION						
1. TITLE Plan, NSSC IT Disaster Recovery				2. NUMBER DRD 2.8-2		
3. USE Management tool that provides an overview of the strategies, resources, and procedures required to recover from any disaster affecting information technology resources.				4. DATE 7/15/2014		
				5. ORGANIZATION NSSC		
7. INTERRELATIONSHIP NSSC Business Continuity Plan (BCP)				6. REFERENCES NPR 1040.1; NPR 2810.1		
8. PREPARATION INFORMATION Comply with guidance in NPR 1040.1 and NPR 2810.1, as amended.						
<p><u>FORMAT</u>: The format will be developed jointly by the Government and the Service Provider.</p> <p><u>REVIEWS</u>: Will be jointly reviewed by CS and SP.</p>						

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL NSSC-NEX-GEN					A. ITEM NO. 014										
B. LINE ITEM TITLE: Risk Management Plan															
C. OPR. NSSC	D. TYPE 3	E. INSPECT/ACCEPT 2	F. FREQ. AN	G. INITIAL SUB. 60 days after start of period of performance	H. AS OF DATE 365/10										
J. REMARKS: Develop NSSC Risk Management Plan that comprehensively NSSC management and technical risks.															
K. DISTRIBUTION NSSC Electronic Library (NSSC COR; NSSC CO; Delegates)					<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th colspan="2">TOTALS</th> </tr> <tr> <th style="text-align: center;">NO.</th> <th style="text-align: center;">TYPE</th> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">A</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	TOTALS		NO.	TYPE	1	A				
TOTALS															
NO.	TYPE														
1	A														
DATA REQUIREMENT DESCRIPTION															
1. TITLE Plan, Risk Management				2. NUMBER DRD 2.9-1											
3. USE Management tool to help ensure operational effectiveness and efficiency				4. DATE 7/15/2014											
				5. ORGANIZATION NSSC											
7. INTERRELATIONSHIP N/A				6. REFERENCES NPR 8000.4 NSSC NSPLN-1240-0001											
8. PREPARATION INFORMATION The Risk Management Plan shall follow the requirements of the current version of NPG 7120.5, Appendix E, as amended. The Service Provider's Risk Management Plan shall follow the formal process structure that corresponds to the six major sections of NPG 7120.5A, as amended:															
<ul style="list-style-type: none"> • Introduction; • Overview of Risk Management Process; • Organization; • Process Details; • Resources and Schedule of Risk Management Activities; and • Documentation of Risk Information. 															

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL NSSC-NEX-GEN					A. ITEM NO. 015
B. LINE ITEM TITLE: Quality Control Plan					
C. OPR.	D. TYPE	E. INSPECT/ ACCEPT	F. FREQ.	G. INITIAL SUB.	H. AS OF DATE
NSSC	1	3	RT (annual updates, if required)	90 days after award	365/10
J. REMARKS: Develop NSSC Quality Control Plan that describes actions that will be taken to ensure service quality in each of the Contract Performance areas.					
K. DISTRIBUTION					TOTALS
NSSC CO					NO. TYPE
					1 A
					1 B
DATA REQUIREMENT DESCRIPTION					
1. TITLE Plan, Quality Control				2. NUMBER DRD 2.10-1	
3. USE Management tool to help ensure SP provides quality services				4. DATE 7/15/2014	
				5. ORGANIZATION NSSC	
7. INTERRELATIONSHIP N/A				6. REFERENCES NPD 1200.1A , NPD 9050.3E and NPR 4100.1d	
8. PREPARATION INFORMATION Plan must address both business process controls that assure integrity, and internal controls that reduce risk of fraud, waste and abuse. The SP Quality Control plan shall comply with NPD 1200.1A , NPD 9050.3E and NPR 4100.1d, as amended. The SP shall establish and conduct a Quality Management System (QMS) for all services provided under this contract that complies with the guidance in ISO 9001–2008 Quality Management Standards.					

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL NSSC-SP-02					A. ITEM NO. 016
B. LINE ITEM TITLE: Report, Financial Management Analysis					
C. OPR. NSSC	D. TYPE 2	E. INSPECT/ ACCEPT 2	F. FREQ. MO	G. INITIAL SUB. 30 days after phase-in begins	H. AS OF DATE 30/*10
J. REMARKS: * H. AS OF DATE: * 10 = "10 working days following the close of contractor's accounting period" The contractor shall use the NSSC Financial Management Analysis Report, which reconciles to the contract work breakdown structure (WBS) level and reports data pertaining to cost planning, performance, and control. The data contained in the reports must be auditable using Generally Accepted Accounting Principles. Any supplemental reports submitted in addition to the reports in the requested format must be reconcilable to the formatted report. An initial report is required to be used as a baseline for the life of the contract. The initial (baseline) report shall be submitted by the contractor 30 calendar days prior to the start of the base period of performance. The initial report shall reflect the original contract value detailed by negotiated reporting categories and shall be the original contract baseline plan. The monthly report is due not later than 10 working days after close of contractor's monthly accounting period. 1) Provide current month, inception-to-date, and Government Fiscal Year (GFY-to-date) financial management reports in the NSSC Financial Management Analysis Report, consistent with the approved WBS (including roll-ups) to the NSSC Delivered Service (e.g., 3.1 Financial Management includes the NSSC Delivered services: 3.1.1 Accounts Payables, 3.1.2 Accounts Receivable, 3.1.4 Fund Balance with Treasury, etc.), 2) Monthly transmittal letter shall include a variance explanation of prior month estimate to current month actual greater than +/- 5%. (e.g., April estimate vs. April actual). 3) The contractor shall submit the file electronically into the NSSC TechDoc document management system. All electronic submissions shall be compatible with Microsoft Office suite of software (i.e., cost reports should be in Microsoft Excel format).					
K. DISTRIBUTION NSSC Electronic Library (NSSC COR; NSSC CO; Delegates) NSSC B&A					TOTALS
					NO.
					TYPE
					2
					A
DATA REQUIREMENT DESCRIPTION					
1. TITLE Financial Management Analysis Reports				2. NUMBER DRD 2.11-1	
3. USE Management tool to track SP costs/prices against the Negotiated Contract Value				4. DATE 7/15/2014	
				5. ORGANIZATION NSSC	
7. INTERRELATIONSHIP				6. REFERENCES NPD 9501.1 NPR 9501.2	
8. PREPARATION INFORMATION Initial submission is required before the start of the period of performance so that anticipated first period costs can be accrued in the Agency financial management system. *The NSSC Financial Management Analysis Report Form is located in the NSSC NEX-GEN RFP document library.					

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL NSSC-NEX-GEN	A. ITEM NO. 017
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B. LINE ITEM TITLE:
Contractor Accounting Calendar and Productive Hours

C. OPR. NSSC	D. TYPE 3	E. INSPECT/ ACCEPT 2	F. REQ. AN	G. INITIAL SUB. 30 days after the start of period of performance	H. AS OF DATE 365/30
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J. REMARKS:

The contractor accounting calendar including productive hours is due no later than 1 October of each year.

K. DISTRIBUTION NSSC Electronic Library (NSSC COR; NSSC CO; Delegates)	TOTALS	
	NO.	TYPE
	1	A

DATA REQUIREMENT DESCRIPTION

1. TITLE Contractor Accounting Calendar	2. NUMBER 2.11-2
3. USE Contractor accounting calendar is used to aid in analysis of monthly financial reports	4. DATE 7/15/2014
	5. ORGANIZATION NSSC
7. INTERRELATIONSHIP N/A	6. REFERENCES

8. PREPARATION INFORMATION

The contractor accounting calendar provides accounting weeks in each reporting period. Productive hours report provides contract value productive hours by month and budgeted (P1, P2, BOC) productive hours by month.

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL NSSC-NEX-GEN					A. ITEM NO. 018										
B. LINE ITEM TITLE: Report, Annual Phased Operating Plan															
C. OPR. NSSC	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. REQ. AN and updated per request	G. INITIAL SUB. 90 days after the start of period of performance	H. AS OF DATE 365/30										
J. REMARKS: SP GFY Annual Phased Operating Plan by WBS (consistent with reporting categories). Type A – Electronic submittal product shall be compatible with Microsoft Office suite of software.															
K. DISTRIBUTION NSSC Electronic Library (NSSC COR; NSSC CO; Delegates)					<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th colspan="2">TOTALS</th> </tr> <tr> <th style="text-align: center;">NO.</th> <th style="text-align: center;">TYPE</th> </tr> <tr> <td align="center">1</td> <td align="center">A</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	TOTALS		NO.	TYPE	1	A				
TOTALS															
NO.	TYPE														
1	A														
DATA REQUIREMENT DESCRIPTION															
1. TITLE Reports, Annual Phased Operating Plan				2. NUMBER 2.11-3											
3. USE These reports provide baseline for comparison of service level rates to actual performance.				4. DATE 7/15/2014											
				5. ORGANIZATION NSSC											
7. INTERRELATIONSHIP DRD 2.11-1				6. REFERENCES											
8. PREPARATION INFORMATION The SP shall provide a monthly phased plan for each fiscal year consistent with the WBS level as defined in the Contractor Financial Management Report (DRD 2.11-1). The SP shall submit the Annual Phased Plan within 30 calendar days of the start of each government fiscal year.															

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL NSSC-NEX-GEN					A. ITEM NO. 019
B. LINE ITEM TITLE: Customer Satisfaction Assessment Report					
C. OPR. NSSC	D. TYPE 3	E. INSPECT/ ACCEPT 3	F. FREQ. QU	G. INITIAL SUB. 2/1/2017	H. AS OF DATE 90/30
J. REMARKS: Type "A": Electronic submittal. Product shall be compatible with Microsoft Office suite of software. Develop, analyze, and disseminate results of NSSC Customer Satisfaction Assessment that assesses customer satisfaction with NSSC support services. Assessment must collect perceptions of both NASA employees and external customers, such as SBIR and STTR grant recipients and other NASA partners. Assessment must show trends (positive or negative) in customer satisfaction.					
K. DISTRIBUTION NSSC Electronic Library (NSSC COR; NSSC CO; Delegates) NSSC B&A					TOTALS
					NO. TYPE
					2 A
DATA REQUIREMENT DESCRIPTION					
1. TITLE Report, Customer Satisfaction Assessment				2. NUMBER DRD 2.17-1	
3. USE Management tool to assess strengths and weaknesses of services provided by the NSSC. Data will become part of a meta-analysis for service enhancement.				4. DATE 7/15/2014	
				6. ORGANIZATION NSSC	
7. INTERRELATIONSHIP NSSC Survey Plan				7. REFERENCES N/A	
8. PREPARATION INFORMATION Assessment and Report must cover the full scope of NSSC functional responsibilities and address the following factors: <ul style="list-style-type: none"> • Accuracy; • Timeliness; • Quality; and • Overall Effectiveness. Follow the guidelines described in the NSSC Survey Plan. Assessment results must be collected, evaluated and trends must be reported monthly.					

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL NSSC-NEX-GEN					A. ITEM NO. 020								
B. LINE ITEM TITLE: Property Management Plan													
C. OPR. NSSC	D. TYPE 1	E. INSPECT/ ACCEPT 2	F. FREQ. AN	G. INITIAL SUB. With Proposal	H. AS OF DATE 365/30								
J. REMARKS: Type A – Electronic submittal product shall be compatible with Microsoft Office suite of software. Refer to FAR 52.245-1.													
K. DISTRIBUTION NSSC CO					TOTALS <table border="1"> <tr> <th>NO.</th> <th>TYPE</th> </tr> <tr> <td align="center">1</td> <td align="center">A</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	NO.	TYPE	1	A				
NO.	TYPE												
1	A												
DATA REQUIREMENT DESCRIPTION													
1. TITLE Property Management Plan (PMP)				2. NUMBER DRD 2.19-1									
3. USE Property management of all NSSC Government property.				4. DATE 7/15/2014									
				5. ORGANIZATION NSSC									
7. INTERRELATIONSHIP 2.19-2				6. REFERENCES FAR 52.245-1									
8. PREPARATION INFORMATION The SP will provide comprehensive property management of NSSC Government Property in accordance with NASA Policy. Overall Property Custodian responsibilities will be designated to an SP employee. The custodian shall be trained in the use of NASA's Plant Property and Equipment system and ensure users of property are properly identified in the system. The custodian has all responsibilities as identified by NASA policy to ensure Government Property is properly marked. Local PP&E system management is provided by Stennis Space Center (SSC) and the Property Custodian must work closely with the SSC Logistics Management personnel. The SP will provide a Property Management Plan (PMP) in accordance with FAR 52.245-1. The SP's performance of the PMP will be audited in accordance with NASA policy. Plan is to be updated annually. Periodic internal reviews/ audits will be performed and any significant findings will be made available to the Property Administrator.													

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL NSSC-NEX-GEN					A. ITEM NO. 021
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B. LINE ITEM TITLE: IT Seat and System Hardware Asset Plan					
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C. OPR. NSSC	D. TYPE 1	E. INSPECT/ ACCEPT 2	F. FREQ. AN	G. INITIAL SUB. 60 days after start of performance	H. AS OF DATE 356/30
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J. REMARKS: Type A – Electronic submittal product shall be compatible with Microsoft Office suite of software.					
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K. DISTRIBUTION NSSC CO				TOTALS	
				NO.	TYPE
				1	A

DATA REQUIREMENT DESCRIPTION

1. TITLE IT Seat and System Hardware Asset Plan	2. NUMBER DRD 2.19-2
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3. USE Asset management of all NSSC IT seat & hardware assets.	4. DATE 7/15/2014
	5. ORGANIZATION NSSC

7. INTERRELATIONSHIP DRD 2.19-1	6. REFERENCES N/A
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8. PREPARATION INFORMATION The SP will provide comprehensive asset management of NSSC IT "Seat." This will include user responsibilities and all data system hardware. Overall Asset Management responsibilities will be designated to an SP employee. The SP will provide an IT Seat and System Hardware Asset plan to track locations and users of Seat assets in the NSSC occupied facilities. Periodic internal reviews/ audits will be performed and any significant findings will be made available to the Property Administrator.	
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DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL NSSC-NEX-GEN					A. ITEM NO. 022								
B. LINE ITEM TITLE: NSSC Service Delivery Guides (SDG) and Work Instructions													
C. OPR. NSSC	D. TYPE 3	E. INSPECT/ ACCEPT 3	F. FREQ. RT	G. INITIAL SUB. 6 Months After the Start of Period of Performance	H. AS OF DATE See Block 8								
J. REMARKS: SP shall update/create SDGs and work instructions for all NSSC Services.													
K. DISTRIBUTION NSSC Electronic Library (NSSC COR; NSSC CO; Delegates)					<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2">TOTALS</th> </tr> <tr> <th style="width: 50%;">NO.</th> <th style="width: 50%;">TYPE</th> </tr> <tr> <td align="center">1</td> <td align="center">A</td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	TOTALS		NO.	TYPE	1	A		
TOTALS													
NO.	TYPE												
1	A												
DATA REQUIREMENT DESCRIPTION													
1. TITLE NSSC SDGs and Work Instructions				2. NUMBER DRD 3.0-1									
3. USE To ensure continuity of operations through process documentation.				4. DATE 7/15/2014									
				5. ORGANIZATION NSSC									
7. INTERRELATIONSHIP				6. REFERENCES									
8. PREPARATION INFORMATION													
<ul style="list-style-type: none"> The SP shall update/develop SDGs and work instructions, as appropriate, for every service at the NSSC (incorporating existing SDGs and work instructions when available). The SP should update SDGs and Work Instructions any time a process or procedure changes within two weeks of a change. Format can be negotiated with the government. 													

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL NSSC-NEX-GEN					A. ITEM NO. 023										
B. LINE ITEM TITLE: Financial Management Reports															
C. OPR. NSSC	D. TYPE 3	E. INSPECT/ACCEPT 3	F. FREQ. MO	G. INITIAL SUB. 3 business days after month end of start of period of performance	H. AS OF DATE 30/3										
J. REMARKS: NSSC Business Intelligence Datamart (NBID) – Data is available in NBID daily. Formal reporting is done monthly.															
K. DISTRIBUTION NSSC Electronic Library (NSSC COR; NSSC CO; Delegates) NSSC Financial Management Division					<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th colspan="2">TOTALS</th> </tr> <tr> <th style="width:50%;">NO.</th> <th style="width:50%;">TYPE</th> </tr> <tr> <td align="center">2</td> <td align="center">A</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	TOTALS		NO.	TYPE	2	A				
TOTALS															
NO.	TYPE														
2	A														
DATA REQUIREMENT DESCRIPTION															
1. TITLE Report, Financial Management				2. NUMBER DRD 3.1-1											
3. USE To track the volume and value of financial activities				4. DATE 7/15/2014											
				5. ORGANIZATION NSSC											
7. INTERRELATIONSHIP N/A				6. REFERENCES N/A											
8. PREPARATION INFORMATION Develop, update, and maintain the following performance metrics:															
<ol style="list-style-type: none"> 1. Weekly, monthly and cumulative fiscal year payments by document type and dollar value summarized by Center with grand totals for the year. 2. Weekly, monthly and cumulative fiscal year discounts taken and discounts lost by dollar value summarized by Center with grand totals for the year. 3. Weekly, monthly and cumulative fiscal year interest paid by reason code and dollar value summarized by Center with grand totals for the year. 4. Monthly and cumulative purchase card payments and dollar value summarized by Center with grand totals for the fiscal year. 5. Monthly and cumulative fiscal year number of billings issued and dollar value summarized by Center with grand totals. Subtotals for Non Reimbursable and Reimbursable billings by Center and doc type reflecting cumulative totals. 6. Monthly and cumulative fiscal year number of collections received and dollar value summarized by Center with grand totals. Subtotals for IPAC collections and non- IPAC collections by Center and Doc type reflecting cumulative totals 7. Monthly number of Domestic Travel Vouchers processed by Center with cumulative totals and average processing times. 8. Monthly number of Foreign Travel Vouchers processed by Center with cumulative totals and average processing times. 9. Monthly number of Extended TDY Vouchers, broken out by foreign and domestic, processed by Center with cumulative totals and average processing times. 10. Monthly number of PCS/TCS Travel Vouchers processed by Center, broken out by SLI, with cumulative totals and average processing times. 															

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL NSSC-NEX-GEN					A. ITEM NO. 024
B. LINE ITEM TITLE: Financial Management Division Continuous Monitoring Program (CMP) Reports					
C. OPR. NSSC	D. TYPE 3	E. INSPECT/ ACCEPT 3	F. REQ. MO	G. INITIAL SUB. 3 business days after month end after the start of period of performance	H. AS OF DATE 30/3
J. REMARKS: FMD (AP, AR, FBWT, Grants, and Travel) CMP Reports are submitted on a monthly or quarterly basis in accordance with current agency requirements in the NASA CMP and the NSSC CMP Service Delivery Guide.					
K. DISTRIBUTION NSSC Electronic Library (NSSC COR; NSSC CO; Delegates) NSSC Financial Management Division					TOTALS NO. TYPE 2 A
DATA REQUIREMENT DESCRIPTION					
1. TITLE Report, AP CMPs currently including 4.2, 4.3, 4.4b, 6.1, 6.2, 6.9, 6.10, & 6.11 Report, AR CMPs currently including 2d.4A, 3.1a, 3.1B, 3.2, 3.3a, 3.4, 4.4a, 7.4, and 7.5 Report, FBWT CMPs currently including 2a.1, 2a.2, 2a.3, 2d.3a, 12.1, 12.3, and 12.4. Report, Grant CMPs currently including 2b.1. and 2b.2b Report, Travel CMP currently include 7.1c				2. NUMBER DRD 3.1-2	
3. USE Reports will be compiled to assess and evaluate controls in Financial Management. Reports will be run from existing systems and submitted to the respective FMD Branch Chief by internal established due dates.				5. DATE 7/15/2014	
7. INTERRELATIONSHIP NSSC CMP Service Delivery Guide				5. ORGANIZATION NSSC	
8. PREPARATION INFORMATION Format and content of the report shall be in accordance with current agency requirements in the NASA Continuous Monitoring Program (CMP) Manual (see template) and the CMP Service Delivery Guide. Data available in the NSSC NASA Secure File Server satisfies this DR.				6. REFERENCES	

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL NSSC-NEX-GEN					A. ITEM NO. 025
B. LINE ITEM TITLE: Financial Management Division Reports - Federal Interagency Databases Online (FIDO)					
C. OPR. NSSC	D. TYPE 3	E. INSPECT/ ACCEPT 3	F. REQ. MO	G. INITIAL SUB. 2 business days after month end after the start of period of performance	H. AS OF DATE 30/2
J. REMARKS: NSSC FMD FIDO Metrics is submitted on a monthly basis according to current agency requirements in Financial Management Operating Procedures, Metric Tracking System (FIDO.gov) and the Accounts Payable, Accounts Receivable, and Fund Balance With Treasury Service Delivery Guides.					
K. DISTRIBUTION NSSC Electronic Library (NSSC COR; NSSC CO; Delegates) NSSC Financial Management Division				TOTALS	
				NO.	TYPE
				2	A
DATA REQUIREMENT DESCRIPTION					
1. TITLE Report, NSSC FBWT/IC Branch Metric #2a. Suspense Clearing (Net) Greater than 60 Days Old Metric #2b. Suspense Clearing (Absolute) Greater than 60 Days Old Report, NSSC AP Branch Metric # 4A Electronic Payments , Metric #5A Percent Invoices Paid on Time, Metric #5B Interest Penalties Paid Report, NSSC AR Branch Metric #3 Treasury Report on Receivables (TROR)				2. NUMBER DRD 3.1-3	
3. Use Reports will be run from existing systems and submitted to the Chief of each respective branch by internal established due dates contained in the Service Delivery Guides.				4. DATE 7/15/2014	
				5. ORGANIZATION NSSC	
7. INTERRELATIONSHIP DRD 3.1-8 (Treasury Report on Receivables) needs to be completed in order for Metric #3 to be completed.				6. REFERENCES	
8. PREPARATION INFORMATION Format and content of the report shall be in accordance with current agency requirements in the Financial Management Operating Procedures, Metric Tracking System (FIDO.gov) and the Accounts Payable, Accounts Receivable, and Fund Balance With Treasury Service Delivery Guides. Data available in the NASA Audit Tracking System (NATS) satisfies this DR.					

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL NSSC-SP-01					A. ITEM NO. 026										
B. LINE ITEM TITLE: NSSC Treasury System Administrator Reports															
C. OPR. NSSC	D. TYPE 3	E. INSPECT/ ACCEPT 2	F. REQ. AN	G. INITIAL SUB. 15 business days after FY end	H. AS OF DATE 365/15										
J. REMARKS: Provide the NSSC Treasury System Administrator (TSA) role to manage NSSC FM personnel access to Treasury financial applications/tools utilized by the NSSC Financial Management Division. Provide NSSC Treasury System Administrator (TSA) Report documenting all approved users for each system.															
K. DISTRIBUTION NSSC Electronic Library (NSSC COR; NSSC CO; Delegates) NSSC Financial Management Division					<table border="1"> <tr> <th colspan="2">TOTALS</th> </tr> <tr> <th>NO.</th> <th>TYPE</th> </tr> <tr> <td align="center">2</td> <td align="center">A</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	TOTALS		NO.	TYPE	2	A				
TOTALS															
NO.	TYPE														
2	A														
DATA REQUIREMENT DESCRIPTION															
1. TITLE Reports, NSSC FM TSA				2. NUMBER DRD 3.1-4											
3. USE Reports will be run from each system to develop a complete user role listing. An electronic summary report will be submitted to the Chief, FMD within 15 business days after fiscal year end and will include the data elements listed below for each system.				5. DATE 7/15/2014											
				5. ORGANIZATION NSSC											
7. INTERRELATIONSHIP Data available in the various Treasury systems satisfies this DRD.				6. REFERENCES											
8. PREPARATION INFORMATION The scope includes all systems listed in the related work instruction. At a minimum, report content will include all current user names and all roles assigned to that user.															

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL NSSC-NEX-GEN					A. ITEM NO. 027										
B. LINE ITEM TITLE: Quarterly Report on International Transactions of the Federal Government															
C. OPR. NSSC	D. TYPE 3	E. INSPECT/ ACCEPT 3	F. FREQ. QU	G. INITIAL SUB. 5 days after 1 st quarter end after the start of period of performance	H. AS OF DATE 90/5										
J. REMARKS: Requirements for Report on International Transactions of the Federal Government can be found in NASA Procedural Requirements 9310.1A.															
K. DISTRIBUTION NSSC Electronic Library (NSSC COR; NSSC CO; Delegates) NSSC Financial Management Division					<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th colspan="2">TOTALS</th> </tr> <tr> <th>NO.</th> <th>TYPE</th> </tr> <tr> <td align="center">1</td> <td align="center">A</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	TOTALS		NO.	TYPE	1	A				
TOTALS															
NO.	TYPE														
1	A														
DATA REQUIREMENT DESCRIPTION															
1. TITLE Report, International Transactions of the Federal Government				2. NUMBER DRD 3.1-5											
3. USE Reports will be run from existing systems and submitted to the Chief of each respective branch by internal established due dates.				4. DATE 7/15/2014											
				5. ORGANIZATION NSSC											
7. INTERRELATIONSHIP N/A				6. REFERENCES NPR 9310.1A											
8. PREPARATION INFORMATION Format and content of the report shall be in accordance with current agency requirements in the NASA Procedural Requirements 9310.1A, which contains the latest preparation information. Areas affected include Accounts Payable and Travel.															

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL NSSC-NEX-GEN					A. ITEM NO. 028
B. LINE ITEM TITLE: Treasury Report on Receivables					
C. OPR. NSSC	D. TYPE 3	E. INSPECT/ ACCEPT 3	F. FREQ. MO/QU	G. INITIAL SUB. 2 Business Days after month end after start of period of performance	H. AS OF DATE 30/2
J. REMARKS: Requirements for Treasury Report on Receivables and Debt Collection Activities (TROR) can be found in NASA Procedural Requirements 9310.1A A link to a sample form may be found at the U.S. Treasury Financial Management Service web page. URL: http://www.fms.treas.gov/debt/					
K. DISTRIBUTION NSSC Electronic Library (NSSC COR; NSSC CO; Delegates) NSSC Financial Management Division					TOTALS
					NO. TYPE
					2 A
DATA REQUIREMENT DESCRIPTION					
1. TITLE Treasury Report on Receivables due from the Public				2. NUMBER DRD 3.1-6	
3. USE This report is used to report new and existing public receivables for NASA to Treasury. Reports will be run from existing systems and submitted to the Chief of each respective branch by internal established due dates.				4. DATE 7/15/2014	
				5. ORGANIZATION NSSC	
7. INTERRELATIONSHIP DRD 3.1-3 (Financial Management Division Reports - Federal Interagency Databases Online (FIDO), Metric #3) relies upon this DRD to be completed before Metric #3 can be completed.				6. REFERENCES NPR 9310.1A	
8. PREPARATION INFORMATION NASA Procedural Requirements 9310.1A contains the latest requirements. The TROR is prepared as directed in the instructional workbook provided in the supplement to TFM Volume I, Part 2, Chapter 4100, Debt Management Reports. URL http://www.fms.treas.gov/tfm/vol1/v1p2c410.html .					

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL NSSC-NEX-GEN					A. ITEM NO. 029
B. LINE ITEM TITLE: Fund Balance With Treasury Reports – FMS 224 reporting					
C. OPR. NSSC	D. TYPE 3	E. INSPECT/ ACCEPT 3	F. REQ. DA	G. INITIAL SUB. 1 Day After Start of Period of Performance	H. AS OF DATE 1/1
J. REMARKS: Fund Balance With Treasury (FBWT) FMS 224 reconciliation and reporting is completed on a daily basis beginning with the sixth business day each month and in accordance with current agency and federal requirements, and in accordance with the FBWT Service Delivery Guide.					
K. DISTRIBUTION NSSC Electronic Library (NSSC COR; NSSC CO; Delegates) NSSC Financial Management Division					TOTALS
					NO.
					TYPE
					2
					A
DATA REQUIREMENT DESCRIPTION					
1. TITLE Report, Reconciliations (reports and spreadsheets are completed and submitted in accordance with the FBWT Service Delivery Guide)				2. NUMBER DRD 3.1-7	
3. USE Reports will be run to reconcile and report Agency Cash balances. Reports will be run from existing systems and submitted to the Chief, FBWT/IC Branch by internal established due dates.				6. DATE 7/15/2014	
				5. ORGANIZATION NSSC	
7. INTERRELATIONSHIP N/A				6. REFERENCES	
8. PREPARATION INFORMATION Format and content of the documentation shall be in accordance with current agency and federal requirements, and in accordance with the FBWT Service Delivery Guide. Data available to the Government electronically satisfies this DR.					

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL NSSC-NEX-GEN					A. ITEM NO. 030
B. LINE ITEM TITLE: Quarterly Report of Recommendations for Open Obligations Against Relocation Contracts					
C. OPR. NSSC	D. TYPE 3	E. INSPECT/ACCEPT 3	F. REQ. QU	G. INITIAL SUB. 105 Days After Start of Period of Performance	H. AS OF DATE 90/15
J. REMARKS: The Quarterly Report of Recommendations for Open Obligations Against Relocation Contracts is utilized to analyze all uncosted obligations against the relocation contracts to determine whether funds are still required for future disbursements or can be recommended for deobligation.					
K. DISTRIBUTION NSSC Electronic Library (NSSC COR; NSSC CO; Delegates) NSSC Financial Management Division				TOTALS	
				NO.	TYPE
				2	A
DATA REQUIREMENT DESCRIPTION					
1. TITLE Report, Quarterly Report of Recommendations for Open Obligations Against Relocation Contract				2. NUMBER DRD 3.1-8	
3. USE Report will be utilized to determine if remaining funds for completed relocations can be deobligated. Report will be run from existing systems, submitted to the Relocation Contractor(s) for review and, submitted to the Relocation Program Manager and Chief, Travel Branch by internal established due dates.				7. DATE 7/15/2014	
				5. ORGANIZATION NSSC	
7. INTERRELATIONSHIP Change of Station Authorizations and Vouchers Service Delivery Guide				6. REFERENCES	
8. PREPARATION INFORMATION Format and content of the documentation shall be in accordance with current agency requirements, and in accordance with the Change of Station Authorizations and Vouchers Service Delivery Guide.					

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL NSSC-NEX-GEN					A. ITEM NO. 031	
B. LINE ITEM TITLE: Monthly Unliquidated Obligations Report for Completed Travel						
C. OPR. NSSC	D. TYPE 3	E. INSPECT/ACCEPT 3	F. REQ. MO	G. INITIAL SUB. 15 Days After month end after Start of Period of Performance	H. AS OF DATE 30/15	
J. REMARKS: The Monthly Unliquidated Obligations Report is utilized to review all Domestic, Extended and Foreign expense reports/vouchers dated as of the current month and prior to determine if remaining funds can be deobligated.						
K. DISTRIBUTION NSSC Electronic Library (NSSC COR; NSSC CO; Delegates) NSSC Financial Management Division					TOTALS	
					NO.	TYPE
					2	A
DATA REQUIREMENT DESCRIPTION						
1. TITLE Report, Monthly Unliquidated Obligations Report for Completed Travel				2. NUMBER DRD 3.1-9		
3. USE Report will be utilized to determine if remaining funds for completed travel can be deobligated. Report will be run for existing systems and submitted to the Chief, Travel Branch by internal established due dates.				8. DATE 7/15/2014		
				5. ORGANIZATION NSSC		
7. INTERRELATIONSHIP Domestic and Foreign Travel Service Delivery Guide				6. REFERENCES		
8. PREPARATION INFORMATION Format and content of the documentation shall be in accordance with current agency requirements, and in accordance with the Domestic and Foreign Travel Service Delivery Guide. Data available on the NSSC Website satisfies this DR.						

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL NSSC-NEX-GEN					A. ITEM NO. 032
B. LINE ITEM TITLE: Annual Review of Real Estate Entitlements Report					
C. OPR. NSSC	D. TYPE 3	E. INSPECT/ACCEPT 3	F. REQ. AN	G. INITIAL SUB. 30 days after the start of period of performance	H. AS OF DATE 365/30
J. REMARKS: The Annual Review of Real Estate Entitlements Report is utilized to analyze estimated real estate costs versus actual real estate costs and to validate the methodology used to estimate real estate expenses for the upcoming year.					
K. DISTRIBUTION NSSC Electronic Library (NSSC COR; NSSC CO; Delegates) NSSC Financial Management Division				TOTALS	
				NO.	TYPE
				2	A
DATA REQUIREMENT DESCRIPTION					
1. TITLE Report, Annual Review of Real Estate Entitlements				2. NUMBER DRD 3.1-10	
3. USE Report will be utilized to validate the methodology used to estimate real estate expenses. Report will be run from existing systems and submitted to the Chief, Travel Branch by internal established due dates.				9. DATE 7/15/2014	
				5. ORGANIZATION NSSC	
7. INTERRELATIONSHIP Change of Station Authorizations and Vouchers Service Delivery Guide				6. REFERENCES	
8. PREPARATION INFORMATION Format and content of the documentation shall be in accordance with current agency requirements, and in accordance with the Change of Station Authorizations and Vouchers Service Delivery Guide.					

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL NSSC-NEX-GEN					A. ITEM NO. 033
B. LINE ITEM TITLE: Travel/Fleet Agency Program Coordinator (APC) Reports					
C. OPR. NSSC	D. TYPE 3	E. INSPECT/ACCEPT 3	F. REQ. MO	G. INITIAL SUB. 10 Days After 1 st account cycle ends after start of period of performance	H. AS OF DATE 30/10
J. REMARKS: The Travel/Fleet Agency Program Coordinator (APC) reports are utilized to monitor travel/fleet card activity to identify delinquencies and potential misuse for further review.					
K. DISTRIBUTION NSSC Electronic Library (NSSC COR; NSSC CO; Delegates) NSSC Financial Management Division					TOTALS NO. TYPE 2 A
DATA REQUIREMENT DESCRIPTION					
1. TITLE Reports, Travel/Fleet APC Activity				2. NUMBER DRD 3.1-11	
3. USE Reports will be utilized to monitor travel/fleet card activity. Reports will be run from existing systems and submitted to the Lead, Agency Program Coordinator and the Chief, Travel Branch by internal established due dates.				10. DATE 7/15/2014	
				5. ORGANIZATION NSSC	
7. INTERRELATIONSHIP N/A				6. REFERENCES NASA Financial Management Operating Procedures (FMOP) 9700.1-PO1-A, Travel Cards	
8. PREPARATION INFORMATION Cycles generally end on the 15 th of each month. DRD should be provided (generally by the 25 th of each month. Format and content of the documentation shall be in accordance with current agency requirements, and in accordance with the NASA FMOP 9700.1-PO1-A and the Travel Card CAPC Roles and Responsibilities.					

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL NSSC-NEX-GEN					A. ITEM NO. 034						
B. LINE ITEM TITLE: Drug Testing Reports											
C. OPR. NSSC	D. TYPE 3	E. INSPECT/ ACCEPT 3	F. FREQ. MO / AN	G. INITIAL SUB. 45 Days After Start of Period of Performance	H. AS OF DATE 30/15 365/30						
J. REMARKS: Monthly report of SP activities related to employee drug testing activities											
K. DISTRIBUTION NSSC Electronic Library (NSSC COR; NSSC CO; Delegates)					<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th colspan="2">TOTALS</th> </tr> <tr> <th style="width:50%;">NO.</th> <th style="width:50%;">TYPE</th> </tr> <tr> <td align="center">1</td> <td align="center">A</td> </tr> </table>	TOTALS		NO.	TYPE	1	A
TOTALS											
NO.	TYPE										
1	A										
DATA REQUIREMENT DESCRIPTION											
1. TITLE Report, Drug Testing				2. NUMBER DRD 3.2-1							
3. USE Ensures contractor run test program meets HHS requirement levied on NASA to test a minimum of 25 percent of the employees occupying test designated positions.				4. DATE 7/15/2014							
				5. ORGANIZATION NSSC							
7. INTERRELATIONSHIP				6. REFERENCES NPR 3792.1.							
8. PREPARATION INFORMATION											
<p>A. Collection and Analysis Status Report Thirty days prior to initiation of Drug Testing activity, report the chosen method and supplier for collection, processing, and lab analysis of test samples. Update this report as required.</p> <p>B. Drug Testing Program Monthly Status Report Initial submission of this report is required 30 days after initiation of Drug Testing activity. Each monthly report shall document the following information, by site/center:</p> <ol style="list-style-type: none"> 1. Indicate date collection and laboratory analysis contract was secured; Standard: 50 days prior to drug test; 2. Indicate date drug testing was scheduled and actual drug testing date(s); Standard: 50 days prior to drug test; 3. Indicate date/time employee notice for drug testing was delivered to the employee's supervisors; Standard: day of, or within 2 hours of, scheduled drug test; 4. Report the number of drug test deferrals received; 5. Report the number of employees tested; 6. Report the number of employees entering test designated positions and were sent written notice of placement in the position within 30 days of entry into the position; 7. Report the number of completed and signed Employee Acknowledgements of Test Designated Position notification received and filed in the Tech Doc system or recordkeeping system as amended. In the event the employee refuses to sign the acknowledgment, the SP shall report the number of acknowledgements returned by the employee supervisor noting on the acknowledgment form that the employee received the notice; and 8. Report the number of drug test notification packages delivered, include the date of delivery to responsible personnel and the scheduled date of the drug test. <p>C. Monthly Drug Testing Program Plan: If by the end of the 2nd quarter of each fiscal year, the SP has not tested at least 50% of the required workforce (12.5% of total Agency testing designated positions), the SP shall provide a Monthly Drug Testing Program Plan to the Agency Drug Program Coordinator (DPC) until the end of the fiscal year. The Monthly Drug Testing Program Plan will address the SP's plan to meet the required number of drug tests (25% of total Agency testing designated positions). The SP shall provide a monthly status to the Agency DPC to show the progress and status of the Agency meeting the required number of drug tests for the fiscal year.</p> <p>D. Annual Drug Testing Program Plan (initial submission 30 days after initiation of Drug Testing activity; annually every 3rd Quarter): The SP shall provide the Agency DPC with an annual Drug Testing Program Plan addressing the procedures for implementing the drug testing program in the following fiscal year. This includes, identifying the collection, processing, and laboratory analysis of test samples procedures by quarter; number of employees in test designated positions; and the number of employees to be tested each quarter.</p>											

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL NSSC-NEX-GEN					A. ITEM NO. 035						
B. LINE ITEM TITLE: Suitability Adjudication Utilization and Performance											
C. OPR. NSSC	D. TYPE 3	E. INSPECT/ ACCEPT 3	F. FREQ. MO	G. INITIAL SUB. 45 days after start of performance	H. AS OF DATE 30/15						
J. REMARKS: SP shall create a report reflecting utilization and performance metrics for suitability cases.											
K. DISTRIBUTION NSSC HR CS Email NSSC Electronic Library (NSSC COR; NSSC CO; Delegates)					<table border="1"> <thead> <tr> <th colspan="2">TOTALS</th> </tr> <tr> <th>NO.</th> <th>TYPE</th> </tr> </thead> <tbody> <tr> <td align="center">2</td> <td align="center">A</td> </tr> </tbody> </table>	TOTALS		NO.	TYPE	2	A
TOTALS											
NO.	TYPE										
2	A										
DATA REQUIREMENT DESCRIPTION											
1. TITLE Report, Suitability Adjudication Utilization and Performance				2. NUMBER DRD 3.2-2							
3. USE This information will be used monthly as a management tool				4. DATE 7/15/2014							
				5. ORGANIZATION NSSC							
7. INTERRELATIONSHIP NPR 1600.1				6. REFERENCES							
8. PREPARATION INFORMATION											
<ul style="list-style-type: none"> Report should include Monthly totals of case load volume and metric data by Center. Format to be negotiated with the government. Reports can be requested out of cycle if necessary. Report should be emailed to HR Points of Contact and uploaded to the NSSC library. 											

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL NSSC-NEX-GEN					A. ITEM NO. 036						
B. LINE ITEM TITLE: External Training and Training Data Entry Status Reports											
C. OPR. NSSC	D. TYPE 3	E. INSPECT/ ACCEPT 3	F. FREQ. DA/MO	G. INITIAL SUB. 1 day/30 days after start of performance	H. AS OF DATE See Block 8						
J. REMARKS:											
K. DISTRIBUTION NSSC Electronic Library (NSSC COR; NSSC CO; Delegates) NSSC HR Points of Contact					<table border="1"> <thead> <tr> <th colspan="2">TOTALS</th> </tr> <tr> <th>NO.</th> <th>TYPE</th> </tr> </thead> <tbody> <tr> <td align="center">2</td> <td align="center">A</td> </tr> </tbody> </table>	TOTALS		NO.	TYPE	2	A
TOTALS											
NO.	TYPE										
2	A										
DATA REQUIREMENT DESCRIPTION											
1. TITLE Report, HR Status				2. NUMBER DRD 3.2-3							
3. USE To manage workload and day-to-day operations.				4. DATE 7/15/2014							
				5. ORGANIZATION NSSC							
7. INTERRELATIONSHIP				6. REFERENCES							
8. PREPARATION INFORMATION											
<ul style="list-style-type: none"> • Training Data Entry Daily Status and SLI including Invoices, modifications, academic grades, and AWMS Escalation. • External Training Monthly outstanding Academic grade requests for attended courses, training verifications not attended and training with pending verifications. Center Cumulative report with grand totals. 											

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL NSSC-NEX-GEN					A. ITEM NO. 037
B. LINE ITEM TITLE: HR Survey Reports					
C. OPR. NSSC	D. TYPE 3	E. INSPECT/ ACCEPT 3	F. REQ. PE	G. INITIAL SUB. See Block 8	H. AS OF DATE See Block 8
J. REMARKS:					
K. DISTRIBUTION See Block 8					TOTALS 1 A
DATA REQUIREMENT DESCRIPTION					
1. TITLE Reports, HR Surveys				2. NUMBER DRD 3.2-4	
3. USE Provide an overview of data collected from HR surveys.				4. DATE 7/15/2014	
				5. ORGANIZATION NSSC	
7. INTERRELATIONSHIP				6. REFERENCES	
8. PREPARATION INFORMATION Survey data and timing varies and is designated with each survey request.					
<ul style="list-style-type: none"> Exit Survey - Questionnaire sent weekly on Friday to separated employees to assess their experience with employment at NASA and the separation process. Survey results are compiled quarterly and provided to a distribution list determined by the survey owner at OHCM. New Hire- Questionnaire - sent monthly (second Wednesday) to new hire employees to assess their experience with the onboarding process. Survey results are compiled quarterly and provided to a distribution list determined by the survey owner at OHCM. ODEO Survey - Sent to distribution list of employees, determined by requestor, for the opinion of the Center Equal Opportunity Program and services. Timing and data requested is determined at time of request. Title 9 Compliance Survey - Sent out to College and University students by the requestor with timing and data provided at time of request to assess student's opinions on gender relations and safety on campus. Labor Management Survey Reports (used to assess management experience with Labor organizations) - Timing and data requested is determined at time of request. 					

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL NSSC-NEX-GEN						A. ITEM NO. 038
B. LINE ITEM TITLE: Federal Workers' Compensation Program (FWCP) Utilization and Costs						
C. OPR. NSSC	D. TYPE 3	E. INSPECT/ ACCEPT 3	F. FREQ. QU/AR	G. INITIAL SUB. 105 days	H. AS OF DATE 90/15	
J. REMARKS: SP shall create a report reflecting cases received by Center and a report reflecting costs associated with FWCP.						
K. DISTRIBUTION NSSC HR CS Email NSSC Electronic Library (NSSC COR; NSSC CO; Delegates)						TOTALS NO. TYPE 2 A
DATA REQUIREMENT DESCRIPTION						
1. TITLE FWCP Agency Utilization by Center					2. NUMBER DRD 3.2-5	
3. USE This information will be used monthly as a management tool					4. DATE 7/15/2014	
					5. ORGANIZATION NSSC	
7. INTERRELATIONSHIP					6. REFERENCES	
8. PREPARATION INFORMATION <ul style="list-style-type: none"> • Report should include Monthly and Quarterly totals of case load volume by Center and Monthly and Quarterly report of case load costs by Center. • PowerPoint format to be negotiated with the government. • Reports can be requested out of cycle if necessary. • Report should be emailed to HR Points of Contact and uploaded to the NSSC library. 						

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL NSSC-NEX-GEN					A. ITEM NO. 039	
B. LINE ITEM TITLE: HRIS Training Materials						
C. OPR. NSSC	D. TYPE 3	E. INSPECT/ACCEPT 3	F. REQ. AR	G. INITIAL SUB. See Block 8	H. AS OF DATE See Block 8	
J. REMARKS: For every HRIS system / application implemented or modified, the SP shall create/update work instructions/training materials.						
K. DISTRIBUTION NSSC Electronic Library (NSSC COR; NSSC CO; Delegates)					TOTALS	
					NO.	TYPE
					1	A
DATA REQUIREMENT DESCRIPTION						
1. TITLE Training Materials, HRIS				2. NUMBER DRD 3.2-6		
3. USE To ensure continuity of operations of NSSC-hosted HR systems.				4. DATE 7/15/2014		
				5. ORGANIZATION NSSC		
7. INTERRELATIONSHIP DRD 3.4-10 NSSC IT Systems/Applications Training and Reports				6. REFERENCES		
8. PREPARATION INFORMATION Format and detail of Training Materials can be negotiated with the government. Training materials should be completed prior to rolling out a new system. They should be completed or updated prior to implementing system changes.						

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL NSSC-NEX-GEN					A. ITEM NO. 040	
B. LINE ITEM TITLE: SES Executive Core Qualifications (ECQs) and SES Candidate Development Program (CDP) Metric Reports						
C. OPR. NSSC	D. TYPE 3	E. INSPECT/ ACCEPT 3	F. REQ. WK	G. INITIAL SUB. First Day of the Second Week After Start of Period of Performance	H. AS OF DATE 7/1	
J. REMARKS: Metric Report is to be provided weekly on Mondays of open Cases for SES ECQs and SES CDP cases.						
K. DISTRIBUTION NSSC HR CS Email OHCM Program Manager (Weekly) Email NSSC Electronic Library (NSSC COR; NSSC CO; Delegates)					TOTALS	
					3	A
DATA REQUIREMENT DESCRIPTION						
1. TITLE Report, SES ECQs and SES CDP Metrics				2. NUMBER DRD 3.2-7		
3. USE These documents will be used by NSSC HR CS personnel and OHCM's SES Program Manager to assess the Service Provider's workload and compliance with metrics.				4. DATE 7/15/2014		
				5. ORGANIZATION NSSC		
7. INTERRELATIONSHIP				6. REFERENCES		
8. PREPARATION INFORMATION Format and content of the report shall be in accordance with the form (sample will be provided) to OHCM. Retain detailed backup information for further analysis and audit purposes, if necessary.						

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL NSSC-NEX-GEN					A. ITEM NO. 041
B. LINE ITEM TITLE: New Enterprise Software License Business Cases					
C. OPR. NSSC	D. TYPE 3	E. INSPECT/ACCEPT 3	F. REQ. AR	G. INITIAL SUB. N/A	H. AS OF DATE N/A
J. REMARKS: Business Cases for ELM will be submitted as required.					
K. DISTRIBUTION NSSC Electronic Library (NSSC COR; NSSC CO; Delegates) NSSC Procurement Division					TOTALS NO. TYPE 1 A
DATA REQUIREMENT DESCRIPTION					
1. TITLE Business Case, New Enterprise Software License				2. NUMBER DRD 3.3-1	
3. USE The timely and accurate analysis involved in the Business Case process has a direct correlation with ELMT's effort toward securing cost effective and best value software licensing agreements for the Agency's benefit. The information that is collected from Business Cases, serves to inform and influence decision makers concerning whether or not the ELMT should proceed to the acquisition process in an effort to secure a software agreement.				4. DATE 7/15/2014	
				5. ORGANIZATION NSSC	
7. INTERRELATIONSHIP N/A				6. REFERENCES N/A	

9. PREPARATION INFORMATION

FORMAT: The format will be developed jointly by the Government and Service Provider.

ATTRIBUTES: As a minimum, the ELMT developed business cases will consist of the following content:

- Original Equipment Manufacturer (OEM) data: This information typically consists of a brief company profile that includes the history and a listing of product and service offerings relevant to the customer request form. It also includes a listing of current NASA customers, vendor contact information, and other federal government customers.
- 508 Compliance Status: Typically include market research that addresses whether or not the Vendor offers products and services that are 508 compliant or support assistive technologies.
- Section indicating whether a Request For Investigation (RFI) is required for the upcoming procurement. This is in alignment with Procurement Information Circular 13-04 and NFS 1845.
- OEM and/or Value Added Reseller (VAR) Availability and Size Status: Vendor typically provides a list of VARs that resell their product and what the business size status of the VAR. If the OEM only sells direct, the OEM provides validation of the distribution status. Additionally depending upon the VAR availability, additional source justifications may be required (i.e., Brand Specific Justifications, Limited Source Justifications, Justification for Other Than Full and Open Competition (JOFOC), etc...).
- Customer Points of Contact (POCs): ELMT request that the OEM provide a listing of the NASA contacts at the participating Centers if the initial customer requestor was unable to provide this information.
- License and Product Consumption: the ELMT typically request the OEM to provide a listing of the current license density and current spend (i.e., what a Center has expended in funding to procure the product or service) broken down by Centers. The ELMT also request license density from the NASA POCs that are produced from the OEM or the customer requestor. The ELMT validates the OEM provided density with the NASA POCs for accuracy prior to inclusion into the business case.
- Available Government Contract Vehicles: ELMT conducts research to determine whether or not the software can be procured through existing government contract vehicles (i.e., SEWP, GSA, or other GWACs).
- Software Requirements: ELMT coordinates with the NASA POCs to capture an initial set of macro level requirements that assist in shaping the potential scope and type of contract vehicle for the base year and option year period.
- Funding Source: ELMT attempts to identify the type of funding source for a possible procurement (e.g., single source versus multiple sources).
- Contract Type: the ELMT suggest a contract type or types that are derived from the software requirements and funding source(s).
- Alignment of Periods of Performances (POPs): ranges from no alignment of period performance are required to multiple POPs are required to be coterminous.
- Estimate for the procurement to include any cost avoidance estimates for proceeding with the associated procurement; this is typically accomplished with market research obtained with comparable pricing from commercial pricing, GSA pricing, SEWP pricing and/or historical contract pricing.

The content above constitutes the basis of the software Business Case; however the time necessary to complete the business case can be impacted by the complexity of researching and developing the content. In developing the Business Case, the ELMT has three levels of complexity that influence the time and effort in gathering the market research and crafting the Business Case. The three levels of Business Case complexity include low, moderate and high complexity. The Contractor shall identify the level of complexity for each provided Business case, however the government must concur on the final determination prior to final submission of the referenced business case. Additional items may be incorporated into the business case by the ELMT strategist to support moving the associated procurement through the acquisition approval process. Contractors shall support the additions of the requested additions through the life of the contract.

REVIEWS: The Government will review the report and provide feedback to the Service Provider prior to final submittal.

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL NSSC-NEX-GEN					A. ITEM NO. 042	
B. LINE ITEM TITLE: NSSC IT Directive Development and Implementation						
C. OPR. NSSC	D. TYPE 3	E. INSPECT/ACCEPT 3	F. FREQ. AR/AN	G. INITIAL SUB. Oct 30, 2016	H. AS OF DATE 365/30	
J. REMARKS: Current NSSC IT directives shall be reviewed 60 days prior to the expiration date; the effective period for NSSC IT directives ranges from 1 to 5 years. New or recently revised Federal and NASA IT policies and best practices shall be reviewed within 60 days after the effective date, or earlier as directed by NSSC OCIO. Draft Agency policies shall be reviewed as requested; an associated MFR shall be submitted NLT 21 days after review request. A NSSC IT Directive Development and Implementation Report shall be provided annually, no later than 30 days after the FY end.						
K. DISTRIBUTION NSSC Electronic Library (NSSC COR; NSSC CO; Delegates) NSSC OCIO					TOTALS	
					NO.	TYPE
					2	A
DATA REQUIREMENT DESCRIPTION						
1. TITLE IT Directive, Review, Development and Reporting				2. NUMBER DRD 3.4-1		
3. USE a) NSSC IT directives are used to coordinate and standardize the activities performed by the IT department's Government Service and/or Service Provider employees. b) Proactive review of Agency IT policies in draft or review status may uncover potentially negative impacts to the NSSC IT environment. c) Annual report will provide a high-level, historic view of efforts to coordinate and standardize NSSC IT activities in alignment with NSSC, Agency, and Federal policies and best practices.				4. DATE 7/15/2014		
				5. ORGANIZATION NSSC		
7. INTERRELATIONSHIP PWS paragraph 3.4.2.2				6. REFERENCES NSSCPR 1410.1		
8. PREPARATION INFORMATION The SP shall draft, maintain, implement, and comply with approved NSSC IT directives applicable to the NSSC IT department activities performed by Government Service and/or Service Provider employees. All recommended changes shall be approved by the NSSC CIO or designated alternate prior to implementation. Directives shall be formatted and managed in accordance with NSSCPR 1410.1 NSSC Directives Management Program. Upon request, the SP shall review draft Agency IT policies and identify potential NSSC IT environment impacts. The SP shall submit a Memorandum For Record (MFR) noting the draft Agency IT policy reviewed, review date, potential impacts, areas of concern, and general comments to the NSSC on a mutually agreed upon date, no later than 21 days after the review request. The NSSC IT Directive Development and Implementation Report shall contain a synopsis of activities described in this DRD that were performed throughout the FY. The report shall include the reviewed document title, numeric designation, and version, review dates, description of activity, current status, and as applicable, the document effective and expiration dates, description of modifications, description of actions taken, and new version number. All documents required by this DRD shall be maintained in the NSSC Document Management system and be accessible to the Government.						

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL NSSC-NEX-GEN					A. ITEM NO. 043	
B. LINE ITEM TITLE: NSSC IT Assessments						
C. OPR. NSSC	D. TYPE 3	E. INSPECT/ACCEPT 3	F. FREQ. AD	G. INITIAL SUB. N/A	H. AS OF DATE N/A	
J. REMARKS: IT Assessments shall be requested by the NSSC; leadership decision briefing due date shall be mutually agreed upon by CS and SP. The SP may proactively suggest IT assessment initiatives by submitting a MFR to the NSSC for approval, prior to work being performed.						
K. DISTRIBUTION NSSC Electronic Library (NSSC COR; NSSC CO; Delegates) NSSC OCIO					TOTALS	
					NO.	TYPE
					2	A
DATA REQUIREMENT DESCRIPTION						
1. TITLE Assessment, NSSC IT				2. NUMBER DRD 3.4-2		
3. USE To identify deficiencies and recommend improvements to current management practices, business processes, delivery models, IT architectures and/or technologies.				4. DATE 7/15/2014		
				5. ORGANIZATION NSSC		
7. INTERRELATIONSHIP PWS sections 3.4.2.3, 3.4.2.6, 3.4.3.2, 3.4.3.1.1				6. REFERENCES NSWI-2800-0008 Appendix C-1 Decision Brief Template		
8. PREPARATION INFORMATION The SP shall prepare a decision briefing per NSWI-2800-0008 Appendix C-1, targeted for NSSC leadership to decide on the appropriate course(s) of action for resolving or easing the identified deficiency. The IT Assessment decision briefing should include:						
<ul style="list-style-type: none"> a) Business problem description; b) Pertinent background information, artifacts, and documents developed for the assessment; c) Key discoveries made during the assessment regarding the problem and potential solutions; d) List of possible courses of action which should include; <ul style="list-style-type: none"> i. Remain as-is; ii. Perform additional discovery such as completing a business case, feasibility study, and/or analysis of alternatives; iii. Other recommendations as needed; and e) Pros and cons for each possible course of action listed. 						
MFRs to NSSC recommending IT assessments should include:						
<ul style="list-style-type: none"> a) Area of assessment (e.g., business processes, IT security compliance, audits, IT architectures); b) justification for performing the assessment; c) estimated level of effort for the assessment; and d) unique alphanumeric document number for reference. 						
All documents required by this DRD shall be maintained in the NSSC Document Management system and be accessible to the Government.						

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL NSSC-NEX-GEN					A. ITEM NO. 044								
B. LINE ITEM TITLE: NSSC Enterprise Architecture (EA) Baseline Reference Models													
C. OPR. NSSC	D. TYPE 3	E. INSPECT/ACCEPT 3	F. FREQ. RT	G. INITIAL SUB. Oct 30, 2016	H. AS OF DATE N/A								
J. REMARKS: Distribution Type D - EA Reference Models and artifacts developed in a special purpose software application shall be exportable to a common desktop application listed in NASA-STD-2804 for distribution.													
K. DISTRIBUTION NSSC Electronic Library (NSSC COR; NSSC CO; Delegates) NSSC OCIO					<table border="1"> <tr> <th colspan="2">TOTALS</th> </tr> <tr> <th>NO</th> <th>TYPE</th> </tr> <tr> <td>1</td> <td>A</td> </tr> <tr> <td>1</td> <td>D</td> </tr> </table>	TOTALS		NO	TYPE	1	A	1	D
TOTALS													
NO	TYPE												
1	A												
1	D												
DATA REQUIREMENT DESCRIPTION													
1. TITLE Diagrams, EA Baseline Reference Models				2. NUMBER DRD 3.4-3									
3. USE Strategic planning for IT initiatives; to ensure NSSC IT capabilities and systems are aligned with the functional services.				4. DATE 7/15/2014									
7. INTERRELATIONSHIP DRD 3.4-4 NSSC EA Artifacts				5. ORGANIZATION NSSC									
				6. REFERENCES NPR 2830.1, NASA EA Procedures A Common Approach to Federal Enterprise Architecture									
8. PREPARATION INFORMATION Develop an initial set of baseline NSSC level EA Reference Models necessary to clearly link each NSSC functional service to the IT capabilities and systems necessary to perform the service. The NSSC EA Models shall map to the Agency EA and include the 6 sub-architecture domains of the Federal Enterprise Architecture (FEA) Framework v2 (or later). Upon completion of an IT project or initiative, update the NSSC EA Baseline Reference Models per the project EA artifacts (DRD 3.4-4) as applicable. All documents required by this DRD shall be maintained in the NSSC Document Management system and be accessible to Government and Service Provider employees for reference.													

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL NSSC-NEX-GEN					A. ITEM NO. 045								
B. LINE ITEM TITLE: NSSC Enterprise Architecture (EA) Artifacts													
C. OPR. NSSC	D. TYPE 3	E. INSPECT/ACCEPT 3	F. FREQ. PJ	G. INITIAL SUB. 10 days after each IT project completion	H. AS OF DATE N/A								
J. REMARKS: EA Reference artifacts shall be developed and/or collected during the formulation stage of an IT project or initiative. Updates to the baseline NSSC EA Reference Models shall be completed no later than 10 days after IT project or initiative completion. Distribution Type D - EA Reference Models and artifacts developed in a special purpose software application shall be exportable to a common desktop application listed in NASA-STD-2804 for distribution.													
K. DISTRIBUTION NSSC Electronic Library (NSSC COR; NSSC CO; Delegates) NSSC OCIO					<table border="1"> <tr> <th colspan="2">TOTALS</th> </tr> <tr> <th>NO.</th> <th>TYPE</th> </tr> <tr> <td align="center">1</td> <td align="center">A</td> </tr> <tr> <td align="center">1</td> <td align="center">D</td> </tr> </table>	TOTALS		NO.	TYPE	1	A	1	D
TOTALS													
NO.	TYPE												
1	A												
1	D												
DATA REQUIREMENT DESCRIPTION													
1. TITLE Document, NSSC EA Artifacts				2. NUMBER DRD 3.4-4									
3. USE Support efficient IT project design.				4. DATE 7/15/2014									
				5. ORGANIZATION NSSC									
7. INTERRELATIONSHIP DRD 3.4-3, NSSC Enterprise Architecture (EA) Baseline Reference Models				6. REFERENCES NID 7120.99; NPR 2830.1									
8. PREPARATION INFORMATION During the formulation or initiation stage of an IT project or initiative, develop new or modify existing EA Reference Models and artifacts necessary to support BPR and technology investment approval processes per NPR 2830.1 and NID 7120.99. EA artifacts should include as a minimum: <ul style="list-style-type: none"> a) Current_View and Future_View EA Reference Models; b) Current-state (AS-IS) and Future-state (TO-BE) business process diagrams, and related: <ul style="list-style-type: none"> a. Reports, workflows, and other work products; b. Policies, procedures, service level agreements, memorandums of agreement; c) Gap Analyses; d) Performance Measurement Plans; and e) Transition Plans. Upon completion of an IT project or initiative, update the NSSC EA Baseline Reference Models (DRD 3.4-3) as applicable. All documents required by this DRD shall be maintained in the NSSC Document Management system and be accessible to the Government.													

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL NSSC-NEX-GEN					A. ITEM NO. 046
B. LINE ITEM TITLE: NSSC IT Investment Portfolio Management					
C. OPR. NSSC	D. TYPE 3	E. INSPECT/ACCEPT 3	F. FREQ. OT/AN	G. INITIAL SUB. Oct 30, 2016	H. AS OF DATE 365/30
J. REMARKS: - The initial NSSC IT Investment Portfolio shall be submitted no later than 30 days after the end of FY16. - The NSSC IT Investment Portfolio shall be reviewed annually, during the first quarter of each FY; a current copy of the IT Portfolio should be distributed to NSSC ITPMB and ITSMB voting members at least 5 days prior to the annual review; ITPMB and ITSMB recommendations and decisions should be updated in the IT Portfolio no later than 3 days after the annual review date.					
K. DISTRIBUTION NSSC Electronic Library (NSSC COR; NSSC CO; Delegates) NSSC OCIO Distribution Type D - NSSC ITPMB and ITSMB voting members per NSPLN-2800-0006 NSSC IT Governance Plan					TOTALS NO. TYPE 1 A 1 D
DATA REQUIREMENT DESCRIPTION					
1. TITLE Document, NSSC IT Investment Portfolio Management				2. NUMBER DRD 3.4-5	
3. USE Support effective IT investment decision making.				4. DATE 7/15/2014	
				5. ORGANIZATION NSSC	
7. INTERRELATIONSHIP NSWI-2800-0008 IT Governance Boards (ITPMB and ITSMB) Work Instruction NSPLN-2800-0006 NSSC IT Governance Plan				6. REFERENCES NPR 2830.1	
8. PREPARATION INFORMATION The SP shall develop and maintain a NSSC IT Investment Portfolio per NPR 2830.1 including at a minimum, each NSSC IT information system in Attachment J-25 IT Systems and new IT systems and initiatives with the Administration, Development, Integration and/or O&M SP Roles: <ul style="list-style-type: none"> a) Priority Level; b) Title, version and acronym; c) Description of investment's capabilities; d) NSSC or Agency Service and workflows the investment supports; e) Functional Owner's name, department and contact information; f) Scope of users (e.g., NSSC users, entire NSSC Department, NSSC All, Other Centers, Agency); g) Costs: Current FY, estimates for the next (4) programmed FYs, total for all (5) FYs; h) Architecture description including server(s) model and name(s), COTS software version and patch designation compared to the most current available on the market, interfaces to other systems; i) IOC and FOC dates (MM/YYYY); j) Current lifecycle stage; k) Estimated End of Lifecycle date (MM/YYYY); l) Alignment to NSSC or NASA Strategic Plan; m) Date of ITPMB and ITPMB Recommendations; n) Date of ITSMB and ITSMB Decisions; and o) Comments/Notes. The SP shall evaluate each NSSC IT investment for alignment with NSSC IT strategic goals and priorities, and recommend enhancements, replacement, retirement or other actions. Annually during the first quarter of each FY the SP shall present the NSSC IT Portfolio and recommendations to the NSSC ITPMB and ITSMB, respectively, and update the recommendations and decisions of each Board in the IT Portfolio. All documents required by this DRD shall be maintained in the NSSC Document Management system and be accessible to the Government.					

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL NSSC-NEX-GEN					A. ITEM NO. 047								
B. LINE ITEM TITLE: NSSC IT Portfolio Management Special Reports													
C. OPR. NSSC	D. TYPE 3	E. INSPECT/ACCEPT 3	F. FREQ. AD	G. INITIAL SUB. N/A	H. AS OF DATE N/A								
J. REMARKS: IT Portfolio Management special reports shall be requested by the NSSC and/or be part of standard NSSC IT Project Management activities; the deliverable date shall be mutually agreed upon by CS and SP.													
K. DISTRIBUTION NSSC Electronic Library (NSSC COR; NSSC CO; Delegates) NSSC OCIO					<table border="1"> <tr> <th colspan="2">TOTALS</th> </tr> <tr> <th>NO.</th> <th>TYP</th> </tr> <tr> <td align="center">1</td> <td align="center">A</td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	TOTALS		NO.	TYP	1	A		
TOTALS													
NO.	TYP												
1	A												
DATA REQUIREMENT DESCRIPTION													
1. TITLE Reports, NSSC IT Portfolio Management			2. NUMBER DRD 3.4-6										
3. USE Support effective IT investment decision making.			4. DATE 7/15/2014		5. ORGANIZATION NSSC								
7. INTERRELATIONSHIP DRD 3.4-3, NSSC Enterprise Architecture (EA) Baseline Reference Models DRD 3.4-2 NSSC IT Assessments PWS Section 3.4.2.4.3			6. REFERENCES NID 7120.99; NPR 2830.1										
8. PREPARATION INFORMATION The SP shall perform the following activities and produce reports in support of NSSC IT Investment Portfolio management: <ul style="list-style-type: none"> a) Upon NSSC request or as part of the NSSC IT Project Management process, EA Project and Service Reviews shall be prepared and performed per NPR 2830.1, NID 7120.99 and NSWI 2800-0007 requirements; b) Assess NSSC IT systems for integration, virtualization, de-commissioning and/or cloud migration per DRD 3.4-2 NSSC IT Assessments; c) Upon NSSC request develop business cases; d) Upon NSSC request develop analyses of alternatives per NPR 2830.1; and e) Upon NSSC request prepare Office of Management and Budget (OMB) Circular A-11 Exhibit 53 and Exhibit 300 packages per NPR 2830.1 and OMB Circular A-11 guidelines. 													

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL NSSC-NEX-GEN					A. ITEM NO. 048						
B. LINE ITEM TITLE: NSSC IT Business Continuity Plans (BCP)											
C. OPR. NSSC	D. TYPE 3	E. INSPECT/ACCEPT 3	F. FREQ. SA/AR	G. INITIAL SUB. 30 days after phase-in begins	H. AS OF DATE 180/14						
J. REMARKS: The initial submission may be limited to personnel changes; subsequent submissions to NSSC for approval are due May 1 and November 1 of each following year and shall contain changes as needed throughout documents. As requested by the NSSC, out-of-Cycle BCP and Checklist updates may be occasionally required to address situations such as key personnel and critical IT system additions/changes, and Federal or NASA policy changes.											
K. DISTRIBUTION NSSC Electronic Library (NSSC COR; NSSC CO; Delegates) NSSC OCIO					<table border="1"> <tr> <th colspan="2">TOTALS</th> </tr> <tr> <th>NO.</th> <th>TYPE</th> </tr> <tr> <td align="center">1</td> <td align="center">A</td> </tr> </table>	TOTALS		NO.	TYPE	1	A
TOTALS											
NO.	TYPE										
1	A										
DATA REQUIREMENT DESCRIPTION											
1. TITLE Plans, IT Business Continuity				2. NUMBER DRD 3.4-7							
3. USE Emergency preparedness				4. DATE 7/15/2014							
				5. ORGANIZATION NSSC							
7. INTERRELATIONSHIP PWS paragraph 3.4.2.5				6. REFERENCES NPR 1040.1 NSBCP-1010-006							
8. PREPARATION INFORMATION The SP shall review and update NSBCP-1010-006 NSSC Business Continuity and Disaster Recovery Plans and the associated Disaster Recovery Checklists for all IT systems and software applications developed and/or managed by the SP. The SP shall review contingency and disaster recovery plans for critical partner organizations such as the NCCIPS and NEACC, cloud computing service providers, and providers of systems that interface with NSSC IT systems for impact on the NSSC BCP. The SP shall coordinate changes with NSSC prior to submitting for approval. All recommended changes shall be approved by the NSSC prior to implementation. As requested by the NSSC, the SP shall support Agency systems contingency planning, disaster recovery, and test exercises. All documents required by this DRD shall be maintained in the NSSC Document Management system and be accessible to the Government.											

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL NSSC-NEX-GEN					A. ITEM NO. 049
B. LINE ITEM TITLE: NSSC IT Project Life-Cycle Management Documents and Reports					
C. OPR. NSSC	D. TYPE 3	E. INSPECT/ACCEPT 3	F. FREQ. PJ/AN	G. INITIAL SUB. First project	H. AS OF DATE 365/30
J. REMARKS: IT Project management documents shall be developed for the key decision points of an IT project or initiative.					
K. DISTRIBUTION NSSC Electronic Library (NSSC COR; NSSC CO; Delegates) NSSC OCIO				TOTALS	
				NO.	TYPE
				1	A
DATA REQUIREMENT DESCRIPTION					
1. TITLE Documents, IT Project Management			2. NUMBER DRD 3.4-8		
3. USE Document project progress and communicate IT system changes.			4. DATE 7/15/2014		
			5. ORGANIZATION NSSC		
7. INTERRELATIONSHIP PWS sect 3.4.2.6			6. REFERENCES NID 7120.99; NSWI 2800-0007; NSWI-2800-0008		
8. PREPARATION INFORMATION					
<p>The SP shall develop and deliver NSSC IT Project Management documents/gate products in accordance with NSWI 2800-0007 Information Technology (IT) Project Management Instruction (PMI) and the IT Projects specifications in NID 7120.99 NASA Information Technology and Institutional Infrastructure Program and Project Management Requirements. IT Project Management documents/gate products will be reviewed per the process described in NSWI-2800-0008 IT Governance Boards (ITPMB and ITSMB) Work Instruction and Attachment J-3 Performance Requirements.</p> <p>The SP shall provide an annual IT Project Management report an include as a minimum tabular and graphical representations of the FY:</p> <ul style="list-style-type: none"> a) Total number of IT Projects b) Total number of IT Project Documents/gate products created as required by NSWI 2800-0007, and the: <ul style="list-style-type: none"> i. Distribution of document types required by NSWI 2800-0007 <p>NSSC IT Project Management documents/gate products shall be maintained in the NSSC Document Management system and be accessible to Government and SP employees for reference.</p>					

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL NSSC-NEX-GEN					A. ITEM NO. 050	
B. LINE ITEM TITLE: NSSC IT Configuration Management (CM) Plan and Reports						
C. OPR. NSSC	D. TYPE 3	E. INSPECT/ACCEPT 3	F. FREQ. AN	G. INITIAL SUB. 30 days after start of performance	H. AS OF DATE 365/30	
J. REMARKS: - The initial NSSC IT CM Plan shall be submitted for approval no later than 30 days after the contract transition; the CM Plan shall be reviewed and updated annually or as initiated by the SP. - A CM Report shall be provided annually, no later than 30 days after the FY end						
K. DISTRIBUTION NSSC Electronic Library (NSSC COR; NSSC CO; Delegates) NSSC OCIO					TOTALS	
					NO.	TYPE
					1	A
DATA REQUIREMENT DESCRIPTION						
1. TITLE Plan and Reports, IT Configuration Management				2. NUMBER DRD 3.4-9		
3. USE Plan - Documents the process used to identify, baseline, change and record items requiring configuration management and ensures the systematic control of changes to those items. Reports – Provide information about CM status				4. DATE 7/15/2014		
				5. ORGANIZATION NSSC		
7. INTERRELATIONSHIP PWS Section 3.4.2.7				6. REFERENCES NPR 2810.1, NID 7120.99, and NPR 7150.2		
8. PREPARATION INFORMATION The existing CM Plan may be adopted or modified by the SP. The CM Plan shall describes the functions, responsibilities, and authority for systematic control and tracking of Configuration Management Item (CMI) initial implementation or baseline, and subsequent changes. A Configuration Management Item (CMI) is considered to be under configuration control once it has been identified and baselined by the appropriate control authority. All changes made to any CMI must occur through a defined change request process and be recorded for tracking purposes. The CM Plan shall be approved by the NSSC prior to implementation. The CM Plan shall include release and change management activities, and as a minimum:						
<ul style="list-style-type: none"> a) identify the CMIs to be controlled and the control levels of all items listed in the PWS paragraph 3.4.2.7 Configuration Management (CM); b) identify the persons or groups with authority to authorize and/or make CMI changes at each level; c) define the processes to request and authorize CMI changes, manage approved and disapproved change requests, implement and track changes, release or distribute changes, and maintain past versions; d) describe how CMI status, changes, change authorizations, versions, and releases will be recorded and maintained; e) describe the coordination processes and list points of contact for interacting with NSSC and Agency I3P partners to plan and release changes; f) contain references to the applicable configuration management policies and directives; g) include the personnel, software and equipment resources necessary to implement CM activities; h) describe process and schedule for NSSC internal CMI audits; and i) define CM Report requirements and methods used to generate CM reports. 						

The CM Report shall contain a grouped listing of the following CMI information:

- a) The NSSC IT Portfolio (in entirety) current version, date of last change, and number of changes in FY;
- b) All NSSC EA Reference Models including current version, date of last change, and number of changes in FY;
- c) EA artifacts used for IT investment decision making by the NSSC ITPMB, ITSMB, and CPIC processes in FY including current version and associated IT investment title;
- d) The NSSC Business Continuity and Disaster Recovery Plans and Disaster Recovery Checklists current version, date of last change, and number of changes in FY;
- e) Each NSSC IT information system in Attachment J-25 IT Systems and new IT systems and initiatives with the Administration, Development, Integration and/or O&M SP Roles including, as a minimum:
 - i. current lifecycle status and version of the primary business application;
 - ii. title and version of supporting server operating system, databases, interfaces and other essential supporting applications;
 - iii. name of supporting production, test, and development servers;
 - iv. title and current version of manual and automatic Interface Control Documents;
 - v. title and current version of user guides, training materials, and security plans;
 - vi. total number of changes implemented in FY;
 - vii. tabular and graphical representations of implemented NSSC Service Requests (NSRs) in FY, grouped by Minor/Standard Change and Enhancement/Major Change and sub-grouped by request type: End-User, Vendor Initiated, and IT Initiated;
- f) NSSC third party / Center-specific software applications percentage of licenses in use (licenses in use/total licenses); and
- g) Remedy CMDB reports as requested.

All documents required by this DRD shall be maintained in the NSSC Document Management system and be accessible to the Government.

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL NSSC-NEX-GEN					A. ITEM NO. 051								
B. LINE ITEM TITLE: NSSC IT Systems/Applications Training and Reports													
C. OPR.	D. TYPE	E. INSPECT/ACCEPT	F. FREQ.	G. INITIAL SUB.	H. AS OF DATE								
NSSC	3	3	AR/AD/AN	Oct 30, 2016	365/30								
J. REMARKS: Reference section 8 Preparation Information below; Distribution Type A – user guides, work instructions and the annual report shall be delivered electronically Distribution Type D - Knowledge Articles, computer-based training modules, online courses, and instructor-led training may require alternative delivery methods provided by the NSSC.													
K. DISTRIBUTION NSSC Electronic Library (NSSC COR; NSSC CO; Delegates) NSSC OCIO					<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th colspan="2">TOTALS</th> </tr> <tr> <th>NO.</th> <th>TYPE</th> </tr> <tr> <td align="center">1</td> <td align="center">A</td> </tr> <tr> <td align="center">1</td> <td align="center">D</td> </tr> </table>	TOTALS		NO.	TYPE	1	A	1	D
TOTALS													
NO.	TYPE												
1	A												
1	D												
DATA REQUIREMENT DESCRIPTION													
1. TITLE Training, IT Systems				2. NUMBER DRD 3.4-10									
3. USE Provide information to targeted IT system / application users.				4. DATE 7/15/2014									
				5. ORGANIZATION NSSC									
7. INTERRELATIONSHIP PWS sect 3.4.2.11 DRD 3.2-5				6. REFERENCES									
8. PREPARATION INFORMATION All IT systems developed or adopted by NSSC and Enhancement / Major Changes to NSSC IT systems in Attachment J-25 with the Administration, Development, Integration and/or O&M SP Roles require, as a minimum: <ul style="list-style-type: none"> a) Instructor-led end user demonstrations and training for CS and SP system users as directed by functional line of business manager; b) User guides; c) Knowledge Articles; and d) SP work instructions for maintaining the IT system. Upon direction from NSSC OCIO, the SP shall: <ul style="list-style-type: none"> a) Provide additional instructor-led end user demonstrations and training for CS and SP system users; b) Develop additional user guides and Knowledge Articles; and c) Develop computer-based training modules and courses delivered online via NASA's learning management system. The SP shall provide an annual training report an include as a minimum tabular and graphical representations of the FY: <ul style="list-style-type: none"> a) Total number of Instructor-led end user demonstrations and training sessions held, and the <ul style="list-style-type: none"> i. Distribution of IT systems addressed in demos / training sessions; b) Total number of students that attended the Instructor-led end user demonstrations and training sessions; <ul style="list-style-type: none"> i. Distribution of students by NSSC department (FM, Procurement, HR, B&A, and IT); c) List of IT systems addressed in demos / training sessions, and the: <ul style="list-style-type: none"> i. User Guide and SP work instruction title and version number; and ii. Number of Knowledge Articles created or modified. All documents required by this DRD shall be maintained in the NSSC Document Management system. All documents required by this DRD shall be accessible to all CS and SP employees for reference.													

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL NSSC-NEX-GEN					A. ITEM NO. 052
B. LINE ITEM TITLE: NSSC IT Operations and Maintenance (O&M) Daily Status Meeting					
C. OPR. NSSC	D. TYPE 5	E. INSPECT/ACCEPT 6	F. FREQ. DA	G. INITIAL SUB. 10 days after start of performance	H. AS OF DATE 1/0
J. REMARKS:					
K. DISTRIBUTION NSSC Electronic Library (NSSC COR; NSSC CO; Delegates) NSSC OCIO Distribution Type D – the meeting presentation may include the dynamic display of non-sensitive, unclassified IT application screens and reports designed to log systems problems and/or IT incidents.					TOTALS NO. TYPE 1 D
DATA REQUIREMENT DESCRIPTION					
1. TITLE Meeting, IT O&M Daily Status				2. NUMBER DRD 3.4-11	
3. USE Provide situational awareness of current IT O&M activities and IT problems; provide synopsis of annual O&M activities				4. DATE 7/15/2014	
				5. ORGANIZATION NSSC	
7. INTERRELATIONSHIP PWS sect 3.4.3.2, 3.4.3.2.1				6. REFERENCES NSWI-2800-0006	
8. PREPARATION INFORMATION The SP shall lead a daily O&M status update meeting scheduled for 30 minutes in length each business day, unless waived. Meeting notices shall be sent to the following meeting participants: <ul style="list-style-type: none"> a) All NSSC OCIO CS personnel; b) Applicable SP personnel; c) NSSC and Agency I3P partners such as NICS and/or ACES personnel located on site; and d) Others as requested. The meeting presentation shall address current IT O&M activities, events, and incidents: <ul style="list-style-type: none"> a) Scheduled and/or unplanned outages, degradation, and/or security issues with the databases, servers, server applications, systems interfaces, websites and portals of the IT systems listed in Attachment J-25 and future IT system / initiatives with the Administration, Development, Integration, and/or O&M SP Roles; b) Scheduled and/or unplanned outages, degradation, and/or security issues with SP services and/or equipment provided by I3P agency-wide IT infrastructure, enterprise applications and services contracts; c) Rollback actions for scheduled O&M; d) Scheduled and/or unplanned outages, degradation, and/or security issues with NCCIPS, NEACC, and/or other Center(s); e) Security incidents and current threats, as allowed by NASA and NSSC policies; and f) Reported IT incidents. Each unplanned outage, system degradation, rollbacks, security incident, and IT incident presented in the meeting shall include, as a minimum, the: <ul style="list-style-type: none"> a) Date and time the problem occurred; b) Status, severity, and estimated time to resolution; c) Actions taken toward problem resolution; d) NSSC service(s) and department(s) impacted; e) Customer and NSSC OCIO notifications and status updates; f) IT system's IT System Availability percentage FY to date; and g) Root cause analyses results, when completed. 					

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL NSSC-NEX-GEN					A. ITEM NO. 053
B. LINE ITEM TITLE: NSSC IT Problem Management and Reports					
C. OPR. NSSC	D. TYPE 3	E. INSPECT/ ACCEPT 3	F. FREQ. MO/AN	G. INITIAL SUB. Monthly -10 days after the end of the first full month after start of performance; Annual - 30 days after FY end	H. AS OF DATE 30/5; 365/30
J. REMARKS:					
K. DISTRIBUTION NSSC Electronic Library (NSSC COR; NSSC CO; Delegates) NSSC OCIO					TOTALS NO. TYPE 1 A
DATA REQUIREMENT DESCRIPTION					
1. TITLE Report, IT Problem Management				2. NUMBER DRD 3.4-12	
3. USE To provide synopsis of IT System incidents.				4. DATE 7/15/2014	
				5. ORGANIZATION NSSC	
7. INTERRELATIONSHIP PWS sect 3.4.3.2.1				6. REFERENCES	
<p>8. PREPARATION INFORMATION</p> <p>The SP shall perform IT problem management activities to resolve unplanned IT incidents as reported in the NSSC ticket management system. The SP shall provide a monthly IT Incident report that should include, as a minimum, a listing of each IT System in Attachment J-25 with the Administration, Development, Integration, and O&M SP Roles that incurred an incident during the month, and the system's:</p> <ul style="list-style-type: none"> a) The total number of incidents reported for the month b) Each incident's: <ul style="list-style-type: none"> i. Category (OPCAT, PRODCAT); ii. Priority (Urgent, High, Medium, Low); iii. Severity of event or incident; iv. Designation as an Unplanned Outage, System Degradation, or Other; v. Date and time the event or incident occurred; vi. Date and time the event or incident was resolved or completed; vii. Duration of event or incident; viii. If incident was converted to a NSR (Yes/No); ix. NASA Centers impacted; x. NSSC service(s) and department(s) impacted; and xi. Brief description of event or incident root cause. <p>The SP shall provide an annual IT Incident report using tabular and graphical representations of each IT System in Attachment J-25 with the Administration, Development, Integration, and O&M SP Roles that incurred an incident during the FY, and the system's:</p> <ul style="list-style-type: none"> i. Overall total number of incidents reported during the FY; ii. Urgent, High, Medium, Low incident sub-totals; iii. Number of incidents resolved within each specified time frame (Urgent <24 hours, High 3 days, Medium 5 days, Low 10 days); iv. Percentage of incidents resolved within each specified time frame (Urgent <24 hours, High 3 days, Medium 5 days, Low 10 days); v. Number of incidents converted to NSRs; vi. Number of incidents by Category (OPCAT, PRODCAT); vii. Percentage of incidents by Category (OPCAT, PRODCAT); and viii. Percentage of all FY incidents resolved within the appropriate time frame. 					
All documents required by this DRD shall be maintained in the NSSC Document Management system and be accessible to the Government.					

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL NSSC-NEX-GEN					A. ITEM NO. 054
B. LINE ITEM TITLE: NSSC Website Administration and Reports					
C. OPR. NSSC	D. TYPE 3	E. INSPECT/ ACCEPT 3	F. FREQ. AR/QU/AN	G. INITIAL SUB. 10 days after the end of the FY quarter; 30 days after FY end	H. AS OF DATE 90/15; 365/30
J. REMARKS: Minor/Standard Change content updates will be performed as required Web Administration Reports are due quarterly (10 days after the end of the FY quarter) and annually (30 days after FY end)					
K. DISTRIBUTION NSSC Electronic Library (NSSC COR; NSSC CO; Delegates) NSSC OCIO					TOTALS
					NO
					TYPE
					1
					A
DATA REQUIREMENT DESCRIPTION					
1. TITLE Report, Website Administration				2. NUMBER DRD 3.4-13	
3. USE To provide current information to NSSC and NASA employees, customers, and partners.				4. DATE 7/15/2014	
				5. ORGANIZATION NSSC	
7. INTERRELATIONSHIP PWS sect 3.4.3.2.5				6. REFERENCES NSWI-1450-0003	
8. PREPARATION INFORMATION The SP shall keep information on all NSSC websites updated, accurate and complete. The SP shall post all government approved Minor/Standard Change content updates. The SP shall provide quarterly and annual Web Administration reports to NSSC. Each report should provide tabular and graphical representations of the implemented NSRs in each FY quarter and FY totals, and address the following metrics for the NSSC internal, public, and knowledge repository websites separately. Number of: <ul style="list-style-type: none"> a) Kew Web Pages Developed; b) New Knowledge Articles added to the repository; c) Completed Minor/Standard Changes to existing Web Pages; d) Completed Minor/Standard Changes to existing Knowledge Articles; e) Web Pages removed; and f) Knowledge Articles removed from the repository. Completed Minor/Standard Changes to existing Web Pages should be further delineated as the number of Urgent, Expedited, and Normal change requests where the content updates were Met and Not Met within the allotted time frame. All documents required by this DRD shall be maintained in the NSSC Document Management system and be accessible to the Government.					

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL NSSC-NEX-GEN					A. ITEM NO. 055																					
B. LINE ITEM TITLE: IT Security Metrics Reports																										
C. OPR. NSSC	D. TYPE 3	E. INSPECT/ ACCEPT 3	F. FREQ. MO/AN	G. INITIAL SUB. 30 days after start of performance	H. AS OF DATE 30/5;365/15																					
J. REMARKS:																										
K. DISTRIBUTION NSSC Electronic Library (NSSC COR; NSSC CO; Delegates) NSSC OCIO					TOTALS NO. TYPE 1 A																					
DATA REQUIREMENT DESCRIPTION																										
1. TITLE Reports, IT Security Metrics				2. NUMBER DRD 3.4-14																						
3. USE To document and review IT metrics for trends/issues.				4. DATE 7/15/2014																						
				5. ORGANIZATION NSSC																						
7. INTERRELATIONSHIP PWS Section 3.4.4 Delivery of this deliverable is satisfied by entry into the system through the certification process				6. REFERENCES																						
8. PREPARATION INFORMATION The following table identifies metrics that need to be completed, the reference to the format, and indicates when or how often these items need to be rechecked. Each requirement consists of a set of tasks that, when completed, help ensure an acceptable level of security.																										
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:25%;">IT Metric</th> <th style="width:55%;">Requirements</th> <th style="width:20%;">Frequency</th> </tr> </thead> <tbody> <tr> <td>IT Security and Awareness Training</td> <td>Provide a report on all NSSC employees' IT Security training metrics. SP shall track and ensure Annual IT Security training is completed by the Agency deadline specified for the NSSC.</td> <td>Monthly and Annually</td> </tr> <tr> <td>IT Security Vulnerability Management</td> <td>Provide a vulnerability management report based on the system scans and continuous monitoring processes. The report shall include the detailed status of all incidents and POAMs to include the Incident Ticket or Service Request reference numbers and provide trending analysis.</td> <td>Monthly and Annually</td> </tr> <tr> <td>IT Security Incident Management</td> <td>Provide an Incident Management report for all reported incidents from the Agency incident management system. The report shall provide a detailed status of all incidents to include risk impact and overall cost to the NSSC and/or Agency service.</td> <td>Monthly and Annually</td> </tr> <tr> <td>IT Security Policy and Compliance</td> <td>Provide a Policy and Compliance report for all System Security Plans for the NSSC. The report shall include a detailed status of each system with the data derived from the Agency reporting tool for risk management.</td> <td>Monthly and Annually</td> </tr> <tr> <td>IT Security Patch Management</td> <td>Provide a patch management report for all critical, high, medium and low patches. The report shall provide detailed status on the patch to include compliance percentage. The data shall be derived from the Agency IT SEC Enterprise Data Warehouse and provide trending analysis.</td> <td>Monthly and Annually</td> </tr> <tr> <td>IT Security Benchmark Management</td> <td>Provide a compliance benchmark management report for all systems for the NSSC. The report shall provide detailed status on the benchmarks to include compliance percentage. The data shall be derived from the Agency IT SEC Enterprise Data Warehouse and provide trending analysis.</td> <td>Monthly and Annually</td> </tr> </tbody> </table>						IT Metric	Requirements	Frequency	IT Security and Awareness Training	Provide a report on all NSSC employees' IT Security training metrics. SP shall track and ensure Annual IT Security training is completed by the Agency deadline specified for the NSSC.	Monthly and Annually	IT Security Vulnerability Management	Provide a vulnerability management report based on the system scans and continuous monitoring processes. The report shall include the detailed status of all incidents and POAMs to include the Incident Ticket or Service Request reference numbers and provide trending analysis.	Monthly and Annually	IT Security Incident Management	Provide an Incident Management report for all reported incidents from the Agency incident management system. The report shall provide a detailed status of all incidents to include risk impact and overall cost to the NSSC and/or Agency service.	Monthly and Annually	IT Security Policy and Compliance	Provide a Policy and Compliance report for all System Security Plans for the NSSC. The report shall include a detailed status of each system with the data derived from the Agency reporting tool for risk management.	Monthly and Annually	IT Security Patch Management	Provide a patch management report for all critical, high, medium and low patches. The report shall provide detailed status on the patch to include compliance percentage. The data shall be derived from the Agency IT SEC Enterprise Data Warehouse and provide trending analysis.	Monthly and Annually	IT Security Benchmark Management	Provide a compliance benchmark management report for all systems for the NSSC. The report shall provide detailed status on the benchmarks to include compliance percentage. The data shall be derived from the Agency IT SEC Enterprise Data Warehouse and provide trending analysis.	Monthly and Annually
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All documents required by this DRD shall be maintained in the NSSC Document Management system and be accessible to the Government..																										

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL NSSC-NEX-GEN					A. ITEM NO. 056
B. LINE ITEM TITLE: NSSC Desk-side Support and Reports					
C. OPR. NSSC	D. TYPE 3	E. INSPECT/ACCEPT 3	F. FREQ. AR/AN	G. INITIAL SUB. Oct 30, 2016	H. AS OF DATE 365/30
J. REMARKS: Desk-side Support services are required as requested in the NSSC NSR system. Desk-side Support report is due annually.					
K. DISTRIBUTION NSSC Electronic Library (NSSC COR; NSSC CO; Delegates) NSSC OCIO					TOTALS
					NO.
					TYPE
					1
					A
DATA REQUIREMENT DESCRIPTION					
1. TITLE Report, Desk-side Support				2. NUMBER DRD 3.4-15	
3. USE Provide software capabilities not covered by Agency I3P contracts				4. DATE 7/15/2014	
				5. ORGANIZATION NSSC	
7. INTERRELATIONSHIP PWS Section 3.4.11 DRD 3.4-9 NSSC IT Configuration Management (CM) Plan and Reports DRD 3.4-1 NSSC IT Directive Development and Implementation				6. REFERENCES NSDIR-2800-0001; NASA-STD-2805; NASA-STD-2804	
8. PREPARATION INFORMATION The SP shall provide on-site desk-side support for NSSC equipment and users that are located within the NSSC physical sites at SSC Building 1111 in entirety and several offices in Building 1100 from 7:00 am to 6:00 pm, excluding weekends and Federal holidays. The SP will respond to service-related incidents and/or customer requests, using the NSSC Service Request (NSR) system.					
The SP shall provide an annual synopsis of completed Desk-side support activities; as a minimum, the report shall contain tabular and graphical representations of: <ul style="list-style-type: none"> a) Total number of Desk-side support NSRs completed in FY, and the: <ul style="list-style-type: none"> i. Distribution of desk-side support requesters by NSSC department (FM, Procurement, HR, B&A, IT); ii. Distribution of High, Medium, and Low priority NSRs; iii. Percentage of High, Medium, and Low priority NSRs responded to within the designated time frame; b) Total number of devices supported by Desk-side support NSRs in FY, and the: <ul style="list-style-type: none"> i. Distribution of device types (desktop, laptop, mobile/smart phone, printer and tablet); ii. Distribution of devices requiring multiple Desk-side support NSRs; c) Total number of third party/Center-specific (non-ACES) software applications supported, and for each application the: <ul style="list-style-type: none"> i. Total number of user licenses purchased or acquired; ii. Total number of licenses in use; and iii. Percentage of licenses in use. 					
All documents required by this DRD shall be maintained in the NSSC Document Management system and be accessible to the Government.					

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL NSSC-NEX-GEN					A. ITEM NO. 057
B. LINE ITEM TITLE: Enterprise Service Desk Performance Metrics Reports					
C. OPR. NSSC	D. TYPE 3	E. INSPECT/ACCEPT 3	F. REQ. WK/MO	G. INITIAL SUB. 7 days after start of performance	H. AS OF DATE 7/2;30/15
J. REMARKS: Recurring reports of SP activities related to ESD activities					
K. DISTRIBUTION NSSC Shared Drive (N Drive)					TOTALS NO. TYPE 1 A
DATA REQUIREMENT DESCRIPTION					
1. TITLE Reports, Enterprise Service Desk Performance Metrics				2. NUMBER 3.8-1	
3. USE Oversight and briefings				5. DATE 7/15/2014	
				5. ORGANIZATION NSSC	
7. INTERRELATIONSHIP N/A				6. REFERENCES N/A	
<p>Required data includes:</p> <p>Service Level Indicators: Call Answer Rate, Customer Satisfaction with Tier 1, Call Abandon Rate, First Contact Resolution (ESD and All), Availability of ESD, Applications and Systems (Critical and Non-Critical), Tier 0 Incident Time to Resolve, Email Incident Time to Resolve.</p> <p>ESD Weekly Status Review (WSR) Data shared at the ESD WSR may include, but is not limited to: Significant Technical Issues; Workload Distribution (Incident summary by resolving entity by month for most recent four months); Daily Stats (Calls Handled, Calls Abandoned, Calls Presented, Abandoned Call Rate, Average Abandon Time, Longest Abandon Time, Average Handle Time, Longest Handle Time, Average Call Answer Rate, Average Queue Time, Longest Queue Time, Percentage Answered < 60 Seconds, Incidents Created – Total, Phone, Email, Web, Total Incidents Assigned to Each Service Provider, First Contact Resolution – All, First Contact Resolution – ESD, Right First Time Allocation.); Incident Status by Center by week; Incident Status by Center by month; Top 5 Operational Categories by week for the past two weeks; ESD Incidents Assigned/Resolved by day; Total Approved Service Requests by Center by week for the past two months; Total Completed Service requests by Center by week for the past two months; Aging Incidents Report; Customer Satisfaction – Enterprise; Customer Satisfaction – ESD; Customer Satisfaction for each I3P service provider; Customer Satisfaction with Tier 0; Aging Service Request Report (not shown in the example below); Other measures defined above that are not shown in the example below. Format and weekly data points will be negotiated with the government. See example ESD Weekly Status Report in Attachment J-22 References for more detail.</p> <p>NSSC Weekly Status Review (WSR) (see example in Attachment J-22 References – NSSC WSR slides 13-16) Data shared at the NSSC WSR may include, but is not limited to: ESD Issues Over the Past 24 Hours; Daily Stats (same as ESD WSR Daily Stats); ESD Incidents Assigned/Resolved by day (same as ESD WSR Daily Stats). Format and weekly data points will be negotiated with the government. See example NSSC Weekly Status Report in Attachment J-22 References for more detail.</p> <p>NSSC Monthly Utilization Report (by calendar month for the fiscal year) Report includes: Call Answer Rate, Call Abandon Rate, First Contact Resolution, and Customer Satisfaction with Tier 1. See example in Attachment J-22 References – I3P Monthly Utilization Report – slide 20.</p> <p>Reports/Slide decks can be posted on the NSSC Shared Drive (N Drive) every Monday – no formal submittal</p> <p>Weekly and Monthly requirements begin upon start of period of performance.</p>					

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL					A. ITEM NO. 058
B. LINE ITEM TITLE: Enterprise Service Desk Recommended Implementation Plan for Chat					
C. OPR. NSSC	D. TYPE 2	E. INSPECT/ACCEPT 2	F. REQ. OT	G. INITIAL SUB. 6 months after start of performance	H. AS OF DATE 3/31/16
J. REMARKS: Requirement to deliver a recommended implementation plan for ESD "Chat" capability					
K. DISTRIBUTION NSSC CO, NSSC COR ESD Service Office Manager					TOTALS NO. TYPE 1 A
DATA REQUIREMENT DESCRIPTION					
1. TITLE Recommended implementation of Chat Capabilities for Incident Management				2. NUMBER 3.8-2	
3. USE Implementation plan for ESD Chat capability will be reviewed to determine if it is in the Government's best interests to offer "Chat" as an option for ESD.				6. DATE 7/15/2014	
				5. ORGANIZATION NSSC	
7. INTERRELATIONSHIP N/A				6. REFERENCES N/A	
8. PREPARATION INFORMATION The SP shall prepare a recommended implementation plan and briefing to assist in the government's decision process on the appropriate course of action for implementing chat capabilities for support of incident management. The implementation plan/briefing shall include:					
<ul style="list-style-type: none"> a) Approach for implementing the NSSC's existing ITSM tool's chat capabilities (or alternatives); b) Approach for integrating chat with Tier 0 and Tier 1 to ensure automated integration with Incident Management; c) Approach for opening incidents for chat sessions and how the incident will be escalated, resolved and closed to ensure the capability to track chat workload and usage. Ensuring the ability for chat customers to open incidents on behalf of (OBO) other customers, and to specify a point of contact for the incident if not the (OBO) customer or the customer who initiated the chat session; d) Approach to ensuring that ESD agents conducting chat sessions are anonymous so customers will not be inclined to bypass the standard ESD entry points by contacting an agent directly; e) Approach for the identification of the customer's position in the queue and their approximate wait time; f) Approach to responding to chat sessions within 20 seconds of initiation by a customer (SP may propose an alternate SLI); g) Recommended business rule for calculating the chat SLI; h) Potential impact of the implementation of chat on existing SLIs and business rules; i) Required additional staffing, software, licenses or other costs and the rationale for those costs; j) Approach for implementing chat at the beginning of Contract Year 2; and k) Recommendation to the Government on the viability/feasibility of implementing chat for ESD. 					
The DRD is due six months after the start of contract performance.					
All documents required by this DRD shall be maintained in the NSSC Document Management system and be accessible to the Government.					

CONTRACT APPLICATION INFORMATION FOR DRL					A. ITEM NO. 059
B. LINE ITEM TITLE: Enterprise Service Desk Recommended Implementation Plan for Interactive Voice Response (IVR)					
C. OPR. NSSC	D. TYPE 2	E. INSPECT/ACCEPT 2	F. REQ. OT	G. INITIAL SUB. 6 months after start of performance	H. AS OF DATE 3/31/16
J. REMARKS: Requirement to deliver a recommended implementation plan for Interactive Voice Response (IVR)					
K. DISTRIBUTION NSSC CO, NSSC COR ESD Service Office Manager					TOTALS NO. TYPE 1 A
DATA REQUIREMENT DESCRIPTION					
1. TITLE Recommended implementation of IVR capabilities for incident management.				2. NUMBER 3.8-3	
3. USE Implementation plan for IVR capability will be reviewed to determine if it is in the Government's best interests to offer IVR as an option for ESD.				7. DATE 7/15/2014	
				5. ORGANIZATION NSSC	
7. INTERRELATIONSHIP N/A				6. REFERENCES N/A	
8. PREPARATION INFORMATION The SP shall prepare a recommended implementation plan and briefing to assist in the government's decision process on the appropriate course of action for implementing IVR capabilities for support of incident management. The implementation plan/briefing shall include: <ul style="list-style-type: none"> a) Approach for implementing the Automated Call Distribution (ACD) IVR capabilities (software upgrade, hardware upgrade, etc.); b) Approach for the delivery of an IVR capability that allows customers to leave the call queue and request an automated callback, and to provide the customer with an estimated call back time; c) Approach to implementing survey capabilities that offer customers the option of remaining on the telephone after resolution of an incident in order to take the customer satisfaction survey rather than waiting for the emailed survey. Approach must ensure that duplicate surveys are not sent to customers surveyed by phone; d) Approach for integrating IVR with Tier 0 and Tier 1 to ensure automated integration with Incident Management; e) Recommended SLIs and business rules; f) Potential impact of the implementation of IVR capabilities on existing SLIs and business rules; g) Required additional staffing, software, licenses or other costs and the rationale for those costs; h) Approach for implementing IVR capabilities at the beginning of Contract Year 2; and i) Recommendation to the Government on the viability/feasibility of implementing IVR capabilities for ESD. <p>The DRD is due six months after the start of contract performance.</p> <p>All documents required by this DRD shall be maintained in the NSSC Document Management system and be accessible to the Government.</p>					

CONTRACT APPLICATION INFORMATION FOR DRL					A. ITEM NO. 060										
B. LINE ITEM TITLE: Enterprise Service Desk Recommended Implementation Plan for Remote Desktop Support															
C. OPR. NSSC	D. TYPE 2	E. INSPECT/ACCEPT 2	F. REQ. OT	G. INITIAL SUB. 6 months after start of performance	H. AS OF DATE 3/31/16										
J. REMARKS: Requirement to deliver a recommended implementation plan															
K. DISTRIBUTION NSSC CO, NSSC COR ESD Service Office Manager					<table border="1"> <thead> <tr> <th colspan="2">TOTALS</th> </tr> <tr> <th>NO.</th> <th>TYPE</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>A</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	TOTALS		NO.	TYPE	1	A				
TOTALS															
NO.	TYPE														
1	A														
DATA REQUIREMENT DESCRIPTION															
1. TITLE Recommended implementation of Remote Desktop Support Capabilities for Incident Management				2. NUMBER 3.8-4											
3. USE Adds remote desktop support capability for use by ESD for Incident Management resolution				8. DATE 7/15/2014											
				5. ORGANIZATION NSSC											
7. INTERRELATIONSHIP N/A				6. REFERENCES N/A											
8. PREPARATION INFORMATION The SP shall prepare a recommended implementation plan and briefing to assist in the government's decision process on the appropriate course of action for implementing remote desktop support capabilities for support of incident management. The implementation plan/briefing shall include: <ul style="list-style-type: none"> a) Planned approach for implementing NASA's remote desktop support capabilities (NASA will provide up to 50 licenses for the remote desktop support application at no additional cost to the SP); b) Recommended SLIs and business rules; c) Potential impact of the implementation of remote access to existing SLIs and business rules; d) Required additional staffing, software, licenses or other costs and the rationale for those costs; e) Approach for implementing remote access at the beginning of Contract Year 2; and f) Recommendation to the Government on the viability/feasibility of implementing remote access capabilities for ESD. <p>The DRD is due six months after the start of contract performance.</p> <p>All documents required by this DRD shall be maintained in the NSSC Document Management system and be accessible to the Government.</p>															

CONTRACT APPLICATION INFORMATION FOR DRL					A. ITEM NO. 061
B. LINE ITEM TITLE: Enterprise Service Desk Recommended Implementation Plan for Mobile Application(s)					
C. OPR. NSSC	D. TYPE 2	E. INSPECT/ACCEPT 2	F. REQ. OT	G. INITIAL SUB. 6 months after start of performance	H. AS OF DATE 3/31/16
J. REMARKS: Requirement to deliver an implementation plan					
K. DISTRIBUTION NSSC CO, NSSC COR ESD Service Office Manager				TOTALS	
				NO.	TYPE
				1	A
DATA REQUIREMENT DESCRIPTION					
1. TITLE Recommended implementation plan of a Mobile Application for Incident Management and Service Requests				2. NUMBER 3.8-5	
3. USE Adds mobile application(s) as a means for customers to report incidents to ESD, in addition to the existing means of reporting incidents (telephone, web, email). Adds mobile application(s) as a means for customers to submit service requests to ESD, in addition to the existing means of submitting (Web).				9. DATE 7/15/2014	
				5. ORGANIZATION NSSC	
7. INTERRELATIONSHIP N/A				6. REFERENCES N/A	
8. PREPARATION INFORMATION The SP shall prepare an implementation plan and briefing to assist in the government's decision process on the appropriate course of action for implementing mobile application(s) for support of incident management and service requests. The implementation plan/ briefing shall include:					
<ul style="list-style-type: none"> a) Planned approach for implementing the ITSM tool's mobile application, including details on supported browsers; b) Planned approach for integrating the mobile application with Tier 0 and Tier 1 to ensure automated integration with Incident Management and Service Request Management; c) A means for mobile customers to open incidents and service requests on behalf of (OBO) other customers, and to specify a point of contact for the incident or service request if not the (OBO) customer or the customer who initiated the mobile contact; d) Recommended SLIs and business rules; e) Potential impact of implementing mobile applications to existing SLIs and business rules; f) Required additional staffing, software, licenses or other costs and the rationale for those costs; g) Approach for implementing mobile application(s) at the beginning of Contract Year 2; and h) Recommendation to the Government on the viability/feasibility of implementing remote access capabilities for ESD. 					
The DRD is due six months after the start of contract performance.					
All documents required by this DRD shall be maintained in the NSSC Document Management system and be accessible to the Government.					