

NNM04AA02C

CONTRACT/RFP

EXHIBIT NUMBER

J-2

ATTACHMENT NUMBER

Unified NASA Information Technology Services (UNITeS)

PROJECT/SYSTEM

DATA PROCUREMENT DOCUMENT

Contractor

CONTRACTOR

January 1, 2004

DATE

National Aeronautics and
Space Administration

National Aeronautics and Space Administration

DOCUMENT CHANGE LOG

DATA PROCUREMENT DOC.

NO. ISSUE
974 Basic

INCORPORATED REVISIONS
OUTSTANDING REVISIONS

AS OF:
01-01-04

SUPERSEDING: PAGE:

AUTHORITY

PORTION AFFECTED - PAGE NO./NO.

REMARKS

INTRO

SGR

DRL

DRD

National Aeronautics and Space Administration			DATA PROCUREMENT DOC.		
PAGE REVISION LOG			NO.	ISSUE	
			974	Basic	
NOTE: The current revision is denoted by a vertical line in the outer margin adjacent to the affected text.		AS OF:	SUPERSEDING:		PAGE:
		01-01-04			
INSERT LATEST REVISED PAGES.			DISCARD SUPERSEDED PAGES.		
ITEM	PAGE	STATUS	ITEM	PAGE	STATUS

MSFC - Form 3461-2 (Rev August 1970)

1.0 INTRODUCTION

1.1 Scope: Subject to the Rights in Data clause, this Data Procurement Document (DPD) sets forth the data requirements in each Data Requirements Description (DRD) and shall govern that data required by the DPD for the contract. The contractor shall furnish data defined by the DRD's listed on the Data Requirements List (DRL) by category of data, attached hereto, and made a part of this DPD. Such data shall be prepared, maintained, and delivered to MSFC in accordance with the requirements set forth within this DPD. 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 DPD, per FAR 52.215-8.

1.2 DPD Description: This DPD consists of a Document Change Log, a Page Revision Log, a Table of Contents, an Introduction, a Statement of General Requirements, DPD maintenance procedures, a DRL, and the DRD's.

1.2.1 General Requirements: The general requirements, as specified in paragraph 2.0 of this DPD, prescribe those requirements applicable to the preparation, maintenance, and delivery of data that are better defined in aggregate than in the individual DRD's.

1.2.2 Data Requirements List (DRL): Throughout the performance of the contract, the DRL provides a listing by data category of the data requirements of the DPD.

1.2.3 Data Requirements Descriptions (DRD's)

1.2.3.1 Each data requirement listed on the DRL is given complete definition by a DRD. The DRD prescribes content, format, maintenance instructions, and submittal requirements.

1.2.3.2 For the purpose of classification and control, DRD's of this DPD are grouped into the following broad functional data categories:

<u>CATEGORY SYMBOL</u>	<u>DESCRIPTION</u>
CD	Contractual Data
CM	Configuration Management
LS	Logistics/Support
MA	Management
RM	Reliability and Maintainability
SA	Safety

1.2.3.3 The symbols representing these data categories form part of the prefix of the DRD identification number. The first numerical characters reflect the DPD number.

1.2.3.4 To facilitate the usage and maintenance of the DPD, the DRD's have been sectionalized in accordance with the above data categories.

1.2.3.5 The DRD's are filed by data category and are in alpha-numeric sequence as listed on the DRL page (or pages) that precedes the DRD's.

- 1.2.4 Document Change Log (DCL) and Page Revision Log (PRL): The Document Change Log chronologically records all revision actions that pertain to the DPD. The Page Revision Log describes the current revision status of each page of the DPD and thus, at all times, provides its exact configuration.
- 1.2.5 DPD Maintenance Procedures: Maintenance procedures define the detailed methods to be employed in maintaining the DPD. Detailed maintenance procedures are specified in paragraph 3.0 of this DPD.
- 1.3 Data Types for Contractual Efforts: The types of data and their contractually applicable requirements for approval and delivery are:

<u>TYPE</u>	<u>DESCRIPTION</u>
1	All issues and interim changes to those issues require written approval from the requiring organization before formal release for use or implementation.
2	MSFC reserves a time-limited right to disapprove in writing any issues and interim changes to those issues. Data shall be submitted to the procuring activity for review not less than 45 calendar days prior to its release for use or implementation. The contractor shall clearly identify the release target date in the "submitted for review" transmittal. If the contractor has not been notified of any disapproval prior to the release target date, the data shall be considered approved. To be an acceptable delivery, disapproved data shall be revised to remove causes for the disapproval before its release.
3	These data shall be delivered by the contractor as required by the contract and do not require MSFC approval. However, to be a satisfactory delivery, the data must satisfy all applicable contractual requirements.
4	These data are produced or used during performance of the contract and are retained by the contractor. They shall be delivered when MSFC requests it according to instructions in the request. The contractor shall maintain a list of these data and shall furnish copies of the list to MSFC when requested to do so.
5	These data are incidental to contract performance and are retained by the contractor in those cases where contracting parties have agreed that delivery is not required. However, the Contracting Officer or the Contracting Officer's Representative shall have access to and can inspect this data at its location in the contractor's or subcontractor's facilities.

2.0 STATEMENT OF GENERAL REQUIREMENTS

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

2.2 Subcontractor Data Requirements

2.2.1 The contractor shall specify to subcontractors and vendors, if any, the availability source of all data required for the satisfactory accomplishment of their contracts. The contractor shall validate these requirements for documents when appropriate; where the requirement concerns other contractor data, the contractor shall provide his subcontractor or vendor with the necessary documents. All such requests shall be accomplished under the auspices of the contractor.

2.2.2 Reference to subcontractor data in the contractor's responses is permissible, providing the references are adequate and include such identification elements as title, number, revision, etc., and a copy of the referenced data is supplied with the response document at time of delivery to MSFC.

2.3 Distribution

2.3.1 Distribution of required documentation shall be in quantities determined by the Contracting Officer. Recipient names and email (if applicable) addresses shall be noted on a separate distribution list to be furnished by the Contracting Officer.

2.3.2 Electronic submission of data deliverables is preferred. The preferred formats include Microsoft Word, Excel, PowerPoint, or Adobe Acrobat PDF as appropriate. The software versions shall be confirmed prior to submittals. Marshall Policy Directive (MPD) 2210.1 specifies the requirements for utilizing the Documentation Repository. Electronic data submittals to the Repository shall be coordinated with the Repository. MSFC has the capability of receiving electronic data files for importing into the MSFC Documentation Repository system. Computer-Aided Design (CAD) drawings shall be submitted in the original native vector, Hewlett-Packard Graphic Language (HPGL) and raster image formats.

2.4 Printing: All printing, duplicating, or binding shall be in accordance with NFS 1852.208-81, Restrictions on Printing and Duplicating. Printing of formal reports and Type 1 and 2 data in book format shall be in accordance with the following general specifications:

- a. Method of reproduction – offset/xerography.
- b. Finished size – 8 1/2" X 11".
- c. Paper – 20-pound opaque bond.
- d. Cover – Litho cover stock.
- e. Pages will be printed on both sides; blank pages will be avoided when possible.
- f. Oversize pages will be avoided when possible, but if necessary will be folded to 8 1/2" X 11".
- g. Binding shall be the most economical method commensurate with the size of the report and its intended use.

2.5 Contractor's Internal Documents: The contractor's internal documents shall be used to meet the data requirements of this DPD unless a specific format is required by the applicable DRD.

2.6 Document Identification: Type 1 and 2 documents published by the contractor and submitted in response to the data requirements of this DPD shall be identified within an organized identification numbering system prescribed to MSFC by the contractor and, if applicable, as approved by MSFC. This number, change legend, date, and title constitute the minimum identification of the specific document and shall appear on the cover and title page. The contract number shall also appear on the cover and title page as separate markings. The originator and organization shall be included on the title page. The document number, change legend, and date

shall appear on each page of the document. In the front matter of each document, identify the DPD number and applicable DRD number(s) required for document preparation. Successive issues or revisions of documents shall be identified in the same manner as the basic issue and shall have appropriate change identification. Drawings and ECP's are excluded from the marking provisions of this paragraph. All Type 1 documentation, excluding configuration management requirements, will be marked "PRELIMINARY PENDING MSFC APPROVAL," and once approved shall be reissued with "APPROVED BY MSFC" and the date and approval authority annotated on the cover.

- 2.7 Reference to Other Documents in Data Submittals: All referenced documents shall be made readily available to the cognizant MSFC organization upon request. The contractor should make sure that the references are available to MSFC in a manner which does not incur delays in the use of the response document.
- 2.8 Maintenance of Type 1 Document Submittals
- 2.8.1 Revisions of Type 1 documentation may be accomplished either by individual page revision or by a complete reissue of the document identified in accordance with requirements of 2.6 above, with the exception of drawings (which shall be revised in accordance with contract configuration management requirements).
- 2.8.2 Individual page revisions shall be made as deemed necessary by the contractor or as directed by the Contracting Officer.
- 2.8.3 A Type 1 document shall be completely reissued when, in the opinion of the contractor and/or MSFC, the document has been revised to the extent that it is unusable in its present state, or when directed by the Contracting Officer. When complete reissues are made, the entire contents of the document shall be brought up to date and shall incorporate revised pages. All revisions shall be recorded. A revision log shall identify complete reissues except for periodic reports and documents which are complete within themselves as final.
- 2.8.4 Changes of a minor nature to correct obvious typing errors, misspelled words, etc., shall only be made when a technical change is made, unless the accuracy of the document is affected.
- 2.8.5 All revised pages shall be identified by a revision symbol and a new date. Each document shall contain a log of revised pages that will identify the revision status of each page with the revision symbol. This list shall follow the table of contents in each document. The line or lines revised on a given page shall be designated by the use of vertical line in the margin of the page, and the change authority shall be indicated adjacent to the change.
- 2.8.6 Contractor Type 1 documents shall not be submitted containing pen and ink markups which correct, add to, or change the text, unless schedule problems exist and approval is obtained in writing from the Contracting Officer. Such markups, however, shall not exceed 20 percent of the page content and shall be acceptable provided that the reproduced copies are legible. In addition, hand-drawn schematics, block diagrams, data curves, and similar charts may be used in original reports in lieu of formally prepared art work, as long as legibility of copies is not impaired. Acceptability will be determined by the Contracting Officer.

3.0 DPD MAINTENANCE PROCEDURES

3.1 MSFC-Initiated Change: New and/or revised data requirements will be incorporated by contract modification to which the new or revised portion of the DPD will be appended. The contractor shall notify the Contracting Officer in the event a deliverable data requirement is imposed and is not covered by a DRD, or when a DRD is changed by a contract modification and for which no revision to DPD is appended. In such cases, the contractor shall submit the requested changes to MSFC for approval. See paragraph 3.3.1 for change procedures.

3.2 Contractor-Initiated Change: Contractor-proposed data requirements, or proposed changes to existing requirements shall be submitted to MSFC for approval.

3.3 DPD Change Procedures

3.3.1 Changes to a contractual issue of this DPD will be identified by MSFC on the Document Change Log and Page Revision Log. The actual revised material on the DPD page will be identified by placing a heavy vertical line in the right-hand margin extending the entire length of the change. In addition, the numerical control number of the contractual direction authorizing the change shall be placed adjacent to the vertical revision line. These revision identifiers shall be used to reflect the current revision only; any previous symbols on a page will be deleted by the current revision.

3.3.2 The date of the contractual direction paper, e.g., Change Order, Supplemental Agreement, or Contracting Officer's letter shall be entered under the "Status " column of the Page Revision Log adjacent to the affected page or DRD number, and in the "as of" block. The date that was in the "as of" block will be entered in the "Superseding" block.

3.3.3 The Document Change Log entitled "Incorporated Revisions" will be changed to indicate the number, portions affected, and associated Supplemental Agreement number, if applicable.

3.3.4 The Document Change Log entitled "Outstanding Revisions" is changed periodically to indicate outstanding Change Orders and Contracting Officer notification letters.

3.4 DPD Reissues

3.4.1 When conditions warrant, the DPD will be reissued by MSFC and will supersede the existing DPD in its entirety. Reissues will be issued by contractual direction.

3.4.2 All revision symbols (vertical lines and contractual direction control numbers) will be removed from all pages; revision dates shall remain in the Date Revised block on DRD's that have been revised. The issue symbol, which will commence with "A" and progress through "Z," will be entered in the DPD identification block of each DRD page of the DPD.

UNIFIED NASA INFORMATION TECHNOLOGY SERVICES (UNITeS)
Data Requirements List

<u>DRD</u>	<u>DATA TYPE</u>	<u>TITLE</u>	<u>OPR</u>
CD – Contractual Data			
974CD-001	2	Information Technology Security Plan	AD33
974CD-002	3	Employee Listing	PS10
974CD-003	3	Technology Reports (NFS 1852.227-70)	CD30
CM - Configuration Management			
974CM-001	2	Configuration Management Plan	ED43
LS – Logistics Support			
974LS-001	2	Government Property Management Plan	AD41
MA – Management			
974MA-001	1	Management Plan	AD30
974MA-002	2	Risk Management Plan, Analysis, and Tracking Reports	QS10
974MA-003	2	Major Information Systems Portfolio	AD30
974MA-004	2	Work Breakdown Structure (WBS) and WBS Dictionary	RS40/VS10
974MA-005	3	Financial Management Report (533M)	RS40
974MA-006	See DRD	Reports	AD30
974MA-007	See DRD	Documentation	AD30
974MA-008	3	Cost Reports	AD30
974MA-009	2/3	Export Control Plan and Reports	AD30
974MA-010	3	Contractor Self-Assessment Report	AD30
974MA-011	2	Certification of NISN Systems Readiness	AD30
RM – Reliability and Maintainability			
974RM-001	1	Operability/Maintainability Plan	AD30
SA – Safety			
974SA-001	2	On-site Safety and Health Plan	AD02/QS50/AD10
974SA-002	3	Mishap and Safety Statistics Reports	QS50

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 974 **ISSUE:** Basic
2. **DRD NO.:** **974CD-001**
3. **DATA TYPE:** 2
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Information Technology Security Plan
7. **DESCRIPTION/USE:** To document information technology security risk management and safeguards for protection of unclassified NASA electronic information and data processed by Federal general support computer systems and major software applications.
8. **OPR:** AD33 9. **DM:** AD30
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Draft with proposal
12. **SUBMISSION FREQUENCY:** Final 45 days after effective date of the contract
13. **REMARKS:** The information technology security plan(s) must be consistent with and further detail the approach contained in the offeror's proposal or sealed bid that resulted in the award of this contract and in compliance with the requirements stated in NFS 1852.204-76.
14. **INTERRELATIONSHIP:** PWS paragraphs 2.7.2, 4.1.3.3, 4.2.1.2, 4.3.3.d, 5.5.g
15. **DATA PREPARATION INFORMATION:**
 - 15.1 **SCOPE:** Information Technology Security Plan(s) shall document the safeguards necessary to ensure sufficient availability, integrity, and confidentiality of that information accessed or managed within the systems and/or applications, based on the contractor's assessment of risks.
 - 15.2 **APPLICABLE DOCUMENTS:**

NPG 2810.1	<i>Security of Information Technology</i>
NFS 1804.470-3	<i>Security Plan for unclassified Federal Information Technology systems</i>
NFS 1852.204-76	<i>Security Requirements for Unclassified Information Technology Resources</i>
 - 15.3 **CONTENTS:** The Information Technology Security Plan shall meet the requirements of the applicable documents in 15.2 and document how the contractor and subcontractor personnel will utilize, in a secure manner commensurate with the sensitivity of the information involved, those Federal computer systems and software applications managed by others. The plan shall describe the contractor's processes for implementing information security including personnel background screening, personnel awareness and training, information protection, and security incident response.

Additionally, a separate system-level Information Technology System Security Plan shall be prepared for each Federal general support computer system or major software application managed by the contractor and/or subcontractor personnel in the performance of this contract. The Information Technology System Security Plan(s) shall meet the requirements of the applicable documents in 15.2. NPG 2810.1 defines "general support computer systems" and "major applications" and provides plan requirements for both.
 - 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.:** 974 **ISSUE:** Basic
2. **DRD NO.:** **974CD-002**
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Employee Listing
7. **DESCRIPTION/USE:** To assist NASA in conducting contractor floor checks, IT security training and screening.
8. **OPR:** PS10 9. **DM:** AD30
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Fifteenth of month following first month of operation after effective date of the contract
12. **SUBMISSION FREQUENCY:** Update quarterly. If deemed necessary by the Contracting Officer, the contractor shall submit the list at times other than stated. The list shall be maintained online on the MICS.
13. **REMARKS:** Reference is made to FAR 52.215-2, *Federal Acquisition Regulation* Clause: Audit - Negotiation.
14. **INTERRELATIONSHIP:** PWS paragraph 2.4.c
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Employee Listing shall provide NASA with a list of all contractor employees working under this contract and their designated locations.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The list shall include the following information for each employee: employee's name, position, location (building/room number), shift assignment, U.S. citizenship status, supervisor's name, and supervisor's location (building/room number), computer system administrator, computer access level and IT security screened date. For each employee the list shall indicate if the employee is a "computer system administrator." For employee designated as "computer system administrator", indicate the platform type they administer (e.g., Window, UNIX, and Mac). The list shall indicate computer access level for each employee (privileged, limited privileged and non-privileged).
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 974 **ISSUE:** Basic
2. **DRD NO.:** **974CD-003**
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/3
6. **TITLE:** Technology Reports (NFS 1852.227-70)
7. **DESCRIPTION/USE:** Provides NASA with technical information concerning any invention, discovery, improvement, or innovation made by a contractor in the performance of work under this contract for the purpose of disseminating this information to obtain increased use. Also, to provide NASA with data to review for possible patentable items.
8. **OPR:** CD30 9. **DM:** AD30
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Technology Reporting Plan: Upon Contracting Officer's request.
Disclosure of Invention and New Technology (NASA Form 1679): Within 2 months of identification of reportable item.
Interim NASA-MSFC Technology Report (MSFC Form 4204): 12 months from the date of the contract.
12. **SUBMISSION FREQUENCY:** Technology Reporting Plan: Upon Contracting Officer's request.
Disclosure of Invention and New Technology (NASA Form 1679): For each reportable item.
Interim NASA-MSFC Technology Report (MSFC Form 4204): Every 12 months.
Final NASA-MSFC Technology Report (MSFC Form 4204): Three months after completion of contracted work.
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 2.0.1
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Technology Reports include technical detail as is necessary to identify and fully describe a "Reportable Item". Per NFS 1852.227-70, "Reportable Item" means any invention, discovery, improvement, or innovation of the contractor, whether or not the same is or may be patentable or otherwise protectable under Title 35 of the United States Code, conceived or first actually reduced to practice in the performance of any work under this contract or in the performance of any work that is reimbursable under any clause in this contract providing for reimbursement of costs incurred prior to the effective date of this contract.
- 15.2 **APPLICABLE DOCUMENTS**
NFS 1852.227-70 New Technology Clause
- 15.3 **CONTENTS:** The Technology Reports consist of:
 - a. **Disclosure of Invention and New Technology (Including Software):** In accordance with NFS 1852.227-70 (e)(2), the disclosure to the agency shall be in the form of a written report and shall identify the contract under which the reportable item was made and the inventor(s) or innovator(s). It shall be sufficiently complete in technical detail to convey a clear understanding, to the extent known at the time of the disclosure, of the nature, purpose, operation, and physical, chemical, biological, or electrical characteristics of the reportable item. The disclosure shall also identify any publication, on sale, or public use of any subject invention and whether a manuscript describing such invention has been submitted for publication and, if so, whether it

DRD Continuation Sheet

TITLE: Technology Reports (NFS 1852.227-70)

DRD NO.: 974CD-003

DATA TYPE: 3

PAGE: 2/3

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

has been accepted for publication at the time of disclosure. In addition, after disclosure to the agency, the Contractor will promptly notify the agency of the acceptance of any manuscript describing a subject invention for publication or of any on sale or public use planned by the Contractor for such invention. This reporting requirement may be met by completing NASA Form 1679 (February 1998). Use of this form is preferred; however, if the form is not used the following information should be provided in order to meet the reporting requirement:

1. Descriptive title.
2. Innovator(s) name(s), title(s), phone number(s), and home address(es).
3. Employer when innovation made (name and division).
4. Address (place of performance).
5. Employer status (e.g., Government, college or university, non-profit organization, small business firm, large entity).
6. Origin (e.g., NASA grant number, NASA prime contract number, subcontractor, joint effort, multiple contractor contribution, other).
7. NASA Contracting Officer's Technical Representative (COTR).
8. Contractor/grantee New Technology Representative.
9. Brief abstract providing a general description of the innovation:
 - (a) Description of the problem or objective that motivated the innovation's development.
 - (b) Technically complete and easily understandable description of innovation developed to solve or meet the objective.
 - (c) Unique or novel features of the innovation and the results or benefits of its application.
 - (d) Speculation regarding potential commercial applications and points of contact (including names of companies producing or using similar products).
10. Additional documentation.
11. Degree of technological significance (e.g., modification of existing technology, substantial advancement in the art, major breakthrough).
12. State of development (e.g., concept only, design, prototype, modification, production model, used in current work).
13. Patent status.
14. Dates or approximate time period during which this innovation was developed.
15. Previous or contemplated publication or public disclosure including dates.
16. Answers to the following questions (for software only):
 - (a) Using outsiders to beta-test code? If yes, done under beta-test agreement?
 - (b) Modifications to this software continue by civil servant and/or contractual agreement?
 - (c) Previously copyrighted (if so, by whom)?
 - (d) Were prior versions distributed (if yes, supply NASA or Contractor contract)?
 - (e) Contains or is based on code owned by a non-federal entity (if yes, has a license for use been obtained)?
 - (f) Has the latest version been distributed without restrictions as to use or disclosure for more than one year (if yes, supply date of disclosure)?
17. Name(s) and signature(s) of innovator(s).

DRD Continuation Sheet

TITLE: Technology Reports (NFS 1852.227-70)

DRD NO.: **974CD-003**

DATA TYPE: 3

PAGE: 3/3

15. DATA PREPARATION INFORMATION (CONTINUED):

- b. Interim NASA-MSFC Technology Report: This report shall consist of a listing of reportable items for the reporting period or certify that there are none. This report shall also contain a list of subcontracts containing a patent rights clause or certification that there were no such subcontracts. Completion of MSFC Form 4204 will satisfy this reporting requirement. Use of the form is preferred; however an alternate format is acceptable provided all required information is provided.
- c. Final NASA-MSFC Technology Report: This report shall consist of a comprehensive list of all reportable items for the contract duration or certification that there are none. This report shall also contain a list of subcontracts containing a patent rights clause or certification that there were no such subcontracts. Completion of MSFC Form 4204 will satisfy this reporting requirement. Use of the form is preferred; however an alternate format is acceptable provided all required information is provided.
- d. Subcontracts: The contractor shall provide copies of subcontracts containing a patent rights clause upon Contracting Officer's request.

15.4 FORMAT:

The Disclosure of Invention and New Technology (Including Software) report may use NASA Form 1679 (February 1998) or provide sufficient information to meet the reporting requirement.

The interim and final NASA-MSFC Technology Reports may use MSFC Form 4204 (February 1993) or provide sufficient information to meet the reporting requirement.

Referenced forms may be obtained from the Contracting Officer or New Technology Representative.

15.5 MAINTENANCE: None required.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 974 **ISSUE:** Basic
2. **DRD NO.:** **974CM-001**
3. **DATA TYPE:** 2
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Configuration Management Plan
7. **DESCRIPTION/USE:** To describe the contractor's method for accomplishing the configuration management requirements of the contract.
8. **OPR:** ED43 9. **DM:** AD30
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** 60 days after effective date of the contract
12. **SUBMISSION FREQUENCY:** One time, revise as required
13. **REMARKS:** Reference is made to MIL-STD-973, *Configuration Management* (April 17, 1992, and Interim Notices 1 through 3, January 13, 1995). NOTE: Copies of MIL-STD-973 may be obtained through the [NASA Technical Standards website](#) (Click "Public Access").
14. **INTERRELATIONSHIP:** PWS paragraphs 3.9.3, 5.10.3. DRD 974MA-011, *Certification of NISN Systems Readiness*
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Configuration Management Plan (CMP) provides the contractor's proposed management approach for implementation of configuration management.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The CMP shall provide the guideline information defined in MIL-STD-973, Appendix A.
- 15.4 **FORMAT:** Contractor format is acceptable with MSFC approval.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue. Update as required to maintain current with program changes.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 974 **ISSUE:** Basic
2. **DRD NO.:** **974MA-001**
3. **DATA TYPE:** 1
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Management 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:** AD30 9. **DM:** AD30
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** 30 days after effective date of the contract
12. **SUBMISSION FREQUENCY:** Revise as required
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 2.0.d, 2.10
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Management 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. The plan shall be in such detail as necessary to convey the contractor's internal procedures.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:**
 - a. The 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 IV WBS task level.
 - b. The plan shall also include a description of management concepts, plans, project management and task/control systems, organizational 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.
 - c. The plan shall be outlined by contractor organization with relationship clearly related to the WBS.
 - d. The plan shall include a process of setting goals and establishing policies, practices, procedures, and organizational structure to support the MSFC IT Governance processes.
 - e. The plan shall address quality assurance.
 - f. The plan shall address how the contractor's management structure and lines of authority will support the program management reporting requirements listed in the PWS in a fashion that contributes to the timely notice and resolution of ambiguities, concerns, and conflicts that arise in the performance of this contract.
- 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.:** 974 **ISSUE:** Basic
2. **DRD NO.:** **974MA-002**
3. **DATA TYPE:** 2
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Risk Management Plan, Analysis, and Tracking Reports
7. **DESCRIPTION/USE:** To provide the contractor and the Government a baseline document for planning, management, control, and implementation of the contractor's risk management program.
8. **OPR:** QS10 9. **DM:** AD30
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Plan, Analysis and Tracking Report -30 days after effective date of the contract
12. **SUBMISSION FREQUENCY:** Update Analysis and Tracking Report as part of Preliminary Design Review (PDR), Critical Design Review (CDR) and Acceptance Review (AR) data packages. Update Plan as required.
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraphs 2.1.g(4), 3.9.1.2.e, 5.10.1.2.e
15. **DATA PREPARATION INFORMATION:**
 - 15.1 **SCOPE:** The Risk Management Plan addresses how NASA risk management requirements are to be implemented throughout the program's life cycle. Risk Analysis identifies, evaluates, prioritizes and classifies the identified risks. The Risk Tracking Report provides risk metrics, verifies risk mitigation actions and documents risk decisions.
 - 15.2 **APPLICABLE DOCUMENTS**
NPG 7120.5 *Program and Project Management Processes and Requirements*
 - 15.3 **CONTENTS:** The Risk Management Plan shall specify how the contractor will satisfy the risk management requirements of NPG 7120.5 in a manner that is compatible with the CIO's Risk Management Plan. The plan shall specify how the contractor will document risk management activities and how the contractor will communicate risk issues and concerns to the Government.

The Risk Analysis shall contain the following data: 1) References to source data for identified risk areas such as test data, lessons learned, FMEA, hazard analysis and technical analysis; 2) Catalog of all program/project risks; 3) Risk evaluation data that identifies the impact, probability and time frame for each risk; 4) Risk classification and prioritization data.

The Risk Tracking Report shall contain the following data: 1) Status of all risks and risk metrics; 2) Risk mitigation plans and verification of completed mitigation plans; 3) Risk decision summaries that will document replan of unsuccessful mitigation plans and risk acceptance/closures.
 - 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.:** 974 **ISSUE:** Basic
2. **DRD NO.:** **974MA-003**
3. **DATA TYPE:** 2
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Major Information Systems Portfolio
7. **DESCRIPTION/USE:** To provide information on the Agency's Information Technology (IT) resources.
8. **OPR:** AD30 9. **DM:** AD30
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Three months after effective date of the contract
12. **SUBMISSION FREQUENCY:** Quarterly
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 2.2.h
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Major Information Systems Portfolio monitors IT investments and prevents redundancy of existing or shared IT capabilities.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Major Information Systems Portfolio shall provide information demonstrating the impact of alternative IT investment strategies and funding levels, identify opportunities for sharing resources, and provide the Agency's inventory of information resources.
- 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.:** 974 **ISSUE:** Basic
2. **DRD NO.:** **974MA-004**
3. **DATA TYPE:** 2
4. **DATE REVISED:**
5. **PAGE:** 1/2
6. **TITLE:** Work Breakdown Structure (WBS) and WBS Dictionary
7. **DESCRIPTION/USE:** To establish a framework for reporting program cost, schedule, and technical performance. To provide a basis for uniform planning, reporting status, program visibility, and assignment of responsibilities.
8. **OPR:** RS40/VS10 9. **DM:** AD30
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Draft with proposal
12. **SUBMISSION FREQUENCY:** 30 days after effective date of the contract, update as required. Revised pages shall be submitted 10 calendar days after contract WBS changes (following Government approval).
13. **REMARKS:** NPD 7120.4B, *Program/Project Management*, and NPG 7120.5A, *Program and Project Management Processes and Requirements*, and MIL-HDBK-881, *Department of Defense Handbook Work Breakdown Structure*, shall be used as guides in the preparation of the WBS and the WBS dictionary.
14. **INTERRELATIONSHIP:** PWS paragraphs 1.2.4, 2.0.h(1)
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Work Breakdown Structure (WBS) establishes a product-oriented logical subdivision of hardware, software, services, facilities, etc., that make up the total project scope of work. The WBS Dictionary provides a narrative description of the tasks and effort to be performed in each WBS element.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:**
 - a. The WBS index shall include:
 1. Line item number.
 2. WBS elements/tasks listed by title and indentured to reflect the level (e.g., level 1 is total contract; levels 2 and following are successively lower levels).
 3. Indication of phase (i.e., research, development, test and evaluation; or production; or both) with which the WBS element is associated.
 4. Contract line item associated with the WBS element.
 5. Performance Work Statement (PWS) paragraph numbers associated with the WBS element.
 6. Specification number of the specification that covers the WBS element (if applicable). If the specification is associated with more than one WBS element, indicate the specification paragraph numbers associated with the WBS element.
 7. Contract end item number of WBS element (if applicable).

DRD Continuation Sheet

TITLE: Work Breakdown Structure (WBS) and WBS Dictionary DRD NO.: **974MA-004**

DATA TYPE: 2

PAGE: 2/2

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

- b. WBS Dictionary - The WBS dictionary shall describe the technical and cost content of every WBS element and efforts associated with each element (e.g., design, development, manufacturing). For WBS elements specified elsewhere for cost reporting, the WBS dictionary definitions shall also include the exact narrative of the directly associated PWS paragraphs. The WBS dictionary shall be arranged in the same order as the contract WBS index. Following the description of the WBS element shall be a listing of lower level WBS elements. The WBS dictionary shall include the following for each WBS element:
1. WBS element title, number, and element task description.
 2. Performance measurement criteria (PMC).
 3. PWS paragraph number.
 4. Specification (number and title) associated with the WBS element.
 5. Contract line item associated with the WBS element.
 6. Date, revision number, revision authorization and approved changes.
 7. Contract end item/data item number and quantity.
 8. Cost content and description.
 9. WBS code and work order/work authorization.
 10. Technical content.
 11. System contractor.
 12. Associate or subcontractor.
 13. Applicable PWS narrative.

15.4 **FORMAT:** The WBS shall be in a chart format showing element relationships, arranged in the same order as the WBS provided in the Request for Proposal. The WBS Dictionary shall be ordered in consonance with the WBS index and shall reference each WBS element by its identifier and name.

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

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 974 **ISSUE:** Basic
2. **DRD NO.:** **974MA-005**
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/2
6. **TITLE:** Financial Management Report (533M)
7. **DESCRIPTION/USE:** To provide monthly financial reports for monitoring program costs. The 533 reports are the official cost documents used at NASA for cost type, price redetermination, and fixed price incentive contracts.
8. **OPR:** RS40 9. **DM:** AD30
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Within 30 days after the incurrence of cost
12. **SUBMISSION FREQUENCY:** No later than 10 working days following the end of the contractor's accounting month
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 2.3.c
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Financial Management Report provides data on accumulated costs and funding projections for management of the contract.
- 15.2 **APPLICABLE DOCUMENTS**
NFS 1852.242-73 *NASA Contractor Financial Management Reporting, (July 1997)*
NPG 9501.2 *NASA Contractor Financial Management Reporting*
- 15.3 **CONTENTS:** The elements of cost for financial reporting shall be mutually agreed by the contractor and NASA project office and cover labor hours by function, direct labor cost, materials, subcontracts, interdivisional work, other direct rates, overhead by pool, fringe, G&A, and fee. Changes or additions to elements of cost shall be by mutual agreement between the contractor and the NASA project manager. The data contained in the reports must be auditable using Generally Accepted Accounting Principles. The 533M Report shall include actuals and projections at the total contract level. A summary page at the contract level shall be included reflecting the cumulative since inception cost for the contract.

The following shall be addressed for each WBS element:

- a. Categories of cost:
 1. Direct Labor Hours - Regular
 2. Equivalent Man-months - Regular
 3. Direct Labor Hours - Overtime
 4. Equivalent Man-months - Overtime
 5. Non-productive Hours - Paid absence (sick, vacation, and holiday)
 6. Equivalent Man-months - Paid Absence
 7. Total Direct Labor Dollars - Regular
 8. Total Direct Labor Dollars - Overtime

DRD Continuation Sheet

TITLE: Financial Management Report (533M)

DRD NO.: 974MA-005

DATA TYPE: 3

PAGE: 2/2

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

9. Total Direct Labor Dollars – Premium
10. Fringe Benefits
11. Labor Overhead
12. Labor Subtotal
13. Sub-Major
14. Sub-Major-Total
15. Sub-Minor
16. Sub-Minor-Total
17. Direct Material
18. IT Vendor Maintenance
19. Software
20. Equipment
21. Transmission Services
22. Materials & Equipment Total
23. Travel
24. Training
25. Relocation
26. Purchased Services
27. Other Direct (specify)
28. Subtotal Other Direct Costs
29. G&A
30. Subtotal Cost
31. Award-fee
32. Total

- b. WBS Summary by IT categories.
- c. Cover letter explanation of any major deviation from contractor plan (plus or minus 5 percent or \$100,000 in any WBS).
- d. Provisional award-fee billing will be prorated to each WBS.
- e. Cost will be reported to the nearest dollar.

15.4 **FORMAT:** The NASA Form 533M shall be prepared per NPG 9501.2 and NFS 1852.242-73. Contractor format is acceptable provided all necessary requirements are met. Electronic submission of contractor data is required.

15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 974 **ISSUE:** Basic
2. **DRD NO.:** **974MA-006**
3. **DATA TYPE:** *See Remarks
4. **DATE REVISED:**
5. **PAGE:** 1/5
6. **TITLE:** Reports
7. **DESCRIPTION/USE:** These reports are used by NASA for visibility into contract activities.
8. **OPR:** AD30 9. **DM:** AD30
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** See Attachment 1. Specific due dates shall be as agreed between the contractor and the Contracting Officer's Technical Representative (COTR).
12. **SUBMISSION FREQUENCY:** See Attachment 1
13. **REMARKS:** *See Attachment 1 for Data Types
14. **INTERRELATIONSHIP:** See Attachment 1
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** These reports detail activity/performance and utilization reporting for the Contractor's progress and accomplishments.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** See Attachment 1 for required reports. All reports 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.
- 15.4 **FORMAT:** Contractor format is acceptable with COTR approval. See Attachment 1 for specific format requirements.
- 15.5 **MAINTENANCE:** None required

Attachment 1

Report/Information	PWS paragraph	Frequency	Data Type	Format	Content
Project plans, status and schedule reviews (work accomplished, schedules, resources across functional activities)	2.0.h(1), 2.1.a	Monthly	3	MICS	Show interdependencies between functions and tasks; clearly delineate changes from previous month's schedule
Planned versus actual resource allocation	2.0.h(2)	Maintain current	3	MICS	
Actual resource utilization by UNITeS service and customer	2.0.i(1)	Maintain current	3	COSMIS	
COSMIS rates	2.0i(2)	Annually	3		
Headcount Allocations Report	2.0.i(3)	Maintain current	3	Hardcopy	By full cost accounting pools of MSFC IT Services, Center G&A Services, NISN services, and corporate G&A Services
Weekly Activity Report	2.1.c, 3.9.2.3.b, 5.10.2.3.b	Weekly	3	Online	Significant accomplishments, problems encountered, quality assurance results, and corrective actions.
Tracking of official communication with COTR (e.g., technical direction, information requests, transmittals) and status concerning all such communication	2.1.d	Maintain current	3	Hardcopy	
Cost Accounting System	2.3.a	Maintain current	5	Online (MICS)	
Contract administration information system	2.4.b	Maintain current	5	Online (MICS)	
Procurement information system	2.5.a, 2.5.b	Maintain current	5	Online (MICS)	Status tracking of individual procurements; funding verification; contractor policies/procedures, etc.

Attachment 1

Report/Information	PWS paragraph	Frequency	Data Type	Format	Content
Customer Satisfaction Surveys Summary Report	2.11.2.g, 2.11.3	Monthly	2	Online database	Summarize customer satisfaction survey data (number of surveys sent, responses received, action taken, and results) within each customer service area.
Consolidated NPPS data	3.1.2.f	Monthly	3	Online	Projections of computer time requirements, product schedules in response to customer inputs
Hostile probe database trending report	3.3.i	Weekly Monthly	3	Online	Information collected on hostile probes throughout Agency
Nature of NASA Network Traffic Report	3.3.1	Monthly	3	Online	NASA network traffic passing between NASA and partners, including Internet
Computer systems planned versus actual utilization by customer	3.4.2.h	Monthly Quarterly	3	Online	
Computer systems performance, throughput and capacity reports	3.4.2.g	Monthly	3	Online	
Network performance and capacity reports	3.4.3.d	Monthly	3	Hardcopy and online	Network performance, throughput, utilization & capacity
Midrange Services utilization reports	3.4.4.f, 5.2.1.f, 5.2.2.f	Monthly	3	Online	
Russian IT Security reports	3.5.3	Monthly	3	Online	Network metrics, web trending reporting, incident response
GSA vendor cost and usage reports	3.6.1	Monthly	3	Online	GSA vendor usage and cost
ViTS Reporting	3.6.3.1.c	Maintain current	3	Electronic	Scheduling
Mission Video Distribution Activities Report	3.6.3.6.e	Weekly	3	Online	Documentation of all operations, engineering, maintenance and repair activities
Mission Video Distribution Activities Daily Log	3.6.3.6.e	Maintain current	3	Online	
VoTS information	3.6.4.1.a, 3.6.4.1.d	Monthly	3	Online	Reservations and scheduling information; monthly usage and cost summaries by NASA Center

Attachment 1

Report/Information	PWS paragraph	Frequency	Data Type	Format	Content
Facsimile Broadcast Services performance and utilization metrics	3.6.10.c	Monthly	3	Online	
Network scheduling daily log	3.7.1.e	Maintain current	3	Online	
Network activity and outage reports	3.7.1.g	Archived	5	Online	
Network monitoring service performance metrics in support of service level agreements	3.7.2.f	Monthly	3	Hardcopy and online	Network performance, throughput, utilization & capacity
Network expansion plans	3.7.2.i	As required	3	Hardcopy	Expansion plans based on monitoring of system traffic patterns
Network carrier performance reports and recommendations	3.7.2.o, 3.7.2.p	Monthly and Quarterly	3	Hardcopy and online	Performance reports; recommendations for improvement of carrier performance and resolution of recurring problems.
Network problem reporting and resolution	3.7.4.b	As required	3	Online	
Customer trouble call log	3.7.4.d, 3.7.4.g	Update automatically	4	Online	Automatic log of customer trouble calls, including metrics (e.g., caller queue times, abandoned calls, etc)
Installation Daily Log	3.7.4.i	Maintain current	4	Online	Log of installation troubleshooting and restoration activities
Customer Support Center Status System	3.8.1.c, 3.8.1.e, 3.8.1.f, 3.8.2.a, 5.9.1.c, 5.9.1.e, 5.9.2.a, 5.10.1.2.b	Maintain current	4	Online	Information related to service requests, problems and resolutions
Service Request Status Reports	3.8.2.d, 5.9.2.d	Monthly	3	Online	
Maintenance information	3.9.4.b, 5.10.4.b	Monthly	3	Online	Information on operational failures, incidents, discrepancies, and problem disposition and resolution

Attachment 1

Report/Information	PWS paragraph	Frequency	Data Type	Format	Content
Maintenance Daily Log	3.9.4.b, 5.10.4.b	Maintain current	3	Online	Log of all maintenance and repair activities
Monthly Maintenance Reports	3.9.4.c, 5.10.4.c	Monthly	3	Online	Information on outages (e.g., component involved, period of downtime, corrective actions). To assist the Government in assessing credits due to the Government.
IFMP Integration Project Workplan/Schedule	4.2.1.1, 4.2.2.2	Monthly	3	Online	
IFMP Module Project Service Level Agreement (SLA) Metric Report(s)	4.3.5.1	Monthly	3	Online	Monthly reporting of IFMP Competency Center performance against SLA performance requirements
Applications and Web Services Reports	5.1, Attachment J-4 (F)	Quarterly	3	Online	Trouble ticket score with supporting data [ref. Attachment J-4-(F)]
Help Desk Status Reports	5.9.1.f	Monthly	3	Online	

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 974 **ISSUE:** Basic
2. **DRD NO.:** **974MA-007**
3. **DATA TYPE:** *See Remarks
4. **DATE REVISED:**
5. **PAGE:** 1/5
6. **TITLE:** Documentation
7. **DESCRIPTION/USE:** To provide necessary information for effectively utilizing and operating hardware and software systems for which the contractor has responsibility.
8. **OPR:** AD30 9. **DM:** AD30
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** See Attachment 1
12. **SUBMISSION FREQUENCY:** See Attachment 1
13. **REMARKS:** *See Attachment 1 for Data Types
14. **INTERRELATIONSHIP:** See Attachment 1
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** Documentation is to be provided on all hardware and software covered by the contract to the extent necessary to permit effective utilization.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** Documentation shall be in the form of manuals, plans, studies, technical bulletin, user guides, quick references, newsletters, and online files. Information is to be provided in sufficient detail and with such clarity to allow understanding necessary to plan and process work on the UNITeS systems. Administrative, operating, and technical information shall be included with examples as appropriate. A documentation tree shall be maintained for applicable documents. Specific documentation requirements are detailed in Attachment 1.
- 15.4 **FORMAT:** Contractor format is acceptable with COTR approval. See Attachment 1 for specific format requirements.
- 15.5 **MAINTENANCE:** Revisions made periodically to reflect current information.

Attachment 1

Documentation	PWS paragraph	Frequency	Data Type	Format	Content
MSFC Information Systems architecture for computers, applications, and data administration	2.2.d	Maintain current	3	Online	
Agency Information Systems Architecture Documentation for networks	2.2.d	Maintain current	3	Online	
Information Resources Strategic/Implementation Plans	2.2.e	Annually	1	Hardcopy	
Special Studies	2.2.f, 2.2.g, 2.2.i(6), 2.2.i(8), 2.11.2.d, 3.9.1.1.b, 3.9.1.2.a, 3.9.1.2.c, 3.9.1.2.d, 3.9.2.1.b, 5.10.1.1.b, 5.10.1.2.a, 5.10.1.2.c, 5.10.1.2.d, 5.10.2.1.b	As Required	3	Hardcopy	Trade studies, feasibility studies, trend analyses, business cases, hypothetical investigations, benchmarks, standards migration, pricing, etc.
Five Year Technology Plan	2.2.i(11)	Annually	1	Hardcopy and online	
Initial set of documentation/drawings generated under previous contracts	2.4.d(3)	Maintain	3	Hardcopy	
Documentation/drawings generated under this contract	2.4.d, 2.4.d(4), 3.7.7.a, 5.10.2.1	Maintain current	3	Online	Design drawings, specifications, technical configurations, diagrams, architectures, processes etc.
Documentation Tree	2.4.d(5)	Maintain current	3	Online	Categorizes, lists and describes all documentation generated under this contract.
Asset Management	2.6, 4.3.6.e	Maintain current	3	Online	Government property inventory and records
Disaster Recovery Plan	2.7.3.a, 2.7.4, 3.9.6, 4.3.6.b, 5.10.6	Annually	1	Hardcopy	

Attachment 1

Documentation	PWS paragraph	Frequency	Data Type	Format	Content
Business Continuity Plan	2.7.3.e, 2.7.4, 3.9.6, 5.10.6	Annually	1	Hardcopy	
Facilities Management documentation	2.9.a, 2.9.b, 2.9.c, 2.9.d, 2.9.e, 2.9.f, 2.9.h, 2.9.j, 2.9.k, 2.9.l	Maintain current	3	Hardcopy	Documentation, floor plans, records of changes/moves, schedules, status, projects, requirements
Customer requirements	2.11.1.b, 2.11.2.a, 3.9.1.1.a, 3.9.1.1.c, 3.9.2.1.a, 5.10.1.1.a, 5.10.1.1.c, 5.10.2.1.a	Semi-Annually	3	Hardcopy and online/database	NISN PSLA NACC MSFC
Customer service level agreements and commitment agreements	2.11.2.i	Maintain current	3	Hardcopy and online/database	NISN PSLA NACC MSFC
Applications and Web Services Manual	3.1, 5.1	Semi-Annually	2	Hardcopy and online	Descriptions of Agencywide computer applications services
Data Administration documentation	3.1.b, 5.1.b	Maintain current	1	Hardcopy	Policies, procedures, architecture, data dictionary and models, etc.
Digital Television service documentation	3.2.a, 3.2.b	Maintain current	1	Hardcopy	Customer television requirements; transition and implementation plans
IT Security Demilitarized Zone design, architecture and environment	3.3.4.b	Maintain current	1	Hardcopy	
Account management documentation	3.3.5.a, 3.4.4.f, 3.7.3.1.a, 3.7.3.1.b, 4.2.1.6, 4.2.2.5, 5.2.1.f, 5.2.2.f	Maintain current	5	Hardcopy	User account information (userids, access, quotas, requirements), smart cards, secure tokens, etc.
Software licenses	3.4.b, 3.9.4.1.b(2), 5.10.4.1.b(2)	Maintain current	5	Online	
Midrange Node Book	3.4.4, 5.2	As required	3	Online	System configuration documentation for Agencywide computer systems services defined in Appendix A, Category I.

Attachment 1

Documentation	PWS paragraph	Frequency	Data Type	Format	Content
ViTS Facilities documentation	3.6.3.2.b, 3.6.3.3.b	Maintain current	3	Hardcopy	Room layout, facility changes
VoTS Facilities documentation	3.6.4.2.b	Maintain current	3	Hardcopy	Room layout, facility changes
NISN Services Document	3.6.5.1, 3.7.2, 3.7.5	Maintain existing document	1	Hardcopy and electronic	Maintain existing NISN Services Document (NISN 001-001)
Problem management escalation procedures and contacts for contractor and suppliers	3.7.4.c, 3.7.4.e	Maintain current	2	Hardcopy and electronic	Processes, criteria and points of contact for problem resolution
Network and facilities drawings	3.7.7.c	As required	3	Hardcopy and electronic	
Connection database	3.7.7.d	Maintain current	4	Online	Document appliance, office jack, switch port, network connectivity, etc.
User training documentation	3.8.3.a, 3.8.3.b, 4.3.3.f, 5.9.3.a	Maintain current	2	Hardcopy and electronic	Class documentation, videotapes, hardcopy and computer-based tutorial information, reference information for user training and specialized training
Key contacts list for hardware/software maintenance functions	3.9.4.d, 5.10.4.d	Maintain current	3	Hardcopy	
Spare parts list	3.9.4.g, 5.10.4.g	Maintain current	3	Hardcopy	Spare parts and materials necessary to maintain equipment
Service Records	3.9.4.i, 5.10.4.i	Maintain current	5	Online; CCAIMS	Service records for each system shall include date and type of equipment, service performed, list of parts used and costs, staff-hours utilized and downtime
Vendor documentation	3.9.4.k, 5.10.4.k	Maintain current	5	Hardcopy and online	Vendor documentation for all systems

Attachment 1

Documentation	PWS paragraph	Frequency	Data Type	Format	Content
IFMP Business Architecture	4.1, 4.1.1, 4.2.1.3, 4.2.2.3	Maintain current	1	Online	Includes all modules; represents blueprint of the interaction between high-level functions and processes
IFMP Application Architecture	4.1, 4.1.2, 4.2.1.3, 4.2.2.3	Maintain current	1	Online	Includes key interfaces and information needs between modules; definition of how interfaces will be implemented
IFMP Technical Architecture	4.1, 4.1.3, 4.2.1.1, 4.2.2.7	Maintain current	1	Online	
IFMP Module Requirements	4.2.1.2, 4.2.1.6	Maintain current	1	Online	
IFMP Module Performance and Scalability Test Plan	4.2.1.6	Maintain current	1	Online	
IFMP Module Project Operations Plan(s)	4.2.1.7	As required	1	Online	
IFMP Module Project Service Level Agreement(s)	4.2.1.7, 4.3	Annually	1	Online	
IFMP Module Project Center Operational Level Agreement(s)	4.2.1.7	Annually	1	Online	
MSFC Telephone Directory	5.4.1.k	Maintain current	1	Hardcopy and online	
Cable documentation	5.4.3.c, 5.4.3.h	Maintain current	3	Hardcopy	Interbuilding cable systems and documentation; cable distribution systems and documentation
As-implemented systems configuration information	5.10.3	Maintain current	3	Hardcopy	Includes hardware numbers, software revision levels, user interface details, and circuit details, such as circuit numbers, circuit types, originating and terminating locations, installation date, and service request reference number

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 974 **ISSUE:** Basic
2. **DRD NO.:** **974MA-008**
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Cost Reports
7. **DESCRIPTION/USE:** To provide current budget guidelines and cost variances.
8. **OPR:** AD30 9. **DM:** AD30
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Within 30 days after the incurrence of cost
12. **SUBMISSION FREQUENCY:** No later than 10 working days following the end of the contractor's accounting month
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 2.3.b
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The cost reports shall comply with NASA budget guidelines and projected cost variances.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The cost reports shall include projected and actual manpower and cost variances from the plan for the current fiscal year, magnitude of variances, reason for variances, and all projected activities that might affect the variances. The cost reports shall include:
 - a. Cost by NASA Organization (end-user)
 - b. Hardware/Software Procurement Status
 - c. Accrued versus Vouchered Cost Status
- 15.4 **FORMAT:** Contractor format is acceptable with Government approval.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 974 **ISSUE:** Basic
2. **DRD NO.:** **974MA-009**
3. **DATA TYPE:** 2/3*
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Export Control Plan and Reports
7. **DESCRIPTION/USE:** To provide the contractor's plan for complying with export control requirements and reports of export control activities.
8. **OPR:** AD30 9. **DM:** AD30
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Within 10 days of effective date of the contract
12. **SUBMISSION FREQUENCY:** Update Plan as required. Submit report monthly.
13. **REMARKS:** *The plan is Data Type 2. The reports are Data Type 3.
14. **INTERRELATIONSHIP:** PWS paragraphs 2.1.e, 2.7.6
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Export Control Plan shall provide export control processes and procedures and the report shall detail export control activities.
- 15.2 **APPLICABLE DOCUMENTS:**

NASA FAR 1852.225-70	<i>Export Licenses</i>
NPD 2190.1	<i>NASA Export Control Program</i>
MPD 2190.1	<i>MSFC Export Control Program</i>
MPG 2190.1	<i>MSFC Export Control Program</i>
- 15.3 **CONTENTS:**
 - a. The plan shall detail the contractor's plan for meeting the export control requirements of the Export Administration Regulations (EAR), the International Traffic and Arms (ITAR), NASA FAR Supplement 1852.225-70, NPD 2190.1, MPD 2190.1 and MPG 2190.1. The plan shall provide an approach that is functionally able to address the elements of export control, including software release; foreign visitors/workers; scientific and technical information release; hardware; shipments; internet and web page information; and US Postal services, facsimile, and electronic mail information exchange. The plan shall also provide an approach which is functionally able to address any issues and incidents related to MSFC and Agency support systems and training of all personnel on export control processes and procedures.
 - b. The report shall detail all export control activities for the month reported. The data for the report shall be retrieved from the contractor's online database of export control activities.
- 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.:** 974 **ISSUE:** Basic
2. **DRD NO.:** **974MA-010**
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Contractor Self-Assessment Report
7. **DESCRIPTION/USE:** To provide the contractor's self-assessment of performance of contract tasks.
8. **OPR:** AD30 9. **DM:** AD30
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Monthly report: submit online through UNITEs Management Information and Control System (MICS) 10 days after first full month following effective date of the contract. Quarterly report: submit package of quarterly assessments (from monthly submittals to UNITEs MICS) as part of first quarterly award fee report.
12. **SUBMISSION FREQUENCY:** Monthly report: submit online through UNITEs (MICS) by 10th day of the month following monthly reporting period. Quarterly report: submit as part of each quarterly award fee report.
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraphs 1.2.4, 3.0, 5.0
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The report provides the contractor's self-assessment of performance of the contract tasks.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Contractor Self-Assessment Report shall:
 - a. Describe the contractor's self-assessment of performance of the PWS tasks.
 - b. Describe the contractor's self-assessment of performance against the contract performance standards.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 974 **ISSUE:** Basic
2. **DRD NO.:** **974MA-011**
3. **DATA TYPE:** 2
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Certification of NISN Systems Readiness
7. **DESCRIPTION/USE:** To report and/or certify that the contractor's networks and systems and services are ready to support mission and program milestones. The report may also be used to assess operational readiness of systems prior to deployment of upgrades and new service implementations.
8. **OPR:** AD30 9. **DM:** AD30
10. **DISTRIBUTION:** Formatting and electronic distribution shall be per Contracting Officer's letter
11. **INITIAL SUBMISSION:** First mission or program milestone or first system deployment after effective date of the contract.
12. **SUBMISSION FREQUENCY:** 14 calendar days prior to readiness review. Updates may be required prior to actual milestone.
13. **REMARKS:** The contractor shall provide readiness reports to the NISN Configuration Control Board (CCB) or the CCB's delegate(s), who are responsible for ensuring NISN networks and services are ready to support mission/program milestones, or that new systems are ready for operational deployment. Contractor signature may be required to certify readiness.
14. **INTERRELATIONSHIP:** PWS paragraphs 2.1.f, 3.7.5.d. DRD 974CM-001, *Configuration Management Plan*.
15. **DATA PREPARATION INFORMATION:**
 - 15.1 **SCOPE:** The report shall provide visibility and commitment of the contractor's networks, services, and personnel to support milestones, as well as product and process status for certifying readiness to support milestones.
 - 15.2 **APPLICABLE DOCUMENTS**

NSTS 08117	<i>Certification of Flight Readiness Requirements</i>
SSP 50108	<i>Certification of Flight Readiness for Space Station</i>
<i>UNITeS Configuration Management Plan (prepared in accordance with 974CM-001)</i>	
 - 15.3 **CONTENTS:** The readiness status report shall include network/system status, support details, issues/concerns, changes since the last readiness review, accomplished level of training, and completeness of testing. Status of major anomalies discovered during testing, training, and/or operations activities shall be provided along with necessary restrictions or workaround(s). The reports shall include data to support the contractor's readiness to support mission milestones as defined in applicable documents in 15.2.
 - 15.4 **FORMAT:** Format shall be per Contracting Officer's letter.
 - 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 974 **ISSUE:** Basic
2. **DRD NO.:** **974RM-001**
3. **DATA TYPE:** 1
4. **DATE REVISED:**
5. **PAGE:** 1/2
6. **TITLE:** Operability/Maintainability Plan
7. **DESCRIPTION/USE:** To provide the Contractor and the Government a baseline document for Operability/Maintainability.
8. **OPR:** AD30 9. **DM:** AD30
10. **DISTRIBUTION:** Per Contracting Officer's letter.
11. **INITIAL SUBMISSION:** A final version shall be submitted within 14 days after effective date of the contract.
12. **SUBMISSION FREQUENCY:** One time and revisions to reflect significant changes.
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraphs 3.9.4, 3.9.4.a, 3.9.4.1, 3.9.4.1.a(1), 3.9.4.2.c, 3.9.4.2.d, 5.3.a, 5.3.b, 5.10.4, 5.10.4.a, 5.10.4.1, 5.10.4.1.a(1), 5.10.4.2.c, 5.10.4.2.d; Appendix A
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** This plan shall define all system operability and maintainability activities appropriate for providing the services and performing the functions set forth in the PWS.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The plan shall address for each system the applicable availability parameters, methodology for establishment of the parameters, identification and analysis of the risks associated with the parameters, and detailed approaches for performing within the defined parameters. The plan shall include:
 - a. **Availability Parameters:**
 1. Overall percentage of system availability.
 2. Preventive Maintenance:
 - (a) Schedule for performing.
 - (b) Downtime required.
 - (c) Meantime between failures.
 - (d) Define Principle Periods of Maintenance (PPM) for each system.
 3. Remedial Maintenance:
 - (a) Response time.
 - (b) Meantime to repair.
 - (c) Operational procedures to ensure system continues to operate while any failed component is being replaced.
 4. Methodology used to establish parameters.
 - b. **Identification and Analysis of Risks:**
 1. Failure modes and effects.
 2. Impact of nonavailability.
 3. Trade-offs.

DRD Continuation Sheet

TITLE: Operability/Maintainability Plan

DRD NO.: 974RM-001

DATA TYPE: 1

PAGE: 2/2

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

c. Detailed Performance Approach:

1. Preventive maintenance.
2. Remedial maintenance.
3. System backups.
4. Warranty identification and enforcement.

d. Baselined Operation Hours:

1. Scheduled hours of service.
2. Total hours in which business is scheduled.
3. Specified time period, e.g., month or quarter.

e. Format and Content of Monthly Maintenance Report.

15.4 **FORMAT:** Contractor format is acceptable with MSFC approval.

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

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 974 **ISSUE:** Basic
2. **DRD NO.:** **974SA-001**
3. **DATA TYPE:** 2
4. **DATE REVISED:**
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:** AD02/QS50/AD10 9. **DM:** AD30
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Preliminary with proposal
12. **SUBMISSION FREQUENCY:** Final ten days after effective date of the contract; 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*; FAR 52.223-13, *Certification of Toxic Chemical Release Reporting*; and FAR 52.223-14, *Toxic Chemical Release Reporting*. PWS paragraph 2.8
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
 - MPG 8500.1 *MSFC Environmental Management Program*
 - MPG 1040.3 *MSFC Emergency Plan*
 - MPG 1840.3 *MSFC Hazardous Chemicals in Laboratories Protection Program*
 - MPG 1840.1 *MSFC Confined Space Entries*
 - MPD 1860.2 *MSFC Radiation Safety Program*
 - MPG 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.: 974SA-001

DATA TYPE: 2

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

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

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.

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.

DRD Continuation Sheet

TITLE: On-site Safety and Health Plan

DRD NO.: 974SA-001

DATA TYPE: 2

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

3. Method of ensuring a documented emergency management program. Include a list of emergency points of contract. (Note: on-site contractors may use MPG 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.:** 974 **ISSUE:** Basic
2. **DRD NO.:** **974SA-002**
3. **DATA TYPE:** 3
4. **DATE REVISED:**
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:** QS50 9. **DM:** AD30
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 10th of each month following effective date of the contract.
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 10th 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 paragraph 2.8
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Mishap and Safety Statistics Reports document all mishaps and close calls as required in NPG 8621.1.
- 15.2 **APPLICABLE DOCUMENTS**

NPG 8621.1	<i>NASA Procedures and Guidelines for Mishap Reporting, Investigating, and Recordkeeping</i>
MWI 8621.1	<i>Close Call and Mishap Reporting and Investigation Program</i>

DRD Continuation Sheet

TITLE: Mishap and Safety Statistics Reports

DRD NO.: 974SA-002

DATA TYPE: 3

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15. **DATA PREPARATION INFORMATION (CONTINUED):**
- 15.3 **CONTENTS:** The reports shall contain the information required by NPG 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 NPG 8621.1.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.