

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 988 **ISSUE:** Rev. C
2. **DRD NO.:** **988LS-012**
3. **DATA TYPE:** 3
4. **DATE REVISED:** 05-02-07
5. **PAGE:** 1/1

6. **TITLE:** Government Furnished Equipment (GFE) Inventory

7. **DESCRIPTION/USE:** To provide management with data and significant information regarding the use and condition of GFE utilized by the contractor in the performance of the contract.

8. **OPR:** AS41 9. **DM:** AS40

10. **DISTRIBUTION:** Per Contracting Officer's letter

11. **INITIAL SUBMISSION:** Within 10 days following the Joint Inventory

12. **SUBMISSION FREQUENCY:** Annually, by October 7

13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 1.4.A.3

15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Government Furnished Equipment (GFE) Inventory provides a complete listing of all GFE utilized by the contractor in the performance of the contract.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Government Furnished Equipment (GFE) Inventory shall include the following information:
 - a. List of items.
 - b. Locations(s) of items.
 - c. Usage data for items.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. DPD NO.: 988 ISSUE: Rev. C
2. DRD NO.: **988LS-013**
3. DATA TYPE: 3
4. DATE REVISED: 05-02-07
5. PAGE: 1/1

6. **TITLE:** Government Furnished Equipment (GFE) Discrepancy Report

7. **DESCRIPTION/USE:** To provide management with data and significant information regarding changes to the condition or the quantity of GFE utilized by the contractor in the performance of the contract.

8. **OPR:** AS41 9. **DM:** AS40

10. **DISTRIBUTION:** Per Contracting Officer's letter

11. **INITIAL SUBMISSION:** As required; within 5 days of the reported discrepancy and upon completion of any joint inventory yielding discrepancies.

12. **SUBMISSION FREQUENCY:** As required

13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 1.4.B

15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Government Furnished Equipment (GFE) Discrepancy Report provides a detailed report of GFE discrepancies.

- 15.2 **APPLICABLE DOCUMENTS:** None

- 15.3 **CONTENTS:** The Government Furnished Equipment (GFE) Discrepancy Report shall include the following information:
 - a. List of items.
 - b. Last known location(s) of items.
 - c. Details of discrepancy.
 - d. Corrective actions taken, if applicable.
 - e. Recommended corrective action plan with completion date.

- 15.4 **FORMAT:** Contractor format is acceptable.

- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. DPD NO.: 988 ISSUE: Rev. C
2. DRD NO.: **988LS-014**
3. DATA TYPE: 3
4. DATE REVISED: 05-02-07
5. PAGE: 1/1

6. TITLE: Annual Solid Waste Disposal Report

7. DESCRIPTION/USE: To provide management oversight of disposal operations.

8. OPR: AS41 9. DM: AS40

10. DISTRIBUTION: Per Contracting Officer's letter

11. INITIAL SUBMISSION: October 5th after Authority to Proceed (ATP)

12. SUBMISSION FREQUENCY: Annually, by October 5th

13. REMARKS:
14. INTERRELATIONSHIP: PWS paragraph 9.2.A.1.j

15. DATA PREPARATION INFORMATION:
 - 15.1 **SCOPE**: The Annual Solid Waste Disposal Report provides the comprehensive report of solid waste disposed of by MSFC.
 - 15.2 **APPLICABLE DOCUMENTS**: None
 - 15.3 **CONTENTS**: The Annual Solid Waste Disposal Report shall contain the following data for all items incoming to disposal operations:
 - a. Date of pickup.
 - b. Truck number.
 - c. Ticket number.
 - d. Net weight.
 - e. Accumulated totals.
 - 15.4 **FORMAT**: Contractor format is acceptable.
 - 15.5 **MAINTENANCE**: None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. DPD NO.: 988 ISSUE: Rev. C
2. DRD NO.: **988LS-015**
3. DATA TYPE: 3
4. DATE REVISED: 05-02-07
5. PAGE: 1/1
6. TITLE: Annual Recyclables Report
7. DESCRIPTION/USE: To provide management oversight of recycling operations.
8. OPR: AS41 9. DM: AS40
10. DISTRIBUTION: Per Contracting Officer's letter
11. INITIAL SUBMISSION: October 5th after Authority to Proceed (ATP)
12. SUBMISSION FREQUENCY: Annually, by October 5th
13. REMARKS:
14. INTERRELATIONSHIP: PWS paragraphs 9.2.A.1.j and 9.2.A.1.k
15. DATA PREPARATION INFORMATION:
 - 15.1 SCOPE: The Annual Recyclables Report provides the comprehensive report on items recycled by MSFC.
 - 15.2 APPLICABLE DOCUMENTS: None
 - 15.3 CONTENTS: The Annual Recyclables Report shall contain the following data for all items recycled through the disposal operations:
 - a. Name of item (i.e., toner cartridges, scrap metal).
 - b. Date of pickup.
 - c. Net weight.
 - d. Method of recycling.
 - e. Accumulated totals.
 - 15.4 FORMAT: Contractor format is acceptable.
 - 15.5 MAINTENANCE: None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. DPD NO.: 988 ISSUE: Rev. C
2. DRD NO.: **988LS-016**
3. DATA TYPE: 3
4. DATE REVISED: 05-02-07
5. PAGE: 1/1
6. TITLE: Annual Affirmative Procurement Report
7. DESCRIPTION/USE: To provide management oversight of affirmative procurement activities.
8. OPR: AS41 9. DM: AS40
10. DISTRIBUTION: Per Contracting Officer's letter
11. INITIAL SUBMISSION: October 5th after Authority to Proceed (ATP)
12. SUBMISSION FREQUENCY: Annually, by October 5th
13. REMARKS:
14. INTERRELATIONSHIP: PWS paragraph 1.2.I.6
15. DATA PREPARATION INFORMATION:
 - 15.1 **SCOPE:** The Annual Affirmative Procurement Report provides the comprehensive report on all affirmative procurement items purchased for MSFC customers.
 - 15.2 **APPLICABLE DOCUMENTS:**
MWI 8540.2 *Affirmative Procurement Program for Environmentally Preferable Products*
 - 15.3 **CONTENTS:** The Annual Affirmative Procurement Report shall detail the contractor's procurement of products which meet the Environmental Protection Agency's (EPA's) Comprehensive Procurement Guidelines (CPG). Specific criteria for the designated product categories are described on the EPA's CPG site at: <http://www.epa.gov/cpg/products.htm>. The report shall meet the requirements of MWI 8540.2 and detail the procurement of products in the following categories:
 - a. Construction.
 - b. Landscaping.
 - c. Nonpaper office.
 - d. Paper.
 - e. Park and recreation.
 - f. Transportation.
 - g. Vehicular.
 - h. Miscellaneous.
 - 15.4 **FORMAT:** The report shall be input into the NASA Environmental Tracking System (NETS) software program, using the format provided within NETS.
 - 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 988 **ISSUE:** Rev. C
2. **DRD NO.:** **988LS-017**
3. **DATA TYPE:** 1
4. **DATE REVISED:** 05-02-07
5. **PAGE:** 1/1
6. **TITLE:** Report of Activities Generating Precious Metals
7. **DESCRIPTION/USE:** To provide information pertaining to precious metals recovered in personal property disposal activities.
8. **OPR:** AS41 9. **DM:** AS40
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** October 5 following Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Annually on October 5 for period October 1 through September 30
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 9.2.A.1.m
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Report of Activities Generating Precious Metals indicates precious metals recovered from scrap material.
- 15.2 **APPLICABLE DOCUMENTS:**
FPMR 101-45.1002-2(a) *Federal Property Management Regulations*
NPR 4300.1 *NASA Personal Property Disposal Procedures and Guidelines*
- 15.3 **CONTENTS:** The Report of Activities Generating Precious Metals contents shall be in accordance with FPMR 101-45.1002-2(a) and NPR 4300.1.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. DPD NO.: 988 ISSUE: Rev. C
2. DRD NO.: **988LS-018**
3. DATA TYPE: 3
4. DATE REVISED: 05-02-07
5. PAGE: 1/1
6. TITLE: Packaging and Crating Services Report
7. DESCRIPTION/USE: To provide quarterly statistics for packaging and crating services activities.
8. OPR: AS42 9. DM: AS40
10. DISTRIBUTION: Per Contracting Officer's letter
11. INITIAL SUBMISSION: First scheduled report due date (January 7, April 7, July 7, or October 7) after Authority to Proceed (ATP)
12. SUBMISSION FREQUENCY: Quarterly on the following schedule: January 7 (for October - December reporting period); April 7 (for January - March reporting period); July 7 (for April - June reporting period); October 7 (for July - September reporting period)
13. REMARKS: This report may be combined with the Traffic Management Workload Report.
14. INTERRELATIONSHIP: DRD 988LS-019, *Traffic Management Workload Report*. PWS paragraph 7.2.A.5.f.
15. DATA PREPARATION INFORMATION:
 - 15.1 **SCOPE**: The Packaging and Crating Services Report covers quarterly packaging and crating services workload.
 - 15.2 **APPLICABLE DOCUMENTS**: None
 - 15.3 **CONTENTS**: The Packaging and Crating Services Report shall provide:
 - a. Number and amount of crates constructed.
 - b. Number and amount of other packages used.
 - c. Number and amount of shipments packed (overnight letters, small package shipment, LTL and Air, and T/L).
 - d. Number and amount of pounds packed.
 - e. Number of hazardous materials packed.
 - f. Number of quality sensitive, flight hardware and program critical shipments packed.
 - g. Number of pre-priced lots performed.
 - h. Other data as requested by the COTR.
 - 15.4 **FORMAT**: Contractor format is acceptable.
 - 15.5 **MAINTENANCE**: None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 988 **ISSUE:** Rev. C
2. **DRD NO.:** **988LS-019**
3. **DATA TYPE:** 3
4. **DATE REVISED:** 05-02-07
5. **PAGE:** 1/1
6. **TITLE:** Traffic Management Workload Report
7. **DESCRIPTION/USE:** To provide quarterly statistics for traffic management services activities.
8. **OPR:** AS42 9. **DM:** AS40
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** First scheduled report due date (January 7, April 7, July 7, or October 7) after Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Quarterly on the following schedule: January 7 (for October - December reporting period); April 7 (for January – March reporting period); July 7 (for April – June reporting period); October 7 (for July – September reporting period)
13. **REMARKS:** This report may be combined with the Packaging and Crating Services Report.
14. **INTERRELATIONSHIP:** DRD 988LS-018, *Packaging and Crating Services Report*. PWS paragraph 7.2.A.5.f.
15. **DATA PREPARATION INFORMATION:**
 - 15.1 **SCOPE:** The Traffic Management Workload Report covers quarterly traffic management workload.
 - 15.2 **APPLICABLE DOCUMENTS:** None
 - 15.3 **CONTENTS:** The Traffic Management Workload Report shall provide:
 - a. Number of all outbound/inbound overnight letter and small package shipments.
 - b. Number of shipments by motor (LTL and T/L), air, water, and rail.
 - c. Number of shipment records researched for carrier payments, transportation discrepancy reports, and tracer actions.
 - d. Number of Carrier Service failures.
 - e. Number of shipments for foreign and domestic.
 - f. Number of shipments of hazardous materials.
 - 15.4 **FORMAT:** Contractor format is acceptable.
 - 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 988 **ISSUE:** Rev. C
2. **DRD NO.:** **988LS-020**
3. **DATA TYPE:** 3
4. **DATE REVISED:** 05-02-07
5. **PAGE:** 1/1
6. **TITLE:** Personnel Transport System Report
7. **DESCRIPTION/USE:** To provide quarterly statistics for personnel transport system activities.
8. **OPR:** AS42 9. **DM:** AS40
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** First scheduled report due date (January 7, April 7, July 7, or October 7) after Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Quarterly on the following schedule: January 7 (for October - December reporting period); April 7 (for January - March reporting period); July 7 (for April - June reporting period); October 7 (for July - September reporting period)
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 6.2.A.1.f
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Personnel Transport System Report covers quarterly personnel transport system workload.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Personnel Transport System Report shall provide:
 - a. Number of personnel transported on the scheduled/routine transport system on a weekly basis.
 - b. Number of personnel transported in the Group Transport per the customer request, requesting organization, date of request, date of service, origin/destination, and actual utilization.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. DPD NO.: 988 ISSUE: Rev. C
2. DRD NO.: **988LS-021**
3. DATA TYPE: 3
4. DATE REVISED: 05-02-07
5. PAGE: 1/1
6. TITLE: Mail Operations/Courier Services Report
7. DESCRIPTION/USE: To provide quarterly statistics for desk top courier services activities.
8. OPR: AS42 9. DM: AS40
10. DISTRIBUTION: Per Contracting Officer's letter
11. INITIAL SUBMISSION: First scheduled report due date (January 7, April 7, July 7, or October 7) after Authority to Proceed (ATP)
12. SUBMISSION FREQUENCY: Quarterly on the following schedule: January 7 (for October - December reporting period); April 7 (for January - March reporting period); July 7 (for April - June reporting period); October 7 (for July - September reporting period)
13. REMARKS: This report may be combined with the Mail Services Report.
14. INTERRELATIONSHIP: DRD 988LS-023, *Mail Services Report*. PWS paragraph 4.4.A
15. DATA PREPARATION INFORMATION:
 - 15.1 **SCOPE**: The Mail Operations/Courier Services Report covers quarterly desk top courier services workload.
 - 15.2 **APPLICABLE DOCUMENTS**: None
 - 15.3 **CONTENTS**: The Mail Operations/Courier Services Report shall provide:
 - a. Number of desk top deliveries by origin/destination.
 - b. Chart detailing frequency of requests.
 - c. Number of items/pieces delivered.
 - d. Response time average on a weekly basis.
 - 15.4 **FORMAT**: Contractor format is acceptable.
 - 15.5 **MAINTENANCE**: None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 988 **ISSUE:** Rev. C
2. **DRD NO.:** **988LS-022**
3. **DATA TYPE:** 3
4. **DATE REVISED:** 05-02-07
5. **PAGE:** 1/1
6. **TITLE:** Monthly Food Services Activities Report
7. **DESCRIPTION/USE:** To provide monthly recap of all Food Services activities under this contract.
8. **OPR:** AS60 9. **DM:** AS40
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** 4th of the month following Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Monthly, due no later than the 4th of the month following the monthly reporting period
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 10.2.C.4.q
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Monthly Food Services Activities Report covers food services activities performed under this contract.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Monthly Food Services Activities Report shall contain:
 - a. Diversity in menus.
 - b. Compliance with safety health regulations.
 - c. Number of caterings.
 - d. Number of Patrons, by location, breakfast, and lunch, (monthly and cumulative).
 - e. Sales by breakfast, lunch, catering (monthly and cumulative).
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. DPD NO.: 988 ISSUE: Rev. C
2. DRD NO.: **988LS-023**
3. DATA TYPE: 3
4. DATE REVISED: 05-02-07
5. PAGE: 1/1
6. TITLE: Mail Services Report
7. DESCRIPTION/USE: To report the results of all Mail Services activities.
8. OPR: AS40 9. DM: AS40
10. DISTRIBUTION: Per Contracting Officer's letter
11. INITIAL SUBMISSION: First scheduled report due date after Authority to Proceed (ATP)
12. SUBMISSION FREQUENCY: Monthly, due no later than the 7th of the month following the monthly reporting period.
13. REMARKS: This report may be combined with the Mail Operations/Courier Services Report. Monthly reports shall include data from the first day of the month beginning at 12:00 a.m. (0000 hrs) and continue through the last day of the month ending at 11:59 pm (2359 hrs).
14. INTERRELATIONSHIP: DRD 988LS-021, *Mail Operations/Courier Services Report*. PWS paragraph 4.3
15. DATA PREPARATION INFORMATION:
 - 15.1 **SCOPE**: The Mail Services Report documents mail services statistics. Monthly reports shall include data from the first day of the month beginning at 12:00 a.m. (0000 hrs) and continue through the last day of the month ending at 11:59 p.m. (2359 hrs).
 - 15.2 **APPLICABLE DOCUMENTS**: None
 - 15.3 **CONTENTS**: The Mail Services Reports shall contain the following:
 - a. Mail (USPS): Number of incoming pieces, and weight (in pounds), number of outgoing pieces, and weight (in pounds), meter machine usage, (cost \$, number of pieces #, pounds (lbs), meter additions, certified mail (\$, #, lbs), registered mail (\$, #, lbs), international mail (\$, #, lbs).
 - b. Internal mail: pieces distributed and weight (in pounds) distributed.
 - c. Special mailings (a subset of the mail & internal mail information): Subject, and pieces distributed.
 - d. Small Packages: Federal Express (\$, #, lbs), UPS (\$, #, lbs), DHL. (\$, #, lbs).
 - e. Fiscal Year (FY) running totals for Section 15.3: a, b, c, and d.
 - f. Significant accomplishments during the reporting period.
 - 15.4 **FORMAT**: Contractor format is acceptable.
 - 15.5 **MAINTENANCE**: Changes shall be incorporated by change page or complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 988 **ISSUE:** Rev. C
2. **DRD NO.:** **988LS-024**
3. **DATA TYPE:** 3
4. **DATE REVISED:** 05-02-07
5. **PAGE:** 1/1
6. **TITLE:** Explosives and Propellants Inventory List
7. **DESCRIPTION/USE:** To report information required under the Inter-service support Agreement between the Army and MSFC.
8. **OPR:** AS41 9. **DM:** AS40
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Fourth day of the month following the first month to be reported after Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Monthly, due no later than the 4th of the month following the monthly reporting period
13. **REMARKS:**
14. **INTERRELATIONSHIP:** Inter-service Support Agreement between the Army and MSFC. PWS paragraph 7.2.B.2.b.
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Explosives and Propellants Inventory List provides an inventory of the contents stored in Army igloos and storage areas in accordance with the Inter-service Support Agreement Between the Army and MSFC.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Explosives and Propellants Inventory List shall provide a comprehensive inventory of the contents stored in all Army igloos and storage areas assigned to MSFC for explosive and propellant storage. The list shall include all information identified by the Army, in accordance with the Inter-service Support Agreement between the Army and MSFC.
- 15.4 **FORMAT:** Contractor format is acceptable unless otherwise specified by agreement.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. DPD NO.: 988 ISSUE: Rev. C
2. DRD NO.: **988LS-025**
3. DATA TYPE: 3
4. DATE REVISED: 05-02-07
5. PAGE: 1/1
6. **TITLE:** Monthly Retail Store Activities Report
7. **DESCRIPTION/USE:** To provide monthly recap of all Retail Store activities under this contract.
8. **OPR:** AS40 9. **DM:** AS40
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** 5th of the month following Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Monthly, due no later than the 5th of the month following the monthly reporting period
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 7.2.A
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Monthly Retail Store Activities Report covers retail store activities performed under this contract.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Monthly Retail Store Activities Report shall contain:
 - a. Number of items sold, by category (monthly and cumulative). NOTE: Ergonomic items should be listed as a separate category.
 - b. Sales, by item category (monthly and cumulative). NOTE: Ergonomic items should be listed as a separate category.
 - c. Number of items sold, by furniture vendor (monthly and cumulative).
 - d. Total items sold invoiced (monthly and cumulative).
 - e. Total sales invoiced (monthly and cumulative).
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. DPD NO.: 988 ISSUE: Rev. C
2. DRD NO.: **988MA-001**
3. DATA TYPE: 1
4. DATE REVISED: 05-02-07
5. PAGE: 1/1
6. TITLE: Management Operating Plan
7. DESCRIPTION/USE: To provide a description of the contractor's overall management system and organization for accomplishing the requirements set forth in the contract.
8. OPR: AS40 9. DM: AS40
10. DISTRIBUTION: Per Contracting Officer's letter
11. INITIAL SUBMISSION: 30 days after Authority to Proceed (ATP)
12. SUBMISSION FREQUENCY: Revise as required
13. REMARKS:
14. INTERRELATIONSHIP: PWS paragraph 1.2.C (Performance Summary table)
15. DATA PREPARATION INFORMATION:
 - 15.1 **SCOPE:** The Management Operating Plan shall describe the contractor's concept plans, practice, and approach for accomplishing the requirements set forth in the contract, i.e., managing and controlling project tasks, experimental work, and management interfaces, and risk management assessment. The plan shall be in such detail as necessary to convey the contractor's internal procedures.
 - 15.2 **APPLICABLE DOCUMENTS:**
NPR 7120.5 *Program & Project Management Processes & Requirements*
 - 15.3 **CONTENTS:** The Management Operating Plan shall include a description of the project tasks to be accomplished and an outline of methods by which the contractor proposes to accomplish each task down to the Level III WBS task level. The plan shall also include a description of management concepts, plans, project management and task/control systems, organizational approach, risk assessment approach, and communication channels between the contractor and the Government. This shall include descriptions, flow charts, schedules, and other documentation necessary to give a comprehensive plan of organization and accomplishment. Risk assessment approach shall specify how the contractor will document risk management activities and how the contractor will communicate risk issues and concerns to the government.
 - 15.4 **FORMAT:** Contractor format is acceptable.
 - 15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. DPD NO.: 988 ISSUE: Rev. C
2. DRD NO.: **988MA-002**
3. DATA TYPE: 2
4. DATE REVISED: 05-02-07
5. PAGE: 1/2
6. TITLE: Personnel Certification and Training Plan
7. DESCRIPTION/USE: To establish the contractor's certification requirements for personnel working in potentially hazardous situations.
8. OPR: AS40 9. DM: AS40
10. DISTRIBUTION: Per Contracting Officer's letter
11. INITIAL SUBMISSION: 30 days after Authority to Proceed (ATP)
12. SUBMISSION FREQUENCY: Update annually thereafter
13. REMARKS:
14. INTERRELATIONSHIP: PWS paragraphs 1.2.F (Performance Summary table) and 1.2.F
15. DATA PREPARATION INFORMATION:
 - 15.1 **SCOPE:** The Personnel Certification and Training Plan provides for training, certification, and re- certification of personnel engaged in hazardous operations and performance of critical processes. The purpose of a certification program is to assure that all personnel are capable of performing their duties and work assignments without endangering themselves, fellow employees, equipment and/or facilities.
 - 15.2 **APPLICABLE DOCUMENTS:**

MWI 3410.1	<i>Personnel Certification Program</i>
NPR 8715.3	<i>NASA Safety Manual</i>
 - 15.3 **CONTENTS:** The Personnel Certification and Training Plan shall include criteria which relate to work classification and skills, education, experience, training, and other qualifications necessary to assure safe and efficient operation and maintenance of test stand systems and high quality workmanship. The plan shall address the controls in place to assure only qualified personnel will be used on critical work elements. The plan shall fulfill the requirements of the applicable documents listed in 15.2 and include the following:
 - a. Certification program:
 1. General:
 - a) Program description.
 - b) Program administration.
 - c) Certification duration.
 - d) Definitions.
 - e) Job description summaries.

DRD Continuation Sheet

TITLE: Personnel Certification and Training Plan

DRD NO.: 988MA-002

DATA TYPE: 2

PAGE: 2/2

15. **DATA PREPARATION INFORMATION (CONTINUED):**

- f) Task assignments per job description.
- g) Skills required per job description.
- h) Plan for providing required training for contractor employees.
- 2. Certification requirements/skills:
 - a) Education.
 - b) Experience/work history.
 - c) Specialized training.
 - d) Physical condition/attitude.
- 3. Certification process:
 - a) Supervision responsibilities.
 - b) Certifying authority.
 - c) Formal/informal examination.
 - d) Proficiency demonstration.
- b. Certification documentation.

Specific skills requiring certification and proficiency include the following:

- a. Forklift, crane and hoist operators.
- b. High pressure tubing fabrication and assembly.
- c. Welding:
 - 1. Carbon steel.
 - 2. Stainless steel.
 - 3. Aluminum.
- d. Cryogenic/solid propellant system operators.
- e. Electrical/instrumentation cable fabrication (including test articles):
 - 1. Crimping and wire wrap.
 - 2. Shield cable termination.
 - 3. Soldering.
- f. Control system operations.
- g. Hazardous chemical/toxic material handling.
- h. Schematic drawing comprehension.
- i. Confined space entry.
- j. Welding inspection and nondestructive evaluation (NDE).

15.4 **FORMAT:** Contractor format is acceptable.

15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 988 **ISSUE:** Rev. C
2. **DRD NO.:** **988MA-003**
3. **DATA TYPE:** 3
4. **DATE REVISED:** 05-02-07
5. **PAGE:** 1/1
6. **TITLE:** Monthly Status Report
7. **DESCRIPTION/USE:** To provide visibility to contractor and MSFC project management of actual and potential problems and progress toward meeting the cost, technical, schedule and safety requirements.
8. **OPR:** AS42 9. **DM:** AS40
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** First calendar month following the end of the first full month after Authority to Proceed (ATP), unless otherwise specified by the Contracting Officer
12. **SUBMISSION FREQUENCY:** 7 days following the end of each month
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 1.2.C
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Monthly Status Report provides data for the assessment of technical and schedule progress. This data should summarize the results of the entire contract for the month.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Monthly Status Report shall include quantitative descriptions of overall technical, cost, schedule and administrative progress and status of significant accomplishments, problems encountered, and corrective actions. The report shall be of sufficient depth and clarity to permit understanding and evaluation of progress made. Supporting data in the form of charts, graphs, etc., may be included as appropriate. The report shall also contain:
 - a. Number of incidents (i.e. performance requirements not met) and self performance rating listed by contract requirements (performance requirements summary).
 - b. Work planned for next reporting period.
 - c. Potential problems, which may impede performance or impact program schedule or cost, and proposed corrective action.
 - d. Safety metrics (e.g. accidents, injuries, lost time incidents, etc.).
 - e. Work Breakdown Structure value for period.
 - f. Other information that may assist the Government in evaluating the contractor's cost, technical and schedule performance, e.g., innovative processes and cost reduction initiatives.
 - g. Risk Management status, which shall contain the following data: (1) impact and status of all risks and risk metrics and (2) risk mitigation plans and verification of completed mitigation plans.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 988 **ISSUE:** Rev. C
2. **DRD NO.:** **988MA-004**
3. **DATA TYPE:** 3
4. **DATE REVISED:** 05-02-07
5. **PAGE:** 1/3
6. **TITLE:** Contractor Cost Report
7. **DESCRIPTION/USE:** To provide reports for monitoring contractor costs for fixed-price contracts.
8. **OPR:** AS40 9. **DM:** AS40
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** 7th day of the month following the incurrence of the cost
12. **SUBMISSION FREQUENCY:** No later than 7 working days following the end of the contractor's accounting month
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 1.2.C
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Contractor Cost Report (CCR) provides contractor cost data for the performance evaluation period.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** Each Contractor Cost Report shall contain reports for both Lump Sum and H-Order/Indefinite Delivery Indefinite Quantity (IDIQ). The reports shall contain the data required by the formats in Attachments 1 and 2.
- 15.4 **FORMAT:** The Contractor Cost Report shall be submitted in hardcopy and electronic format (Microsoft Excel preferred) in accordance with Attachments 1 and 2.
- 15.5 **MAINTENANCE:** None required

ATTACHMENT 1
Format for Lump Sum Contractor Cost Report

CONTRACTOR COST REPORT (LUMP SUM)						Reporting Period: XX/XX/XXXX thru XX/XX/XXXX		
TO: (name and address of recipient)				FROM: (name and address of submitter)		Voucher #		
						ODN #: (contract or purchase order)		
REPORTING CATEGORY								
	ALLOWABLE AMOUNT	PERFORMANCE DEDUCTIONS	BILLABLE AMOUNT	CUM THRU PRIOR MO.	CURRENT MONTH AMOUNT	CSI CUM TO DATE	FISCAL YR. CUM TO DATE	CONTRACT YR. CUM TO DATE
By CLIN (list each CLIN)								
CLIN Total								
Expenses								
Gas								
Telephones								
IT Support								
Miscellaneous								
Expense Total								
TOTAL (CLINs less expenses)								
Add Backs (list (Examples: interest or equitable adjustments)								
ADD BACK TOTAL								
TOTAL								

- Legend:**
- CLIN Contract Line Item Number
 - CSI Cost Since Inception
 - CUM Cumulative
 - IT Information Technology
 - ODN Obligation Document Number

ATTACHMENT 2
Format for H-Order/Indefinite Delivery Indefinite Quantity (IDIQ) Contractor Cost Report

CONTRACTOR COST REPORT (H-ORDER/IDIQ)							Reporting Period: XX/XX/XXXX thru XX/XX/XXXX	
TO: (name and address of recipient)				FROM: (name and address of submitter).			Voucher #	
							ODN #: (contract or purchase order)	
REPORTING CATEGORY								
COMPLETIONS	APPROVED AMOUNT	PERFORMANCE DEDUCTIONS	BILLABLE AMOUNT	CUM THRU PRIOR MO.	CURRENT MONTH AMOUNT	CSI CUM TO DATE	FISCAL YR. CUM TO DATE	CONTRACT YR. CUM TO DATE
By SO # (list each SO)								
TOTAL COMPLETIONS								
PARTIAL PAYMENTS								
By SO # (list each SO)								
TOTAL PARTIAL PAYMENTS								
TOTAL H-Order								

Legend:
 CSI Cost Since Inception
 CUM Cumulative
 ODN Obligation Document Number
 SO Service Order

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 988 **ISSUE:** Rev. C
2. **DRD NO.:** **988MA-005**
3. **DATA TYPE:** 3
4. **DATE REVISED:** 05-02-07
5. **PAGE:** 1/1
6. **TITLE:** Badged Employee and Remote IT User Listing
7. **DESCRIPTION/USE:** To assist NASA in conducting contractor floor checks and to determine if the employees meet the minimum background investigation requirements.
8. **OPR:** AS50 9. **DM:** PS32
10. **DISTRIBUTION:** Per Contracting Officer's letter. One copy shall go to MSFC Protective Services Office.
11. **INITIAL SUBMISSION:** No later than 10 working days after Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Formal update quarterly and email changes as personnel changes occur to distribution. If deemed necessary by the Contracting Officer, the contractor shall submit the list at times other than stated.
13. **REMARKS:** Reference is made to Federal Acquisition Regulation (FAR) Clause, FAR 52.215-2, *Audit and Records--Negotiations* (June 1999), NPR 1600.1, *NASA Security Program Procedural Requirements*.
14. **INTERRELATIONSHIP:** PWS paragraph 1.2.D
15. **DATA PREPARATION INFORMATION:**
 - 15.1 **SCOPE:** The Badged Employee and Remote IT User Listing provides NASA with a list of all MSFC badged contractor employees, as well as, any contractor remote IT users who will have access to the MSFC IT system.
 - 15.2 **APPLICABLE DOCUMENTS:** None
 - 15.3 **CONTENTS:** The Badged Employee and Remote IT User Listing shall include the following information for each employee: employee's full name (first and middle names must be birth names), last four digits of the Social Security Number (SSN), date of birth, place of birth, duty position, duty location (building/room number), shift assignment, and supervisor's name. Additionally, if applicable, the type of security background check already completed (NACLC or SSBI) and the date it was completed.
 - 15.4 **FORMAT:** Contractor format using Excel Spreadsheet is acceptable.
 - 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. DPD NO.: 988 ISSUE: Rev. C
2. DRD NO.: **988MA-006**
3. DATA TYPE: 3
4. DATE REVISED: 05-02-07
5. PAGE: 1/1
6. TITLE: Contractor Employee Clearance Document
7. DESCRIPTION/USE: To ensure that badged contractor employees who no longer require Center access properly clear all accounts when the access is no longer needed.
8. OPR: AS50 9. DM: PS32
10. DISTRIBUTION: Per Contracting Officer's letter
11. INITIAL SUBMISSION: Immediately when the access is no longer needed
12. SUBMISSION FREQUENCY: As required
13. REMARKS:
14. INTERRELATIONSHIP: PWS paragraph 1.2.D
15. DATA PREPARATION INFORMATION:
 - 15.1 **SCOPE**: The Contractor Employee Clearance Document provides verification that all badged employees have properly cleared all accounts when the access is no longer needed.
 - 15.2 **APPLICABLE DOCUMENTS**: None
 - 15.3 **CONTENTS**: The Contractor Employee Clearance Document shall contain all the information required by MSFC Form 383-1.
 - 15.4 **FORMAT**: MSFC Form 383-1, "Contractor Employee Clearance Document".
 - 15.5 **MAINTENANCE**: None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. DPD NO.: 988 ISSUE: Rev. C
2. DRD NO.: **988MA-007**
3. DATA TYPE: 3
4. DATE REVISED: 05-02-07
5. PAGE: 1/1

6. **TITLE:** Position Risk Designation for Non-NASA Employee

7. **DESCRIPTION/USE:** To ensure that contractor employees are screened to an appropriate risk determination in accordance with NPR 1600.1, *NASA Security Program Procedural Requirements*, Chapter 4.

8. **OPR:** AS50 9. **DM:** PS32

10. **DISTRIBUTION:** Per Contracting Officer's letter. One copy shall go to MSFC Protective Services Office.

11. **INITIAL SUBMISSION:** No later than 10 working days after Authority to Proceed (ATP)

12. **SUBMISSION FREQUENCY:** Update as personnel or position changes occur

13. **REMARKS:**

14. **INTERRELATIONSHIP:** PWS paragraph 1.2.D

15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Position Risk Designation for Non-NASA Employee provides information necessary to determine the type of investigation required and how closely an individual is screened for a position.
- 15.2 **APPLICABLE DOCUMENTS:**
NPR 1600.1 *NASA Security Program Procedural Requirements*
- 15.3 **CONTENTS:** The Position Risk Designation for Non-NASA Employee shall contain all the information required by NASA Form 1760 in accordance with NPR 1600.1, *NASA Security Program Procedural Requirements*.
- 15.4 **FORMAT:** NASA Form 1760, "Position Risk Designation for Non-NASA Employee".
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. DPD NO.: 988 ISSUE: Rev. C
2. DRD NO.: **988QE-001**
3. DATA TYPE: 1
4. DATE REVISED: 05-02-07
5. PAGE: 1/1
6. TITLE: Quality Control/Assurance Plan
7. **DESCRIPTION/USE:** To define the contractor's planned methods for accomplishing the applicable tasks required to satisfy the quality control/assurance plan requirements of this contract.
8. OPR: AS40 9. DM: AS40
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Preliminary with technical proposal
12. **SUBMISSION FREQUENCY:** Baseline 30 days following Authority to Proceed (ATP); update as required
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraphs 1.2.G (Performance Summary table) and 1.2.G
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Quality Control/Assurance Plan shall describe the objectives, implementing policies and procedures, and control systems utilized.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Quality Control/Assurance Plan shall include:
 - a. Inspection system covering all services required by this contract.
 - b. Areas to be inspected on either a scheduled or unscheduled basis how often inspections will be accomplished and the title of the individual(s) who will perform the inspection.
 - c. Methods for identifying, correcting and preventing defects in the quality of service performed before the level of performance becomes unacceptable, including assessment of customer satisfaction surveys.
 - d. Method of documenting and enforcing quality control/assurance operations.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. DPD NO.: 988 ISSUE: Rev. C
2. DRD NO.: **988SA-001**
3. DATA TYPE: 2
4. DATE REVISED: 05-02-07
5. PAGE: 1/3
6. TITLE: On-site Safety and Health Plan
7. DESCRIPTION/USE: To provide the contractor and the Government a baseline document for planning, management, control, and implementation of the contractor's industrial/occupational safety, health, and environmental program.
8. OPR: AS10/QD50 9. DM: AS40
10. DISTRIBUTION: Per Contracting Officer's letter
11. INITIAL SUBMISSION: Preliminary with proposal
12. SUBMISSION FREQUENCY: Ten days after Authority to Proceed (ATP); update as required
13. REMARKS:
14. INTERRELATIONSHIP: NFS 1852.223-70, *Safety and Health*; FAR 52.223-3, *Hazardous Material Identification and Material Safety Data*; FAR 52.223-4, *Recovered Material Certification*; FAR 52.223-5, *Pollution Prevention and Right-to-Know Information*; FAR 52.223-7, *Notice of Radioactive Materials*; FAR 52.223-9, *Estimate of Percentage of Recovered Material Content for EPA-Designated Products*; FAR 52.223-10, *Waste Reduction Program*; FAR 52.223-11, *Ozone Depleting Substances*; FAR 52.223-12, *Refrigeration Equipment and Air Conditioners*. PWS paragraphs 1.2.A (Performance Summary table) and 1.2.A
15. DATA PREPARATION INFORMATION:
- 15.1 SCOPE: The On-site Safety and Health Plan describes the contractor's method of implementing occupational safety, health, and environmental standards over the duration of the contract.
- 15.2 APPLICABLE DOCUMENTS: Implementation of the following Occupational Safety and Health Standards and applicable requirements shall be specified in the plan.
 - 29 CFR 1910 *Department of Labor; Occupational Safety and Health Administration Standards for General Industry*
 - 29 CFR 1926 *Department of Labor; Occupational Safety and Health Administration Standards for Construction Industry (if applicable to scope of this contract)*
 - 40 CFR *Protection of the Environment*
 - ANSI Standards applicable to the scope of this contract
 - ASME Boiler and Pressure Vessel Code*
 - MPR 8500.1 *MSFC Environmental Management Program*
 - MPR 1040.3 *MSFC Emergency Plan*
 - MPR 1840.3 *MSFC Hazardous Chemicals in Laboratories Protection Program*
 - MPR 1840.1 *MSFC Confined Space Entries*
 - MPD 1860.2 *MSFC Radiation Safety Program*
 - MPR 1810.1 *MSFC Occupational Medicine*
 - MPD 1840.3 *MSFC Respiratory Protection Program*
 - MPD 1840.2 *MSFC Hearing Conservation Program*
 - MPD 1840.1 *MSFC Environmental Health Program*

DRD Continuation Sheet

TITLE: On-site Safety and Health Plan

DRD NO.: **988SA-001**

DATA TYPE: 2

PAGE: 2/3

15. **DATA PREPARATION INFORMATION (CONTINUED):**

MPR 1840.2 *MSFC Hazard Communication Program*
MPD 1860.1 *Laser Safety*
MPR 1800.1 *Bloodborne Pathogens*
MWI 3410.1 *Personnel Certification Program*
MPR 8715.1 *Marshall Safety, Health and Environmental (SHE) Program*
MPD 8900.1 *Medical Operations Responsibilities for Human Space Flight Programs*
(NOTE: This document only applies to Space Station contracts)
NFPA Standards *National Fire Codes*
NPR 8715.3 *NASA Safety Manual*
NASA-STD-8719.11 *Safety Standard for Fire Protection*

15.3 **CONTENTS:** The plan shall describe the manner in which the contractor shall implement the intent of the requirements of the applicable documents as they pertain to the specific statement of work tasks to be performed. The plan shall define the safety, health, and environmental program, objectives and goals, management structure, and detailed description of the total safety program including responsibilities, procedures, reporting, training, compliance methodologies, and interface and coordination activities. The On-site Safety and Health Plan shall include:

- a. Management commitment and employee involvement in the safety and health program:
 1. Statement of management policy, commitment, and accountability to provide for the safety and health of personnel (i.e., employees, customers, and public) and property and compliance with EPA, OSHA and NASA requirements.
 2. Provision for top-level management monthly safety and health committee meetings.
 3. Descriptions of safety and health awareness and motivation programs, including documented safety meeting requirements, and documented safety awareness training for employees. (Safety meeting statistics documented in the Supervisors Safety Web page: http://msfcsma3.msfc.nasa.gov/dbwebs/apps/sswp/SSWP_login.taf)
 4. Means of program evaluation, identifying duties, methods and frequency for internal evaluation of the safety and health program, and identification of personnel who perform evaluations and to whom evaluations are reported and who approves corrective action.
 5. Flowdown of safety responsibilities between appropriate tiers (i.e., subcontractors).
 6. Identification of employees (by type, classification, and qualification) responsible for the implementation of the above elements.
- b. System and worksite hazard analysis:
 1. Methods of hazard identification and control, e.g., hazard analysis and risk assessment.
 2. Descriptions of OSHA programs that require documented plans (e.g., Personnel Protective Equipment (PPE), Confined Space, and Lockout/Tagout, etc. Include the interrelationships with the MSFC plans.) (Note: only programs applicable to the contract need to be addressed.)
 3. Requirements for formal safety inspections and correction of deficiencies.
 4. Requirements for documented safety visits (e.g., one per month per supervisor) documented in the Supervisors Safety Web page.
 5. Schedules of the frequency and documentation requirements for inspections, plan and procedure reviews, and certifications.

DRD Continuation Sheet

TITLE: On-site Safety and Health Plan

DRD NO.: 988SA-001

DATA TYPE: 2

PAGE: 3/3

15. **DATA PREPARATION INFORMATION (CONTINUED):**

c. Hazard prevention and control:

1. Methods to include clear statements of hazardous situations and necessary cautions in appropriate detail plans, procedures, and other working documents.
2. Controls over the procurement, storage, issuance, and use of hazardous substances and procedures for recycling and disposal of hazardous waste.
3. Method of ensuring a documented emergency management program. Include a list

of emergency points of contract. (Note: on-site contractors may use MPR 1040.3.)

4. Method of reporting and investigating all mishaps and close calls, including an outline of reporting requirements and a description of how root cause analysis is to be accomplished.
5. Provisions for safety, health, and environmental services such as hazardous waste disposal, industrial hygiene monitoring, emergency medical support, hearing conservation program, and hazard communication.
6. Provision for suspending work where safety or environmental conditions warrant such action.

d. Safety and health training:

1. Means for training each employee to recognize hazards and avoid accidents, and assuring each employee has a clear understanding of the disciplinary program.

2. Provisions for training and certification of personnel performing potentially hazardous operations. Job categories under the contracted effort that require certification shall be identified. Personnel Certification for the identified job categories shall be tracked in the MSFC Certification Database (CERTRAK) in accordance with MWI 3410.1, "Personnel Certification Program."

e. Environmental compliance - Provisions for compliance with environmental laws and regulations by: reporting hazardous and toxic substance use; implementing green procurements; reducing, reusing, and recycling of hazardous and toxic substances prior to disposal; minimizing stormwater pollution; ensuring equipment and processes permitted by applicable laws; and disposing of solid and liquid materials as permitted by applicable laws.

15.4 **FORMAT**: Contractor format is acceptable.

15.5 **MAINTENANCE**: Changes shall be incorporated by change page or complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 988 **ISSUE:** Rev. C
2. **DRD NO.:** **988SA-002**
3. **DATA TYPE:** 3
4. **DATE REVISED:** 05-02-07
5. **PAGE:** 1/2
6. **TITLE:** Mishap and Safety Statistics Reports
7. **DESCRIPTION/USE:** To provide reporting of mishaps and related information required to produce metrics for MSFC.
8. **OPR:** QD50 9. **DM:** AS40
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:**
 - a. Mishaps and Close Calls:
 1. Type A or B mishaps only: Immediate telephone notification (256-544-0046)
 2. Type A, B and C mishaps (applicable to onsite contractors only): Flash Report within 4 hours of knowledge on MSFC Form 4370, submitted either electronically (at https://msfcsma3.msfc.nasa.gov/s&ma_01/mishap/index.htm) or by telephone [Call 256-544-4357 (4-HELP); ask operator to fill out MSFC Form 4370 or Flash Report].
 3. All Mishaps (Type A, B, C, Incidents and Close Calls): Mishap Report NASA Form 1627 within 6 calendar days of Mishap
 4. All Mishaps: Monthly Follow-up Corrective Action Plan/Status as required until closed.
 5. Type A, B, and Close Calls with high Type A or B potential: Mishap Board Report after completion of investigation.
 - b. Safety Statistics (e.g., contract number, subcontractors, SIC/NAIC codes, number of employees, number of supervisors, etc.) submitted on MSFC Form 4371 by the 7th of each month following contract award.
12. **SUBMISSION FREQUENCY:**
 - a. MSFC Form 4370 - Each occurrence of a mishap except as identified in section 11.a.2.
 - b. NASA Form 1627 - Each occurrence of a mishap. Corrective action status reports are due every 30 days until the final report is submitted.
 - c. MSFC Form 4371 - By the 7th of each month.
 - d. Mishap Board Report - Each occurrence of a Type A or B mishap, or as directed by Center management.
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraphs 1.2.A.5 and 1.2.A.6
15. **DATA PREPARATION INFORMATION:**
 - 15.1 **SCOPE:** The Mishap and Safety Statistics Reports document all mishaps and close calls as required in NPR 8621.1.
 - 15.2 **APPLICABLE DOCUMENTS:**
 - NPR 8621.1 *NASA Procedures and Guidelines for Mishap Reporting, Investigating, and Recordkeeping*
 - MWI 8621.1 *Close Call and Mishap Reporting and Investigation Program*

DRD Continuation Sheet

TITLE: Mishap and Safety Statistics Reports

DRD NO.: **988SA-002**

DATA TYPE: 3

PAGE: 2/2

15. **DATA PREPARATION INFORMATION (CONTINUED):**

15.3 **CONTENTS:** The reports shall contain the information required by NPR 8621.1. The contractor shall use the forms listed in 15.4 to report mishaps and related information required to produce the safety metrics.

15.4 **FORMAT:** The following formats shall be submitted:

- a. MSFC Form 4370, "MSFC Flash Mishap Report."
- b. NASA Form 1627, "NASA Mishap Report."
- c. MSFC Form 4371, "MSFC Contractor Safety Statistics."
- d. Mishap Board Report using the format provided in NPR 8621.1.

15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. DPD NO.: 988 ISSUE: Rev. C
2. DRD NO.: **988SW-001**
3. DATA TYPE: 2
4. DATE REVISED: 05-02-07
5. PAGE: 1/1

6. **TITLE:** Flight Hardware Support Request System Operations Manual and Users Guide

7. **DESCRIPTION/USE:** To provide overall system documentation to include, but not limited to configuration documentation, system maintenance requirements, and users guide for the electronic database Flight Hardware Support Request System (FHSRS).

8. **OPR:** AS42 9. **DM:** AS40

10. **DISTRIBUTION:** Per Contracting Officer's letter

11. **INITIAL SUBMISSION:** Three months after contract award, November 1

12. **SUBMISSION FREQUENCY:** Update annually and as required

13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 7.2.A.6.a (2)

15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Flight Hardware Support Request System Operations Manual and Users Guide documentation must fully document the FHSRS.

- 15.2 **APPLICABLE DOCUMENTS:** None

- 15.3 **CONTENTS:** The Flight Hardware Support Request System Operations Manual and Users Guide document shall provide:
 - a. Hardware/Software Configuration.
 - b. Applications and operating system configuration and control mechanisms.
 - c. Backup and restore performance monitoring and tuning processes.
 - d. Procurement, issue, and inventory management processes.

- 15.4 **FORMAT:** Contractor format is acceptable.

- 15.5 **MAINTENANCE:** As required