ATTACHMENT J-02

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

FOR

KENNEDY ENVIRONMENTAL AND MEDICAL CONTRACT (KEMCON)

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

The Contractor shall comply with the data requirements descriptions (DRDs) as listed in Table J-02.1

Additional Information:

A. The Government reserves the right to reasonably defer the date of delivery of any or all line items of data specified in the DRL. Such right may be exercised at no increase in the contract amount. The Government also reserves the right to terminate the requirement for any or all line items of data specified in the DRL. In the event the Government exercises this latter right, the contract amount shall be subject to equitable adjustment in accordance with the clause hereof entitled "Changes – Cost Reimbursement." (FAR 52.243-2 Alt II).

B. In the event of conflict between the identity and description of data called for by specific provisions of this contract and the DRL or DRDs, the DRL and DRDs shall control the data to be furnished.

C. Nothing contained in this DRL provision shall relieve the Contractor from furnishing data called for by, or under the authority of, other provisions of this contract which are not identified and described in the DRL attached to this contract. Whenever such data are identified, either by the Contractor or the Government, they will be listed on a DRL and described on DRDs.

D. Except as otherwise provided in this contract, the cost of data to be furnished in response to the DRL attached to this contract is included in the price of this contract if it is a fixed-price contract; or, if this is a cost-type contract, the cost is included in the estimated cost and shall be reimbursed in accordance with FAR 52.216-7, "Allowable Cost and Payment" clause.

TABLE J-02.1 - LIST OF DRDS

DRD#	Description
1.1-001	Performance Assessment Report
1.2-001	Risk Management Plan
1.3.2-001	Advance Notification of Workforce Reductions Report
1.3.2-002	Quarterly Contractor Workforce Report
1.3.2-003	Quarterly Summary of 3rd Step Grievances and Arbitrations Report
1.3.3-001	Purchase Order Report
1.3.4-001	Program and Performance Metrics Report
1.3.4-002	Workload Indicators, Work Backlogs, and Deferred Work Report
1.4.2-001	Reconciliation of Incurred Costs to Reported Costs Report
1.4.2-002	Contractor Financial Management Analysis, NASA Form 533M & NASA Form 533Q Report
1.4.2-003	NF533M Flat File
1.4.2-004	Annual Phased Contract Operating Plan
1.4.2-005	Rate-Volume Variance Analysis Report
1.4.2-006	Direct and Indirect Rates Report
1.4.2-007	Prime and Subcontractor Contract Value (CV) Status Report
1.4.2-008	Phased Negotiated Estimated Cost (NEC) Baseline Report
1.4.2-009	Annual IT NASA Headquarters and Special IT Budget Report
1.4.2-010	Biennial Geographical Economic Impact Report
1.5.6-001	IT Security Management Plan
1.5.6-002	IT System Security Documents (ITSSD)
1.5.7-001	Records Management Program Plan
1.5.7-002	File Plan and Summary of Record Holdings and Transfers Reports
1.6.2-001	Asset Capitalization Report
1.6.3-001	Motor Vehicle Management Plan
1.6.4-001	Export Control Plan
1.7.1-001	Safety and Health Plan
1.7.2-001	Safety Statistics Report
1.7.2-002	Safety Anomaly Report
1.8.2-001	Certifications and Licensure Report
2.1-001	Medical Quality Assurance Program Plan
2.9-001	Aerospace Medicine Medical Quality Operations Support Plan
3.4-001	Emergency Management Plan
4.5-001	Waste Management and Sampling Plan
4.5.2-001	Annual KSC On-Site Hazardous Waste Treatment, Disposal, and Recycling Report
4.5.2-002	Quarterly Hazardous and Controlled Waste Report
4.5.2-003	NASA-KSC Annual PCB Report
4.5.2-004	NASA-KSC Biennial Hazardous Waste Report
4.5.2-005	Off-Site Hazardous Waste Transporters and Facilities Report
4.5.2-006	Off-Site Treatment, Disposal, and Recycling Audit Report
4.7-001	Environmental Sampling Plan
4.8-001	Annual Ecological Monitoring Plan

DRD#	Description
4.8-002	Annual Summary of Animal Use Report
4.8-003	Long-Term Air Quality Monitoring Plan
4.10-001	Post-Launch Ecological Impact Report
5.2-001	Medical Services Provided to the USAF Report
5.3-001	Air Force Environmental Health Services
5.4-001	USAF On-Site Hazardous Waste Disposal Summary Report
5.4-002	USAF Waste Disposal and Treatment Cost Report
5.4-003	USAF Waste Recycling Report
5.4-004	USAF Waste Sampling Cost Summary Report
5.4-005	USAF Waste Analysis Cost Summary Report
5.4-006	USAF Waste Characterization Cost Summary Report
5.4-007	USAF Detailed Hazardous, Universal and Controlled Waste Labor Costs Report
5.4-008	USAF Waste Stream Pricing Report

Instructions for Completing Contract Application Information

A. **Line Item Number** - Sequentially number line items beginning with number 001.
B. **Line Item Title** - Enter the title of the data item, as shown in the Statement of Work (SOW), 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 organization 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	Code	Inspection	Acceptance
1	Source	Source	4	Certificate of Conformance	(Mandatory)
2	Destination (OPR)	Destination (OPR)	5	Certificate of Conformance	(Optional)
3	Source	Destination (OPR)	6	No Inspection Required	No Acceptance Required

F. **Frequency of Submission** - 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 the 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. **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 specific. (This data may be removed at final approval.)
   d. Additional submittal information, if necessary.
J. **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	Description	Code	Description
A	Regular	C	Microfilm, Aperture Cards
B	Reproducible	D	Others (Explain in remarks, Item J)

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

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.

1. **Title** - Enter the title or type of document required. The first word of the title should be a principal noun which best establishes 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)
   b. Stipulation of specific forms when multiple forms are authorized on the DRD.
2. **Number** - Enter the appropriate number assigned to the DRD. This number will identify the appropriate data category.
3. **Use** - Enter a synopsis of the use of the document, stating reason for the requirement.
4. **Date** - Enter date of preparation.
5. **Organization** - Identify the installation preparing the DRD.
6. **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 installation, contractors, etc.) may refer for additional information concerning the data requirement.
7. **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.
8. **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

Contract Application Information for DRL KEMCON	A. Item Number 1.1-001

B. Line Item Title
Performance Assessment Report

C. OPR	D. Type	E. Inspect / Accept	F. Frequency	G. Initial Sub.	H. As of Date
TA-A4	3	2	SA		180/15

I. Remarks

Prepare as per block 8 below on a semiannual basis based on Government fiscal year.

J. Distribution

TA-A4 (1D)
OP-OS (1D)
45 CONS/LGCZC (1D)

D = Electronic Submission

Totals	
No.	Type
3	D

Data Requirement Description

1. Title	2. Number
Report, Performance Assessment	1.1-001
3. Use To be used in assessing KEMCON Contractor performance	4. Date
	5. Organization TA-A4
7. Interrelationship	6. References

8. Preparation Information

A semiannual report of KEMCON activities summarizing all elements in the PWS to support the Government's Performance Evaluation Plan will be provided. The purpose of this report is to provide a Contractor/NASA senior management basis for discussion on the status of contract activity.

The report will be in the form of briefing charts and a briefing that addresses the summary level highlights of the past 6-months' activity. The briefing should also provide a discussion of planned versus actual costs and any actions required or proposed to assure performance to the cost plan. The KEMCON Contractor shall also present issues of concern and operational successes. If the COR has specific management issues for the Contractor to discuss, they will be provided 2 weeks prior to the scheduled briefing.

Data Requirement

Contract Application Information for DRL KEMCON	A. Item Number 1.2-001

B. Line Item Title
Risk Managment Plan

C. OPR	D. Type	E. Inspect / Accept	F. Frequency	G. Initial Sub.	H. As of Date
OP-OS	3	3	RT	December 1, 2015	

I. Remarks

J. Distribution
TA-A4 (1D)
OP-OS (1D)

D = Electronic Submission

Totals	
No.	Type
2	D

Data Requirement Description

1. Title	2. Number
Plan, Risk Management	1.2-001
3. Use To provide status of ongoing issues and to identify and mitigate the impending risk.	4. Date 5. Organization NASA-KSC/OP-OS
7. Interrelationship	6. References

8. Preparation Information

Prepare and maintain a current Risk Management Plan for the identification and elimination of performance issues.

The plan shall provide:

a. Risk identification processes and procedures;
b. Method to be used to train the Contractor and support personnel in risk identification and mitigation;
c. Procedures to progress from risk identification through risk mitigation;
d. Methods to measure the success of a risk mitigation;
e. How Contractor will provide status to NASA of on-going risk mitigation efforts.

Data Requirement

Contract Application Information for DRL KEMCON	A. Item Number 1.3.2-001

B. Line Item Title
Advance Notification of Workforce Reductions

C. OPR	D. Type	E. Inspect / Accept	F. Frequency	G. Initial Sub.	H. As of Date
OP-AM	3	6	AR	See Block 8	See Block 8

I. Remarks

J. Distribution
OP-AM (1A) (1D)
OP-OS (1D)
TA-A4 (1D)
BA-D (1A) (1D)
TA-A2 (1D)

Totals	
No.	Type
2	A
5	D

Data Requirement Description

1. Title	2. Number
Report, Advance Notification of Workforce Reductions	1.3.2-001
3. Use To be used to provide surveillance on Contractor performance relative to PWS requirements.	4. Date 5. Organization NASA-KSC/OP-AM
7. Interrelationship	6. References

8. Preparation Information

The Contractor shall notify, in writing, the Industrial Relations Officer (IRO) and the CO, at least 15 calendar days in advance of notification to employees of any planned reduction of permanent, full-time, and part-time employees that exceeds 10% of the total contract workforce or 25 employees, whichever is less. In addition, if Workforce Adjustment and Retraining Notification (WARN) Act is required, the Contractor shall provide to the IRO and the CO the information required by the WARN Act, section 639.7(c) and a listing of all organizations to be notified including those required by section 639.6(a), (c), and (d) at least 5 days prior to issuance of the notification.

The notification shall include the reason for the reduction in workforce, the number of employees impacted, their labor classifications, their physical location, and their location within contract organization structure. The notification shall also identify the expected date of the first separation and the anticipated schedule for making separations, as well as the name and telephone number of a company official to contact for further information.

Contractor format is acceptable.

Data Requirement

Contract Application Information for DRL KEMCON	A. Item Number 1.3.2-002

B. Line Item Title

Quarterly Contractor Workforce Report

C. OPR	D. Type	E. Inspect / Accept	F. Frequency	G. Initial Sub.	H. As of Date
OP-OS	3	6	QU	April 9, 2016	90/10

I. Remarks

The Contractor shall provide this report no later than 10 calendar days after the close of each reporting period which ends March 31st, June 30th, September 30th, and December 31st.

J. Distribution

OP-OS (1D)
BA-D (1D)
TA-A4 (1D)
TA-A1 (1D)

Totals	
No.	Type
4	D

Data Requirement Description

1. Title	2. Number
Report, Quarterly Contractor Workforce	1.3.2-002
3. Use Information for workforce reporting requirements.	4. Date
	5. Organization NASA-KSC/OP-OS
7. Interrelationship	6. References

8. Preparation Information

The labor report shall include:

a. Contract number, the Contractor's total on-site workforce, total on-site non-union represented employees, and total off-site workforce performing on the contract;

b. A complete organizational chart including all employees by skill or job classification;

The report shall also separately identify the same information for all subcontractors with on-site personnel.

Data Requirement

Contract Application Information for DRL KEMCON	A. Item Number 1.3.2-003

B. Line Item Title

Quarterly Count of 3rd Step Labor Grievances and Arbitrations Report

C. OPR	D. Type	E. Inspect / Accept	F. Frequency	G. Initial Sub.	H. As of Date
OP-AM	3		QU	January 14, 2016	90/15

I. Remarks

J. Distribution

OP-AM (1A) (1D)
OP-OS (1D)

Totals	
No.	Type
1	A
2	D

Data Requirement Description

1. Title	2. Number
Report, Quarterly Count of 3rd Step Labor Grievances and Arbitrations	1.3.2-003
3. Use To provide a summary of labor grievances and arbitrations.	4. Date 5. Organization NASA-KSC/OP-AM
7. Interrelationship	6. References

8. Preparation Information

Provide a written report to the NASA-KSC Industrial Relations Officer summarizing the quarterly 3rd Step Labor Grievances and Arbitrations. The report shall include:

a. The number of open 3rd Step Labor Grievances at the beginning of the current quarter;
b. The number of 3rd Step Labor Grievances resolved during the quarter (without arbitration);
c. The number of open 3rd Step Labor Grievances at the end of the quarter;
d. A summary paragraph of the most common grievances experienced during the quarter;
e. A separate section reporting how many arbitrations they were involved in during the quarter, a brief description of each arbitration, and a summary of the arbitrator's decision.

Data Requirement

Contract Application Information for DRL KEMCON	A. Item Number 1.3.3-001

B. Line Item Title
Purchase Order Report

C. OPR	D. Type	E. Inspect / Accept	F. Frequency	G. Initial Sub.	H. As of Date
OP-OS	1	2	MO	November 10, 2015	30/10

I. Remarks

J. Distribution
OP-OS (1D)

Totals	
No.	Type
1	D

Data Requirement Description

1. Title	2. Number
Report, Purchase Order	1.3.3-001
3. Use To report the KEMCON Contractor's procurement activity.	4. Date 5. Organization NASA-KSC/OP-OS
7. Interrelationship	6. References

8. Preparation Information

The monthly Purchase Order reports shall address the following information:

a. A list of procurement activity at the WBS level during the month that includes vendor name, purchase order number, purchase order amount, order date, and a total amount.

b. The report shall include a summary depicting the total dollar amount and percentage of total dollar amount and percentage of total procurements placed with large, small disadvantaged, women-owned, and HUB zone businesses. The summary shall be shown for the current month and contract year cumulative amount with totals.

Data Requirement

Contract Application Information for DRL KEMCON	A. Item Number 1.3.4-001

B. Line Item Title
Program and Performance Metrics Report

C. OPR	D. Type	E. Inspect / Accept	F. Frequency	G. Initial Sub.	H. As of Date
TA-A4	2	2	SA		

I. Remarks

KEMCON metrics will be developed in coordination with the Government upon contract effective date.

J. Distribution	Totals	
	No.	Type
TA-A4 (1D) TA-A4A (1D) TA-A4B (1D) TA-A4C (1D)	4	D
D = Electronic Submission		

Data Requirement Description

1. Title	2. Number
Report, Program and Performance Metrics	1.3.4-001
3. Use	4. Date
	5. Organization NASA-KSC/TA-C
7. Interrelationship	6. References

8. Preparation Information

The Contractor shall coordinate with the Government in the development of program metrics.

Data Requirement

Contract Application Information for DRL KEMCON	A. Item Number 1.3.4-002

B. Line Item Title
Workload Indicators, Work Backlogs, and Deferred Work Report

C. OPR	D. Type	E. Inspect / Accept	F. Frequency	G. Initial Sub.	H. As of Date
TA-A4	3	6	SA		180/10

I. Remarks

J. Distribution

OP-OS	(1D)
TA-A4	(1D)
TA-A4A	(3D)
TA-A4B	(3D)
45 CES/CEIE	(1D)

D = Electronic Submission

Totals	
No.	Type
9	D

Data Requirement Description

1. Title	2. Number
Report, Workload Indicators, Work Backlogs, and Deferred Work	1.3.4-002
3. Use To be used to provide surveillance on Contractor performance relative to PWS requirements.	4. Date 5. Organization NASA-KSC/TA-A4
7. Interrelationship	6. References

8. Preparation Information

Contractor data and briefing formats shall be negotiated with the Government to ensure products and reviews meet the needs of both parties.

The Contractor shall update, maintain, and report workload indicators.

The Contractor shall identify the types, kinds, and/or level of work requirements in the PWS, technical exhibits, and/or milestones to track backlogs and progress in eliminating or reducing backlogs and work deferrals.

Data Requirement

Contract Application Information for DRL KEMCON	A. Item Number 1.4.2-001

B. Line Item Title

Reconciliation of Incurred Costs to Reported Costs Report

C. OPR	D. Type	E. Inspect / Accept	F. Frequency	G. Initial Sub.	H. As of Date
TA-A1	3	6	AR	See Block 8	See Block 8

I. Remarks

Product shall be compatible with the Microsoft Office product suite.

J. Distribution	Totals	
	No.	Type
TA-A1 (1D) OP-OS (1D)	2	D
D=Electronic Submission		

Data Requirement Description

1. Title	2. Number
Report, Reconciliation of Incurred Costs to Reported Costs	1.4.2-001
3. Use This document will be used by the Government to analyze contract cost performance and ensure reconciliation of the contract cost data.	4. Date 5. Organization NASA/KSC TA-A1
7. Interrelationship	6. References

8. Preparation Information

The Contractor shall notify the Government within 5 working days upon detection of significant errors in their accounting system that impact work orders or costs reported in any one period. Report is required when variances exceed $50,000 in a single month.

Reconciliation of Incurred Costs to Reported Costs. The Contractor shall submit a Reconciliation of the Incurred Costs to Reported Cost by 1st Level WBS in its general ledger system, to the costs reported to the Government in the NF 533M. Content of the report shall be to identify the value, nature, and source of direct incurred costs that have not been reported to the Government. Sample report format attached.

(Continued on Attachment)

RECONCILIATION OF INCURRED COSTS TO REPORTED COSTS

	General Ledger
+	Time Entry System
(a)	**Total Direct Incurred**
(b)	**533 Monthly Report - to the Government**
(c)	**Total Loads**
	Other Reconciling Items
	Suspense less Loads
	Corrections not in Current Cost Period
	Other Projects
(d)	**Subtotal Reconciling Items (D)**
(b-c-d) = (e)	**Total Direct Incurred Reported**
(e-a)	**Un-Reconciled Cost**
	Percent of Un-Reconciled to Direct Incurred

(Report required when variances exceed $50,000)

Data Requirement

Contract Application Information for DRL KEMCON	A. Item Number 1.4.2-002

B. Line Item Title

Contractor Financial Management Analysis, NASA Forms 533M & 533Q Report

C. OPR	D. Type	E. Inspect / Accept	F. Frequency	G. Initial Sub.	H. As of Date
TA-A1, GG-B	3	6	MO	November 10, 2016	See Block I

I. Remarks

The NASA Form 533M report is due monthly within 10 working days of the close of the Contractor's accounting period. The NASA Form 533Q is waived except for submission of an initial NASA Form 533Q baseline report that is due 30 days after contract start date identifying contract negotiated contract value by element of cost. These reports shall be compatible with the Microsoft Office product suite.

J. Distribution

GG-B (1D)
GG-C-A3 (1D)
TA-A1 (1D) (1A)
TA-A4 (1D)
OP-OS (1D)
UB-G (1D)
45 CONS/LGCZC (1D)
D = Electronic Submission

Totals	
No.	Type
1	A
7	D

Data Requirement Description

1. Title	2. Number
Report, Contractor Financial Management Analysis, NASA Forms 533M & 533Q	1.4.2-002
3. Use Provides NASA with monthly and accumulated expenditures and projections of program costs.	4. Date 5. Organization NASA/KSC TA-A1
7. Interrelationship	6. References NPR 9501.2D

8. Preparation Information

1. Scope

This DRD establishes the requirements for the content and format of financial and cost-related management reports. NF 533's shall report cost data for all customers of the KEMCON.

2. Contents

a. Reporting requirements are for the NASA Form 533M and 533Q. These reports shall be prepared in accordance with instructions in NPR 9501.2D, NASA Contractor Financial Management Reporting.

b. The Contractor shall submit an initial report in the NF 533Q format within 30 days after authorization to proceed has been granted. The initial report shall reflect the original contract value detailed by negotiated reporting categories.

c. The Contractor's cost accounting system shall be capable of accumulating, segregating, and reporting costs by each of the categories listed below:

Category
WBS – down to the lowest level of the WBS structure
Prime Contractor
Major Sub-Contractors
Element of Cost
Fiscal Period (Month, Government Fiscal Year)
NASA Customers
Air Force Customers

Data Requirement

d. Labor Hours and Elements of Cost Data to be reported on the 533Q and 533M reports are to be consistent with the Elements of Cost listed in Attachment 1. The Table of Contents for required NF 533M views and supplemental reports is shown in Attachment 2.

e. Due dates reflect the date that the 533M and 533Q reports are to be received by personnel on the distribution list, not the date the reports are generated or mailed by the Contractor.

f. Uncompensated overtime hours worked should be reported on NF 533M reports as a separate line item per attached Format C.

g. Monthly NF 533M reporting shall begin no later than 30 days after the incurrence of costs.

h. Amounts shall be stated to the nearest whole dollar, and productive hours to the nearest whole number.

i. At contract award and annually thereafter, the Contractor shall furnish an accounting calendar based on a quarterly reporting cycle of 4/4/5 week months and included in the initial submission of the annual operating plan. This cycle shall start on October 1, and end on September 30 of each fiscal year. The Contractor's accounting calendar shall also identify the number of work hours and non-productive hours in each month of the fiscal year.

j. For any indirect rates (such as fringe benefits, overheads, G&A, etc.), charged to the contract, the Contractor shall identify in the narrative of the 533M, the provisional billing rates, ceiling rates, and cumulative actual applied rates for the contract period, and any changes to these rates from current operating plan rates (Format M).

k. With the initial submission of the 533M, and annually thereafter, the contractor will attach as an addendum a Work Breakdown Structure (WBS) Dictionary. This dictionary will adequately describe the work content being performed within each WBS at the lowest reportable level to the government. This document/addendum should be updated when approved changes to the WBS have been made. Contractor format is acceptable.

l. The Contractor shall provide, on an annual basis, an Element of Cost Dictionary describing the content of each element of cost. Contractor format is acceptable.

m. Electronic files for distribution shall be in Microsoft Office Compatible format.

(Continued on Attachment)

Cost Elements	Definitions
Regular Labor	Reported to NASA as hours are incurred for both prime and major subcontractors. Includes full time, part time and temporary employees' time, not to exceed 40 hours per week.
Overtime Labor	Reported to NASA as hours are incurred both prime and major subcontractors. Includes full time, part time and temporary employees' time, exceeding 40 hours per week.
Premium Labor	Amount paid for cost associated with labor shift premiums. Includes both prime and major subcontractors.
Equipment	Generally reported to NASA when received and accepted by the contractor. Cost is greater than $5,000 per item.
Depreciation	Includes all depreciation cost associated with the capitalization of contractor property.
Leases	Reported to NASA using a proration over the life of the lease and includes capital and non-capital equipment. Examples are heavy equipment, machinery, cranes, and laboratory.
Training	Related costs are registration fees, airfare, lodging, transportation, meals, auto rental, mileage, certifications, and licenses.
Misc Other Direct Costs	Includes other charges such as contract labor obtained though an outside agency, freight, postage, dues, memberships, subscriptions, courier services.
Travel	Examples are airfare, lodging, transportation, auto rental, meals, moving expenses and other incidentals associated with specific travel or permanent relocation requirements. Reported to NASA as costs are incurred.
Subcontracts	Actual and estimated costs reported by prime contractors shall include subcontractors' incurred costs for the same accounting period. The prime contractor shall include in the total cost of each subdivision of work the accrued cost (including fee, if any) of related subcontractor effort. Subcontractors should, therefore, be required to report cost to the prime contractor, using the accrual method of accounting. If the G&A and fee reported by a subcontractor are at the total subcontractor level, these costs must be allocated to specific sub- divisions of work. Data submitted by the subcontractor should be structured similar to the prime contractor's NF533M to enable the prime contractor to properly report to NASA. For Firm Fixed Price subcontracts with a contract value greater than $500,000, the prime contractor is required to document the methodology used to generate the sub-contractor costs reported, the WYE's associated with the sub-contracts, and provide this information to the Government.
Materials & Supplies	Examples are supplies such as office supplies, toner cartridges, binders, lumber, electrical, plumbing, paint supplies. Cost is less than $5000 per item.
Leased Vehicle Cost	Cost associated with GSA, commercial vehicles, autos, trucks, vans, tankers, other and includes lease costs, mileage, fuel and maintenance.
Fee	Should be accrued as earned using a consistent and auditable method to determine the amount. For example: an acceptable method would be to use historical data to determine the amount to accrue each month. Fee should be reported on the NF533M following the "Total Cost" line. Award fee must be reported by the following categories: Base Fee, Fee Earned, Interim Fee, Provisional Fee, Potential Additional Fee, and Total Fee. If any of the above fee categories do not pertain, they should not be included in the NF533M.

Recovery Plan	For those cases where cost incurred exceeds the planned amount, the contractor shall propose operating plan content trade offs or identify other proposed actions to stay within the approved operating plan.
Contract Value	The original contract value baseline amount plus definitized changes. Includes fee.
Negotiated Estimated Costs	Includes the estimated cost baseline amount plus definitized changes, and authorized adjustments to the baseline that have not been definitized. Does not include fee.
Direct Costs	Elements of cost associated with providing a service which can be identified to a benefiting customer.

Attachment 1

ELEMENTS OF COST

XXXXX	OVERHEAD
XXXXX	GENERAL & ADMINISTRATIVE (G&A)
XXXXX	AWARD FEE
XXXXX	CONTRACT LABOR - REGULAR PAY
XXXXX	CONTRACT LABOR - OVERTIME
XXXXX	CONTRACT LABOR - PREMIUM PAY
XXXXX	TEMPORARY DUTY PER DIEM/TRAVEL/ RELOCATION
XXXXX	LEASED VEHICLE COSTS
XXXXX	OPERATING LEASE COSTS/EQUIPMENT RENTAL
XXXXX	DEPRECIATION EXPENSE
XXXXX	SUB-CONTRACTS COSTS
XXXXX	TRAINING COSTS
XXXXX	MISCELLANEOUS CHARGES NOT IN OTHER EEICS
XXXXX	MATERIALS & SUPPLIES EXPENSES
XXXXX	EQUIPMENT PURCHASE EXPENSES

Attachment 2

533 (M&Q) Reporting Table of Contents

A. Cover Letter (Signed)
B. Cover
C. Inception of Date Summary by element of cost
D. Prior Year Summary by Year by element of cost
E. Current Year Summary by element of cost
F. Current Year Summary by Agency by element of cost
G. Current Year Summary by Customer (NASA Only) by element of cost
H. Current Year Summary for each NASA Customer by 1st Level WBS by element of cost
I. Current Year Summary by Reporting Category Total Cost (NASA Only) by element of cost

Supplement to 533M Report
J. Narrative
K. Reconciliation of Changes
L. Analysis of Indirect Rates
M. Accounting Calendar
N. Estimate at Completion

KEMCON

DRD 1.4.2-002 Attachment

QUARTERLY FINANCIAL MANAGEMENT REPORT
SUMMARY: CONTRACT PERIOD xbxx-xbxx

2. REPORT FOR QUARTER BEGINNING

TO:
a NASA KSC
ATTN: CONTRACTING OFFICER

FROM:
CONTRACTOR X

3. CONTRACT VALUE
a. COST 7000000000, b. FEE 700000000,

DESCRIPTION OF TING OFFIC
a. TYPE
CTRACTMONTHLYPERIOD.RVAOUxxxxMANAGEMENRCRT NO.
NAS x40000, Mod no: xxbcd2000X
b
c. SCOPE OF WORK
NAME OF CONTRACT
d. AUTH. CONTR. REP (Signature) DATE
ND LATEST DEFINITIZE

4. FUND LIMITATION
7000000000,

5. FEE
a. INVOICE xxxxxxxxxxx x x x x x
CR Only 7000000000,
ON NMI thru xxbcdxx)
TTL PYTS RECD
70000000000,
Invoice xxx

B. REPORTING CATEGORY	7. COST INCURRED/HOURS WORKED (a) THRU MONTH ERROR (a)	PROGRAM CURRENT MONTH ESTIMATE RRB	CUM ESTIMATE TO DATE (s)	8. ESTIMATED COSTHOURS TO COMPLETE MONTH (CONTRACT) (a)	MONTH ESTIMATE (b)	MONTH (s)	CUM ACTUAL QUARTER ED	QUARTER 3rd	QUARTER (I)	BALANCE OF FY_	NEXT FY_	BALANCE OF CONTRACT	TOTAL TO COMPLETE UM	9. ESTIMATED FINAL COSTHOURS B xx/xx) EAC TWO (a)	Voice ffxx (Invoice ffxx VALUE (b)	ESTD COMPLETION DATE
ORTING CATEGORY TIME HOURS																
OVERTIME HOURS																
Voluntary OT hours																
HOURS																
YEAR EQUIV (INYEs)																
DIRECT STRAIGHT TIME HOURS																
HOURS																
DIRECT OVERTIME HOURS																
DIRECT TOTAL HOURS																
COST																
Straight Time																
Overtime																
SUBC ST HOURS																
SUBC OT HOURS																
PAID LEAVE HOURS																
TOTAL OTHER HOURS																
SUBCONTRACTS COST																
OTHER DIRECT COST																
Material																
Subcontracts (Minor)																
OTHER																
COS																
mosocc																
mosocc																
mosocc																
mosocc																
OVERHEAD																
Overhead																
Fringe																
TOTAL DIRECT COST																
GSA az%																
SUBTOTAL COST																
FEE az%																
SUBTOTAL COST																
Phase In																
CONTRACT TOTAL																

KEMCON

Use for Formats C through J

DRD 1.4.2-002 Attachment

533M - TOTAL PROGRAM SUMMARY	MONTHLY FINANCIAL MANAGEMENT REPORT SUMMARY: CONTRACT PERIOD x/xx-x/xx	2. REPORT FOR MONTH ENDING AND NUMBER OF OPERATING DAYS xx-xx Close Date: xx/xx/xx xx OPD
TO: NASA KSC ATTN: CONTRACTING OFFICER	FROM: CONTRACTOR X	3. CONTRACT VALUE a. COST xxxxxxxxxxx b. FEE xxxxxxxxx
1. DESCRIPTION OF CONTRACT a. TYPE	b. CONTRACT NO. AND LATEST DEFINITIZED AMENDMENT NO. NAS x-xxxxx Mod xxx xx/xx/200X	4. FUND LIMITATION xxxxxxxxxx
c. SCOPE OF WORK NAME OF CONTRACT	d. AUTH. CONTR. REP (Signature) DATE PROGRAM MANAGER	5. BILLING a. INVOICE AMOUNTS BILLED (CRNI) CR Only xxxxxxxxxxxxxxx Invoice #xx (thru xx/xx/xx) b. TTL PYTS REC'D xxxxxxxxxxxx Invoice #xx

6. HOURS/COST ELEMENT	7. BASELINE ACTUAL / PLAN COST/HOURS				8. ESTIMATED COST/HOURS				9. ESTIMATED FINAL COST/HOURS		
	MONTHLY ACTUAL (a)	MONTHLY PLANNED (b)	CUMULATIVE ACTUAL (FY) (c)	CUMULATIVE PLANNED (CONTRACT) (d)	Next Mo. ESTIMATE (a)	2 Mo. Out ESTIMATE (b)	BALANCE OF CONTRACT (c)	FY EAC (SEP xx) (d)	CONTRACT EAC (a)	CONTRACT VALUE (b)	EAC Delta (c)
# Oper Days >	xx	xx			xx	xx					
TOTAL STRAIGHT TIME HOURS											
TOTAL OVERTIME HOURS											
Voluntary OT hours											
TOTAL HOURS											
WORK YEAR EQUIV (WYEs)											
DIRECT STRAIGHT TIME HOURS											
DIRECT OVERTIME HOURS											
DIRECT TOTAL											
LABOR COST											
Straight Time											
Overtime											
SUBC ST HOURS											
SUBC OT HOURS											
PAID LEAVE HOURS											
TOTAL OTHER HOURS											
SUBCONTRACTS COST											
OTHER DIRECT COST											
Material											
Subcontracts (Minor)											
Other Direct											
xxxxxxx											
xxxxxx											
xxxxxxx											
xxxxxx											
OVERHEAD											
Overhead											
Fringe											
TOTAL DIRECT COST											
G&A xx%											
SUBTOTAL COST											
FEE xx%											
SUBTOTAL COST											
Phase In											
CONTRACT TOTAL											

Format J: NARRATIVE

This is an opportunity to provide a narrative discussion to the Government on contract status and performance.

Disclosures;
Accomplishments;
Any ground rules/clarifications;
Accounting period schedule for the next 12 months;
Definitions/generic calculations for each element of cost used in 533 (ex. hours, ODCs, O/H, G&A, etc.);
Methodology for estimates;
Prior period adjustments made during current period;
Noteworthy management decisions that occurred during the reporting period to make the government aware of actions that will affect technical or financial performance.

Examples - Analytical remarks on items materially affecting historical or projected costs; identify present causes of problems and their effects on cost and schedule, along with corrective actions; effects of technical problems, changes, or deficiencies regarding current performance and projected resource requirements.

Format N: Estimate at Completion

This report shall be provided on the following schedule and as/of dates:
15 July as of 30 June
15 Aug as of 31 July
15 Sep as of 31 Aug

Format of the report will be as partnered with the government. Minimum content shall be as follows:

View 1	**WBS**	**CUSTOMER**	**OPERATING PLAN**	**ACTUAL COSTS YTD**	**EST COST TO 30 SEP**
View 2	**CUSTOMER**	**WBS**	**OPERATING PLAN**	**ACTUAL COSTS YTD**	**EST COST TO 30 SEP**

Shall include descriptions of how EAC's were developed, and a list of key assumptions made in developing the EAC.

Data Requirement

Contract Application Information for DRL KEMCON	A. Item Number 1.4.2-003

B. Line Item Title
NF533M Flat File

C. OPR	D. Type	E. Inspect / Accept	F. Frequency	G. Initial Sub.	H. As of Date
GG-B	3	6	MO	Eff. Date + 30 Days	See Block I

I. Remarks

Due 10 working days after the close of the Contractor's accounting period.

J. Distribution

GG-B (1D)
OP-OS (1D)

D = Electronic Submission

Totals	
No.	Type
2	D

Data Requirement Description

1. Title	2. Number
Flat File, NF533M	1.4.2-003
3. Use	4. Date
Provides NASA with monthly and cumulative accumulated expenditures and projections of contract costs.	5. Organization NASA/KSC GG-B
7. Interrelationship	6. References NPR 9501.2D

8. Preparation Information

A flat file shall be provided that contains detail information for each Reporting Category (RC). An RC correlates to a task order, delivery order, or Work Breakdown Structure (WBS), and is the level at which cost is reported. Each RC can have Sub-Reporting Category line items (detailed cost elements) that add up to a RC. The Contractor is required to coordinate with the NASA Resource Analyst assigned to the Contract in order to establish and maintain the RC that the Contractor shall use to comply with this data requirement. The chart below describes the data elements to be included in this section of the flat file (see attached Exhibit A, Agency Defined File Format for specific layout details).

Data Element Name	Description
Reporting Category (RC)	Task, Delivery Order, Work Breakdown Structure
Cost Incurred for Month (7a)	Prior month actual cost incurred for each RC (column 7a on NF533M)
HR/WYE Incurred for Month (7a)	Prior month actual HR/WYE incurred for each RC (column 7a on NF533M)
Contract prior month planned cost (7b)	Planned cost for prior month for each RC (column 7b on NF533M)
Contract ITD cost (7c)	Contract ITD cost for each RC (column 7c on NF533M)
Contract planned ITD cost (7d)	Contract planned ITD cost for each RC (column 7d on NF533M)
Current month estimated cost (8a)	Cost estimate for the current month for each RC (column 8a on NF533M)
Current month estimated HR/WYE (8a)	HR/WYE estimate for the current month for each RC (column 8a on NF533M)
Next month estimated cost (8b)	Estimated cost for next month for each RC (column 8b on NF533M)
Balance of Contract	Balance of contract for the remaining estimate to complete for each RC (column 8c on NF533M)
Contractor Estimate	Contractor estimate for the total estimate to complete entire scope of contract for each RC (column 9a on NF533M)
Contract Value	Contract value based upon contract modifications for each RC (column 9c on NF533M)
Unfilled orders outstanding	Unfilled orders outstanding at the end of the reporting period for each RC (column 10 on NF533M)
Reporting Category level	Used by NASA's accounting system to determine the RC level
Reporting Category Identifier	Identifies if the RC is a actual Reporting Category or a Sub-Reporting

The flat file (see Exhibit A below) shall be saved as a text file with no extension (do not include .txt after the file name) and named in strict accordance with the specific format described in the attached Agency Defined File Format document.

A) EXAMPLE FLAT FILE FOR DISTRIBUTION

File names must be provided in a specific format. Each file name will begin with the SAP 2 Character center abbreviation listed below. The contract number and date will be included in the file name as well. Below is a sample:

MACFPS001_NAS00-0001_yyyy_mm_dd

SAP 2 Charter Center Abbreviations

Headquarters	HQ	Dryden	DR
Marshall	MA	Goddard	GO
Ames	AM	Stennis	ST
Glenn	GL	Johnsoh	JO
Langley	LA	Kennedy	KE

Header (Non-Repeating Segment)

CCR Extension Data Element	Description	Contractor Initial Data Mapping	NF 533M Required/Optional	OTHER CCR Required/Optional	Field Name	St Pos	EndPos	Len	Format
HEADER:									
Record Type	Used by eGate to determine record type	'HD' for Header	Required	Required	RECORD_TYPE	1	2	2	CHAR
Contract Number	Contract Number (1b)	Header field—submitted with CONTRACTOR data or defaulted by interface or extension	Required	Required	CONTRACT_NUMBER	3	12	10	CHAR
	Latest definitive Modification Number(CR8197)				MOD_NUMBER	13	18	6	CHAR
Accrual Date	Date the data was generated for. Used by SAP as part of Oracle table key	Accrual Date. MM01YYYY, where MM is the Accrual Month and YYYY is the fiscal year	Required	Required	ACCRUAL_DATE	19	26	8	DATE MM01YYYY
Report Period End Date	Report Period End Date is a date(2)	Header field—submitted with CONTRACTOR	Required	Required	REP_END_DATE	27	34	8	DATE

CCR Extension Data Element	Description	Contractor Initial Data Mapping	NF 533M Required/Optional	OTHER CCR Required/Optional	Field Name	St Pos	EndPos	Len	Format
		data or defaulted by interface or extension							
Operating Days	Operating days (2).	Header field—submitted with CONTRACTOR data	Required	Optional unless Required by contract	OPER_DAYS	35	40	6	NUMERIC
Date Received	Date Received (1d)	System Date upon which the cost data is loaded into the CCR Extension	Required	Required	DATE_REC	41	48	8	DATE
CCR Format	'M' for Monthly and 'Q' for Quarterly (SIR2047)	Submitted with CONTRACTOR data	Required	Required	CCR_FORMAT	49	49	1	CHAR
Cost Unit of Measure	Cost Unit of Measure (SIR2047)	Submitted with CONTRACTOR data	Required	Required	COST_UOM	50	51	2	CHAR
HR/WYE Unit of Measure	Hour/Work-Year-Equivalent Unit of Measure (SIR2047)	Submitted with CONTRACTOR data	Required	Required	HR_WYE_UOM	52	53	2	CHAR
	Authorized Contractor Representative – Name of Contractor Approving Officer (CR 8197)				AUTH_SIGNATURE	54	78	25	CHAR
	Authorized Contractor Representative Date Signed – Date CCR is approved/signed by authorized contractor representative(CR 8197)				AUTH_SIGNATURE_DATE	79	86	8	DATE MMDDYYYY
Grand Total Cost Incurred Month (7a)	The Grand Total Contract Prior Month Actual Dollars Column 7a reports actual costs	Submitted with CONTRACTOR data	Required.	Optional. Only required if lower detailed line item data is submitted	GT_COST_INCUR_MONTH	87	99	13	CURRENCY (2)

CCR Extension Data Element	Description	Contractor Initial Data Mapping	NF 533M Required/Optional	OTHER CCR Required/Optional	Field Name	St Pos	EndPos	Len	Formt
	for the prior month.			in monthly batch file.					
Grand Total HR/WYE (7a)	The Grand Total Contract Prior Month Actual Hours Column 7a reports actual HR or WYE for the prior month.	Submitted with CONTRACTOR data	Required if detailed line item data is submitted in monthly batch file.	Required if detailed line item data is submitted in monthly batch file.	GT_HRWYE_PRIOR_MONTH	100	109	10	NUMERIC(1)
	The Grand Total Contract Prior Month Planned Dollars Column (7b) reports planned costs for the prior month. (CR8197)				GT_COST_PLANNED_MONTH	110	122	13	CURRENCY (2)
Grand Total Cost Incurred ITD (7c)	The Grand Total Contract Cost Dollars Column 7c which represents Contract Cost Inception to Date	Submitted with CONTRACTOR data	Required. Does not require detailed line item data if provided from Cost Incurred Month (7a)	Required if detailed line item data is provided for this column	GT_ITD_COST	123	135	13	CURRENCY (2)
	Grand Total Cotract Planned Cost Dollars Column (7d) which represents Planned Contract Cost Inception to Date(CR 8197)				GT_COST_PLANNED_ITD	136	148	13	CURRENCY (2)
Grand Total Estimated Cost (8a)	The Grand Total Contract Estimated Cost for first upcoming month, or Current Month Estimate for cost.	Submitted with CONTRACTOR data	Required	Required if detailed line item data is provided for this column	GT_EST_COST	149	161	13	CURRENCY (2)
Grand Total HR/WYE (8a)	The Grand Total Contract Estimated	Submitted with CONTRACTOR	Required if detailed line	Required if detailed line item	GT_HRWYE_FIRST_MONTH	162	171	10	NUMERIC (1)

CCR Extension Data Element	Description	Contractor Initial Data Mapping	NF 533M Required/Optional	OTHER CCR Required/Optional	Field Name	St Pos	EndPos	Len	Formt
	Hours for first upcoming month, or Current Month Estimate for HR/WYE.	data	item data is provided for this column	data is provided for this column					
Grand Total Next Month Estimated Cost (8b)	The Grand Total Contract Estimated Cost for second upcoming month or Next Month Estimate for cost.	Submitted with CONTRACTOR data	Required if detailed line item data is provided for this column	Required if detailed line item data is provided for this column	GT_NEXT_MONTH_EST	172	184	13	CURRENCY (2)
	Grand Total Balance of Contract for the remaining estimate to complete (CR 8197)				GT_BALANCE_CONTRACT	185	197	13	CURRENCY (2)
	Grand Total Contractor Estimate for the total estimate to complete entire scope of contract (CR 8197)				GT_BALANCE_CONTRACTOR_ESTIMATE	198	210	13	CURRENCY (2)
	Grand Total Contract Value based upon Contract Modifications (CR 8197)				GT_CONTRACT_VALUE	211	223	13	CURRENCY (2)
	Grand Total Unfilled Orders Outstanding at end of reporting period (CR 8197)				ST_UNFILLED ORDERS	224	236	13	CURRENCY (2)

Example File Format

Detail (Repeating Segment)

CCR Extension Data Element	Description	Contractor Initial Data Mapping	NF 533M Required/Optional	OTHER CCR Required/Optional	Field Name	St Pos	End Pos	Len	Format
CCR DETAIL LINE ITEMS:									
Record Type	'DM' for Monthly column 7a Detail; 'DQ' for ITD Column 7c Detail	"RD" for Detail	Required	Required	RECORD_TYPE	1	2	2	CHAR
Reporting Category	Reporting Category (6)	Line item field—submitted with CONTRACTOR data	Required	Required	SERV_ORD_CAT	3	26	24	CHAR
Cost Incurred Month (7a)	Prior Month Incurred costs (ACTUALS) for given category.	Line item field—submitted with CONTRACTOR data	Required if detailed line item data is not provided from Cost Incurred Month (7c)	Determined by contract requirement- data from Column 7a, 7c or 8a	COST_INCUR_MONTH	27	39	13	CURRENCY (2)
HR/WYE Incurred Month (7a)	Prior month incurred hours worked [Actuals] for given category..	Line item field—submitted with CONTRACTOR data	Optional unless Required by contract for WYE calculation	Optional unless Required by contract for WYE calculation	HRWYE_INCUR_MONTH	40	49	10	NUMERIC (1)
	Contract Prior Month Planned Dollars Column (7b) reports planned costs for the prior month (CR 8197)				COST_PLANNED_MONTH	50	62	13	CURRENCY (2)
	Contract Cost Dollars Column (7c) which represents Contract Cost				CUR_COST_INCUR_ITD	63	75	13	CURRENCY (2)

CCR Extension Data Element	Description	Contractor Initial Data Mapping	NF 533M Required/Optional	OTHER CCR Required/Optional	Field Name	St Pos	End Pos	Len	Format
	Inception to Date (CR 8197)								
	Contract Planned Cost Dollars Column (7d) which represents Planned Contract Cost Inception to Date (CR 8197)				COST_PLANNED_ITD	76	88	13	CURRENCY (2)
Current Month Estimated Cost (8a)	Estimated costs for first upcoming month for given category.	Line item field—submitted with CONTRACTOR data	Required.	Determined by contract requirement- data from Column 7a, 7c or 8a	CUR_MONTH_EC	89	101	13	CURRENCY (2)
HR/WYE Current Month Estimate (8a)	Estimated hours for first upcoming month for given category. Will only be needed if labor hours are required to be submitted electronically per contract.	Line item field—submitted with CONTRACTOR data	Optional unless Required by contract for WYE calculation	Optional unless Required by contract for WYE calculation	HRWYE_CUR_MONTH_EST	102	111	10	NUMERIC (1)
Next Month Estimated Cost (8b)	Estimated costs for second upcoming month for given category.	Line item field—submitted with CONTRACTOR data	Required unless not part of Contract scope	Required unless not part of Contract scope	NEXT_MONTH_EC	112	124	13	CURRENCY (2)

	Balance of Contract for the remaining estimate to complete (8c) (CR 8197)				BALANCE_CONTRACT	125	137	13	CURRENCY (2)
	Contractor Estimate for the total estimate to complete entire scope of contract (9a) (CR 8197)				CONTRACTOR_ESTIMATE	138	150	13	CURRENCY (2)
	Contract Value based upon Contract Modifications (CR 8197)				CONTRACT_VALUE	151	163	13	CURRENCY (2)
	Unfilled Orders Outstanding at end of reporting period (CR 8197)				UNFILLED ORDERS	164	176	13	CURRENCY (2)
	Used by SAP to determine Reporting Category Level (1.1.2.2.1) (CR 8197)				REPORTING_LEVEL	177	206	30	CHAR
	Fill in an "X" if record is a Reporting Category. Otherwise, leave blank for Sub-Reporting Category Line Items and Element of Cost detail records. This field is used by SAP to determine if the record is a Reporting Category. (CR 8197)				REPORTING_CAT_INDICATOR	207	207	1	CHAR

Example File Format
Sub-Reporting Category Line Items – Repeating Segment

Field Name	Start Pos	End Pos	Length	Format	Variable Repetition (?,*,+,n-n)	Description
SUB_RECORD_TYPE	1	2	2	CHAR		'SM' for Monthly column 7a Detail; 'SQ' for ITD column Detail
SUB_REP_CAT	3	26	24	CHAR		Reporting Category
SUB_COST_INCUR_MONTH	27	39	13	CURRENCY (2)		Prior month incurred costs (Actuals) for given category.
SUB_HRWYE_INCUR_MONTH	40	49	10	NUMERIC (1)		Prior month incurred hours worked (Actuals) for given category.
SUB_COST_PLANNED_MONTH	50	62	13	CURRENCY (2)		Contract Prior Month Planned Dollars Column (7b) reports planned costs for the prior month
SUB_CUR_COST_INCUR_ITD	63	75	13	CURRENCY (2)		Contract Cost Dollars Column (7c) which represents Contract Cost Inception to Date.
SUB_COST_PLANNED_ITD	76	88	13	CURRENCY (2)		Contract Planned Cost Dollars Column (7d) which represents Planned Contract Cost Inception to Date.
SUB_CUR_MONTH_EC	89	101	13	CURRENCY (2)		Estimated costs for first upcoming month for given category (8a).
SUB_HRWYE_CUR_MONTH_EST	102	111	10	NUMERIC (1)		Estimated hours for first upcoming month for given category. Will only be needed if labor hours are required to be submitted electronically per contract (8a).
SUB_NEXT_MONTH_EC	112	124	13	CURRENCY (2)		Estimated costs for second upcoming month for given category (8b).
SUB_BALANCE_CONTRACT	125	137	13	CURRENCY (2)		Balance of Contract for the remaining estimate to complete (8c).
SUB_CONTRACTOR_ESTIMATE	138	150	13	CURRENCY (2)		Contractor Estimate for the total estimate to complete entire scope of contract (9a).
SUB_CONTRACT_VALUE	151	163	13	CURRENCY (2)		Contract Value based upon Contract Modifications (9b).
SUB_UNFILLED_ORDERS	164	176	13	CURRENCY (2)		Unfilled Orders Outstanding at end of reporting period.
REPORTING_LEVEL	177	206	30	CHAR		Used by SAP to determine Reporting Category Level (1.1.2.2.1) (CR 8197).
REPORTING_CAT_INDICATOR	207	207	1	CHAR		Fill in an "X" if record is a Reporting Category. Otherwise, leave Blank for Sub-Reporting Category Line Items and Element of Cost detail records. This field is used by SAP to determine if the record is a Reporting Category. (CR 8197)

Example File Format

533M Agency FILE RECORD LAYOUT (Element of Cost Detail – Repeating Segment (CR8197))

Field Name	Start Pos	End Pos	Length	Format	Variable Repetition (?,*,+,n-n)	Description
RECORD_TYPE	1	2	2	CHAR		'EM' for Monthly column 7a Detail; 'EQ' for ITD column Detail
EOC_REP_CAT	3	26	24	CHAR		Reporting Category
EOC _COST_INCUR_MONTH	27	39	13	CURRENCY (2)		Prior month incurred costs (Actuals) for given category.
EOC _HRWYE_INCUR_MONTH	40	49	10	NUMERIC (1)		Prior month incurred hours worked (Actuals) for given category.
EOC _COST_PLANNED_MONTH	50	62	13	CURRENCY (2)		Contract Prior Month Planned Dollars Column (7b) reports planned costs for the prior month.
EOC _CUR_COST_INCUR_ITD	63	75	13	CURRENCY (2)		Contract Cost Dollars Column (7c) which represents Contract Cost Inception to Date.
EOC _COST_PLANNED_ITD	76	88	13	CURRENCY (2)		Contract Planned Cost Dollars Column (7d) which represents Planned Contract Cost Inception to Date.
EOC _CUR_MONTH_EC	89	101	13	CURRENCY (2)		Estimated costs for first upcoming month for given category (8a).
EOC _HRWYE_CUR_MONTH_EST	102	111	10	NUMERIC (1)		Estimated hours for first upcoming month for given category. Will only be needed if labor hours are required to be submitted electronically per contract (8a).
EOC _NEXT_MONTH_EC	112	124	13	CURRENCY (2)		Estimated costs for second upcoming month for given category (8b).
EOC _BALANCE_CONTRACT	125	137	13	CURRENCY (2)		Balance of Contract for the remaining estimate to complete (8c).
EOC _CONTRACTOR_ESTIMATE	138	150	13	CURRENCY (2)		Contractor Estimate for the total estimate to complete entire scope of contract (9a).
EOC _CONTRACT_VALUE	151	163	13	CURRENCY (2)		Contract Value based upon Contract Modifications (9b).
EOC _UNFILLED_ORDERS	164	176	13	CURRENCY (2)		Unfilled Orders Outstanding at end of reporting period.
REPORTING_LEVEL	177	206	30	CHAR		Used by SAP to determine Reporting Category Level (1.1.2.2.1) (CR 8197).
REPORTING_CAT_INDICATOR	207	207	1	CHAR		Fill in an "X" if record is a Reporting Category. Otherwise, leave Blank for Sub-Reporting Category Line Items and Element of Cost detail records. This field is used by SAP to determine if the record is a Reporting Category. (CR 8197)

Example File Format

Trailer (provides the number of header & detail records sent from the contractor/vendor/center in order to verify the receipt of complete data after transmission)

CCR Extension Data Element	Description	Contractor Initial Data Mapping	NF 533M Required/Optional	OTHER CCR Required/Optional	Field Name	Start Pos	End Pos	Length	Format
TRAILER:									
Record Type	Used by eGate to determine record type	"TL" for Trailer	Required	Required	RECORD_TYPE	1	2	2	CHAR
Record Count	Count of the number of Detail records sent to process (Detail Only)	Trailer field submitted with CONTRACTOR data	Required	Required	RECORD_COUNT	3	9	7	NUMERIC
	Value of spaces				FILLER	10	207	198	CHAR

Data Requirement

Contract Application Information for DRL KEMCON	A. Item Number 1.4.2-004

B. Line Item Title

Annual Phased Contract Operating Plan

C. OPR	D. Type	E. Inspect / Accept	F. Frequency	G. Initial Sub.	H. As of Date
TA-A1	3	6	AN, with updates	Eff. Date + 60 Days	See Block J

I. Remarks

Annual report is due on/about seventh month of calendar year. Report shall be Microsoft Office compatible format, and the data shall also be available in the Contractor's Financial Management System and viewable using the on-line query tool.

J. Distribution

	Totals	
	No.	Type
TA-A1 (2A) (1D) 1 signed hard copy		
OP-OS (1D)	2	A
D = Electronic Submission	2	D

Data Requirement Description

1. Title	2. Number
Plan, Annual Phased Contract Operating	1.4.2-004
3. Use This report will be used by the Government to ensure that planned contract effort is consistent with requirements and planned level of funding.	4. Date 5. Organization NASA/KSC TA-A1
7. Interrelationship	6. References

8. Preparation Information

The Contractor shall develop and manage an annual Contract Operating Plan by government fiscal year on the basis of customer, WBS, and element of cost, with monthly execution and variance analysis to ensure total contract costs have been reconciled. The Government will require several views of this data, and may require updates to the plan during the operating year. The operating plan shall be transmitted by a letter, detailing operating plan assumptions, manifest used to develop the plan, and other information considered in developing the plan.

Plan shall include an attachment showing a reconciliation of contract value to the operating plan value, including the detailed reconciling items such as negotiated adjustments and undefinitized adjustments. Contractor format is acceptable as coordinated and agreed upon by the Government. A sample report is provided.

(Continued on Attachment)

ANNUAL, PHASED CONTRACT OPERATING PLAN

By Customer, WBS, and Element of Cost ($K)

Customer: XX	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
PRIME LABOR DOLLARS													
xxxx S/T Labor - Prime													
xxxx O/T Labor - Prime													
Subtotal Prime Labor													
PRIME LABOR HOURS													
xxxx S/T Labor - Prime													
xxxx O/T Labor - Prime													
Subtotal Prime Hours													
PRIME LABOR WYE's													
xxxx S/T Labor - Prime													
xxxx O/T Labor - Prime													
Subtotal Prime WYE's													
SUB LABOR DOLLARS													
xxxx S/T Labor - Sub													
xxxx O/T Labor - Sub													
Subtotal Sub Labor													
SUB LABOR HOURS													
xxxx S/T Labor - Sub													
xxxx O/T Labor - Sub													
Subtotal Sub Hours													
SUB LABOR WYE's													
xxxx S/T Labor - Sub													
xxxx O/T Labor - Sub													
Subtotal Sub WYE's													
TOTAL CONTRACT WYE's													
xxxx Contract S/T Labor													
xxxx Contract O/T Labor													
Subtotal Contract WYE's													
LABOR SUBTOTAL													
NON LABOR DOLLARS													
xxxx Travel/TDY/Misc Exp													
xxxx Subcontracts													
xxxx Training													
xxxx Misc ODC													
xxxx Indirect													
xxxx Lease Vehicle													
xxxx Operating Leases													
xxxx Depreciation													
xxxx Equipment													
xxxx Mat'ls & Supplies													
xxxx Oth Misc Charges													
Non-Labor Subtotal													
Total Direct Cost													
xxxx Overhead													
Total Cost													
xxxx G&A													
Subtotal Before Fee													
xxxx Fee													
Total xxxx													

Data Requirement

Contract Application Information for DRL KEMCON	A. Item Number 1.4.2-005

B. Line Item Title

Rate-Volume Variance Analysis and Fund Source Explanation by Major Customer Report

C. OPR	D. Type	E. Inspect / Accept	F. Frequency	G. Initial Sub.	H. As of Date
TA-A1	3	6	MO	See Block I	See Block I

I. Remarks

Close of Contractor's Accounting Period + 15 working days.

Product shall be compatible with Microsoft Excel software.

J. Distribution

TA-A1 (1D)
OP-OS (1D)
UB-G (1D)
GG-C-A3 (1D)
45 CONS/LGCZC (1D)
D = Electronic Submission

Totals	
No.	Type
5	D

Data Requirement Description

1. Title	2. Number
Report, Rate-Volume Variance Analysis and Fund Source Explanation by Major Customer	1.4.2-005
3. Use This report will be used by the Government to analyze variances between the Operating Plan and actual performance.	4. Date 5. Organization NASA/KSC TA-A1
7. Interrelationship	6. References

8. Preparation Information

The Contractor shall provide an Analysis of Actual to Planned Costs at the WBS level to include volume and rate analysis including variance analysis for major customers. The Contractor shall partner with the Government on the development of variance explanations to ensure common understanding and reporting. Various explanations will be at the element of cost level. Sample formats attached, but Contractor format is acceptable as coordinated and agreed upon by the Government.

(Continued on Attachment)

RATE-VOLUME VARIANCE ANALYSIS REPORT
BY WBS BY CUSTOMER BY ELEMENT OF COST

RATE/VOLUME VARIANCE REPORT
Month, Year - Cum Prod Hrs: x,xxx.x

WBS & TITLE	PLAN HOURS	PLAN AMOUNT	ACTUAL HOURS	ACTUAL AMOUNT	VARIANCE HOURS	VARIANCE AMOUNT	PLAN RATE	ACT RATE	RATE VAR	VOL VAR $	RATE IMPACT
1.0 MANAGEMENT TOTAL											
xxxx S/T Labor - Prime	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx
xxxx S/T Labor - Subs	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx
Total S/T Labor	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx
xxxx O/T Labor - Prime	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx
xxxx O/T Labor - Subs	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx
Total O/T Labor	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx
xxxx Premium Labor - Prime				xx	xx	xx	xx	xx	xx	xx	xx
xxxx Premium Labor - Subs				xx	xx	xx	xx	xx	xx	xx	xx
Total Premium Labor				xx	xx	xx	xx	xx	xx	xx	xx
Total Labor	xx	xx	xx	xx							
Total FTE's											
Overtime %											
xxxx Travel		xxx		xxx		xxx					
xxxx Subcontracts		xxx		xxx		xxx					
xxxx Training		xxx		xxx		xxx					
xxxx Misc ODC		xxx		xxx		xxx					
xxxx Equipment		xxx		xxx		xxx					
Total Non-Labor		xxx		xxx		xxx					
Total Direct Cost		xxx		xxx		xxx					
xxxx Overhead		xxx		xxx		xxx					
xxxx G&A		xxx		xxx		xxx					
Total OH & G&A		xxx		xxx		xxx					
		xxx		xxx		xxx					
Total Cost		xxx		xxx		xxx					
xxxx Fee		xxx		xxx		xxx					
Total xxxx		xxx		xxx		xxx					
Overhead %								xx.xx%	xx.xx%	x.xx%	
G&A %								x.xx%	x.xx%	x.xx%	
Fee %								x.xx%	x.xx%	x.xx%	

VARIANCE EXPLANATION:

(Month) FY XX CUM ACTUALS vs. BUDGET
FUND SOURCE EXPLANATION - MAJOR CUSTOMERS

(sheet for each customer)

	FY XX Budget	(month) FY XX Cum Actuals	(month) FY XX Cum Budget	Delta
Customer XX	**$xxxxxxx**	**$xxxxxxx**	**$xxxxxxx**	**$xxxxxxx**

WBS	WBS Desc	Variance	Narrative Explanation
x.x.x		$xxxx	

(Explanations required if total **variance** is + or - 5% or $50K within the Elements of Costs, WBS, or Customer)

Data Requirement

Contract Application Information for DRL KEMCON	A. Item Number 1.4.2-006

B. Line Item Title
Direct and Indirect Rates Report

C. OPR	D. Type	E. Inspect / Accept	F. Frequency	G. Initial Sub.	H. As of Date
TA-A1	3	6	SA	Eff. Date	See block I

I. Remarks
Reviews shall be conducted no less than semi-annually. Out-of-cycle reviews may be requested by the Government when an event or other circumstances warrant. Data shall be submitted no later than 15 working days after close of Government fiscal year (30 September) and Apr 15 each year. Briefings shall be conducted within 2 weeks of report submittal. Contractor planning estimates that deviate from contract value shall be explained in detail. Submittal's and reviews shall cover a combination of current and previous FY data to ensure data for each FY is captured in its entirety. End of year actual costs (Oct 15 data) shall be provided as a baseline comparison for estimates in the next fiscal year. Type "D" electronic versions shall be compatible with Microsoft Office compatible format.

J. Distribution

TA-A1 (1A) (1D)
OP-OS (1D)
UB-G (1D)
GG-C-A3 (1D)
45 CONS/LGCZC (1D)

D= Electronic Submission

Totals	
No.	Type
1	A
5	D

Data Requirement Description

1. Title	2. Number
Report, Direct and Indirect Rates	1.4.2-006
3. Use Monitor trends for direct & indirect rate actual costs against contract value to understand variances. Assess cost/budget impacts for current & future contract years. Determine the basis for changes & to determine whether rate changes are within or outside the contractor's control.	4. Date 5. Organization NASA/KSC TA-A1
7. Interrelationship	6. References

8. Preparation Information
For each sub-element listed below, the contractor shall identify the basis for any change, assess the estimated cost impact (up or down) by contract year, and provide rationale and a risk/cost analysis to justify cost increases that cannot be offset without impact to the Government for changes within their control. Sample formats with contact & submission milestones are attached. Any Contractor format changes and/or briefing formats shall be partnered with the Government to ensure products and reviews meet the needs of both parties. Sub-elements and data to be reviewed shall include, but not be limited to, the following:

INDIRECT RATES:
Fringe Benefits/Non-Productive Pool Expenses: holiday, other paid absence, personal/sick leave, vacation
Fringe Benefits/Payroll Pool Expenses: FICA SS, FICA medical, state unemployment federal unemployment, workers compensation
Fringe Benefits/Other Expenses: group insurance, insurance disability, life insurance, pension, company match 401K, tuition reimbursement.
Total fringe benefit expense, total labor base, total fringe application rate.

DIRECT RATES: Productive/non-productive hours, regular/overtime/premium hours, and average unloaded wage rate for IHA and, if available, for each subcontractor. Level of staffing by WBS. Other date to be provided includes the basis for labor rates (e.g. CBA, DOL, management action) and escalation factor(s) by labor category or skills code. Each reporting period, the report shall contain an itemized list of any wage rate changes since the previous report by labor category or skills code to reflect old and new unloaded labor rate with explanation of the basis of change and any impact or offsets to contract value. The Government reserves the right to drill down to WBS or labor category level for analysis.

G&A RATE: Labor and non-labor elements, total G&A, G&A base, G&A rate.

Data Requirement

OVERHEAD RATE (excluding Direct Reallocation): Labor and non-labor elements (e.g. equipment, subcontracts, miscellaneous other direct costs, supply/material). Total overhead value, overhead base and overhead rate.

Sample Formats Attached

Index of Direct and Indirect Rates Reports

GFY-XX Fringe - Contract Value to Actuals Comparison
GFY-XX Fringe - EAC to Contract Value Comparison
GFY-XX Overhead - Contract Value to Actuals Comparison
GFY-XX Overhead - EAC to Contract Value Comparison
GFY-XX G&A - Contract Value to Actuals Comparison
GFY-XX G&A - EAC to Contract Value Comparison
Prime and Subcontractor Wage Rate

Format a: GFY-XX Fringe
Contract Value to Actuals Comparison

	Final FYXX Contract Value	Actuals Oct - Sept	Delta Actuals - Contract FY'XX	Explanation
Pool XX - Non Productive				
Holiday	XXX	XXX	XXX	
Vacation	XXX	XXX	XXX	
Personal/Sick Leave	XXX	XXX	XXX	
Sick Leave Accrued	XXX	XXX	XXX	
Other Paid Leave	XXX	XXX	XXX	
Severance	XXX	XXX	XXX	
Reserved	XXX	XXX	XXX	
Total Non-Productive Expense	XXX	XXX	XXX	
Pool XX - Other				
Group Insurance	XXX	XXX	XXX	
Insurance Disability	XXX	XXX	XXX	
Insurance Life	XXX	XXX	XXX	
Pension	XXX	XXX	XXX	
Tuition Reimbursement	XXX	XXX	XXX	
Fringes - Other	XXX	XXX	XXX	
Uniform Allowance	XXX	XXX	XXX	
Total Other Fringe Expense	XXX	XXX	XXX	
Pool XX - Payroll				
FICA SS	XXX	XXX	XXX	
FICA Medical	XXX	XXX	XXX	
State Unempl	XXX	XXX	XXX	
Fed Unemp	XXX	XXX	XXX	
Workers Comp	XXX	XXX	XXX	
General Liability	XXX	XXX	XXX	
Total Payroll Expense	XXX	XXX	XXX	
Total Labor Base	XXX	XXX	XXX	
Total Expense Pool	XXX	XXX	XXX	
Total Fringe Rate	XXX	XXX	XXX	

Format b: GFY-XX Fringe
EAC to Contract Value Comparison

	Contract Value	Actuals Oct - Mar	ETC Apr - Sep	EAC	EAC - Contract Value	Explanation
Pool XX - Non Productive						
Holiday	xxx	xxx	xxx	xxx	xxx	
Vacation	xxx	xxx	xxx	xxx	xxx	
Personal/Sick Leave	xxx	xxx	xxx	xxx	xxx	
Sick Leave Accrued	xxx	xxx	xxx	xxx	xxx	
Other Paid Leave	xxx	xxx	xxx	xxx	xxx	
Severance	xxx	xxx	xxx	xxx	xxx	
Reserved	xxx	xxx	xxx	xxx	xxx	
Total Non-Productive Expense	xxx	xxx	xxx	xxx	xxx	
Pool XX - Other						
Group Insurance	xxx	xxx	xxx	xxx	xxx	
Insurance Disability	xxx	xxx	xxx	xxx	xxx	
Insurance Life	xxx	xxx	xxx	xxx	xxx	
Pension	xxx	xxx	xxx	xxx	xxx	
Tuition Reimbursement	xxx	xxx	xxx	xxx	xxx	
Fringes - Other	xxx	xxx	xxx	xxx	xxx	
Uniform Allowance	xxx	xxx	xxx	xxx	xxx	
Total Other Fringe Expense	xxx	xxx	xxx	xxx	xxx	
Pool XX - Payroll						
FICA SS	xxx	xxx	xxx	xxx	xxx	
FICA Medical	xxx	xxx	xxx	xxx	xxx	
State Unempl	xxx	xxx	xxx	xxx	xxx	
Fed Unemp	xxx	xxx	xxx	xxx	xxx	
Workers Comp	xxx	xxx	xxx	xxx	xxx	
General Liability	xxx	xxx	xxx	xxx	xxx	
Total Payroll Expense	xxx	xxx	xxx	xxx	xxx	
Total Labor Base	xxx	xxx	xxx	xxx	xxx	
Total Expense Pool	xxx	xxx	xxx	xxx	xxx	
Total Fringe Rate	xxx	xxx	xxx	xxx	xxx	

Format d: GFY-XX Overhead
Indirect Rate Review
EAC to Contract Value Comparison

Element	Updated Contract Value	Actuals Oct - Mar	ETC Apr - Sep	EAC	Delta EAC-Contract Value	Explanation
Labor Total	xxx	xxx	xxx	xxx	xxx	
Non Labor						
Equipment	xxx	xxx	xxx	xxx	xxx	
Misc ODC	xxx	xxx	xxx	xxx	xxx	
Supply / Material	xxx	xxx	xxx	xxx	xxx	
Other Non Labor	xxx	xxx	xxx	xxx	xxx	
Non Labor Subtotal	xxx	xxx	xxx	xxx	xxx	
Total Overhead	xxx	xxx	xxx	xxx	xxx	
Overhead Base	xxx	xxx	xxx	xxx	xxx	
Rate	xxx	xxx	xxx	xxx	xxx	

Format e: GFY-XX G&A
Indirect Rate Review
Contract Value to Actuals Comparison

	Contract Value	Actuals Oct - Sept	Delta Actuals-Contract Value	Explanation
Total G&A Expense	XX	XX	XX	
Base	XX	XX	XX	
G&A %	%	%	%	

Format f: GFY-XX GFY-XX G&A
Indirect Rate Review
EAC to Contract Value Comparison

	Contract Value	EAC	Delta EAC - Contract Value	Explanation
Total G&A Expense	XX	XX	XX	
Base	XX	XX	XX	
G&A %	%	%	%	

Format g: Prime and Subcontractor Wage Rate Analysis
As of (date)

	(date) Prior Period			(date) Current Period			Delta			
Company	Hdct	Unburdened	Burdened	Hdct	Unburdened	Burdened	Hdct	Unburdened	Burdened	Comments
XX	XX	$ XX.XX	$ XX.XX	XX	$ XX.XX	$ XX.XX	XX	$ XX.XX	$ XX.XX	
XX	XX	$ XX.XX	$ XX.XX	XX	$ XX.XX	$ XX.XX	XX	$ XX.XX	$ XX.XX	
XX	XX	$ XX.XX	$ XX.XX	XX	$ XX.XX	$ XX.XX	XX	$ XX.XX	$ XX.XX	
XX	XX	$ XX.XX	$ XX.XX	XX	$ XX.XX	$ XX.XX	XX	$ XX.XX	$ XX.XX	
XX	XX	$ XX.XX	$ XX.XX	XX	$ XX.XX	$ XX.XX	XX	$ XX.XX	$ XX.XX	
XX	XX	$ XX.XX	$ XX.XX	XX	$ XX.XX	$ XX.XX	XX	$ XX.XX	$ XX.XX	
XX	XX	$ XX.XX	$ XX.XX	XX	$ XX.XX	$ XX.XX	XX	$ XX.XX	$ XX.XX	
XX	XX	$ XX.XX	$ XX.XX	XX	$ XX.XX	$ XX.XX	XX	$ XX.XX	$ XX.XX	
XX	XX	$ XX.XX	$ XX.XX	XX	$ XX.XX	$ XX.XX	XX	$ XX.XX	$ XX.XX	
Total	0			0			0			

Data Requirement

Contract Application Information for DRL KEMCON	A. Item Number 1.4.2-007

B. Line Item Title

Prime and Subcontractor Contract Value (CV) Status Report

C. OPR	D. Type	E. Inspect / Accept	F. Frequency	G. Initial Sub.	H. As of Date
TA-A1A	3	6	QU	Eff. Date	90/15 working days

I. Remarks

Reviews shall be conducted no less than semi-annually. Out-of-cycle reviews may be requested by the Government when circumstances warrant. DRD reports shall be submitted quarterly no later than due dates above. Briefings shall be conducted upon request by the Government. The October review shall contain a comparison of actual costs to negotiated contract values. End of year actual costs (Oct data) shall be provided as a baseline comparison for estimates in the next fiscal year. Type "D" electronic versions shall be compatible with Microsoft Office Compatible format. Contractor format acceptable as agreed upon by the Government.

J. Distribution

TA-A1 (1A) (1D)
OP-OS (1D)
45 CONS/LGCZC (1D)

D = Electronic Submission

Totals	
No.	Type
1	A
3	D

Data Requirement Description

1. Title	2. Number
Report, Prime and Subcontractor Contract Value (CV) Status	1.4.2-007
3. Use Create & sustain an auditable trail for negotiated contract changes & internal Contractor work alignments between the Government and the prime and from the prime to subs. Ensure negotiated changes are processed in a timely manner between all parties. (Con't in 8.)	4. Date 5. Organization NASA/TA-A1
7. Interrelationship	6. References

8. Preparation Information

3. (Con't) Monitor actual costs against CV and AOP/EAC.

Contractor format is acceptable for report and briefing formats; however, all formats shall be coordinated and agreed upon by the Government.

Information shall include, but not be limited to, data in attached sample formats. The Contractor may provide additional supporting documentation for clarity or substantiation.

The Contractor shall identify and explain internal alignments of work requirements and/or contract value between prime and subcontractor or subcontractor to subcontractor to include rationale, any impact, contract dollar value from and to, and any benefit to the Government as a result of the transfer.

(Sample Attached)

Data Requirement

Contract Application Information for DRL KEMCON	A. Item Number 1.4.2-008

B. Line Item Title

Phased Negotiated Estimated Cost (NEC) Baseline Report

C. OPR	D. Type	E. Inspect / Accept	F. Frequency	G. Initial Sub.	H. As of Date
TA-A1	3	6	AN/AR	Eff. Date + 30 Days	See Block I

I. Remarks

The Phased NEC Baseline Report is due within 30 days of Contract Effective Date, and a revised version is due within 30 days of any subsequent authorized NEC baseline changes. This report shall be compatible with Microsoft Excel software.

J. Distribution

OP-OS (1D) (1A)
TA-A1 (1D)

D = Electronic Submission

Totals	
No.	Type
1	A
2	D

Data Requirement Description

1. Title	2. Number
Report, Phased Negotiated Estimate Cost (NEC) Baseline	1.4.2-008
3. Use This report will be used by NASA Kennedy Space Center to compare Negotiated Estimated Cost (NEC) to actual contract performance for the purpose of Award Fee evaluation.	4. Date 5. Organization NASA/TA-A1
7. Interrelationship	6. References

8. Preparation Information

Within 30 days after start of the government fiscal year (which begins October 1st), the Contractor shall submit a time-phased NEC baseline report detailing, in six-month intervals, how costs are projected to be incurred. The total estimated cost and direct labor hours reflected in the baseline report must equal the contract value for the total contract period. The report shall be at the lowest level of the WBS structure and shall reflect data for all elements of cost identified in DRD 1.4.2-002, Contractor Financial Management Analysis, NASA Form 533M & NASA Form 533Q Reports. The report shall be revised each time a contract modification is executed that increases or decreases the contract estimated cost. The report shall be updated, as necessary, during the contract performance by submission of revised pages for approval by the Contracting Officer.

The report shall be revised annually capturing all contract modifications executed in preceding report periods that increases or decreases that contract estimated cost. The reports shall conform to the attached format, but may be in contractor format as coordinated and agreed upon by the Government.

NEC Baseline Report

PHASED NEGOTIATED ESTIMATED COST (NEC) CONTRACT BASELINE REPORT
SUMMARY: CONTRACT PERIOD x/xx-x/xx

2. REPORT FOR PERIOD BEGINNING

TO:
NASA KSC
ATTN: CONTRACTING OFFICER

FROM:
CONTRACTOR X

3. CONTRACT VALUE
a. COST xxxxxxxxxxx
b. FEE xxxxxx

1. DESCRIPTION OF CONTRACT
a. TYPE
b. CONTRACT NO. AND LATEST DEFINITIZED AMENDMENT NO.
NAS x-xxxxx Mod xxxxx/xx/200X
c. SCOPE OF WORK
NAME OF CONTRACT
d. AUTH. CONTR. REP (Signature)
PROGRAM MANAGER
DATE

4. ESTIMATED COST/HOURS TO COMPLETE

4. REPORTING CATEGORY	YEAR 1			YEAR 2			YEAR 3			YEAR 4			YEAR 5			CONTRACT TOTAL
	Oct - Mar	Apr - Sep	TOTAL	Oct - Mar	Apr - Sep	TOTAL	Oct - Mar	Apr - Sep	TOTAL	Oct - Mar	Apr - Sep	TOTAL	Oct - Mar	Apr - Sep	TOTAL	
TOTAL STRAIGHT TIME HOURS																
TOTAL OVERTIME HOURS																
Voluntary OT hours																
TOTAL HOURS																
WORK YEAR EQUIV (WYEs)																
DIRECT STRAIGHT TIME HOURS																
DIRECT OVERTIME HOURS																
DIRECT TOTAL																
LABOR COST																
Straight Time																
Overtime																
SUBC ST HOURS																
SUBC OT HOURS																
PAID LEAVE HOURS																
TOTAL OTHER HOURS																
SUBCONTRACTS COST																
OTHER DIRECT COST																
Materiel																
Subcontracts (Minor)																
Other Direct																
xxxxxx																
xxxxxx																
xxxxxx																
xxxxxx																
OVERHEAD																
Overhead																
Fringe																
TOTAL DIRECT COST																
G&A xx%																
SUBTOTAL COST																
FEE xx%																
SUBTOTAL COST																
Phase In																
CONTRACT TOTAL																

Data Requirement

Contract Application Information for DRL KEMCON	A. Item Number 1.4.2-009

B. Line Item Title

Annual IT NASA Headquarters and Special IT Budget Report

C. OPR	D. Type	E. Inspect / Accept	F. Frequency	G. Initial Sub.	H. As of Date
TA-A1	3	6	AN	Eff Date + 5 Months	See Block I

I. Remarks

Product shall be submitted electronically in Microsoft Excel format.

J. Distribution

GG-C-B4 (1D)
TA-A1 (1D)
OP-OS (1D)

D = Electronic Submission

Totals	
No.	Type
3	D

Data Requirement Description

1. Title	2. Number
Report, Annual IT NASA Headquarters and Special IT Budget	1.4.2-009
3. Use This report will be used by the Government to provide NASA Headquarters with IT cost by programs, and to obtain data for OMB Exhibit 53 and OMB Exhibit 300.	4. Date 5. Organization NASA/KSC TA-A1
7. Interrelationship	6. References

8. Preparation Information

The Contractor shall electronically submit a detailed annual report categorizing cost by the following elements: Voice services, Wide Area Network Services, Local Area Network Services, Video Infrastructure, Desktop Services, Computer Engineering, Data Center, Applications Services, Messaging and Collaboration, IT Security, IT Management, and other IT services. In addition, the cost should be segregated by customer, WYEs, and development effort vs. steady state. A break-out of all associated labor and ODC data will be provided with the following categories: Servers, Licenses, Maintenance, Depreciation, Software, Other. The Government will provide a format on an annual basis.

Data Requirement

Contract Application Information for DRL KEMCON	A. Item Number 1.4.2-010

B. Line Item Title
Geographic Economic Impact Report

C. OPR	D. Type	E. Inspect / Accept	F. Frequency	G. Initial Sub.	H. As of Date
TA-A1	3	3	AN	See Block I	See Block I

I. Remarks

The Contractor shall provide this report Annually no later than 15 calendar days after the close of the second government fiscal year from the beginning of the contract. Type "D" electronic versions shall be compatible with Microsoft Office.

J. Distribution

TA-A1 (1D)
OP-OS (1D)
D = Electronic Submission

Totals	
No.	Type
2	D

Data Requirement Description

1. Title	2. Number
Report, Geographic Economic Impact	1.4.2-010
3. Use To provide cost and workforce geographical economic impact data used to respond to NASA and Congressional requests.	4. Date 5. Organization NASA/KSC TA-A1
7. Interrelationship	6. References

8. Preparation Information

The Contractor shall provide the requested information per this DRD in the sample format attached below.

(Sample Attached)

GEOGRAPHICAL ECONOMIC IMPACT DATA REPORT -

Name of Contract	Contract No:	Skill Mix (Prime / Subcontractors)	WYE	$Amount	
Example		Ecologist	XX	$XXX,000	NOTE: Category of Workforce most appropiate of the current skill mix.
Example		Environmental Engineer	XX	$XX,000	

Please do procurements for all contracts (ISC, IPSC, Grounds, Custodial, Mail, IOMS)

Amount Spent in Brevard County (Brevard County Only)

Type of Purchases	Example: Office Supplies, Equipment, Maintenance supplies, repair and miscellaneous parts and supplies, etc. List the larger items and group smaller categories)	$Amount

Amount Spent in Central Florida (Inclusive of Lake, Flagler, Orange, Seminole, Volusia, Osceola)

Type of Purchases	Example: Office Supplies, Equipment, Maintenance supplies, repair and miscellaneous parts and supplies, etc. List the larger items and group smaller categories)	$Amount

Amount spent outside Central Florida (The rest of Florida)

Type of Purchases	Example: Office Supplies, Equipment, Maintenance supplies, repair and miscellaneous parts and supplies, etc. List the larger items and group smaller categories)	$Amount

Data Requirement

Contract Application Information for DRL KEMCON	A. Item Number 1.5.6-001

B. Line Item Title
IT Security Management Plan

C. OPR	D. Type	E. Inspect / Accept	F. Frequency	G. Initial Sub.	H. As of Date
IT-B	1	2	AN	November 1, 2015	365/30

I. Remarks

The Contractor shall review the plan at least annually and shall revise the plan as required.

J. Distribution

IT-B (1D)
OP-OS (1D)
TA-A4 (1D)

D = Electronic Submission

Totals	
No.	Type
3	D

Data Requirement Description

1. Title	2. Number
Plan IT Security Management	1.5.6-001
3. Use To provide the Government insight into the Contractor's methodology for managing all aspects of information security and to ensure appropriate security of IT resources are addressed.	4. Date
	5. Organization NASA-KSC
7. Interrelationship IT System Security Documents (ITSSD), DRD 1.5.6-002	6. References

8. Preparation Information

The Information Technology (IT) Security Management Plan shall cover the Contractor's proposed management approach for meeting and complying with the Federal Information Security Management Act (FISMA) and NFS 1852.204-76, Security Requirements for Unclassified Information Technology Resources.

The Information Security Management Plan shall include, at a minimum, the following to ensure appropriate security for IT resources:

1. Contractor's information security POC(s) including roles, responsibilities, and contact information.
2. A description of approaches, policies, processes, and/or procedures for:
   a. Meeting all applicable security authorization requirements, including but not limited to development and maintenance of IT System Security Documents (ITSSDs) including external IT systems, implementation and validation of controls, security assessments, remediation, authorization, and continuous monitoring in accordance with NASA directives and guidance.
   b. Addressing all applicable information security requirements at all phases of the system development life cycle (SDLC), including vulnerability scanning and mitigation, maintaining secure system configurations, patch/configuration management and reporting, malware protection, data protection, and encryption requirements.
   c. Information security, privacy, incident management and response, including coordination with NASA Security Operations Center (SOC), the KSC Chief Information Security Officer (CISO), the KSC Incident Response Manager (IRM), and Center Privacy Manager (CPM).
   d. Ensuring that Contractor employees meet information security requirements, such as information security awareness and other required training, and that Contractor employees are knowledgeable of NASA information security policies and procedures.

Product shall be compatible with the Microsoft Office suite of software.

Data Requirement

Contract Application Information for DRL KEMCON	A. Item Number 1.5.6-002

B. Line Item Title
IT System Security Documents (ITSSD)

C. OPR	D. Type	E. Inspect / Accept	F. Frequency	G. Initial Sub.	H. As of Date
IT-B	1	2	AR	November 1, 2015	See Block I

I. Remarks

The Contractor shall review and update documents as necessary including significant changes. All documentation shall be submitted in native format into Government furnished repositories and reporting tools. Existing documents associated with legacy systems inherited from previous contractors shall be updated and submitted within 30 days of the contract effective date. Note: Use of institutional capabilities and services may satisfy this requirement on behalf of the Contractor.

J. Distribution

IT-B (1D)
OP-OS (1D)
TA-A4 (1D)

D = Electronic Submission

Totals	
No.	Type
3	D

Data Requirement Description

1. Title	2. Number
Documents, IT System Security	1.5.6-002
3. Use To allow the Government to monitor IT Security compliance and ensure that the Contractor protects the confidentiality, integrity, and availability of NASA Information and IT resources.	4. Date
	5. Organization NASA-KSC
7. Interrelationship IT Security Management Plan, DRD 1.5.6-001	6. References

8. Preparation Information

The Contractor shall establish, maintain,, and implement IT System Security Documents for all IT Systems provided and operated in performance of this contract in NPR 2810.1, Security of Information Technology; NPR 1382.1, NASA Privacy Procedural Requirements; in accordance with the IT Security Handbooks (ITS-HBKs) which provide implementation details.

The IT System Security Documents shall include, at a minimum, the following:

1. Federal Information Processing Standards (FIPS) 199 System Categorization of Federal Information and Information Systems
2. Risk Assessment Report (RAR)
3. System Security Plan (SSP)
4. Contingency Plan (CP)
5. Security Assessment Report (SAR)
6. Rules of Behavior (ROB)
7. Authorizing Official Decision Letter
8. Initial Privacy Threshold Analysis (IPTA)/ Privacy Impact Assessment (PIA)
9. Vulnerability, scanning, assessment and remediation
10. Automated inventory report and/or manual inventory report

Refer to the ITS-HBKs for the required formats and mandated repositories of this documentation

The Contractor shall ensure regulatory compliance as it pertains to medical and privacy information as defined in Health Information Technology for Economic and Clinical Health HITECH) Act (within the American Recovery and Reinvestment Act of 2009).

Data Requirement

Contract Application Information for DRL KEMCON	A. Item Number 1.5.7-001

B. Line Item Title
Records Management Program Plan

C. OPR	D. Type	E. Inspect / Accept	F. Frequency	G. Initial Sub.	H. As of Date
IT-A	3	2	AR	January 1, 2016	

I. Remarks

The Contractor shall provide a Records Management Program Plan as outlined in 8. below. The plan shall be revised as required.

J. Distribution

OP-OS (2A)
TA-A4 (2D)
IT-A (1D)

D = Electronic Submission

Totals	
No.	Type
2	A
3	D

Data Requirement Description

1. Title	2. Number
Plan, Records Management Program	1.5.7-001
3. Use To describe the overall approach to the Records Management Program.	4. Date TBD 5. Organization NASA/KSC IT-A
7. Interrelationship	6. References See 8 below

8. Preparation Information

The Records Management Plan (RMP) shall describe the implementation of a records management program in accordance with the documents referenced in this DRD. The RMP shall provide sufficient detail to demonstrate an understanding of the compliance requirements including the following areas:

I. Program Management
- a. Program authorization and organization
- b. Guidance and training
- c. Internal Evaluations
- d. Procedures and Processes

II. Records Creation/Recordkeeping Requirements
- a. Creation of records/adequacy of documentation
- b. Contractor Records

III. Records Maintenance (General)
- a. General
- b. Paper-based Records
- c. Electronic Records
- d. Legacy Records

IV. Maintenance of Special Records
- a. Electronic Records
- b. Audiovisual Records
- c. Cartographic and Architectural Records
- d. Micrographic Records

V. Records Disposition
- a. Records Disposition Schedule Implementation

VI. Vital Records

Data Requirement

The following definitions are provided for clarification purposes:

1. Government Records

a. Except as provided in 2. of this requirement, all records acquired, generated or maintained by the Contractor in its performance of this Contract including, but not limited to, documentation of those actions, policies, decisions, operations, reviews, and activities necessary to perform or continue the work performed under the contract, shall be the property of the Government and shall be delivered to the Government or otherwise disposed of by the Contractor either as the Contracting Officer or the KSC Records Manager may from time to time direct or, as the Contracting Officer shall direct upon completion or termination of the contract. This sub-paragraph (a) shall not apply to documents owned by third parties that are in the possession of the Contractor (e.g. documents containing trade secrets of third parties).

b. To the extent Government records are in the possession of the Contractor (e.g., Government-owned, Contractor-held), the Government shall have full and prompt access to the same. The Government's full and prompt access to data or records generated (or otherwise produced or prepared) at, by, or for KSC endure irrespective of form or medium of the data and apply to all such data or records without regard to the date or origination of such data or records, and without regard to ownership.

c. The Government shall have unlimited rights in information incidental to Contract administration including administrative and management information created under the Contract by the Contractor and specified for delivery to NASA in performance of the Contract, expressly excluding Confidential Contractor financial information. The Government shall also have the right to release such administrative and management information to any third party to satisfy the Government's requirements.

d. The Government Agency owns the rights to all electronic information (electronic data, electronic information systems, electronic databases, etc.) and all supporting documentation created as part of this contract. Contractor shall deliver sufficient technical documentation with all data deliverables to permit the agency to use the data.

e. Contractor shall provide capabilities to comply with Federal and Agency records management policies. These policies include the preservation of all records created or received regardless of format or mode of creation/transmission (e-mail, collaborative environments, etc.) or state of completion (draft, final, etc.).

2. Contractor-owned records. Not all records created or received by the Contractor are Government records; NASA recognizes the right of the Contractor to retain ownership to certain records. Contractor-owned records include:

a. Personal notes, logs, memoranda, or other similar documents created by an employee of the Contractor for the employee's own personal convenience and which are not intended for distribution through the normal course of the Contractor's business; and legal records, including legal opinions, litigation files, and documents covered by the attorney-client (i.e., facts confidentially communicated to an attorney from a client for the purpose of seeking legal assistance and opinions given by an attorney based on those facts) and documents covered by the attorney work product privileges.

b. Employment-related records containing personally identifying information concerning employees (e.g., personnel, payroll, and medical records maintained on individual employees of the Contractor).

c. Employment-related records not containing personally identifying information concerning employees.

d. Confidential Contractor financial information, and correspondence between the Contractor and other segments of the Contractor located away from the NASA facility (i.e., the Contractor's corporate headquarters).

e. Contractor procurement-related records (confidential financial information and correspondence obtained by the Contractor for use in its subcontracts; source selection and other confidential, pre-decisional, or similar documents relating to the Contractor's deliberative process in selecting subcontractors) except for records that fall under 48 CFR Chapter 18 that may apply to NASA.

f. Pre-decisional documents that are a direct part of the Contractor's deliberative process in that they make recommendations or express opinions on matters of policy directly affecting the Contractor's business operations.

Data Requirement

g. The following categories of records maintained pursuant to the technology transfer clause of this contract.

(1) Executed license agreements, including exhibits or appendices containing information on royalties, royalty rates, other financial information, or commercialization plans, and all related documents, notes and correspondence.

(2) The contractor's protected Cooperative Research and Development Agreement (CRADA) information and appendices to a CRADA that contain licensing terms and conditions, or royalty or royalty rate information.

(3) Patent, copyright, mask work, and trademark application files and related contractor invention disclosures, documents and correspondence, where the contractor has elected rights or has permission to assert rights and has not relinquished such rights or turned such rights over to the Government.

3. Rights in Data. Ownership of documents by either the Government or the Contractor shall not in any way affect the respective rights the parties may otherwise have to data contained on or in the documents under other provisions in the Contract.

4. Metadata. Metadata as defined by ISO 15489 3.12 is "data describing context, content, and structure of records and their management through time."

References:

a. NASA Records Management, NPD 1440.6 (As revised)
b. NASA Records Retention Schedules, NPR 1441.1 (As revised)
c. KSC Records Management, KNPR 1440.6 (As revised)
d. Export Control Program NPD 2190.1B
e. 44 U.S.C. Chapters 29, 31, 33.
f. 44 U.S.C. 3501 et seq., Paperwork Reduction Act.
g. 36 CFR Parts 1220-1238.
h. Executive Order 12656, Assignment of Emergency Preparedness Responsibilities, Sections 201, 202, 1901, and 2001 (November 18, 1988), as amended.
i. FAR 52.227-14/52.2227-16
j. KSC Contract Clause 52.245.90 and 52.245-97

Data Requirement

Contract Application Information for DRL KEMCON	A. Item Number 1.5.7-002

B. Line Item Title

File Plan and Summary of Records Holdings and Transfers Report

C. OPR	D. Type	E. Inspect / Accept	F. Frequency	G. Initial Sub.	H. As of Date
IT-A	2	2	AN	February 1, 2016	365/30

I. Remarks

The contractor shall submit an annual summary each year, on or before October 31st, of Records Holdings and Transfers and maintain a file plan per the NASA references listed in section 8 below.

J. Distribution

OP-OS (1D)
IT-A (1D)

D = Electronic Submission

Totals	
No.	Type
2	D

Data Requirement Description

1. Title	2. Number
Report, File Plan and Summary of Records Holdings and Transfers	1.5.7-002
3. Use To submit summary of records holdings as specified in stated requirements.	4. Date 5. Organization NASA/KSC IT-A
7. Interrelationship	6. References See 8 below

8. Preparation Information

The file plan shall include at a minimum, the following data:

a. AFS#: NPR 1441.1
b. Item#: NPR 1441.1
c. Record Title: Record Series description, a description of the record and its function.
d. Office of Record: Office responsible for retiring the record at the end of lifecycle.
e. Location: Physical location of records
f. Retention/Disposition: The period of time the record shall be kept, and how it is treated at the end of its active lifecycle.
g. Permanent vs. Temporary: Designation of permanent status or temporary status of records.
h. Vital Status: Records identified as necessary for continuing operations immediately following an emergency.
i. Volume: Amount of records

References:
a. NASA Records Management, NPD 1440.6 (As revised)
b. NASA Records Retention Schedules, NPR 1441.1 (As revised)
c. KSC Records Management, KNPR 1440.6 (As revised)
d. NASA Export Control Program, NPD 2190.1 (As revised)

Data Requirement

Contract Application Information for DRL KEMCON	A. Item Number 1.6.2-001

B. Line Item Title
Asset Capitalization Report

C. OPR	D. Type	E. Inspect / Accept	F. Frequency	G. Initial Sub.	H. As of Date
GG-B	3	6	MO	See Block I	See Block I

I. Remarks
The Contractor shall submit their initial submission 2 business days after the end of the month following contract award. Thereafter, the Asset Capitalization Report is due monthly within 10 working days of the close of the contractor's accounting period. Product shall be compatible with Microsoft Office suite of software.

J. Distribution
TA-A5A (1D)
GG-B (1D) (1A hard copy with original signature)
GG-C-B1 (1D)
OP-OS (1D)

D = Electronic Submission

Totals	
No.	Type
4	D
1	A

Data Requirement Description

1. Title	2. Number
Report, Asset Capitalization	1.6.2-001
3. Use This report is used to document the current period monthly and cumulative costs incurred in the acquisition or fabrication of Government owned/Contractor Held capital assets in an accurate and timely manner.	4. Date 5. Organization NASA-KSC/GG-B
7. Interrelationship	6. References NPR 9250.1B

8. Preparation Information
The contractor shall report the actual monthly costs and the actual cumulative costs incurred for each new capital asset acquisition (Government Owned Contractor Held capital asset - Real and Personal Property) to the NASA Financial Accounting Office Property Accountant. The contractor shall support the accumulation of the cost for each item of NASA-defined capitalized PP&E as required by NASA based on a unique Reporting Category/Job Order Number (JON). This DRD report shall include the property number, property description, current month actual costs, cumulative actual costs, and contractor's 533 Reporting Category/JON for each capital asset. Additionally, the contractor shall include a copy of the corresponding page of the monthly NF 533 for the applicable Reporting Category/JON as a component of this DRD report. Please see below for the capitalization criteria (NPR 9250.1B, Property, Plant, and Equipment) and the values that should be included in the total cost.

A. Capitalization Criteria

1. The following capitalization criteria apply to PP&E, including acquisitions, fabrications, modifications, and improvements. NASA shall capitalize individual items of PP&E acquired by construction, purchase, transfer, donation, or exchange which meet all of the following criteria:

a. Have an acquisition cost of $100,000 or more (except internal use software which has a capitalization threshold of $1,000,000).
b. Have an estimated useful life of two years or more (except internal use software with a useful life of five years).
c. Are not intended for sale in the ordinary course of operations.
d. Have been acquired or constructed with the intention of being used, or being available for use, by the Agency.
e. Have a current or planned alternative future use on another project with a separate objective. Institutional acquisitions that are not defined as maintenance are presumed to have an alternative future use.

Items not meeting the above criteria or those specifically identified as prototypes or test articles, including ST and STE, are considered R&D costs and are expensed in the period incurred.

2. PP&E items acquired as part of a bulk purchase that individually meet the capitalization criteria shall be capitalized in accordance

with the policies established in this NPR. If the cost per item purchased in bulk does not meet the capitalization threshold, the bulk purchase will be expensed in the period acquired.

a. Internal Use Software Bulk Purchases of the same software acquired under the same contract shall be accounted for as a group. If the same software package is purchased under two or more contracts, costs shall be accounted for and thresholds applied separately. Software acquired through separate contracts shall be accounted for separately.

3. Collateral equipment includes building-type equipment, built-in equipment, and large substantially affixed equipment normally installed as a part of a facility project such as, construction or modification. Such a project is considered a single event for the purposes of determining whether the PP&E meets the capitalization criteria.

a. Collateral equipment is not severable and is considered part of the facility project through which it is installed. Therefore, the cost of collateral equipment shall be included in the value of the project in making the determination as to whether the project meets the capitalization criteria specified above. If the project meets the capitalization criteria, the value of the collateral equipment will be included in the capitalized value.

b. The replacement cost of collateral equipment or the addition of collateral equipment to an existing facility shall be treated as either a capital improvement or maintenance, depending on the circumstances.

c. Non-collateral equipment, when acquired and used in a facility or test apparatus, can be severed and removed after construction without substantial loss of value or damage to the equipment or the premises where it is installed.

d. Non-collateral equipment shall be considered separately in relation to the capitalization criteria, and non-collateral equipment which meets the capitalization criteria will be recorded in the general ledger PP&E accounts.

4. Modifications to existing PP&E shall be capitalized and defined as capital improvements if the modification meets certain criteria.

a. NASA shall capitalize individual modifications as capital improvements which have a cost of $100,000 or more, and meet one of the following criteria:

1) Extend the useful life of the asset by 2 years or more.

2) Enlarge or improve its capacity.

Otherwise upgrade it to serve needs different from, or significantly greater than, those originally intended.

5. Replacements due to maintenance shall be expensed.

a. Maintenance. Expenses incurred to maintain an asset in a useable condition do not meet the criteria for capitalization and are thus expensed in the accounting period in which the costs were incurred. SFFAS No. 6 states the following: "For purposes of this standard, maintenance is described as the act of keeping fixed assets in acceptable condition. It includes preventive maintenance, normal repairs, replacement of parts and structural components, and other activities needed to preserve the asset so that it continues to provide acceptable services and achieves its expected life. Maintenance excludes activities aimed at expanding the capacity of an asset or otherwise upgrading it to serve needs different from, or significantly greater than, those originally intended."

B. Valuation

1. Capitalized values shall include all costs incurred to bring General PP&E to a form and location suitable for its intended use, (i.e., the total cost to NASA). For example, the cost may include the following, as appropriate for the type of General PP&E capitalized:

a. Labor and other direct or indirect production costs.
b. Amounts paid to vendors or contractors, including fees.
c. Transportation charges to the point of initial use.
d. Handling and storage charges (for assets produced or constructed).
e. Engineering, architectural, and other outside services for designs, plans, specifications, and surveys.
f. Acquisition and preparation costs of buildings and other facilities.
g. An appropriate share of the cost of the equipment and facilities used in construction work.
h. Fixed equipment and related installation costs required for activities in a building or facility.
i. Direct costs of inspection, supervision, and administration of construction contracts and construction work.
j. Legal and recording fees and damage claims.
k. Fair values of facilities and equipment donated to the Government.
l. Material amounts of interest costs paid.

2. Costs of extended warranties should be expensed at the time of payment and not be included in the capitalized value. Where capitalized equipment is traded in for another piece of capitalized equipment, the capitalized value of the new asset will be the acquisition cost including the amount received for the trade-in. Capitalized value will be net of discounts taken.

Data Requirement
See Attachment for Sample Format for Government Owned Contractor Held Capital Asset Report - DRD 1.6.2-001

DATA REQUIREMENTS DESCRIPTION WORKSHEET

(1 item per worksheet)

EQUIPMENT CONTROL NUMBER (PERSONAL PROPERTY): _____

OR FACILITY NUMBER (REAL PROPERTY): _____

MONTH: _____

FISCAL YEAR: _____

533 REPORTING CATEGORY/JON	ITEM DESCRIPTION	CURRENT MONTH COSTS	CUMULATIVE COSTS	

NAME: _____

SIGNATURE: _____

TITLE: _____

DATE: _____

Data Requirement

Contract Application information for DRL KEMCON	A. Item Number 1.6.3-001

B. Line Item Title
Motor Vehicle Utilization Plan and Reports

C. OPR	D. Type	E. Inspect / Accept	F. Frequency	G. Initial Sub.	H. As of Date
TA-A5A	1	2	AN	January 1, 2016	365/10

I. Remarks

The plan shall be updated annually and provided to the Government for recertification 10 days after the beginning of each calendar year.

J. Distribution
TA-A5A (1D)
OP-OS (1D)

Totals	
No.	Type
2	D

Data Requirement Description

1. Title	2. Number
Plan and Reports, Motor Vehicle Utilization	1.6.3-001
3. Use To document utilization of Contractor-acquired or leased and NASA-owned vehicles, and report accident rates and associated repair costs for all vehicles on Government property.	4. Date 5. Organization NASA-KSC/TA-A5A
7. Interrelationship	6. References

8. Preparation Information
The Motor Vehicle Utilization Plan shall describe the Contractor's approach to ensure the proper utilization of GSA, commercial rental, and/or Government vehicles in accordance with the compliance documents listed below. The plan shall:

a. Include a copy of the Contractor's motor vehicle insurance policy indicating the Contractor maintains bodily injury and property damage coverage with limits of liability as required by NFS 1852.228-75, Minimum Insurance Coverage;
b. Establish a schedule of periodic checks by the Contractor, GSA or other vehicle provider, and NASA to ensure the vehicles are being used exclusively for the contract;
c. Address operator requirements and describe operator discipline for improper use of vehicles;
d. Include the process for obtaining preventive maintenance and for reporting accidents;
e. List the type and quantity of vehicles approved by the NASA Transportation Office for use on the contract. The list shall include the FSC Codes, Government license plate number, and a point of contact for each vehicle;
f. Address plans to reduce petroleum use and increase alternative fuel use per the reference Executive Orders;
g. Specify the use of KSC Form 7-490, KSC Vehicle Use Record. Upon request, provide the NASA KSC Transportation Office with copies of the Vehicle Use Records.

For the plan, Contractor format is acceptable.

In addition to the plan, the Contractor shall provide the NASA KSC Motor Vehicle Fleet Officer with the following information and reports:

a. The Contractor shall ensure that all NASA rolling stock is titled to NASA and not the Contractor, and that the original Certificate of Title for all NASA rolling stock (existing and newly purchased) is provided to NASA;
b. A copy of the monthly GSA billing statement;
c. An electronic report of all vehicle damage including a copy of the repair invoice. Include management corrective action taken. This report is due when damage occurs.

Data Requirement

Compliance documents:
NPR 6200.1, NASA Transportation and General Traffic Management
NPD 6000.1, Transportation Management
KNPR 6000.1, Transportation Support System Manual
NASA Fleet Management Handbook
Executive Order 13423 – Strengthening Federal Environmental, Energy, and Transportation Management
Executive Order 13514 – Federal Leadership in Environmental, Energy, and Economic Performance

Data Requirement

Contract Application Information for DRL KEMCON	A. Item Number 1.6.4-001

B. Line Item Title
Export Control Plan

C. OPR	D. Type	E. Inspect / Accept	F. Frequency	G. Initial Sub.	H. As of Date
TA-A5A	1	2	RT	See Block I	See Block I

I. Remarks

The Contractor shall submit a draft Export Control Plan 60 days after contract effective date and shall submit the final plan for approval within 120 days after contract effective date. The plan shall be updated upon change. The plan shall be reviewed annually thereafter and updated as required. Electronic copies shall be compatible with the Microsoft Office product suite.

J. Distribution

TA-A5A (1D)
TA-A4A (1D)
OP-OS (1D)

D = Electronic Submission

Totals	
No.	Type
3	D

Data Requirement Description

1. Title	2. Number
Plan, Export Control	1.6.4
3. Use To document the Contractor's approach for Export Control	4. Date 5. Organization NASA KSC TA-A5A
7. Interrelationship	6. References See Block 8

8. Preparation Information

The Contractor shall prepare and submit an Export Control Plan to describe the Contractor's planned approach for accomplishing contract functions while strictly adhering to export laws, regulations, and directives. The plan shall describe all export control activities related to the performance of contract requirements in accordance with NPD 2190.1, NASA Export Control Program, and KDP-KSC-P-2613, KSC Export Process (Export Control).

Contractor formats are acceptable as coordinated and agreed upon by the Government. Any updates to the plan require a resubmission of the plan to the Government.

Data Requirement

Contract Application Information for DRL KEMCON	A. Item Number 1.7.1-001

B. Line Item Title
Safety and Health Plan

C. OPR	D. Type	E. Inspect / Accept	F. Frequency	G. Initial Sub.	H. As of Date
SA-E	3	2	AN	See Block I	365/30

I. Remarks

The Contractor shall submit the Safety & Health (S&H) Plan and obtain Government approval signature prior to contract effective date. Thereafter, the contractor shall annually submit an updated S&H Plan to obtain Government approval signature within 1 year of the S&H Plan initial approval date. Changes to the baseline document shall require the contractor to obtain Government approval signature.

J. Distribution	Totals	
	No.	Type
OP-OS (1D) SA-E (1D) TA-A4 (2D) TA-A2 (1D)	5	D
D = Electronic Submission		

Data Requirement Description

1. Title	2. Number
Plan, Safety and Health	1.7.1-001
3. Use To ensure the contract is conducted in a safe manner and complies with all S&H directives, instructions, policies, and regulations as listed in this contract. To verify the contractor intends to be proactive and innovative in S&H practices. To verify a process where employees (Con't in 8)	4. Date 5. Organization NASA/KSC SA-E
7. Interrelationship	6. References

8. Preparation Information
#3. (con't): have a safe work environment/conditions throughout the performance of this contract.

The S&H Plan shall describe task and activities of the S&H management at each site where the contractor is operational to assure identification, evaluation, and elimination/control of S&H concerns. At a minimum, the plan shall include the following:
a. All requirements specified in NFS 1852.223-73 and NPR 8715.3 Appendix E.
b. Organization charts(s) which illustrates the functional relationships and lines of communication between Safety, the S&H organization, and other organizational elements.
c. Descriptions of the S&H management functions within the organization including the process through which management decisions will be made, including notification to the local NASA S&H organization of critical and catastrophic hazards, corrective actions, mishaps, and deviations or waivers to NASA S&H requirements.
d. Description of the responsibility, authority, and accountability of S&H personnel, other contractor organizational elements involved in the S&H effort, and subcontractor S&H personnel. Include the organizational unit responsible for the execution of S&H tasks and the position with the authority to resolve all identified S&H issues.
e. Description of the management controls that will be used to ensure compliance with S&H regulations.
f. Cross-reference of safety program requirements (e.g., OSHA, NASA, local NASA Center, State) and contractor procedures to avoid duplication of effort.
g. Description of the safety program measurement system, including measurements, metrics, and trend analysis methods. The performance measurement system should describe responsibility for identifying and implementing remedial action, recurrence control, and corrective actions that are necessary to improve performance as indicated by the performance measurement system.
h. Format: Microsoft Word or PDF. Contractor format is acceptable. Maintenance: Changes shall be incorporated as required by change page or complete revision. NASA approval required.

Data Requirement

Contract Application Information for DRL KEMCON	A. Item Number 1.7.2-001

B. Line Item Title
Safety Statistics Report

C. OPR	D. Type	E. Inspect / Accept	F. Frequency	G. Initial Sub.	H. As of Date
SA-E	3	2	MO	November 15, 2015	30/15

I. Remarks

J. Distribution
SA-E (1D)
TA-B1 (1D)
OP-OS (1D)

D = Electronic Submission

Totals	
No.	Type
3	D

Data Requirement Description

1. Title	2. Number
Report, Safety Statistics	1.7.2-001
3. Use	4. Date
The Safety Statistics Report provides information on mishaps and close calls affecting the contractor's performance.	5. Organization NASA/KSC SA-E
7. Interrelationship	6. References

8. Preparation Information

The contractor will ensure that the submitted Safety Statistics Report (KSC Form 6-22) is accurate at the time of submittal. This includes ensuring that cases that escalate, changes in property damage, and changes in previous year's data are noted on the following months Safety Statistics Report. In addition, include explanations of the changes, and ensure that these cases and changes are updated in the Agency automated data system for mishap reporting.

Data Requirement

Contract Application Information for DRL KEMCON	A. Item Number 1.7.2-002

B. Line Item Title
Safety Anomaly Report

C. OPR	D. Type	E. Inspect / Accept	F. Frequency	G. Initial Sub.	H. As of Date
TA-A4A	3	2	AR	See Block I	

I. Remarks

An Anomaly Report is required for each major anomaly as it occurs.

J. Distribution

OP-OS (1D)
TA-A4A (1D)
SA-E (1D)

D = Electronic Submission

Totals	
No.	Type
3	D

Data Requirement Description

1. Title	2. Number
Report, Safety Anomaly	1.7.2-002
3. Use To provide an immediate description of equipment or system failure or anomaly, an accident, a close call, or a personal injury.	4. Date 5. Organization NASA/KSC TA-C
7. Interrelationship	6. References 8715.3 KNPR

8. Preparation Information

1. An Anomaly Report shall be prepared and distributed per Block J not later than 4 hours after the anomaly occurs and shall include but not be limited to:
a. Date, time, location, and nature of the anomaly;
b. System or Systems involved;
c. Number, and if possible, nature of any injuries;
d. Probable cause of occurrence and events leading up to anomaly;
e. Actions taken to eliminate or minimize any hazards or further damage;
f. Planned corrective actions to prevent recurrence, if known;
g. Persons notified;
h. Photograph, if available.

2. Anomalies meeting NASA Mishap criteria for Type A through Type D as defined in KNPR 8715.3, shall be upgraded to Mishaps and electronically entered into the Agency automated data system for mishap reporting database within 24 hours or by the end of the next regular duty day if the incident occurs after 1500 hours on the last work day before a holiday or weekend or anytime on weekends or holidays. In addition, all anomalies with the potential to have been a Type A through Type D Mishap shall also be entered. Data entered shall contain as much detail as available and when appropriate shall include details such as root cause analysis, measures to prevent recurrence, photographs, etc.

3. The format for the Anomaly Report is at the discretion of the Contractor. The report shall be compatible with the Microsoft Office product suite.

Data Requirement

Contract Application Information for DRL KEMCON	A. Item Number 1.8.2-001

B. Line Item Title
Certifications and Licensure Report

C. OPR	D. Type	E. Inspect / Accept	F. Frequency	G. Initial Sub.	H. As of Date
TA-A4	3	6	RT	April 1, 2016	

I. Remarks

Updates as requested by the Government. Updates requested should be distributed to only those mail codes in the distribution list that requested the updates.

J. Distribution

OP-OS (1D)
TA-A4 (1D)
TA-A4A (1D)
TA-A4B (1D)

D = Electronic Submission

Totals	
No.	Type
4	D

Data Requirement Description

1. Title	2. Number
Report, Certifications and Licensures	1.8.2-001
3. Use To validate essential credentials for key personnel on the contract for whom certification and licensures are expected.	4. Date 5. Organization NASA-KSC/TA-A4
7. Interrelationship	6. References

8. Preparation Information

The Contractor shall submit a summary list of credentials for all personnel covered by certification and licensure requirements of the contract. Certification and licensure requirements are called out in the following PWS elements:

2.0 Medical Services
3.0 Environmental Health Services
4.0 Environmental Services

For each individual covered by those specific requirements, the Contractor shall report on the following:
- Last date of licensing or certification;
- Certifying or licensing entity;
- Copy of certification or license.

Data Requirement

Contract Application Information for DRL KEMCON	A. Item Number 2.1-001

B. Line Item Title
Medical Quality Assurance Program Plan

C. OPR	D. Type	E. Inspect / Accept	F. Frequency	G. Initial Sub.	H. As of Date
TA-A4A	3	2	RT	January 1, 2016	

I. Remarks

The contractor shall submit a Medical Quality Assurance Program Plan and obtain Government approval signature within 90 days after start of the contract. Changes to the baseline document shall require the contractor to obtain Government approval signature.

J. Distribution

		Totals	
		No.	Type
TA-A4A	(5A, 1D)	5	A
OP-OS	(1D)	4	D
45 CONS/LGCZC	(1D)		
45 MDG/CC	(1D)		

D = Electronic Submission

Data Requirement Description

1. Title	2. Number
Plan, Medical Quality Assurance Program	2.1-001
3. Use Prepared to provide a description of the Medical Quality Assurance Program.	4. Date 5. Organization NASA/KSC/TA-A4A
7. Interrelationship	6. References NPR 1800.1

8. Preparation Information

Prepare a plan which evaluates all aspects of the Medical Quality Assurance Program. At a minimum, plan shall address:

1. Maintaining confidentiality and privacy of clinic operations;
2. Assuring safe clinic operations;
3. Validation of staff knowledge;
4. Assurance of credentials and licensures of medical staff;
5. Maintaining current internal operating procedures are in place and followed;
6. Conducting internal audits and medical chart reviews;
7. Validation of readiness of medications, supplies, and equipment;
8. Assuring appropriate medical records systems are in place.

Data Requirement

Contract Application Information for DRL KEMCON	A. Item Number 2.9-001

B. Line Item Title

Aerospace Medicine Medical Quality Operations Support Plan

C. OPR	D. Type	E. Inspect / Accept	F. Frequency	G. Initial Sub.	H. As of Date
TA-A4A	3	2	AR	See Block I	See Block I

I. Remarks

Medical plans and appropriate revisions, dictated by the launch schedule, are required by NASA Medical prior to each human spacecraft launch (see components 1, 2, and 3 in block 8. below).

J. Distribution

TA-A 1&2 (10A, 1D) 3&4 (30A) (1D)
OP-OS (1D)
45 CONS/LGCZC (1D)

D = Electronic Submission

Totals	
No.	Type
40	A
4	D

Data Requirement Description

1. Title	2. Number
Plan, Aerospace Medicine Medical Quality Operations Support	2.9-001
3. Use To provide a description of the medical operations support to human spacecraft activities.	4. Date 5. Organization NASA/KSC/TA-A4A
7. Interrelationship	6. References

8. Preparation Information

Prepare plans which provide descriptions of the activities to meet medical operations requirements for human spacecraft launch support. These plans shall emphasize both routine and emergency medical support as well as any ancillary support, e.g., laboratory services. They shall consist of the following documentation:

1. KSC Medical Operations Support Implementation Plan (MOSIP). Frequency: Initial plan and Government approval signature within 1 year after contract start, then as needed thereafter.
2. KSC Emergency Medical Services (EMS) Plan. Frequency: Initial plan and Government approval signature within 1 year of NASA crewed launch, then as needed thereafter.
3. Medical Package for Launch:
   a. Frequency: Prior to each launch in support of the Medical Readiness Meeting and prior to Terminal Count Down Test.
   b. Provide plans for confirming all necessary medical preparations for launch, including:
      (1) Launch time lines
      (2) General mission information
      (3) Launch deployment staging maps
      (4) General communications listing
      (5) Personnel duty, notification tree, and on-call schedules
      (6) Triage site maps
      (7) Hospital emergency contacts and resources
      (8) Flight crew identification, seating, and configuration
      (9) Special preparations and unique requirements

4. Mission Report. Frequency: Within 30 days of conclusion of human spacecraft mission.

Data Requirement

Contract Application Information for DRL KEMCON	A. Item Number 3.4-001

B. Line Item Title
Emergency Management Plan

C. OPR	D. Type	E. Inspect / Accept	F. Frequency	G. Initial Sub.	H. As of Date
TA-A2	3	2	AN	November 1, 2015	365/30

I. Remarks

A draft Emergency Management Plan shall be submitted to the OPR for review **30** days after contract effective date. The Contractor shall review the plan at least annually thereafter and update as required.

J. Distribution
TA-A2 (1A) (1D)
TA-A4A (1D)
OP-OS (1D)

D = Electronic Submission

Totals	
No.	Type
1	A
3	D

Data Requirement Description

1. Title	2. Number
Plan, Emergency Management	3.4-001
3. Use To document the Contractor requirements, responsibilities, processes, and implementation approach for preparing for emergencies and contingencies.	4. Date 5. Organization NASA-KSC/TA-A2
7. Interrelationship	6. References See Block 8

8. Preparation Information

The Contractor shall develop, implement, and update an Emergency Management Plan that complies with KNPR 8715.2, Comprehensive Emergency Management Plan, and KNPR 1040.3, Continuity of Operations Planning (COOP). The Contractor shall provide a single point of contact for coordination with the NASA Emergency Management Officer and an emergency support function when required by the National Incident Management System.

Contractor formats are acceptable as coordinated and agreed upon by the Government.

Data Requirement

Contract Application Information for DRL KEMCON	A. Item Number 4.5.2-001

B. Line Item Title

Annual KSC On-Site Hazardous Waste Treatment, Disposal, and Recycling Report

C. OPR	D. Type	E. Inspect / Accept	F. Frequency	G. Initial Sub.	H. As of Date
TA-A4	3	2	AN	January 30, 2016	365/30

I. Remarks

J. Distribution

TA-A4 (1D)
TA-A4C (1A) (1D)
OP-OS (1D)

D= Electronic submission

Totals	
No.	Type
1	A
3	D

Data Requirement Description

1. Title	2. Number
Report, Annual KSC On-Site Hazardous Waste Treatment, Disposal, and Recycling	4.5.2-001
3. Use To provide insight and accountability of hazardous and controlled waste disposed of under the KSC EPA ID number.	4. Date 5. Organization NASA/KSC TA-A4
7. Interrelationship	6. References

8. Preparation Information

Coordinate with the waste generators/customers and maintain records of the dates and quantities of hazardous waste disposed, treated, or recycled on-site. Provide an annual report to the Government regarding these activities.

Data Requirement

Contract Application Information for DRL KEMCON	A. Item Number 4.5.2-002

B. Line Item Title
Quarterly Hazardous and Controlled Waste Report

C. OPR	D. Type	E. Inspect / Accept	F. Frequency	G. Initial Sub.	H. As of Date
TA-A4C	3	2	QU	January 1, 2016	90/10

I. Remarks

J. Distribution
TA-A4 (1D)
TA-A4C (1D)
OP-OS (1D)

D = Electronic Submission

Totals	
No.	Type
3	D

Data Requirement Description

1. Title	2. Number
Report, Quarterly Hazardous and Controlled Waste	4.5.2-002
3. Use Quarterly hazardous and controlled waste summary.	4. Date
	5. Organization NASA/KSC TA-A4
7. Interrelationship	6. References

8. Preparation Information

Provide a quarterly report (Excel spreadsheet) which summarizes information regarding off-site shipments of hazardous and controlled waste. The report shall identify waste stream names, waste codes, weights/quantities, waste generators/customers, waste generation locations, destination disposal facility, funding NASA program, and disposal costs.

Data Requirement

Contract Application Information for DRL KEMCON	A. Item Number 4.5.2-003

B. Line Item Title
NASA-KSC Annual PCB Report

C. OPR	D. Type	E. Inspect / Accept	F. Frequency	G. Initial Sub.	H. As of Date
TA-A4	3	3	AN	July 1, 2016	365/10

I. Remarks

J. Distribution
TA-A4 (1D)
TA-A4B (1D)
OP-OS (1D)

D = Electronic Submission

Totals	
No.	Type
3	D

Data Requirement Description

1. Title	2. Number
Report, NASA-KSC Annual PCB	4.5.2-003
3. Use Prepare the NASA-KSC Annual PCB Report, detailing disposal of PCB waste from KSC.	4. Date 5. Organization NASA/KSC TA-A4
7. Interrelationship	6. References

8. Preparation Information

Prepare the NASA-KSC Annual Polychlorinated Biphenyl (PCB) Report according to 40CFR761.

Data Requirement

Contract Application Information for DRL KEMCON	A. Item Number 4.5.2-004

B. Line Item Title
NASA-KSC Biennial Hazardous Waste Report

C. OPR	D. Type	E. Inspect / Accept	F. Frequency	G. Initial Sub.	H. As of Date
TA-A4	3	3	BE	March 1, 2016	730/10

I. Remarks

J. Distribution
TA-A4 (1D)
TA-A4B (1D)
OP-OS (1D)

D = Electronic Submission

Totals	
No.	Type
3	D

Data Requirement Description

1. Title	2. Number
Report, Biennial Hazardous Waste	4.5.2-004
3. Use Prepare the NASA-KSC Biennial Hazardous Waste Report.	4. Date 5. Organization NASA/KSC TA-A4
7. Interrelationship	6. References

8. Preparation Information

Prepare the NASA-KSC biennial hazardous waste report according to Federal and state of Florida regulations.

Data Requirement

Contract Application Information for DRL KEMCON	A. Item Number 4.5.2-005

B. Line Item Title

Off-Site Hazardous Waste Transporters and Facilities Report

C. OPR	D. Type	E. Inspect / Accept	F. Frequency	G. Initial Sub.	H. As of Date
TA-A4	3	3	RT	October 1, 2015	

I. Remarks

The Contractor shall submit this report prior to contract effective date and resubmit this report upon any change in transporter or TSDF.

J. Distribution

TA-A4 (1D)
TA-A4B (1D)
OP-OS (1D)

D = Electronic Submission

Totals	
No.	Type
3	D

Data Requirement Description

1. Title	2. Number
Report, Off-Site Hazardous Waste Transporters and Facilities	4.5.2-005
3. Use To document planned hazardous waste transporters and disposal facilities.	4. Date 5. Organization NASA/KSC TA-A4
7. Interrelationship	6. References

8. Preparation Information

Provide USEPA hazardous waste identification (ID) numbers and copies of all required permits for off-site hazardous and controlled waste transporters and TSDFs utilized. The Contractor must have prior written concurrence by the CO before making a change to a hazardous waste transporter or off-site TSDF. Copies of the permits and USEPA hazardous waste ID numbers for any proposed transporter or TSDF must be provided to the CO for evaluation.

Data Requirement

Contract Application Information for DRL KEMCON	A. Item Number 4.5.2-006

B. Line Item Title

Off-Site Treatment, Disposal, and Recycling Facility Audit Report

C. OPR	D. Type	E. Inspect / Accept	F. Frequency	G. Initial Sub.	H. As of Date
TA-A4	3	3	AN	See Block 8	365/10

I. Remarks

J. Distribution

TA-A4 (1D)
TA-A4B (1D)
OP-OS (1D)

D = Electronic Submission

Totals	
No.	Type
3	D

Data Requirement Description

1. Title	2. Number
Report, Off-Site Treatment, Disposal, and Recycling Facility Audit	4.5.2-006
3. Use To ensure that off-site hazardous waste TSDFs are audited not less than annually for regulatory and permit compliance.	4. Date 5. Organization NASA/KSC TA-A4
7. Interrelationship	6. References

8. Preparation Information

Ensure that off-site hazardous and controlled waste TSDFs are audited not less than annually for regulatory and permit compliance. The audit shall be performed by an independent third-party and shall be contracted separately from the off-site hazardous waste disposal services. Copies of the audit report shall be provided to the CO and COR within 30 days of completion. The Government may attend and participate in these audits. Initial report due before first shipment of waste to facility, then annually thereafter.

Data Requirement

Contract Application Information for DRL KEMCON	A. Item Number 4.5-001

B. Line Item Title
Waste Management and Sampling Plan

C. OPR	D. Type	E. Inspect / Accept	F. Frequency	G. Initial Sub.	H. As of Date
TA-A4B	2	3	AN	November 1, 2015	365/30

I. Remarks

J. Distribution
TA-A4B (1D)
OP-OS (1D)

D = Electronic Submission

Totals	
No.	Type
2	D

Data Requirement Description

1. Title	2. Number
Plan, Waste Management and Sampling	4.5-001
3. Use Details the contractor's process for management and sampling of waste.	4. Date 5. Organization NASA/KSC TA-A4
7. Interrelationship	6. References

8. Preparation Information

The Contractor shall prepare and maintain a written comprehensive Waste Management and Sampling Plan which outlines the approach, methods, instructions, processes, and procedures for completing hazardous and controlled waste characterization, sampling, pick-up, treatment, and disposal services.

Data Requirement

Contract Application Information for DRL KEMCON	A. Item Number 4.7-001

B. Line Item Title
Environmental Sampling Plan

C. OPR	D. Type	E. Inspect / Accept	F. Frequency	G. Initial Sub.	H. As of Date
TA-A4	3	3	RT	October 1, 2015	

I. Remarks

J. Distribution
TA-A4 (1D)
TA-A4B (1D)
OP-OS (1D)

D = Electronic Submission

Totals	
No.	Type
3	D

Data Requirement Description

1. Title	2. Number
Plan, Environmental Sampling	4.7-001
3. Use Details contractor's Environmental Sampling Program.	4. Date
	5. Organization NASA/KSC TA-A4
7. Interrelationship	6. References

8. Preparation Information

The Contractor shall prepare and maintain a written Environmental Sampling Plan which outlines sampling program facets such as procedures, SOPs, protocols, locations, media, methods, target analytes, sampling schedule/frequency, laboratory analytical methods, applicable regulatory/permit requirements, regulatory reporting forms, and regulatory report due dates. Submit initially within 30 days of contract award. Update as required thereafter.

Data Requirement

Contract Application Information for DRL KEMCON	A. Item Number 4.8-001

B. Line Item Title
Annual Ecological Monitoring Plan

C. OPR	D. Type	E. Inspect / Accept	F. Frequency	G. Initial Sub.	H. As of Date
TA-A4C	3	2	AN	December 1, 2015	See Block I

I. Remarks

Update this plan annually to reflect changes to monitoring plans, new initiatives, and completed studies.

J. Distribution

TA-A4C (2D)
OP-OS (1D)
National Park Service (1D)
U. S. Fish and Wildlife Service (1D)

D = Electronic Submittal

Totals	
No.	Type
5	D

Data Requirement Description

1. Title	2. Number
Plan, Annual Ecological Monitoring	4.8-001
3. Use Prepared to provide overall strategic and program guidance for ecological program support.	4. Date 5. Organization NASA/KSC TA-A4C
7. Interrelationship	6. References

8. Preparation Information

The plan will provide:
1. Overall scope and basis for the ecological program;
2. Program summary to include ESMDMS;
3. Program strategy;
4. Management approach;
5. Schedule of all activities including significant monitoring plans;
6. Resources;
7. References.

Data Requirement

Contract Application Information for DRL KEMCON	A. Item Number 4.8-002

B. Line Item Title
Annual Summary of Animal Use Report

C. OPR	D. Type	E. Inspect / Accept	F. Frequency	G. Initial Sub.	H. As of Date
TA-A4C	3	2	See Block 8	See Block 8	See Block 8

I. Remarks

J. Distribution
TA-A4C (1D)
OP-OS (1D)

D = Electronic Submission

Totals	
No.	Type
2	D

Data Requirement Description

1. Title	2. Number
Report, Annual Summary of Animal Use	4.8-002
3. Use Prepared to present animal use data for all KSC animal research and monitoring activity.	4. Date 5. Organization NASA/KSC TA-A4C
7. Interrelationship	6. References

8. Preparation Information

Reports are required for the following purposes and organizations:

1. An annual report to the U.S. Department of Agriculture summarizing KSC animal research use by species of animal, number, and final disposition. Contractor report is due by November 1st of each year through TA-A.

2. An annual report to AAALAC International that summarizes facility changes, personnel qualifications, and animal use by type and number. Contractor report due by October 15th each year through TA-A.

3. An annual report is due to the Office of Laboratory Animal Welfare (OLAW/ NIH/PHS) each year summarizing in detail the KEMCON animal research program, facility, and personnel in detail through TA-A.

4. A report is due to AAALAC International every third year summarizing in detail the Animal Research Program at KSC including all aspects of the program, research activities, and husbandry. It is submitted in advance of the tri-annual accreditation visit through TA-A.

Data Requirement

Contract Application Information for DRL KEMCON	A. Item Number 4.8-003

B. Line Item Title
Long Term Air Quality Monitoring Plan

C. OPR	D. Type	E. Inspect / Accept	F. Frequency	G. Initial Sub.	H. As of Date
TA-A4C	3	2	AN	January 1, 2016	

I. Remarks

J. Distribution
TA-A4C (1D)
OP-OS (1D)

D = Electronic Submission

Totals	
No.	Type
2	D

Data Requirement Description

1. Title	2. Number
Plan, Long Term Air Quality Monitoring	4.8-003
3. Use Document air quality and identify results that exceed EPA standards.	4. Date 5. Organization NASA/KSC TA-A4C
7. Interrelationship	6. References

8. Preparation Information

1. Annual average for O2, Sox, NOx, CO, temperature, humidity, and precipitation amounts by sample sites;
2. Maximum and minimum for each day and the hourly concentrations for O3, Sox, NOx, and CO;
3. Tabulation of wind speed and direction data by sites;
4. Identification of all that exceeded Federal or State Standards;
5. Averages of analysis results or precipitation samples - standard physical and chemical measures;
6. Discussion of significant results.

Data Requirement

Contract Application Information for DRL KEMCON	A. Item Number 4.10-001

B. Line Item Title

Post Launch Ecological Impact Report

C. OPR	D. Type	E. Inspect / Accept	F. Frequency	G. Initial Sub.	H. As of Date
TA-A4C	3	2	See Block I	See Block I	See Block I

I. Remarks

1. Provide a "quick look" report within 48 hours after launch according to block 8 below.
2. Provide a post launch summary report as requested

J. Distribution

TA-A4C (2D)
OP-OS (1D)
National Park Service (1D)
U. S. Fish and Wildlife Service (1D)

D = Electronic Submission

Totals	
No.	Type
5	D

Data Requirement Description

1. Title	2. Number
Report, Post Launch Ecological Impact	4.10-001
3. Use Assess ecological effects of launch and recommend control measures if needed	4. Date 5. Organization NASA/KSC TA-A4C
7. Interrelationship	6. References

8. Preparation Information

Provide reports following launches.

Quick look report to include:
- Final Rocket Exhaust Effluent Diffusion Model (REEDM) plot with input weather conditions noted;
- Initial assessment of model; prediction vs. actual deposition based on ground truth monitoring;
- Identification of initial significant finding.

Post Launch Summary Report to include:
- Narrative of console operations, noting any announcements made;
- Final Assessment of REEDM prediction vs. ground truth (mapped);
- Summarization and analysis of data collected;
- Identification of significant findings;
- Identification of problems encountered;
- Discussion of results and significance to KSC operations;
- Suggested corrective actions for ecological problems noted.

Data Requirement

Contract Application Information for DRL KEMCON	A. Item Number 5.2-001

B. Line Item Title
Medical Services Provided to the USAF

C. OPR	D. Type	E. Inspect / Accept	F. Frequency	G. Initial Sub.	H. As of Date
45 MDG/CC	3	2	BW	October 15, 2015	

I. Remarks

J. Distribution

TA-A4A	(1D)
OP-OS	(1D)
45 MDG/CC	(2D)
45 CONS/LGCZC	(1D)

D = Electronic Submission

Totals	
No.	Type
5	D

Data Requirement Description

1. Title	2. Number
Report, Medical Services Provided to the USAF	5.2-001
3. Use Report provides data on the Contractor-provided medical services the USAF has purchased for USAF insight and planning.	4. Date 5. Organization 45 MDG/CC
7. Interrelationship	6. References KBM-ST-2.1

8. Preparation Information

In accordance with the Contractor's invoice cycle, provide a matrix (e.g., employers vs. services) report which describes the Contractor-provided Medical Services as designated in PWS 5.2, that includes at a minimum the following:

-The number of USAF or USAF Contractor employees provided health examinations, their employers, the types of health examinations provided, and the job medical certifications provided.
-Review occupational exam results and track and trend findings and report to USAF.
-The number and type of clinical laboratory samples provided to USAF employees and the patient's employer.

Data Requirement

Contract Application Information for DRL KEMCON	A. Item Number 5.3-001

B. Line Item Title

Air Force Environmental Health Services Report

C. OPR	D. Type	E. Inspect / Accept	F. Frequency	G. Initial Sub.	H. As of Date
45 MDG/CC	3	2	QU		90/10

I. Remarks

J. Distribution

TA-A4A	(1D)	
OP-OS	(1D)	
45 MDG/CC	(1A) (1D)	
45 CONS/LGCZC	(1D)	
45 AMDS/SGPB	(1D)	
45 AMDS/SGPM	(1D)	D = Electronic Submission

Totals	
No.	Type
1	A
6	D

Data Requirement Description

1. Title	2. Number
Report, Air Force Environmental Health Services	5.3-001
3. Use Report provides data on the contractor-provided environmental health services the USAF has purchased for insight and planning purposes.	4. Date 5. Organization 45 MDG/CC
7. Interrelationship	6. References

8. Preparation Information

On a quarterly basis, provide a matrix (e.g., employers vs services) report which describes the contractor-provided Medical Services to the USAF which includes at a minimum the following:

- Requested data on USAF or USAF contractor entities provided Environmental Health services, to include date of service, entity provided the service (contract/tenant/AF identifier), specific service provided in enough detail to be able to estimate FTE/time expenditures.
- Services recorded as described above should include:
  - o Hazard assessments - surveys such as: Emergency response support, ergonomics, confined space hazard evaluations, chemical exposure, heat stress, illumination, oxygen deficiency evaluations, metals exposures, noise
  - o Confined space surveys - Includes atmospheric testing, completion of entry permits
  - o Operations support - tasks associated with direct support to scheduled launch vehicle and payload processing operations.
  - o Ventilation systems - laboratory hood and local exhaust ventilation system surveys
  - o IH Laboratory - industrial hygiene analytical methods (# samples x # analytes/sample)
  - o Food service inspections animal care facility inspections barber shop and fitness centers inspections sanitary nuisance investigations chemical toilet inspections facility sanitation inspections sanitation complaint investigations septic tanks
  - o Mosquito surveillance sampling surveys
  - o Ionizing radiation surveys of ionizing radiation sources
  - o Nonionizing radiation surveys of nonionizing radiation sources
  - o Dosimeter management - dosimeters issued
  - o HP Lab - HP laboratory analysis, including quality control samples
  - o Ionizing Radiation Use Authorizations, surveys and maintenance
  - o RF Use Authorizations including surveys and maintenance
  - o Laser Use Authorizations including surveys and maintenance

Data Requirement

Contract Application Information for DRL KEMCON	A. Item Number 5.4-001

B. Line Item Title
USAF On-Site Hazardous Waste Disposal Report

C. OPR	D. Type	E. Inspect / Accept	F. Frequency	G. Initial Sub.	H. As of Date
45 CES/CEAN	3	2	AN	January 15, 2016	365/15

I. Remarks

J. Distribution
TA-A4 (1D)
OP-OS (1D)
45 CONS/LGCZC (1D)
45 CES/CEIE (1D)
D = Electronic Submission

Totals	
No.	Type
4	D

Data Requirement Description

1. Title	2. Number
Report, USAF On-Site Hazardous Waste Disposal	5.4-001
3. Use	4. Date
To provide insight and accountability of hazardous waste disposed of under the USAF USEPA ID number.	5. Organization 45 CES/CEIE
7. Interrelationship	6. References

8. Preparation Information

The Contractor shall submit an annual report on the amount of hazardous waste treated on-site. Report to include:
- waste description;
- date of treatment;
- type of treatment;
- quantities treated and disposed of.

Data Requirement

Contract Application Information for DRL KEMCON	A. Item Number 5.4-002

B. Line Item Title
USAF Waste Disposal and Treatment Cost Report

C. OPR	D. Type	E. Inspect / Accept	F. Frequency	G. Initial Sub.	H. As of Date
45 CES/CEIE	3	2	QU	January 10, 2016	90/10

I. Remarks

J. Distribution
TA-A1 (1D)
OP-OS (1D)
45 CONS/LGCZC (1D)
45 CES/CEIE (1D)

D = Electronic Submission

Totals	
No.	Type
4	D

Data Requirement Description

1. Title	2. Number
Report, USAF Waste Disposal and Treatment Cost Report	5.4-002
3. Use To provide insight and accountability into the cost for each waste stream waste disposed of under the USAF USEPA ID number.	4. Date
	5. Organization 45 CES/CEIE
7. Interrelationship	6. References

8. Preparation Information

The Contractor shall submit a quarterly cost report for hazardous, universal, and controlled wastes shipped off-site for treatment, disposal, and recycling. The wastes shall be independently documented by type: hazardous, universal, controlled, or recycled waste.

Report to include:
- description of the waste stream (including any/all waste codes associated with the waste stream);
- number and size of containers by waste stream;
- total weight shipped in pounds;
- total (burdened) treatment/disposal cost per waste stream shipped within the quarter.

Data Requirement

Contract Application Information for DRL KEMCON	A. Item Number 5.4-003

B. Line Item Title
USAF Waste Recycling Report

C. OPR	D. Type	E. Inspect / Accept	F. Frequency	G. Initial Sub.	H. As of Date
45 CES/CEIE	3	2	QU	January 10, 2016	90/10

I. Remarks

J. Distribution	Totals	
TA-A4 (1D) OP-OS (1D) 45 CONS/LGCZC (1D) 45 CES/CEIE (1D) D = Electronic Submission	No.	Type
	4	D

Data Requirement Description

1. Title	2. Number
Report, USAF Waste Recycling	5.4-003
3. Use To provide insight and accountability of hazardous waste recycled.	4. Date 5. Organization 45 CES/CEIE
7. Interrelationship	6. References

8. Preparation Information

The Contractor shall submit a quarterly report for the following:

1. Antifreeze
- Gallons of antifreeze recycled by month and location (facility number, POC, phone number, and installation).
- When picked-up/delivered (date).

2. Industrial Wipes (rags)
- Number of rags delivered monthly by location (facility number, POC, phone number, and installation).
- When rags picked-up/delivered (date).

3. Used Oil
- Gallons of used oil recycled by month and location (facility number, POC, phone number, and installation).
- When picked-up/delivered (date).

Data Requirement

Contract Application Information for DRL KEMCON	A. Item Number
	5.4-004

B. Line Item Title

USAF Waste Sampling Cost Summary Report

C. OPR	D. Type	E. Inspect / Accept	F. Frequency	G. Initial Sub.	H. As of Date
45 CES/CEIE	3	2	QU	January 10, 2016	90/10

I. Remarks

J. Distribution

TA-A1 (1D)
OP-OS (1D)
45 CONS/LGCZC (1D)
45 CES/CEIE (1D)

D = Electronic Submission

Totals	
No.	Type
4	D

Data Requirement Description

1. Title	2. Number
Report, USAF Waste Sampling Cost Summary	5.4-004
3. Use	4. Date
To provide insight and accountability of hazardous waste disposed of under the USAF USEPA ID number.	
	5. Organization
	45 CES/CEIE
7. Interrelationship	6. References

8. Preparation Information

The Contractor shall submit a quarterly report identifying all analyses conducted on USAF waste samples by the Contractor. Report to include:
- location where the waste stream originated (organization and facility number);
- number of containers samples;
- response time from receipt of request to date the waste was sampled;
- total burdened cost to complete each sampling request (including equipment and labor).

Data Requirement

Contract Application Information for DRL KEMCON	A. Item Number 5.4-005

B. Line Item Title
USAF Waste Analysis Cost Summary Report

C. OPR	D. Type	E. Inspect / Accept	F. Frequency	G. Initial Sub.	H. As of Date
45 CES/CEIE	3	2	QU	January 10, 2016	90/10

I. Remarks

J. Distribution
TA-A1 (1D)
OP-OS (1D)
45 CONS/LGCZC (1D)
45 CES/CEIE (1D)

D = Electronic Submission

Totals	
No.	Type
4	D

Data Requirement Description

1. Title	2. Number
Report, USAF Waste Analysis Cost Summary	5.4-005
3. Use To provide insight and accountability of hazardous waste disposed of under the USAF USEPA ID number.	4. Date 5. Organization 45 CES/CEIE
7. Interrelationship	6. References

8. Preparation Information

The Contractor shall submit a quarterly report identifying all analyses conducted on USAF waste samples by the Contractor. Report to include:
- Location where the waste stream originated (organization and facility number);
- Time from sample turn in to the lab to receipt of analyses results;
- sample analytes;
- Total burdened cost for each sample (including prime and subcontracted laboratory costs if applicable).

Data Requirement

Contract Application Information for DRL KEMCON	A. Item Number 5.4-006

B. Line Item Title
USAF Waste Characterization Cost Summary Report

C. OPR	D. Type	E. Inspect / Accept	F. Frequency	G. Initial Sub.	H. As of Date
45 CES/CEIE	3	2	QU	January 10, 2016	90/10

I. Remarks

J. Distribution
TA-A1 (1D)
OP-OS (1D)
45 CONS/LGCZC (1D)
45 CES/CEIE (1D)

D = Electronic Submission

Totals	
No.	Type
4	D

Data Requirement Description

1. Title	2. Number
Report, USAF Waste Characterization Cost Summary	5.4-006
3. Use To provide insight on the contractor provided waste characterization services.	4. Date
	5. Organization 45 CES/CEIE
7. Interrelationship	6. References

8. Preparation Information

Provide a quarterly report that includes the number of waste characterizations requested/processed, requesting organization, waste stream number assigned to the waste stream (e.g., HA0015), the response time from receipt of request to completion of characterization, and the total loaded cost to complete each characterization.

Data Requirement

Contract Application Information for DRL KEMCON	A. Item Number 5.4-007

B. Line Item Title

USAF Detailed Hazardous, Universal, and Controlled Waste Labor Costs Report

C. OPR	D. Type	E. Inspect / Accept	F. Frequency	G. Initial Sub.	H. As of Date
45 CES/CEIE	3	2	QU	January 10, 2016	90/10

I. Remarks

J. Distribution

TA-A1 (1D)
OP-OS (1D)
45 CONS/LGCZC (1D)
45 CES/CEIE (1D)

D = Electronic Submission

Totals	
No.	Type
4	D

Data Requirement Description

1. Title	2. Number
Report, USAF Detailed Hazardous, Universal, and Controlled Waste Labor Costs	5.4-007
3. Use To provide insight on the contractor provided waste characterization services labor costs.	4. Date 5. Organization 45 CES/CEIE
7. Interrelationship	6. References

8. Preparation Information

Costs to include but not limited to administration of sub-contracts, waste pickup services, off-site disposal services (includes costs to perform off-site shipments and billing validation).

Data Requirement

Contract Application Information for DRL KEMCON					A. Item Number 5.4-008
B. Line Item Title USAF Waste Stream Pricing Report					
C. OPR 45 CES/CEIE	D. Type 3	E. Inspect / Accept 2	F. Frequency AN	G. Initial Sub. August 31, 2016	H. As of Date
I. Remarks					

J. Distribution	Totals	
	No.	Type
TA-A1 (1D) OP-OS (1D) 45 CONS/LGCZC (1D) 45 CES/CEIE (1D)	4	D
D = Electronic Submission		

Data Requirement Description

1. Title	2. Number
Report, Waste Stream Pricing	5.4-008
3. Use Pricing list for commonly used waste classifications by commodity and container for the KEMCON subcontracted waste disposal facility.	4. Date
	5. Organization 45 CES/CEIE
7. Interrelationship	6. References

8. Preparation Information

The Contractor shall submit an annual report 30 days before the beginning of the contract year detailing the subcontracted cost for disposal of all waste streams by commodity and container.