CONTACT DATA REQUIREMENTS LIST (CDRL)

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CONTACT DATA REQUIREMENTS LIST (CDRL)

TITLE OF CONTRACT, PRODUCT, SOW, ETC.		CONTRACT/RFP NO.	DRL DATE/MOD DATE
Aircraft and Airfield Related Services		NNA	

1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
1	**Monthly Progress Report**	Monthly	See Remarks	See Distribution

6. DATA TYPE: X Scheduled submittal Submittal upon request Submitted upon update Gov't Approval Required

7. DISTRIBUTION

Contracting Officer's Representative (COR) Code YS, M/S 248-3 (1 cy)

Alternate COR (ACOR), Code YS, M/S 248-3 (1 cy)

Contract Specialist, Code JAI, M/S 241-1 (1 cy,)

8. REMARKS

The Contractor shall submit a monthly progress report no later than the 10th day of the month following the month to be reported. The monthly progress report should discuss the business, management and technical aspects for each Task Order. The report shall contain at least the following: (1) a brief status summary in narrative form; (2) any current or anticipated issues or problems which may impede performance, and recommended actions to resolve these for both the Government and the Contractor; (3) staffing data, and (4) discussion of achieving deliverables and milestone schedules.

1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
2	**Mishap Report**	See Remarks	See Remarks	See Distribution

6. DATA TYPE: Scheduled submittal Submittal upon request X Submitted upon update Gov't Approval Required

7. DISTRIBUTION

Contracting Officer's Representative (COR) Code YS, M/S 248-3 (1 cy)

Alternate COR (ACOR), Code YS, M/S 248-3 (1 cy)

Contract Specialist, Code JAI, M/S 241-1 (1 cy,)

Office of Occupational Safety, Health, and Environmental Services, Code QH, M/S 237-14 (1 copy)

8. REMARKS

The Contractor shall file a mishap report using the Incident Reporting Information System (IRIS) http://nasa.exhost.com/IRIS within 24 hours after the incident for initial notification of any accidental injury or illness to a NASA civil servant, contractor or visitor and NASA related accidental human injury, illness, property damage or close call;

NF 1627, NASA Mishap Report within one working day after the occurrence of any mishap.

CONTACT DATA REQUIREMENTS LIST (CDRL)

TITLE OF CONTRACT, PRODUCT, SOW, ETC.	CONTRACT/RFP NO.	DRL DATE/MOD DATE
Aircraft and Airfield Related Services	NNA	

1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
3	**2nd/3rd Shift Roster**	See Remarks	See Remarks	See Distribution

6. DATA TYPE: ☐ Scheduled submittal ☐ Submittal upon request ☒ Submitted upon update ☐ Gov't Approval Required

7. DISTRIBUTION	8. REMARKS
Contracting Officer's Representative (COR) Code YS, M/S 248-3 (1 cy electronic) Alternate COR (ACOR), Code YS, M/S 248-3 (1 cy) Contract Specialist, Code JAI, M/S 241-1 (1 cy,) Protective Services Office, Code JP, M/S 15-1 (1 cy)	The Contractor shall submit a schedule/roster for on-site second and third shifts within 30 days after contract award. This roster shall include (1) number of employees, (2) locations, and (3) scheduled working periods on a monthly basis. A revised schedule/roster shall be submitted within five work days of any change in location, personnel or hours scheduled. This report may be posted electronically.

1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
4	**Interim Subcontract Reporting System (iSRS) (formerly Subcontracting Report SF 294)**	Semi-annually	See Remarks	See Distribution

6. DATA TYPE: ☒ Scheduled submittal ☐ Submittal upon request ☐ Submitted upon update ☐ Gov't Approval Required

7. DISTRIBUTION	8. REMARKS
Electronic submittal into the Electronic Subcontracting Reporting System (ESRS) at http://www.esrs.gov	The contractor shall submit Individual Subcontract Report (ISR), utilizing the web based electronic Subcontracting Reporting System (eSRS), in accordance with clause 52.219-9 Small Business and Small Disadvantaged Business Subcontracting Plan. The subcontracting data is due 30 days after the close of each reporting period. Reporting periods end March 31 and September 30. A report is also due 30 days after contract completion. NASA has prepared a website for use when submitting the SF 294 https://prod.nais.nasa.gov/srs/iSRS_registration_help.html. Use of this website is optional, but preferred.

CONTACT DATA REQUIREMENTS LIST (CDRL)

TITLE OF CONTRACT, PRODUCT, SOW, ETC.	CONTRACT/RFP NO.	DRL DATE/MOD DATE
Aircraft and Airfield Related Services	NNA	

1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
5	**Summary Subcontracting Report (SSR)**	Semi-annually	See Remarks	See Distribution

6. DATA TYPE: [X] Scheduled submittal [ ] Submittal upon request [ ] Submitted upon update [ ] Gov't Approval Required

7. DISTRIBUTION	8. REMARKS
Electronic submittal into the Electronic Subcontracting Reporting System (ESRS) at http://www.esrs.gov	The contractor shall submit Summary Subcontract Report (SSR) utilizing the web based Electronic Subcontracting Reporting System (eSRS) in accordance with clause 52.219-9 Small Business and Small Disadvantaged Business Subcontracting Plan. The subcontracting data is due 30 days after the close of each reporting period. Reporting periods ends March 31 and September 30. NASA has prepared a website for use when submitting the SF 295 reports https://prod.nais.nasa.gov/srs/iSRS_registration_help.html. Use of this website is optional, but preferred.

1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
6	**Contractor Monthly Accident Report (CMAR)**	Monthly	See Remarks	See Distribution

6. DATA TYPE: [X] Scheduled submittal [ ] Submittal upon request [ ] Submitted upon update [ ] Gov't Approval Required

7. DISTRIBUTION	8. REMARKS
Submittal shall be made in accordance with the requirements found at: http://cmar.arc.nasa.gov/	The Contractor shall electronically submit the Monthly Accident Report data to the Contractor Monthly Accident Report web-based system within 10 working days after each full month of completed service. A negative report is required.

CONTACT DATA REQUIREMENTS LIST (CDRL)

TITLE OF CONTRACT, PRODUCT, SOW, ETC.	CONTRACT/RFP NO.	DRL DATE/MOD DATE
Aircraft and Airfield Related Services	NNA	

1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
7	**Subcontract Consent Package**	See Remarks	See Remarks	See Distribution

6. DATA TYPE: ☐ Scheduled submittal ☐ Submittal upon request ☐ Submitted upon update ☒ Gov't Approval Required

7. DISTRIBUTION	8. REMARKS
Contract Specialist, Code JAI, M/S 241-1 (1 cy,)	The Contractor shall submit subcontract consent package(s) in accordance with FAR 52.244-2 or as specifically requested by the Contracting Officer.

1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
8	**Contractor Requests for Government Provided Property (DoD Industrial Plant And Equipment Requisition System DD1419)**	See Remarks	See Remarks	See Distribution

6. DATA TYPE: ☐ Scheduled submittal ☐ Submittal upon request ☒ Submitted upon update ☐ Gov't Approval Required

7. DISTRIBUTION	8. REMARKS
Contracting Officer's Representative (COR) Code YS, M/S 248-3 (1 cy electronic) Alternate COR (ACOR), Code YS, M/S 248-3 (1 cy electronic) Contract Specialist, Code JAI, M/S 241-1 (1 cy,) Industrial Property Officer (IPO), Code JSL, M/S 255-3 (1 cy electronic)	At least 30 days prior to any purchase of an item, the Contractor shall submit a DD Form 1419 Industrial Plant Equipment Requisition, for Agency wide screening in accordance with NFS 1845.7102.

CONTACT DATA REQUIREMENTS LIST (CDRL)

TITLE OF CONTRACT, PRODUCT, SOW, ETC.	CONTRACT/RFP NO.	DRL DATE/MOD DATE
Aircraft and Airfield Related Services	NNA	

1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
9	**Property Management Report**	Monthly	See Remarks	See Distribution

6. DATA TYPE: [X] Scheduled submittal [ ] Submittal upon request [ ] Submitted upon update [ ] Gov't Approval Required

7. DISTRIBUTION

Contracting Officer's Representative (COR) Code YS, M/S 248-3 (1 cy electronic)

Alternate COR (ACOR), Code YS, M/S 248-3 (1 cy electronic)

Contract Specialist, Code JAI, M/S 241-1 (1 cy,)

Industrial Property Officer (IPO), Code JSL, M/S 255-3 (1 cy electronic)

8. REMARKS

The Contractor shall submit a Property Management Report itemizing all purchases for the quarter. All orders, items received, and prices must be included. The Contractor shall use DD Form 1149, Requisition and Invoice/ Shipping Document, to report Government property that is centrally reportable equipment to the NASA Property, Plant and Equipment (PP&E) System : 1) at the time of receipt and acceptance of accountability; 2) when major changes occur in the data initially submitted to NASA; and, 3) when the equipment is no longer required for or actively being used in pursuit of this contract. The Contractor shall indicate the current condition code of equipment reported pursuant to (3) above. Reportable data shall be forwarded through the contracting officer within 15 working days after the event that created the need for their preparation and shall be marked "FOR PP&E".

CONTACT DATA REQUIREMENTS LIST (CDRL)

TITLE OF CONTRACT, PRODUCT, SOW, ETC.	CONTRACT/RFP NO.	DRL DATE/MOD DATE
Aircraft and Airfield Related Services	NNA	

1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
10	**Initial Financial Management Report**	See Remarks	See Remarks	See Distribution

6. DATA TYPE: [X] Scheduled submittal [ ] Submittal upon request [ ] Submitted upon update [ ] Gov't Approval Required

7. DISTRIBUTION	8. REMARKS
Contracting Officer's Representative (COR) Code YS, M/S 248-3 (1 cy electronic) Alternate COR (ACOR), Code YS, M/S 248-3 (1 cy electronic) Contract Specialist, Code JAI, M/S 241-1 (1 cy,) Financial Management Division, Code CF, M/S 232-23 (2 cy:	An initial financial management report shall be submitted by the Contractor and each major subcontractor on NASA Form 533Q (or computer-generated version) in accordance with the instructions on the reverse side of the forms and the NASA Policy Guidance (NPG) 9501.2, NASA Contractor Financial Management Reporting, at URL http://nodis3.gsfc.nasa.gov/library/displayDir.cfm?Internal_ID=N_PG_9501_002D_&page_name=main Reports shall also provide data on planned and actual costs and labor hours. All blocks shall be completed as appropriate.

1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
11	**Quarterly Financial Management Report**	Quarterly	See Remarks	See Distribution

6. DATA TYPE: [X] Scheduled submittal [ ] Submittal upon request [ ] Submitted upon update [ ] Gov't Approval Required

7. DISTRIBUTION	8. REMARKS
Contracting Officer's Representative (COR) Code YS, M/S 248-3 (1 cy electronic) Alternate COR (ACOR), Code YS, M/S 248-3 (1 cy electronic) Contract Specialist, Code JAI, M/S 241-1 (1 cy,) Financial Management Division, Code CF, M/S 232-23 (2 cy)	The Contractor shall submit the NF 533Q not later than the 15th day of the month preceding the quarter (based on the Government Fiscal Year) being projected in accordance with the instructions on the reverse side of the forms and the NASA Policy Guidance (NPG) 9501.2, NASA Contractor Financial Management Reporting, at URL http://nodis3.gsfc.nasa.gov/library/displayDir.cfm?Internal_ID=N_PG_9501_002D_&page_name=main

CONTACT DATA REQUIREMENTS LIST (CDRL)

TITLE OF CONTRACT, PRODUCT, SOW, ETC.	CONTRACT/RFP NO.	DRL DATE/MOD DATE
Aircraft and Airfield Related Services	NNA	

1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
12	**Monthly Financial Management Report**	Monthly	See Remarks	See Distribution

6. DATA TYPE: [X] Scheduled submittal [ ] Submittal upon request [ ] Submitted upon update [ ] Gov't Approval Required

7. DISTRIBUTION	8. REMARKS
Contracting Officer's Representative (COR) Code YS, M/S 248-3 (1 cy electronic) Alternate COR (ACOR), Code YS, M/S 248-3 (1 cy electronic) Contract Specialist, Code JAI, M/S 241-1 (1 cy,)	The Contractor shall deliver the NF 533M report no later than the 10th working day after end of accounting month being reported. And in accordance with the instructions on the reverse side of the forms and the NASA Policy Guidance (NPG) 9501.2, NASA Contractor Financial Management Reporting, at URL http://nodis3.gsfc.nasa.gov/library/displayDir.cfm?Internal_ID=N_PG_9501_002D_&page_name=main

1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
13	**Mission Assurance Plan**	See Remarks	See Remarks	See Distribution

6. DATA TYPE: [X] Scheduled submittal [ ] Submittal upon request [ ] Submitted upon update [ ] Gov't Approval Required

7. DISTRIBUTION	8. REMARKS
Contracting Officer's Representative (COR) Code YS, M/S 248-3 (1 cy electronic) Alternate COR (ACOR), Code YS, M/S 248-3 (1 cy electronic) Contract Specialist, Code JAI, M/S 241-1 (1 cy,) Code QS, M/S 218-7 (1 cy)	The contractor shall submit a Mission Assurance Plan by the conclusion of the Phase-In period. This plan shall be prepared in accordance with the SOW.

CONTACT DATA REQUIREMENTS LIST (CDRL)

TITLE OF CONTRACT, PRODUCT, SOW, ETC.	CONTRACT/RFP NO.	DRL DATE/MOD DATE
Aircraft and Airfield Related Services	NNA	

LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
14	**RESERVED**	annually	See Remarks	See Distribution

6. DATA TYPE: [X] Scheduled submittal [ ] Submittal upon request [ ] Submitted upon update [ ] Gov't Approval Required

7. DISTRIBUTION	8. REMARKS

1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
15	**Phase-Out Plan**	Once	See Remarks	See Distribution

6. DATA TYPE: [X] Scheduled submittal [ ] Submittal upon request [ ] Submitted upon update [ ] Gov't Approval Required

7. DISTRIBUTION	8. REMARKS
Contracting Officer's Representative (COR) Code YS, M/S 248-3 (1 cy electronic) Alternate COR (ACOR), Code YS, M/S 248-3 (1 cy electronic) Contract Specialist, Code JAI, M/S 241-1 (1 cy,)	The Contractor shall provide a Phase-Out Plan for the complete and orderly transfer of duties and records to the incoming Contractor. The Plan shall address issues pertinent to the continuation of safe operations for all areas of responsibility under the contract. The Phase-Out Plan is required 60 days before the end of the contract's period of performance.

CONTACT DATA REQUIREMENTS LIST (CDRL)

TITLE OF CONTRACT, PRODUCT, SOW, ETC.	CONTRACT/RFP NO.	DRL DATE/MOD DATE
Aircraft and Airfield Related Services	NNA	

1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
16	**Contractor Procedures**	See Remarks	See Remarks	See Distribution

6. DATA TYPE: [X] Scheduled submittal [ ] Submittal upon request [ ] Submitted upon update [ ] Gov't Approval Required

7. DISTRIBUTION

Contracting Officer's Representative (COR) Code YS, M/S 248-3 (1 cy electronic)

Alternate COR (ACOR), Code YS, M/S 248-3 (1 cy electronic)

Contract Specialist, Code JAI, M/S 241-1 (1 cy,)

Government Flight Representative M/S 243-11

Government Flight Representative, Alternate M/S 207-1

Chief, Flight Projects Office, M/S 248-3

8. REMARKS

The Contractor shall submit Procedures for maintenance and technical services for Government approval no later than 30 days after contract award. These procedures shall be prepared in accordance with AR 95-20.

The Contractor shall revise the Procedures and resubmit them for Government approval, if appropriate, following annual reviews by the GFR, in the event of a change of the primary GFR, or at any time upon the identification of a deficiency in the existing Procedures.

CONTACT DATA REQUIREMENTS LIST (CDRL)

TITLE OF CONTRACT, PRODUCT, SOW, ETC.	CONTRACT/RFP NO.	DRL DATE/MOD DATE
Aircraft and Airfield Related Services	NNA	

1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
17	**Army Aircraft Inventory Status and Flying Time Report**	See Remarks	See Remarks	See Distribution

6. DATA TYPE: [X] Scheduled submittal [ ] Submittal upon request [ ] Submitted upon update [ ] Gov't Approval Required

7. DISTRIBUTION	8. REMARKS
Director, USAMC Logistics Support Activity ATTN: AMXLS-RRS Redstone Arsenal, AL 35898-7466 FAX to: AMC Aviation Office AMCCOPS-CA DSN 767-8886, CML (703) 806-8886 Government Flight Representative M/S 243-11 Government Flight Representative, Alternate, M/S 207-1 Chief, Flight Projects Office, Ames Research Center M/S 248-3	The Contractor shall submit completed DA Forms 1352 and 1352-1 no later than the 18th calendar day of each full month of service.

CONTACT DATA REQUIREMENTS LIST (CDRL)

TITLE OF CONTRACT, PRODUCT, SOW, ETC.	CONTRACT/RFP NO.	DRL DATE/MOD DATE
Aircraft and Airfield Related Services	NNA	

1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
18	**Safety and Health Plan**	See Remarks	See Remarks	See Distribution

6. DATA TYPE: [X] Scheduled submittal [ ] Submittal upon request [ ] Submitted upon update [X] Gov't Approval Required

7. DISTRIBUTION

Contracting Officer's Representative (COR) Code YS, M/S 248-3 (1 cy electronic)

Alternate COR (ACOR), Code YS, M/S 248-3 (1 cy electronic)

Contract Specialist, Code JAI, M/S 241-1 (1 cy,)

8. REMARKS

The Contractor shall provide a Safety and Health Plan addressing issues pertinent to safe operation in all areas of responsibility under the contract for review by the Ames Occupational Safety, Health and Medical Services Offices. The plan shall include health and environmental compliance regulations applicable to this contract. The plan is required to be submitted within10 days from start of the phase-in for approval and inclusion by modification. The plan shall be updated in accordance with NFS clause 1852.223-70, Safety and Health.

1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
19.	**IT Security Plan**	Once	See Remarks	See Distribution

6. DATA TYPE: [X] Scheduled submittal [ ] Submittal upon request [ ] Submitted upon update [X] Gov't Approval Required

7. DISTRIBUTION

Contracting Officer's Representative (COR) Code YS, M/S 248-3 (1 cy electronic)

Alternate COR (ACOR), Code YS, M/S 248-3 (1 cy electronic)

Contract Specialist, Code JAI, M/S 241-1 (1 cy,)

8. REMARKS

The Contractor shall prepare and submit an IT Security Plan for Government approval in accordance with NFS clause 1852.204-76 within 30 days after contract award. The Contractor shall submit to the CO and COR any updates to this plan necessary during performance of this contract.

CONTACT DATA REQUIREMENTS LIST (CDRL)

TITLE OF CONTRACT, PRODUCT, SOW, ETC.	CONTRACT/RFP NO.	DRL DATE/MOD DATE
Aircraft and Airfield Related Services	NNA	

1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
20.	**Organizational Conflicts of Interest Avoidance Plan**	See Remarks	See Remarks	See Distribution

6. DATA TYPE: [X] Scheduled submittal [ ] Submittal upon request [ ] Submitted upon update [X] Gov't Approval Required

7. DISTRIBUTION

Contracting Officer's Representative (COR) Code YS, M/S 248-3 (1 cy electronic)

Alternate COR (ACOR), Code YS, M/S 248-3 (1 cy electronic)

Contract Specialist, Code JAI, M/S 241-1 (1 cy,)

8. REMARKS

The Organizational Conflicts of Interest Avoidance Plan shall be provided by the contractor with submission of the proposal. This plan shall incorporate any previous studies performed, shall thoroughly analyze all organizational conflicts of interest that might arise because the service provider has access to companies' sensitive information and shall establish specific methods to control, mitigate, or eliminate all problems identified. The plan shall address all the requirements identified in Section H, paragraph H.2, Organizational Conflicts of Interest and Section I, paragraph I.1, NFS 1852.237-72, Access to Sensitive. The plan is required upon submission of proposal. The Contractor shall submit to the CO and COR any updates to this plan necessary during performance of this contract and shall deliver a task order specific plan when required.

CONTACT DATA REQUIREMENTS LIST (CDRL)

TITLE OF CONTRACT, PRODUCT, SOW, ETC.	CONTRACT/RFP NO.	DRL DATE/MOD DATE
Aircraft and Airfield Related Services	NNA	

1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
21	**NF 1018—NASA Property in the Custody of Contractors**	Annually	Annually, by October 15th	See Distribution

6. DATA TYPE: [X] Scheduled submittal [ ] Submittal upon request [ ] Submitted upon update [X] Gov't Approval Required

7. DISTRIBUTION	8. REMARKS
NF1018 Electronic Submission System (NESS) Contracting Officer's Representative (COR) Code YS, M/S 248-3 (1 cy electronic) Alternate COR (ACOR), Code YS, M/S 248-3 (1 cy electronic) Contract Specialist, Code JAI, M/S 241-1 (1 cy,) CO, Code JAZ, M/S 241-1 (1 cy electronic) IPO, M/S 255-3 (1 cy electronic)	In accordance with NFS 1852.245-73, Financial Reporting of NASA Property in the Custody of the Contractor, the Contractor shall submit annually a NASA Form (NF) 1018, NASA Property in the Custody of Contractors, in accordance with the provisions of 1845.505-14, the instructions on the form, subpart 1845.71, and any supplemental instruction for the current reporting period issued by NASA. A final report shall be submitted within 30 day after disposition of all property subject to reporting when the contract performance period is complete. http://ness.gsfc.nasa.gov/