DATA REQUIREMENTS DESCRIPTION

1a. DRD Title: Listing of Current Employees **1b. Data Type: 2**	**2. Date of Current Version** January 23, 2015	**3. DRL Line Item No.** 4	**RFP/Contract No.** NND15520845R
4. Use (Define need for, intended use of, and/or anticipated results of data) This report shall be used to list all contractor personnel assigned to the contract with their assigned Functional area.			**5. DRD Category** __ Technical X Administrative __ SR&QA
6. References (PWS, Clause, etc.) Performance Work Statement Paragraph 5.1		**7. Interrelationships** (e.g., with other DRDs)	

8. PREPARATION INFORMATION:

FIRST SUBMISSION DATE: Within 10 days of contract award.

SUBMISSION FREQUENCY: To be updated as required thereafter.

FORMAT: Excel spreadsheet

COPIES/DISTRIBUTION:

(a) Contracting Officer's Representative (1 Electronic Copy)
(b) Contracting Officer (1 Electronic Copy)

INSTRUCTIONS:

The Contractor shall prepare and submit the report by Functional Area.

CONTENTS:

(a) Employee Name
(b) Employee Phone Number
(c) Employee Name
(d) Original Position Number Filled Date and Associated Task Order Number
(e) Employee Start Date for the Position
(f) NASA Primary and Alternate Task Monitor and Phone Numbers