Data Requirement

Contract Application Information for DRL KPLSS	A. Item Number 1-2

B. Line Item Title
Phase-out Plan

C. OPR	D. Type	E. Inspect / Accept	F. Frequency	G. Initial Sub.	H. As of Date
TA-A5B	3	2	AD	See Block I	See Block I

I. Remarks

G. The Contractor shall submit a Phase-out Plan 6 months prior to contract end date.

J. The Contractor shall submit type "D" electronic copies that are compatible with Microsoft Office suite of software. The Contractor shall also publish this DR electronically in a Government-accessible location and format.

J. Distribution	Totals	
	No.	Type
TA-A5B	2	D
OP-OS		

Data Requirement Description

1. Title	2. Number
Plan, Phase-out	1-2
3. Use Successfully transition to a new KPLSS contractor.	4. Date
	5. Organization KPLSS
7. Interrelationship	6. References

8. Preparation Information

The Plan shall include sufficient information to address the Contractor's approach to implementing transitioning services from the Contractor to the successor contractor, including sharing of contract applicable information. The Contractor shall provide the information contained in this DRD, as well as any additional information that may be requested by the CO or COR deemed necessary for successful phase-out.

The Plan shall include, but not limited to, the technical training and certification documents from Technical Exhibit 1.2-1, List of Certifications, as well as a certification and training list for each employee to include (1) expiration date of current certifications, (2) last completion date of training and examination requirements, and (3) due date for refresher training to be completed to maintain the certification.

The Contractor shall include a schedule with its Plan to include the following, at minimum:

Turnover of:
1. Working level system documentation for S&E
2. Open Service Requests
3. Ownership of Government databases
4. All vendor data, including points of contact for ordering, for Government procured fluids
5. Customer points of contact

Walk-down of:
1. Government furnished assets, including facilities

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.