NND15538677R – Safety and Environmental (S&E) Support Services

Attachment E - DATA REQUIREMENTS LIST (DRL)
June 4, 2015

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.

Nothing contained in this DRL and DRD provision shall relieve the contractor from furnishing data not identified and described in the DRL and DRD attachment but called for by, or under the authority of, other provisions or as specified elsewhere in this contract. Except as otherwise provided in this contract, the cost of data to be furnished in response to the DRL attached to this contract or of data to be delivered under the authority of other sections (clauses/performance work statement) are included in the price of this contract.

DRD NUMBER	DATA TYPE	DRD TITLE
DRD-1	1	Information Technology Security Management Plan
DRD-2	2	Contractor Monthly Accident Report
DRD-3	1	Safety and Occupational Health Plan
DRD-4	1	Organizational Conflicts of Interest Plan
DRD-5	2	Employee Listing
DRD-6	2	Standard Operational Procedures
DRD-7	3	Continuity Folders
DRD-8	1	Management Operating Plan
DRD-9	2	Monthly Status Reports
DRD-10	2	Mishap Investigation Report (Contractor Involved)
DRD-11	2	Contract Performance Self-Assessment

This DRL sets forth the data requirements in each Data Requirements Description (DRD) and shall govern that data required by the DRL for this contract. 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 DRL. 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 the DRL, per FAR 52.215.33.

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 1440.6, NASA Records Management Program. The records shall be organized in accordance with the instructions in NPR 1441.1, NASA Records Retention Schedules, as applicable. The contractor shall disposition records and non-records in accordance with NPR 1441.1, 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.

Data Types
For the purpose of this clause, the following information/documentation types are applicable:

Type 1 Written Approval
Information and documentation, which requires NASA approval prior to release. Approved Type 1 information and documentation shall be controlled, and deviations from or changes to the concepts, techniques, and/or requirements stated therein shall require NASA approval prior to implementation. All work under this contract covered by approved Type 1 documents shall be performed in accordance with those approved documents. Contractually binding documents will not be implemented nor revised without contractual authorization.

Type 2 Mandatory Submittal
Data submitted to NASA for coordination, information, review, and/or management control.

Type 3 Submittal Upon Request
Data prepared and retained by respondent to be made available to requiring organization upon request.

Number of Copies and Distribution Requirements

The contractor shall provide one copy of each DRD to the distribution list identified in the DRDs. 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 NFS 1852.208-81, Restrictions on Printing and Duplicating, without prior Contracting Officer approval. Data Transmittal Forms will be used to confirm delivery of electronically resident DRD deliverables.

Electronic Format

DRDs shall be maintained electronically in the contractor's own format, unless a specified format is defined in the DRD. Contractors shall use pertinent Microsoft Office programs for electronic submission unless otherwise stated in the DRD.

DATA REQUIREMENTS DESCRIPTION	
1.TITLE Information Technology (IT) Security Management Plan	**2. NUMBER** DRD-1
3. USE Documents the processes and procedures that will be followed to ensure appropriate security of IT resources that are developed, processed, or used under this contract.	**4. DATE** June 4, 2015
	5. DRD CATEGORY: Administrative
	6. APPROVED BY
7. DUE DATE 30 Days After Contract Award	**8. REFERENCES** NFS 1852.204-76

9. PREPARATION INFORMATION

FIRST SUBMISSION DATE: 30 days after contract award

SUBMISSION FREQUENCY: One time submission, updated as necessary

APPROVAL: The Center Information Security Officer (CISO) must approve this document. The Contracting Officer will retain the plan in the contract file

DISTRIBUTION: Contracting Officer, Contracting Officer Representative

DATA PREPARATION INFORMATION: In accordance with NFS 1852.204-76, Security Requirements for Unclassified Information Technology Resources, the contractor shall develop and deliver an IT Security Management Plan within 30 days after contract award. Upon approval, the IT Security Management Plan becomes a contractual requirement.

CONTENT: The IT Security Management Plan shall describe the processes and procedures that will be followed to ensure appropriate security of IT resources that are developed, processed, or used under this contract. The IT Security Management Plan shall address how the contractor will manage personnel and processes associated with IT Security on the instant contract. The plan shall also address how and when personnel requiring physical or logical access to NASA IT resources will complete NASA's annual IT Security Awareness training. Refer to the IT Training Policy located in the IT Security Web site at https://itsecurity.nasa.gov/policies.index.html.

FORMAT: Contractor format, utilizing NASA Information Technology Security Management Plan Template

1.TITLE	2. NUMBER
Contractor Monthly Accident Report	DRD-2
3. USE Establishes monthly compliance for contractors providing support to NASA Armstrong Flight Research Center (AFRC)	**5. DATE** June 4, 2015
	5. DRD CATEGORY: Safety/QA
	6. APPROVED BY
7. DUE DATE Monthly submission due the 10th of every month	**8. REFERENCES** NFS 1852.223-73 OSHA Requirement

9. PREPARATION INFORMATION

FIRST SUBMISSION DATE: The 10th of the first month of contract performance

SUBMISSION FREQUENCY: Monthly submission due the 10th of every month

DISTRIBUTION: Contracting Officer, Contracting Officer Representative, Safety and Mission Assurance Office

DATA PREPARATION INFORMATION: The following information will be provided on the Contractor Monthly Accident Report form

a. Average number of employees this month
b. Number of work hours worked this month
c. Number of injuries this month
d. Number of lost time injuries this month
e. Lost time days this month
f. Total work hours worked year-to-date
g. Total lost time occurrences year-to-date
h. Total lost time days year-to-date

FORMAT: AFRC Form 80034 ,Contractor Monthly Accident Report

DATA REQUIREMENTS DESCRIPTION

1.TITLE	2. NUMBER
Safety and Occupational Health Plan	DRD-3 Page 1 of 8
3. USE Establishes Safety and Health compliance plan for contractors providing support to NASA Armstrong Flight Research Center (AFRC)	**6. DATE** June 4, 2015
	5. DRD CATEGORY: Safety/QA
	6. APPROVED BY
7. DUE DATE Draft plan due 30 days after contract award. Approved plan due prior to commencement of work.	**8. REFERENCES** NFS 1852.223-73 NPR 8715.3C OSHA CSP 03-01-003

9. PREPARATION INFORMATION

FIRST SUBMISSION DATE: Draft plan due 30 days after contract award. Approved plan due prior to commencement of work.

SUBMISSION FREQUENCY: One time submission, reviewed annually, and updated as necessary to implement latest OSHA, AFRC and Voluntary Protection Program (VPP) practices.

APPROVAL: The Safety and Mission Assurance Office must approve this document prior to commencement of on-site contract performance. The Contracting Officer will retain the plan in the contract file.

DISTRIBUTION: Contracting Officer, Contracting Officer Representative, Safety and Mission Assurance Office

OTHER DELIVERABLES: The requirements for this plan, as detailed in NPR 8715.3C, NASA General Safety Program Requirements, and provided below under details, include instructions for specific reports and data to be submitted to the Government. These instructions are to be included in the plan and represent contractual commitments by the contractor to provide this information.

DATA PREPARATION INFORMATION:

FORMAT:
1. Cover page - to include as a minimum, blocks for the signatures of Contractor's project manager and designated safety official; NASA COR; AFRC Safety and Mission Assurance; and the NASA Contracting Officer. Other signatures may be required at the discretion of the Government. Once approved by NASA, signatures will be collected and the plan placed on the contract.
2. Table of Contents. See content below.
3. Body of plan - as required. Contractor’s format is acceptable but should be aligned with the elements of the content below.

CONTINUED

DATA REQUIREMENTS DESCRIPTION

1.TITLE	2. NUMBER
Safety and Occupational Health Plan - Continued	DRD-3 Page 2 of 8

9. PREPARATION INFORMATION – Continued

INSTRUCTIONS:
The requirements for this plan are detailed in NPR 8715.3C, NASA General Safety Program Requirements and provided below under details. Include instructions for specific reports and data to be submitted to the Government. These instructions are to be included in the plan and represent contractual commitments by the Contractor to provide this information.
The Contractor is part of a larger program – the NASA safety program – which has other contracted employees, civil servants, other third parties and the public that must be protected from any hazard in the workplace wherever they arise. This includes the following:
a. Hazards associated with work done on contractual tasks.

b. Hazards that arise from non-contractual operations in the vicinity of Contractor's workers.

c. Hazards that arise from contractual operations which may affect the safety and health of individuals and assets outside this contract.

The plan shall clearly identify those resources to be provided by the Contractor and propose resources to be provided by the Government. The Contractor shall make this review and supporting rationale available to the Government as part of this plan. It can be documented as a checklist or outline inserted directly in the body of the plan or in any format developed by the Contractor that clearly conveys the results of this review including the basis for any underlying assumptions. For further information, see the list of installation provided facilities and services listed in this RFP under NASA FAR Supplement clause 1852.235-71 Installation-Accountable Government Property.
The plan must cover the prime Contractor and all subcontractors.

Details: Address the following items in your plan:
1.0 MANAGEMENT LEADERSHIP AND EMPLOYEE PARTICIPATION.
1.1 Policy. Provide the contractor's corporate safety policy statement. Compare this policy statement with those of NASA and OSHA and discuss any differences.
1.2 Goals and Objectives. Describe specific goals and objectives of the Safety and Health Plan. Discuss these goals and objectives using the framework of the elements of a safety and health management system described by the OSHA VPP (management leadership and employee involvement; worksite analysis; hazard prevention and control; and safety and health training).
Describe the approach (including milestone schedule) to achieve and maintain safety and health management practices according to the criteria outlined in four elements of the OSHA VPP safety and health management in all areas.
1.3 Management Leadership. Describe the process and procedures for implementing management commitments to safety and health through visible activities and initiatives including the exercise of controls to ensure workplace safety and health. Include a statement from the project manager or designated safety official indicating that the plan will be implemented as approved and that the project manager will take personal responsibility for its implementation.
1.4 Employee Involvement. Describe procedures to implement and promote employee (e.g., non-supervisory) involvement in safety and health program development, implementation, and decision making. Describe the scope and breadth of employee participation so that all safety and health risk areas are addressed.
1.5 Assignment of Responsibility. Describe the line and staff responsibilities for safety and health program implementation. Identify any other personnel or organizations that provide safety services or exercises any form of control or assurance in these areas. State the means of communication and interfaces concerning related issues used by line, staff, and others (such as documentation, concurrence requirements, committee structure, sharing of the work site with NASA and other contractors, or other special responsibilities and support). As a minimum, the contractor will identify the following:
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DATA REQUIREMENTS DESCRIPTION	
1.TITLE Safety and Occupational Health Plan - Continued	**2. NUMBER** DRD-3 Page 3 of 8

9. PREPARATION INFORMATION – Continued

a. Safety Representative. Identify, by title, the individual who will be responsible for the contractor's adherence to Center-wide safety, health, environmental, and fire protection concerns and goals, and will participate in meetings and other activities related to the Center's Safety and Health Program.
b. Company Physician. Provide the identification of a company physician to facilitate communication of medical data to the head of the NASA clinic. The contractor shall identify the point of contact by name, address, and telephone number to the NASA Center Clinic. Any changes that occur in the identity of the point of contact will be promptly conveyed to the NASA Center Clinic.
c. Building Fire Wardens. Each building occupied by the contractor will have an assigned individual to facilitate the Center's fire safety program. Duties will include coordination of fire-related issues with the NASA facility manager, and emergency planning and response officials and their representatives. Identify the assigned contractor Building Fire Warden.
d. Designated Safety Official. Identify, by title, the official(s) responsible for implementing the proposed Safety and Health Plan. Identify all formal contacts with regulatory agencies and with NASA.
1.6 Provision of Authority. Compare the provisions and procedures in the proposed Safety and Health Plan with applicable NASA requirements and contractual directions, and applicable Federal, State, and local regulations. Identify the lines of authority and responsibility for each requirement and regulation. Discuss how the subsequent contractor's Safety and Health Program will be controlled to maintain the identified lines of authority and responsibility for the life of the contract.
1.7 Accountability. Describe the procedures for ensuring that management and employees will be held accountable for implementing their tasks in a safe and healthful manner. The use of traditional and/or innovative personnel management methods (including discipline, motivational techniques, or any other technique that ensures accountability) should be referenced, as a minimum, and described, as appropriate.
1.8 Program Evaluation. Describe the method to be used for internal program reviews and evaluations. The program review and evaluation may consist of either (1) participation in OSHAVPP surveys at the request of the Government or (2) described in a written report that documents the methods and procedures for determining the existence and criticality of the contractor's hazardous operations.
If the proposed plan provides for an internal reviews and evaluations other than participation in OSHA VPP surveys, the submitted report should include, but not be limited to, methods and procedures for the following: identification of the contractor's hazardous operations and products; approach to be used for conducting risk evaluations; the approach to be used for risk ranking with respect to consequence severity, risk management techniques to be applied to unacceptable safety risks, and the documentation of the results. The report should also include an identification of the personnel who will conduct the reviews and evaluations, to whom the reports will be made, and the frequency (at least annually) at which the reviews and evaluations will be performed. The reviews and evaluations should include subcontracted tasks. The submitted report should clearly describe the correlation between the proposed program review and evaluation approach and applicable criteria of the OSHA VPP.
When a written program review and evaluation is requested, it should be delivered to the Government no later than 30 days after the end of each contract year or at the end of the contract, whichever is applicable. Distribution of these program reviews and evaluations will be the same as that for the Safety and Health Plan. The OSHA VPP surveys will be scheduled and administered at the discretion of the Government.
1.9 The prospective contractor will describe the approach to be taken to document its safety and health program performance to provide necessary visibility and insight. This description should include: the identification, acquisition, and processing of safety and health data; development of procedures; recordkeeping; statistical analyses including metrics; and the furnishing of data and reports to the Government. Electronic access by the Government to this data is preferred as long as Privacy Act requirements are met and the Government safety and health professionals and their representatives have full and unimpeded access for review and audit purposes.
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DATA REQUIREMENTS DESCRIPTION	
1.TITLE Safety and Occupational Health Plan - Continued	**2. NUMBER** DRD-3 Page 4 of 8

9. PREPARATION INFORMATION – Continued

For contractor activities conducted on NASA property, the contractor will identify what records it will make available to the Government in accordance with the Voluntary Protection Program (VPP) criteria of OSHA as implemented in [the local Center's] Requirements Handbook for Safety, Health, and Environmental Protection, as revised. For the purpose of this plan, safety and health documentation includes, but is not limited to, logs, records, minutes, procedures, checklists, statistics, reports, analyses, notes, or other written or electronic document which contain in whole or in part any subject matter pertinent to safety, health, environmental protection, or emergency preparedness. The contractor will acknowledge the following as a standing request of the Government to be handled as described below.
a. Roster of Terminated Employees. NASA expects the contractor to identify and report terminated employees to the Center occupational health program office. This report should be sent to the Occupational Health Officer no later than 30 days after the end of each contract year or at the end of the contract, whichever is applicable. At the contractor's discretion, the report may be submitted for personnel changes during the previous year or cumulated for all years.
Information required:
(1) Date of report, contractor identity, and contract number.
(2) For each person listed: provide name, social security number, assigned Center badge number, and date of termination.
(3) Name, address, and telephone number of contractor representative to be contacted for questions or other information.
b. Material Safety Data. Describe the procedure to be used by the contractor to prepare and/or deliver to NASA, Material Safety Data for hazardous materials brought onto Government property or included in products delivered to the Government. These data are required by the Occupational Safety and Health Administration (OSHA) regulation, 29 CFR Part 1910.1200, Hazard Communication, and Federal Standard 313 (or FED-STD-313), Material Safety Data, Transportation Data and Disposal Data for Hazardous Materials Furnished to Government Activities, as revised. A single copy of each Material Safety Data Sheet (MSDS) will be sent upon receipt of the material for use on NASA property to the Center's Central Repository, Mail Code 4823. Information on new or changed locations and/or quantities of hazardous materials normally stored or used onsite should also be sent to the Center's Central Repository. If the MSDS arrives with the material and is needed for immediate use, the MSDS should be delivered to the Central Repository by close of business of the next working day after it enters the site.
c. Hazardous Materials Inventory. The contractor will be responsible to compile and report the inventory of all hazardous materials within the scope of 29 CFR Part 1910.1200, Hazard Communication, and Federal Standard 313 (or FED-STD-313), Material Safety Data, Transportation Data and Disposal Data for Hazardous Materials Furnished to Government Activities, as revised and it is located on Government property. The call for this annual inventory will be issued by the [responsible NASA official], Mail Code 4823. The inventor should contain the following information:
(1) The identity of the material.
(2) The location of the material onsite by building and room.
(3) The quantity of each material normally kept at each location.
1.10 Government Access to Safety and Health Program Documentation. The contractor shall recognize in its plan that it will be expected to make all safety and health documentation (including relevant personnel records) available for inspection or audit at the Government's request.
1.11 The contractor may be requested to participate in the review and modification of safety requirements that are to be implemented by the Government including any referenced documents therein. This review activity will be implemented at the direction of the NASA Contracting Officer's Technical Representative in accordance with established NASA directives and procedures.
1.13 Procurement. Identify procedures used to assure that the contractor's procurements are reviewed for safety considerations and that specifications contain appropriate safety criteria and instructions.
Set forth authority and responsibility to assure that safety tasks are clearly stated in subcontracts.
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DATA REQUIREMENTS DESCRIPTION	
1.TITLE Safety and Occupational Health Plan - Continued	**2. NUMBER** DRD-3 Page 5 of 8

9. PREPARATION INFORMATION – Continued

2.0 WORKPLACE ANALYSIS. Describe the method and techniques the contractor will use to systematically identify the hazards within the workplace for the duration of the contract. The discussion should describe the information collection process including a combination of surveys, analyses, inspections of the workplace, investigations of mishaps and close calls, and the collection and trend analysis of safety and health data such as records of occupational injuries and illnesses; findings and observations from preventive maintenance activities; reports of spills and inadvertent releases to the environment; facilities-related incidents related to partial or full loss of systems functions; and employee reports of hazard. Every hazard identified by any of the techniques given below shall be ranked and processed in accordance with Center procedure. All hazards identified on
NASA property that are immediately dangerous to life or health should be reported immediately to the NASA safety office and to the Contractor's President/Program Manager in order to ensure that proper attention and correction is given to these hazards. All safety engineering products, which address operations, equipment, and other aspects of safety engineering, on NASA property will be subject to the review and concurrence of the NASA Safety Office unless otherwise specified in the approved safety and health plan. The contractor is expected to have processes to address similar instances in contractor facilities utilizing contractor resources to manage such instances.
2.1 Hazard Identification. Describe the procedures and techniques to be used to compile an inventory of hazards associated with the work to be performed on this contract. This inventory of hazards shall address the work specified in the contract as well as the hazards associated with operations and work environments in close proximity to contract operations. The hazard inventory results will be reported to the Government in a manner suitable for inclusion in facilities baseline documentation as a permanent record. Specific techniques to be considered include:
a. Comprehensive Survey. A "wall-to-wall" engineering assessment of the work site including facilities, equipment, processes, and materials (including waste).
b. Change Analysis. Address modifications in facilities, equipment, processes, and materials (including waste); and related procedures for operations and maintenance. Periodic change analyses will be driven by new or modified regulatory and NASA requirements.
c. Hazard Analysis. Address facilities, systems/subsystems, operations, processes, materials (including waste), and specific tasks or jobs.
2.2 Inspections. This paragraph should include the procedures and frequency for regular inspections and evaluations of work areas hazards and who will be accountable for implementing of corrective measures. The contractor will describe administrative requirements and procedures for the control of regularly scheduled inspections for fire and explosive hazards. The contractor has the option, in lieu of the above detail, to identify policies and procedures with the stipulation that the results (including findings) of inspections conducted on NASA property or involving Government furnished equipment will be documented in safety program evaluations or monthly Accident/Incident Summary reports. Inspections will identify the following:
a. Discrepancies between observed conditions and current requirements.
b. New (not previously identified) or modified hazards.
2.3 Employee Reports of Hazards. The contractor will identify the methods to be used to encourage employees to report hazardous conditions (e.g., close calls) and analyze/abate hazards. The contractor will describe steps to be taken to create reprisal-free employee reporting with emphasis on management support for employees and describe methods to be used to incorporate employee insights into hazard abatement activities.
3.0 MISHAP INVESTIGATION AND RECORD ANALYSIS.
3.1 Mishap Investigation and Reporting. The contractor will identify the methods to assure that the investigations and reporting of mishaps including corrective actions to be implemented to prevent recurrence. The contractor will describe the methods to be used to investigate and report on NASA property and on contractor or third party property. The contractor will describe procedures for implementing the NASA mishap investigation and reporting forms with emphasis on the timely notification

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DATA REQUIREMENTS DESCRIPTION	
1.TITLE Safety and Occupational Health Plan - Continued	**2. NUMBER** DRD-3 Page 6 of 8

9. PREPARATION INFORMATION – Continued

of NASA. The contractor discussion should include: investigation procedures; exercise of jurisdiction over a mishap investigation involving NASA and other contractor personnel; follow up of corrective actions; communication of lessons learned to
NASA; and solutions to minimize duplications in reporting and documentation including use of alternate forms or other solutions. The contractor will discuss its procedures for the immediate notification of fires, hazardous materials releases, and other emergencies. The contractor will include appropriate details to address the use of NASA Mishap Information System (NMIS) and form AFRC 80095b, Close Call/Mishap Reporting, including 24-hour and ten-day mishap reports to the NASA Safety Office, mail code B4850.
3.2 Trend Analysis. The contractor will describe the approach to be used to perform trend analysis of data (occupational injuries and illnesses; facilities, systems, and equipment performance; maintenance findings; etc.). The discussion should include methods to identify and abate common cause failures or occurrences indicated by the trend analysis. The contractor should discuss the following methods of providing data, in support of site-wide trend analysis to be performed by the Government. Further, the contractor should describe how the results of these trend analysis will be shared with employees so that they are aware of potential safety problems or hazards.
a. Accident/Incident Summary Report. The contractor will describe how monthly Accident/Incident Summary Reports are prepared and delivered, as specified on [specify locally used format]. All new and open mishaps, including vehicle accidents, incidents, injuries, fires, and any close calls will be described in summary form along with their current status. Negative reports are also required monthly; date due is the 10th day of the month following each month reported. Reports will be delivered to the Center Safety Office, mail code B4850.
b. Log of Occupational Injuries and Illnesses. For each location on or off NASA property that performs work on this contract, the contractor will deliver to the Government (under separate contractor's cover letter), a copy of an annual summary of occupational injuries and illnesses (or equivalent) as described in 29 CFR Part 1904.32, Annual Summary. If contractor is exempt by regulation from maintaining and publishing such logs, equivalent data in the contractor's format is acceptable (such as loss runs from insurance carrier). This data will be compiled and reported each calendar year and provided to the Government within 45 days after the end of the year to be reported (e.g., not later than February 15 of the year following).
4.0 HAZARD PREVENTION AND CONTROL. Identified hazards must be eliminated or controlled. In the multiple employer environment of the Center, it is required that hazards including discrepancies and corrective actions be recorded in the Center's information data system NMIS for risk management purposes. Describe the approach to implementing this requirement.
4.1 Appropriate Controls. Discuss the approach to be used for considering and selecting controls. Discuss the use of the hazard reduction precedence sequence. Discuss the approach to be used to identify and accept any residual risk. Discuss the implementation of controls including verifying their effectiveness. Discuss the scope of coverage (hazardous chemicals, equipment, discharges, waste, energies, or other). Discuss the need for coordination with safety, health, environmental service, and emergency authorities at NASA.
4.1.1 Hazardous Operations. Establish methods for notifying personnel when hazardous operations are to be performed and when hazardous conditions are found to exist during the course of this contract. NASA policy will serve as a guide for defining, classifying, and prioritizing hazardous operations. Develop and maintain a list of hazardous operations to be performed during the life of this contract. The list of hazardous operations will be provided to the contracting officer as part of the safety and health plan for review and approval. The contracting officer and the contractor will decide jointly which operations are to be considered hazardous, with the contracting officer having final authority. Before hazardous operations commence, the contractor will provide a schedule for the development of written hazardous operations procedures with particular emphasis on identifying the safety steps required. The contractor may implement this requirement as follows:
a. Identify contractor policies and procedures for the management and implementation of hazardous
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DATA REQUIREMENTS DESCRIPTION	
1.TITLE Safety and Occupational Health Plan - Continued	**2. NUMBER** DRD-3 Page 7 of 8

9. PREPARATION INFORMATION – Continued

operations procedures together with a statement that NASA will have access, on request, to any contractor data necessary to verify implementation; or
b. In lieu of contractor management and development of such procedures, identify the method whereby the contractor will identify and submit hazardous operations procedures to the NASA Safety Office for review and approval.
4.1.2 Written Procedures. Provide methods to assure that relevant hazardous situations and proper controls are identified in documentation such as inspection procedures, test procedures, or other, and other related information. Describe methods to assure that written procedures are developed for all hazardous operations, including testing, maintenance, repairs, and handling of hazardous materials and hazardous waste. Procedures will be developed in a format suitable for use as safety documentation (such as a safety manual) and be readily available to personnel as required to correctly perform their duties.
4.1.3 Protective Equipment. Describe procedures for selecting, obtaining, inspecting, maintaining and disposing of protective equipment, as required, or reference written procedure pertaining to this subject. Describe methods for keeping records of such inspections and maintenance programs.
4.1.4 Hazardous Operations Permits. Identify facilities, operations, and/or tasks where hazardous operations permits will be required as specified in the Center's local requirement. Describe the process to be used to ensure guidance adherence to established NASA Center procedures. Clearly state the role of the safety group or function to control such permits.
a. Operations Involving Potential Asbestos Exposures. Describe methods for assuring compliance with the Center's Asbestos Control Program as established in local policy.
b. Operations Involving Exposures to Toxic or Unhealthful Materials. Such operations must be evaluated by the NASA Occupational Health Office and must be properly controlled as advised by same. Describe the process to be used to notify the NASA Occupational Health Office prior to initiation of any new or modified operation potentially hazardous to health and safety.
c. Operations Involving Hazardous Waste. Identify procedures to be used to manage hazardous waste from the point of generation through disposal. Clearly identify divisions of responsibility between contractor and NASA for hazardous waste generated throughout the life of the contract. Operations which occur on site must also be evaluated by the Center environmental services office and must be properly controlled as advised by same. Describe the process to be used to notify the Center environmental services office prior to initiation of any new or modified hazardous waste operation on site.
d. Operations Involving New or Modified Emissions/Discharges to the Environment. Describe methods for identifying new or modified emissions/discharges and coordinating the results with the Center environmental services office. Discuss procedures to minimize or eliminate environmental pollution. Address the management of hazardous materials; substitution of non-hazardous or less hazardous materials for hazardous materials; proper segregation of hazardous wastes from non-hazardous wastes; and other methods described by NASA. Emphasis shall be placed on providing sufficient lead-time for processing permits through the appropriate State agency and/or the Environmental Protection Agency.
4.2 Discuss responsibilities for maintaining facility baseline documentation in accordance with Center requirements. The contractor will implement any facility baseline documentation tasks (including safety engineering) as provided in the contractor's safety and health plan approved by NASA or as required by Government direction.
4.3 Preventive Maintenance. Discuss the approach to be used for preventive maintenance. Describe scope, frequency, and supporting rationale for the preventive maintenance program including facilities and/or equipment to be emphasized or de-emphasized. Discuss methods to promote awareness in the NASA community (such as alerts, safety flashes, or others) when preventive maintenance reveals design or operational concerns in facilities and equipment (and related processes where applicable).

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DATA REQUIREMENTS DESCRIPTION	
1.TITLE Safety and Occupational Health Plan - Continued	**2. NUMBER** DRD-3 Page 8 of 8

9. PREPARATION INFORMATION – Continued

4.4 Medical Program. Discuss the medical surveillance program used to evaluate personnel and workplace conditions, identify specific health issues, and prevent degradation of personnel health as a result of occupational exposures. Discuss the approach for using cardiopulmonary resuscitation, first aid, and emergency response.
5.0 EMERGENCY RESPONSE. Discuss the approach to be used for emergency preparedness and contingency planning that addresses fire, explosion, inclement weather, environmental releases, etc. Discuss compliance with 29 CFR Part 1910.120, Hazardous Waste Operations and Emergency Response, and the role the contractor will play in the local Incident Command System. Discuss methods to be used for notification of Center emergency forces including emergency dispatcher, safety hotline, director's safety hotline, or other. Discuss the establishment of pre-planning strategies through procedures, training, drills, or other. Discuss methods to verify emergency readiness.
6.0 SAFETY AND HEALTH TRAINING. Describe the contractor's training program including the identification of responsibility for training employees in safe work practices, hazard recognition, and appropriate responses (including protective and/or emergency countermeasures). Address the management techniques used to identify and provide required training to contract personnel and utilize specific Center training resources (such as confined space entry, lockout/tagout, powered industrial trucks and equipment, or other), as available, with particular emphasis on programs designed for the multiple employer work environment on NASA property. Describe the approach to be used for training personnel in the proper use and care of protective equipment. Discuss tailoring of training towards specific audiences (management, supervisors, and employees) and topics (safety orientation for new hires, specific training for certain tasks or operations). Discuss the approach to ensure that training is retained and practiced. Discuss personnel certification programs. Certifications should include documentation that training requirements have been satisfied and learning validated by one or more of the following: physical examination, testing, on-the-job performance, or other. All training materials and training records will be provided for NASA review upon request.

END OF DRD-3

DATA REQUIREMENTS DESCRIPTION	
1.TITLE Organizational Conflicts of Interest (OCI) Plan	**2. NUMBER** DRD-4 Page 1 of 2
3. USE To ensure that conflicts of interest are mitigated and that each contractor employee acknowledges and agrees to comply with the policy to protect sensitive information	**7. DATE** June 4, 2015
	5. DRD CATEGORY: Administrative
	6. APPROVED BY
7. DUE DATE 30 days after contract award date	**8. REFERENCES** NFS 1852.237-72 NFS 1852.237-73

9. PREPARATION INFORMATION

FIRST SUBMISSION DATE: 30 days after contract award

SUBMISSION FREQUENCY: One time submission, updated as necessary

APPROVAL: The Contracting Officer must approve this document. The Contracting Officer will retain the plan in the contract file

DISTRIBUTION: Contracting Officer, Contracting Officer Representative

DATA PREPARATION INFORMATION: In accordance with NFS 1852.237-72, Access to Sensitive Information, and NFS 1852.237-73, Release of Sensitive Information, the Contractor shall deliver an Organizational Conflicts of Interest Avoidance Plan.

CONTENT: The Organizational Conflict of Interest Plan shall discuss the following:

1. Demonstrate an understanding of (1) OCI principles and (2) the full breadth of OCI issues and the types of harm that can result.

2. Describe the actions the contractor intends to take to mitigate the OCIs identified in the RFP. If using a firewall, explain how these actions will operate to successfully address the conflict without adversely affecting performance of the contract. Additionally, identify any potential OCIs created by the requirements of this RFP which the contractor intended to resolves using methods other than mitigation. Specific mitigation strategies shall be appended to the mitigation plan.

3. Require the reporting of all potential/actual OCIs during performance of the contract. An OCI report shall include (1) a description of the conflict, (2) the plan for resolving the conflict, and (3) the benefits/risks vis-à-vis contract performance associated with plan approval/acceptance.

CONTINUED

DATA REQUIREMENTS DESCRIPTION	
1.TITLE Organizational Conflict of Interest (OCI) Plan	**2. NUMBER** DRD-4 Page 2 of 2

9. PREPARATION INFORMATION – Continued

4. Include a requirement to update this plan as necessary to address specific OCIs. All updates to the plan must be approved by the contracting officer and the updates/changes must be incorporated in the contract to be effective.

5. Define company roles, responsibilities, and procedures for screening (i.e., identifying/recognizing, analyzing/evaluating, resolving, and reporting) existing and new business opportunities for actual/potential OCIs.

6. Identify any affiliated companies/entities (e.g., a parent company or a wholly-owned subsidiary) and procedures for coordinating OCIs with such affiliated companies/entities.

7. Explain how the contractor will flow down the provisions of this mitigation plan to any subcontractor that may have a conflict with regard to performing the requirements of this contract. Discuss affected subcontractors' OCI program as it relates to this contract and specifically explain how affected subcontractors will identify, resolve, and report OCIs associated with this contract.

8. Establish and require entrance training for new employees, refresher training for existing employees, and exit training for departing employees.

9. Define organizational and employee sanctions for violations of established OCI procedures/requirements/guidelines.

10. Require periodic self-audits to ensure compliance with established OCI procedures/requirements/guidelines.

11. Define records related to the OCI plan (e.g., training and audit records) that will be made available to the Government upon request.

FORMAT: Contractor format

END OF DRD-4

DATA REQUIREMENTS DESCRIPTION	
1.TITLE Employee Listing	**2. NUMBER** DRD-5
3. USE This report shall be used to list all contractor personnel assigned to the contract with their functional area	**8. DATE** June 4, 2015
	5. DRD CATEGORY: Administrative
	6. APPROVED BY
7. DUE DATE Within 10 days of contract start date	**8. REFERENCES**

9. PREPARATION INFORMATION

FIRST SUBMISSION DATE: Within 10 days of contract start date

SUBMISSION FREQUENCY: After initial submission, as revised

DISTRIBUTION: Contracting Officer, Contracting Officer Representative

DATA PREPARATION INFORMATION: The following information will be provided on the Employee Listing Report

a. Employee Name
b. Employee Phone Number
c. Employee Position Title
d. Functional Area(s) Employee Supports (PWS Sections 4.1 – 4.7 and 5.1 – 5.11)
e. Employee Start Date for the Position
f. NASA Primary and Alternate Task Monitors and Phone Numbers

FORMAT: Contractor Format

DATA REQUIREMENTS DESCRIPTION	
1.TITLE Standard Operating Procedures (SOPs)	**2. NUMBER** DRD-6
3. USE To ensure positions and routine tasks are performed consistently and that comprehensive evaluations are conducted.	**9. DATE** June 4, 2015
	5. DRD CATEGORY: Technical
	6. APPROVED BY
7. DUE DATE Draft SOPs due within 6 months of contract start date Final SOPs due within 12 months of contract start date	**8. REFERENCES** PWS Section 2.0

9. PREPARATION INFORMATION

FIRST SUBMISSION DATE: Draft SOPs due within 6 months of contract start date, Final SOPs due within 12 months of contract start date

SUBMISSION FREQUENCY: After initial submission, as revised

DISTRIBUTION: Contracting Officer Representative, Task Monitor

DATA PREPARATION INFORMATION: The SOPs shall describe the methods to be used, data to be collected, standardized formats to be used for presentation of data and results, etc. The SOPs shall include references to applicable NASA and AFRC standards and policy and requirement documents, as well as Federal, State, and Local regulations, if applicable. Contractor proprietary markings shall not be included on SOPs.

FORMAT: Contractor Format

DATA REQUIREMENTS DESCRIPTION	
1.TITLE Continuity Folders	**2. NUMBER** DRD-7
3. USE To ensure consistent delivery of services for contractor's routine tasks and to minimize lack of knowledge loss due to employee turnover	**10. DATE** June 4, 2015
	5. DRD CATEGORY: Technical
	6. APPROVED BY
7. DUE DATE Draft Continuity Folders due within 6 months of contract start date Final Continuity Folders due within 12 months of contract start date	**8. REFERENCES** PWS Section 1.2

9. PREPARATION INFORMATION

FIRST SUBMISSION DATE: Draft Continuity Folders due within 6 months of contract start date, Final Continuity Folders due within 12 months of contract start date

SUBMISSION FREQUENCY: After initial submission, as revised and requested by the Contracting Officer Representative

DISTRIBUTION: Contracting Officer Representative, Task Monitor

DATA PREPARATION INFORMATION: The contractor shall prepare and maintain, at a minimum, an electronic Continuity Folder (CF) in each functional area (PWS Sections 4.1 – 4.7 and 5.1 – 5.11), listing the Armstrong Management Directives to be used and a plan of how information/records are organized and where they are kept (i.e., a file plan). The CF shall be a "living" document, and kept current by those performing the requirements. These electronic CFs are subject to inspection by the CO/COR. No folder shall contain classified material or information. The Continuity Folders shall include references to applicable NASA and AFRC standards and policy and requirement documents, as well as Federal, State, and Local regulations, if applicable. Contractor proprietary markings shall not be included on documents within the Continuity Folders.

FORMAT: Contractor Format

DATA REQUIREMENTS DESCRIPTION	
1.TITLE Management Operating Plan	**2. NUMBER** DRD-8 Page 1 of 2
3. USE The Management Plan will be used to document the contractor's overall and detailed planning and operations for satisfying the contract requirements.	**11. DATE** June 4, 2015
	5. DRD CATEGORY: Technical Administrative
	6. APPROVED BY
7. DUE DATE 30 Days after contract award	**8. REFERENCES** PWS Section 2.0

9. PREPARATION INFORMATION

FIRST SUBMISSION DATE: 30 days after contract award. Upon NASA approval, the Contracting Officer will retain the plan in the contract file.

SUBMISSION FREQUENCY: After initial submission, as revised

APPROVAL: Contracting Officer

DISTRIBUTION: Contracting Officer, Contracting Officer Representative

DATA PREPARATION INFORMATION: The Management Plan shall describe the contractor's management approach, organization, and processes. It shall provide a comprehensive integration of all management systems of the prime and subcontractors. The plan shall include those processes specifically required to accomplish the Performance Work Statement (PWS), as well as those systems and procedures that are to be set in place by the contractor to adhere to regulations and the requirements set forth in the solicitation. The Management Plan shall include:

A. The overall management approach to satisfying the contract requirements, including at a minimum:
(1) The program management functions;
(2) The management policies and procedures;
(3) The strategies and goals to provide effective and efficient implementation of the PWS;
(4) Innovations and efficiencies to be gained through the proposed approach to manage the contract, including rationale to substantiate these innovations and efficiencies;
(5) Methods and techniques to be used in planning, scheduling, integrating, processing, controlling, and completing the PWS requirements. Include any other methods and techniques the Contractor feels is critical to successful performance of contract requirements;

CONTINUED

DATA REQUIREMENTS DESCRIPTION	
1.TITLE Management Operating Plan	**2. NUMBER** DRD-8 Page 2 of 2

9. PREPARATION INFORMATION – Continued

(6) The methods to supervise, support, mentor, and verify the successful performance of employees who are geographically distributed in various locations at NASA-AFRC, including Government-maintained facilities including Building 703 and the AERO Institute.
B. A description of the organization including:
(1) Description of proposed organizational structure;
(2) An organization chart identifying roles of all organizational elements and reporting relationships;
(3) Clear internal and external lines of authority;
(4) Outline procedures to ensure effective communication and collaboration across the organization;
(5) The relationship of the local contract management to the parent company, as well as the management of any proposed subcontractors, team members, or joint venture partners;
(6) Associations with other companies or organizations utilized to provide effective and efficient implementation of the PWS;
(7) The Contractor's relationship with other NASA-AFRC and contractors;
(8) The Management functions, roles, and responsibilities, and the method for integrating operation plans for all primary functional work areas;
(9) The Contractor's management interface with NASA-AFRC.
C. Include the following information for the contractor’s key personnel:
(1) Resumes of key personnel;
(2) The level of commitment of any key personnel who will not be 100% dedicated to this contract.
D. A description of how each function will be filled, including:
(1) Recruitment, retention, and employment methods and policies;
(2) Staffing strategies;
(3) The minimum qualification standards to satisfy the requirements outlined in the PWS;
(4) Strategy to ensure personnel will maintain the minimum qualification standards outlined in the PWS;
(5) Approach to providing flexible workforce planning. Include discussion on recruiting, retention of personnel, and effects on management, subcontractors, continuity and quality of services, and other factors resulting from changes in staffing levels.
E. The overall management approach to creating an effective and efficient interface to the Government concerning the implementation of the PWS requirements and communication of activities related to these efforts.
F. The proposed quality control system, including:
(1) A Performance Evaluation Summary the Contractor will use to ensure excellent services are provided for each PWS functional area;
(2) Methods to ensure timely delivery of quality services;
(3) Procedures, techniques, and tracking for early identification of potential problems, implementation of preventive action, and proactive and timely resolution.
G. The timekeeping process and procedures, including:
(1) Management oversight of employee daily work hours, ensuring compliance with customer requirements;
(2) How deviations of a position’s prescribed daily schedule are communicated to the NASA-AFRC organizational representative;
(3) How source data is captured;
(4) Methods to validate timely and accurate recording;
(5) Approval process for employee non-productive hours (sick leave, vacation leave, or other administrative leave).

FORMAT: Contractor Format

END OF DRD-8

DATA REQUIREMENTS DESCRIPTION	
1.TITLE Monthly Status Reports	**2. NUMBER** DRD-9
3. USE Used to monitor contract performance and completion of the requirements of the PWS	**12. DATE** June 4, 2015
	5. DRD CATEGORY: Technical Administrative
	6. APPROVED BY
7. DUE DATE Within 10 working days of the start of each month	**8. REFERENCES** PWS Section 2.0

9. PREPARATION INFORMATION

FIRST SUBMISSION DATE: The 10th working day of the first month of contract performance

SUBMISSION FREQUENCY: Monthly submission due the 10th of every month

DISTRIBUTION: Contracting Officer, Contracting Officer Representative

DATA PREPARATION INFORMATION: The monthly status report shall include, at a minimum, the following:

a. A brief narrative of the key accomplishments, by functional area, for the reporting month
b. Graphical presentation of programmatic Safety and Environmental metrics
c. Current problems and corrective actions taken
d. Continual improvement proposals
e. Self-assessment of contract performance.

FORMAT: Contractor format

DATA REQUIREMENTS DESCRIPTION	
1.TITLE Mishap Investigation Report (Contractor Involved)	**2. NUMBER** DRD-10
3. USE **To report incidents or hazards caused by the contractor**	**13. DATE** June 4, 2015
	5. DRD CATEGORY: Administrative
	6. APPROVED BY
7. DUE DATE As soon as reasonably practical after an occurrence, not to exceed 24 hours	**8. REFERENCES** NPD 8621.1

9. PREPARATION INFORMATION

SUBMISSION FREQUENCY: As necessary, but not to exceed 24 hours after an occurrence.

DISTRIBUTION: Contracting Officer Representative, Safety and Mission Assurance Officer

DATA PREPARATION INFORMATION: Should the contractor be involved in a Mishap (as defined in NPD 8621.1, contractor shall complete all reporting requirements as outlined by OSHA and NASA, including NPD 8621.1, NASA Procedural Requirements For Mishap Reporting, Investigation, and Recordkeeping. The reports shall be completed using the NASA Incident Reporting and Information System and other means as necessary.

Clarification: This DRD is for contractor-involved Mishap Investigation only.

FORMAT: AFRC Form AFRC80095b

DATA REQUIREMENTS DESCRIPTION	
1.TITLE Contract Performance Self-Assessment	**2. NUMBER** DRD-11
3. USE To facilitate in the assistance of NASA personnel in completing annual contract performance assessment for the Contractor Performance Assessment Reports Systems (CPARS)	**14. DATE** June 4, 2015
	5. DRD CATEGORY: Administrative
	6. APPROVED BY
7. DUE DATE Two (2) weeks after completion of the contract's period of performance, either basic period, or exercised option periods.	**8. REFERENCES**

9. PREPARATION INFORMATION

SUBMISSION FREQUENCY: Two (2) weeks after completion of the contract's period of performance, either basic period, or exercised option periods.

DISTRIBUTION: Contracting Officer, Contracting Officer Representative

DATA PREPARATION INFORMATION: The contractor shall provide a self-assessment of their performance of the requirements of the PWS for the 12 month evaluation period. The self-assessment shall include an a summary of significant accomplishments and evaluation of the following areas of contract performance:

a. Quality of Services performed
b. Schedule, including any variances, if applicable
c. Cost Control, including any variances, if applicable
d. Management
e. Utilization of Small Business, if applicable
f. Regulatory Compliance
g. Other Areas for Consideration

The contractor should also provide an adjectival self-assessment rating of each contract performance area listed above, using the following scale:

a. Exceptional
b. Very Good
c. Satisfactory
d. Marginal
e. Unsatisfactory

The contractor's self-assessment will be just one resource used by Government personnel to provide an assessment of the contractor's performance. The Government may utilize portions of the self-assessment in the CPARS evaluation, or may not use any portion of the contractor's self-assessment.

FORMAT: Contractor Format