Data Requirements List (DRL) and Date Requirements Descriptions (DRD)
January 23, 2014

The following pages set out the documentation requirements of this contract, starting with a DRL, which is an index to the DRDs. Each DRD prescribes the required data product content, schedule, type, and other particulars for specific data submission requirements.

The contractor shall furnish data defined by the DRDs listed on the DRL by category of data. Such data shall be prepared, maintained, and delivered to NASA in accordance with the requirements set forth within this document. In cases where data requirements are covered by a Federal Acquisition Regulation (FAR) or NASA FAR Supplement (NFS) regulation or clause, the regulation will take precedence over this document. NASA-Owned/Contractor-Held records shall be managed by the Contractor in accordance with Title 36 of the Code of Federal Regulations, Chapter XII B, Records Management and NPD 1440.6H, NASA Records Management Program. The contractor shall disposition records and non-records in accordance with NPR 1441.1D, NASA Retention Schedules, which has been approved by NASA and the National Archives and Records Administration (NARA). All questions on records management issues shall be directed through the Contracting Officer to the AFRC Records Management Officer.

Documents included as applicable documents in the data requirements form a part of this document to the extent specified herein. References to documents other than applicable documents in the data requirements of this document may sometimes be utilized. These do not constitute a contractual obligation on the contractor. They are to be used only as a possible example or to provide related information to assist the contractor in developing a response to that particular data requirement.

DESCRIPTION

This document identifies and defines the requirements and data types for information and data required under this contract.

The Data Requirements Descriptions (DRDs), along with the Data Requirements List (DRL), define, by an individual Data Requirement, the information and data required for each deliverable document.

The data types are used to identify the approval and control required for each DRD. The DRL is an index of all the DRDs and includes additional requirements for each DRD and the data types, as described below.

Documentation submitted may incorporate references to other current approved documentation, provided the references are adequate and include such identification elements as title, document number, and approval date (where applicable). However, if the pertinent information is of relatively minor size, the contractor shall incorporate the information itself, in lieu of using a reference. The contractor shall assure that any referenced information is readily available to appropriate users of the submitted document.

DATA TYPES

The following information/documentation types are applicable:

(1) Type1 - Written approval -- Data and changes thereto requiring written approval by the NASA office of primary responsibility (OPR) before formal release or implementation
(2) Type 2 - Mandatory submittal -- Data provided to NASA for coordination, information, review, and/or management control
(3) Type3 - Submitted upon request -- Data prepared and retained under a specific contract to be made available to NASA upon request

Type 1 submissions shall be marked “TYPE 1 PRELIMINARY pending NASA approval or Type I APPROVED BY NASA, as appropriate." Additional special designations and deviations may be required on specific submissions in accordance with configuration management requirements.

Type 2 submissions shall be marked “TYPE 2 PRELIMINARY - RELEASE TARGET DATE, xx/xx/xx" or "TYPE 2 FINAL - NASA COMMENTS INCLUDED" or “TYPE 2 FINAL DOCUMENT," where NASA comments were not received.

NOTE: Documents submitted under this clause, even though directly (Type 1) or implicitly (Type 2) approved by NASA, shall not take precedence over the requirements as set out in Attachment A, Performance Work Statement.

The contractor shall normally deliver a complete revised Type 1 or Type 2 data requirement with NASA comments incorporated within 45 days of receipt of comments.

Type 3 submissions shall be marked "TYPE 3 DOCUMENT - FOR INFORMATION, SURVEILLANCE, REVIEW, or MANAGEMENT CONTROL".

NUMBER OF COPIES AND DISTRIBUTION REQUIREMENTS

The contractor shall provide one copy of each DRD to the standard distribution list shown in Block 8 of the DRLs. Additional distribution shall be made as directed, in writing, by the Contracting Officer. The number of copies required will not exceed the limits set forth in Clause 1852.208-81, Restrictions on Printing and Duplicating, without prior Contracting Officer approval. Electronic Data Transmittal Forms will be used to confirm delivery of electronically resident DRD deliverables.

ELECTRONIC FORMAT

All the data requirements shall be delivered in the format as depicted in each DRD and compatible with AFRC software loads.

DRDs shall be maintained electronically.

FURTHER EXPLANATION OF DRL

Contract Start is defined as: TBD

Block 1 – Line Item

Block 2 – DRD Title

Block 3 – Data Type

For the purpose of this block, the following information/documentation types are applicable:

(1) Type 1 - Written approval -- Data and changes thereto requiring written approval by the NASA Office of Primary Responsibility (OPR) before formal release or implementation

(2) Type 2 - Mandatory submittal -- Data provided to NASA for coordination, information, review, and/or management control

(3) Type 3 - Submitted upon request -- Data prepared and retained under a specific contract to be made available to NASA upon request

Block 4 – Frequency of Submittal/Maintenance:

Code	Description	Code	Description	Code	Description
AD	As Directed	DA	Daily	RD	As Released
AN	Annually	DD	Deferred Delivery	RT	One Time and Revisions
AR	As Required	MO	Monthly	SA	Semi Annually
BE	Biannually	OT	One Time	TY	Three Per Year
BM	Bimonthly	PV	Per Vehicle	UR	Upon Request
BW	Biweekly	QU	Quarterly	WK	Weekly

Block 5 – As of Date- If reports are of a recurring nature, an as of date will be included in this block (cutoff date and due date: e.g., 15/1 indicated input cutoff date of 15th and due date of 1st)

Block 6 - 1st Submittal Date

Block 7 – Copies –

Code	Description
EM	E-mail
ES	E-mail with Signature
CD	Compact Disk
HC	Hard Copy

Block 8 – Distribution

Block 9 – Remarks: Additional requirements, clarification or amplification of requirements from other blocks.