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ATTACHMENT J-1

PERFORMANCE WORK STATEMENT

CENTERWIDE OFFICE OF HUMAN CAPITAL SUPPORT SERVICES

1.0 SCOPE

The scope of this Performance Work Statement (PWS) broadly defines the requirements for the Office of Human Capital (OHC) Support Services provided to Marshall Space Flight Center (MSFC) by the Contractor. This contract will be in support of OHC, and will take executive direction from the Contracting Officer (CO) and the Contracting Officer's Technical Representative (COTR). Section 1.0 of this PWS establishes the scope required to manage the overall OHC support services. Section 2.0 establishes the requirements for program management of the contract. Section 3.0 establishes the requirements for organization and leadership development services. Section 4.0 establishes the requirements for strategic workforce planning services. Section 5.0 establishes the requirements for academic affairs services. Section 6.0 establishes the requirements for training and incentives services, and Section 7.0 establishes the requirements for employee and operations services. Together, these requirements describe the services under the mission schedule, and identified in the PWS, that the Contractor shall provide for OHC Support Services Contract. In addition, the remaining, Section 8.0, describes the services to be provided through an Indefinite Delivery Indefinite Quantity (IDIQ) schedule. The IDIQ services will be invoked through the use of Task Orders (TO).

The vision of the Office of Human Capital (OHC) at NASA/Marshall Space Flight Center (NASA/MSFC) is to be the benchmark in delivering innovative human capital solutions to support the objectives of its clients and partners. The OHC mission is to build workforce capabilities which assure the current and future success of NASA/MSFC. OHC is the principal advisor to Center management regarding Center human capital areas. OHC also has a Business Management Team which supports the organization with efficient business tools and operations, and working with management, develops the OHC budget. An organization chart of OHC is provided in L-3, Figure 2.

OHC operates in a dynamic environment providing services to Center management, major space programs as well as smaller programs and projects, Center staff offices, and Center directorates which conduct engineering and scientific research, space hardware and software, development, and operations in space exploration. The OHC organization must understand the direction of the Agency and the Center, anticipate Center needs and requirements, and be agile, prompt, and effective in providing its day-to-day products and services. OHC customers and partners are managers, Center employees, NASA Headquarters and other NASA Centers, other Government agencies, academia, and industry.

OHC views its contractor support to be integral to the operations of OHC and requires a high-performing, integrated, and flexible team, aligned with OHC, and dedicated to OHC's mission success. The Contractor shall be efficient as well as effective and professional, knowledgeable, and experienced in the human resources area, regulations, processes, operations, products, and services. Also, because one of the primary missions of OHC is to strengthen the pipeline of students in science, math, engineering and technology (STEM), and the recruitment of students, research assistants and professors to support the mission of NASA, the OHC support services contractor shall be knowledgeable and experienced in academia and the provision of services and STEM curriculum for educational purposes. Contractor education specialists and the educator resource center specialist, shall work closely with students, teachers, and educational institutions to enhance curriculum, and educational opportunities to support STEM educational areas. The human capital environment is dynamic, and requirements may change quickly, and the Contractor shall be able to adjust and adapt promptly and effectively.

In fulfilling the requirements of this PWS, the Contractor shall provide the necessary management personnel, equipment, and supplies (not otherwise provided by the Government) as well as provide innovative approaches for the provision of human capital services. Data deliverables required by this PWS are in accordance with Data Requirements Description (DRD) provided in Attachment J-2, Data Procurement Document (DPD).

2.0 PROGRAM MANAGEMENT

The Contractor shall provide support in the form of program management for the Centerwide Human Capital Support Services contract and for the OHC organization. The Contractor shall provide for assignment and utilization of Contractor personnel; recognition of critical problem areas; adequacy of staffing; provide well-qualified and trained personnel; cooperate through effective working relationships with other contractors and Government personnel to ensure integrated operation efficiency; assure the effective utilization of relevant technologies; plan, organize, and manage all program elements; employ management actions to achieve and sustain a high level productivity; manage all subcontracts, and respond to emergencies and other unexpected situations. The Contractor shall provide training to maintain cutting edge skills/competencies of contractor personnel, and is responsible for all personnel actions. The Contractor shall effectively communicate with Government personnel to assure information is transmitted about contract performance and industry developments. The Contractor shall benchmark industry best practices. The Contractor shall protect the confidentiality of sensitive information and shall provide an Organizational Conflict of Interest Avoidance Plan in accordance with DRD 1133MA-007.

2.1 Contract Management

2.1.1 The Contractor shall provide administration, planning, coordination and surveillance of overall contract activities. This will ensure disciplined, high performance work, and the timely application of resources which are in accordance with ISO requirements (E.3, MPD 1280.1) and necessary for completion of all tasks of the PWS to include mission and IDIQ schedules. The Contractor shall comply with Acceptable

Quality Levels (AQLs) found in 2.2.2.1.1 and 2.2.2.1.5 of Attachment J-4. The Contractor shall evaluate the current systems for providing support and continually seek and recommend ways to improve the process, saving costs and time. The Contractor shall report any process improvements and/or cost savings or recommendations for the Government that may improve efficiency in the Quarterly Progress Report (DRD 1133MA-002).

2.1.2 The Contractor shall develop, implement, and maintain a Management Plan in accordance with DRD 1133MA-001, "Management Plan" for accomplishment of the tasks described by the PWS. In accomplishing this effort, the Contractor shall make adjustments and respond to proposals in the application of its workforce and resources to specific activities, as demands and priorities require. The plan shall address risk management and associated risks applicable to the tasks in accordance with Marshall Work Instruction (MWI) 7120.6, Program/Project Continuous Risk Management.

2.1.3 The Contractor shall provide Badged Employee and Remote Information Technology (IT) User Listings in accordance with DRD 1133MA-004. The Contractor shall provide Contractor Employee Clearance Documents in accordance with DRD 1133MA-005. The Contractor shall provide Position Risk Designations for Non-NASA Employees in accordance with DRD 1133MA-006. The Contractor shall determine the data restriction that applies to each data deliverable and mark or transmit the data restriction in accordance with the DRDs.

2.1.4 The Contractor shall provide necessary training relative to the support provided by this contract for new and existing Contractor employees to ensure mission success.

2.1.5 The Contractor shall deliver accurate and timely data, information, and reporting for a variety of metrics, and shall maintain records related to the performance metrics and Acceptable Quality Levels (AQL) defined in Attachment J-4. The Contractor shall submit Quarterly Progress Reports in accordance with DRD 1133MA-002 that include an assessment of each performance metric, along with rationale explaining any performance requirements where deficiencies were noted and a corrective action plan to ensure these deficiencies do not occur in the future.

2.1.6 The Contractor shall ensure the timely processing of all paperwork, such as purchasing and transportation requests, Requests for Proposals, delivery orders, contracts, and deadline/milestone estimates, as defined by the Government. The Contractor shall meet the scheduled reporting dates contained in each contract Data Reporting Document (DRD) in accordance with AQL 2.2.2.1.6 in Attachment J-4.

2.1.7 The Contractor shall solicit customer satisfaction feedback from contract customers as requested and provide this information to the COTR and technical monitor that initiated the request. The Contractor shall not be the cause of valid customer complaints (a valid complaint is any complaint transmitted to the Contractor in writing by the COTR or Contracting Officer). The AQL addressing this requirement is found in 2.2.2.1.3 of Attachment J-4.

2.2 Property Management

The Contractor shall prepare and maintain a report identifying and listing all equipment provided by the Government for use by the Contractor in the performance of the contracted effort, and for which the Contractor has been given physical custody. This report shall be prepared and maintained in accordance with DRD 1133LS-001.

2.3 Financial Management

The Contractor shall manage, maintain and oversee the contract budget and financial management. The Contractor shall establish, implement, and maintain a financial reporting system in accordance with the NASA FAR Supplement, NFS 1852.242-73. The Contractor shall submit Financial Management Reports in accordance with DRD 1133MA-003, "Financial Management Report (533M)."

2.4 Safety and Health

2.4.1 The Contractor shall establish and implement an industrial/occupational safety, health, and environmental program and provide Safety, Health, and Environmental (SHE) Plan in accordance with DRD 1133SA-001. Contractor employees shall attend monthly safety meetings as defined by AQL 2.2.2.1.4 of Attachment J-4. The Contractor's industrial/occupational safety, health, and environmental program shall incorporate the following:

- a. Management leadership and employee involvement
- b. System and worksite analysis
- c. Hazard prevention and control
- d. Safety and health training
- e. Environmental compliance

2.4.2 Mishaps and safety statistics shall be reported to the MSFC Safety and Mission Assurance Office in accordance with DRD 1133SA-002, "Mishap and Safety Statistics Reports."

2.5 Information Technology Security

The Contractor shall prepare a Contract Information Technology Security Program Plan that documents how the Contractor will comply with the requirements of NPR 2810.1, Security Information Technology, and the Privacy Act. The Contractor shall prepare the plan in accordance with DRD 1133CD-001.

2.6 OHC Management and Business Support

2.6.1 The Contractor shall provide program management, program integration, and project management support services to OHC. These services shall be in support of the achievement of the OHC mission to provide a comprehensive program for the development of Center employees and organizations; and to develop and implement a

comprehensive human capital program and reward system for the Center. Some travel may be required in support of MSFC and Agency-wide initiatives.

2.6.2 The Contractor shall perform special fact-finding assignments for OHC covering a wide range of management activities. The Contractor shall assist in overall administrative/management matters by providing advice and assistance to OHC with respect to management plans, establishment of controls and policies, and identification of general problem areas.

2.6.3 The Contractor shall prepare final reports and presentations of data on OHC program status for internal and Center management review.

2.6.4 The Contractor shall provide support for special projects involving statistical and narrative data. The Contractor will compile, consolidate, and extract statistical data from feeder reports, computer listings, database queries, and control documents for internal and external special reports. Reports will be provided within the established timelines.

2.6.5 The Contractor shall research and recommend new technology and techniques such as project management tools, presentation tools, and software packages that are beneficial to the operation of OHC. Such recommendations will be coordinated with the OHC IT representative as appropriate.

2.6.6 The Contractor shall analyze and recommend improvements to OHC work processes or data flow.

3.0 ORGANIZATION AND LEADERSHIP DEVELOPMENT SUPPORT

This effort shall include the delivery of a wide variety of products and consultation services in the context of optimizing individual, team, and organizational performance. This will include various team exercises and interventions, change management initiatives, individual and team coaching and mentoring, strategic planning, conflict resolution, formal and informal process improvement, human factor measuring and planning, and industrial and organizational psychology modeling. In addition, the Contractor shall plan, design, and conduct various training courses, to include technical courses as well as organizational and leadership development programs courses. The Contractor shall receive positive evaluations on any training or activities led, in accordance with AQL 2.2.2.2.3 in Attachment J-4. The Contractor shall provide the necessary procurements and logistical support.

3.1 Unique Technical Training

3.1.1 The contractor shall develop and conduct technical courses to meet specific needs of the MSFC technical community that cannot be met through standard college curricula.

3.1.2 The Contractor shall provide coaching/mentoring assistance to MSFC organizations, in technical areas of expertise such as the spacecraft Design Process, Engineering Risk Analysis, Structures, Materials, Avionics, Controls, Propulsion, Operations, Fluid Dynamics, and Flight Mechanics as requested. This service shall

include informal mentoring, delivered via e-mail, phone conversations or personal office visits.

3.1.3 The contractor shall prepare technical content, distribute technical training materials at training sessions and solicit written evaluation responses from attendees.

3.1.4 The Contractor shall design knowledge capture and management strategies, create advanced learning environments via electronic/computer-based tools, and prepare a variety of knowledge transfer materials, such as technical publications, and video archives. The Contractor shall identify MSFC science and engineering lessons learned, and communicate those lessons within the Center, and throughout the Agency as required.

3.1.5 The Contractor shall provide professional expertise and consultation for organization development and leadership development efforts focused on nurturing a healthy and effective organizational culture relevant to NASA's vision, mission and goals.

3.2 Organization and Leadership Development Programs

3.2.1 The Contractor shall provide a full range of support to include professional organization development consultation and change management expertise, including assessment, planning, implementation and evaluation. Support provided shall include abilities, skills and methods to effectively diagnose situational, interpersonal and organization dynamics, to identify innate individual and organizational strengths and root causes of ineffectiveness and inefficiency, and to provide suggestions and recommendations for improving the organizational culture, processes and performance.

3.2.2 The Contractor shall participate in the process for developing leaders by enhancing an empowering and high-performance culture, improving trust and communication; clarifying goals, roles, relationships, expectations, plans, priorities, and procedures; establishing group norms and values; developing effective teamwork; creating shared visions; and a variety of other skills, knowledge and experience widely considered to be functions of organization development professionals. The Contractor shall use tools and training courses such as, and including but not limited to, the Leadership Development Series, Situational Leadership II (Ken Blanchard), the Myers-Briggs Type Indicator personality inventory, Gallup Strength Finder Profile and Strengths coaching, Power+Systems Organizational Model, Appreciative Inquiry, and Dominance/Influence/Steadiness/Conscientiousness.

3.2.3 The Contractor shall perform client interventions using professional consulting models. This will include creating, proposing, and implementing strategies for organizational change, internal and external, collaboration and integration, communication and synergistic teamwork. Additionally, the Contractor shall provide follow-up assessments to determine outcomes and progress, as described by AQL 2.2.2.2.1 of Attachment J-4.

3.2.4 The Contractor shall support the Government with improving processes by teaching and applying the principles, systematic methodologies and tools of organizational quality improvement. The support shall include consultation, instruction and facilitation that result in identification of gaps between current methods and

processes and the ideal state, developing improvement action plans, and implementing actions to eliminate existing gaps in processes.

3.2.5 The Contractor shall develop a process for building process improvement skills and commitment to continuous improvement of quality and productivity within management and the workforce. Whenever appropriate, that process shall include instruction in existing and validated tools.

3.2.6 The Contractor shall have the responsibility of developing, documenting and presenting metrics that identify the before state, and presenting metrics that identify the after state of improved organizational processes.

3.2.7 The Contractor shall secure/administer/manage the various learning opportunities and programs initiated by MSFC and NASA Headquarters in leadership, organization development, and training, such as the Academy of Program/Project and Engineering Leadership (APPEL) aimed at Human Capital development.

3.2.8 The Contractor shall manage the Professional Intern Program (PIP), the Federal Career Intern Program (FCIP), and other human capital development programs, as necessary. This effort includes interfacing with NASA/MSFC managers to provide structure and guidance to professional interns, regarding required training, duty rotations, mentors, tracking of evaluations, and progress assessments, and provides advice to interns concerning presentations to management.

3.2.9 The Contractor shall support the succession planning activity by assisting in the development and the execution of the Succession Management Program. The Contractor shall interface with management and candidates, assist candidates with preparation of required applications and documentation, monitor and track candidate's progress, and prepare associated presentations to management.

3.2.10 The Contractor shall support the Personnel Management Advisory Committee (PMAC) regarding the various high level development programs for which PMAC is responsible by reviewing candidate applications and assisting with necessary changes in preparation for review by the Board.

3.2.11 The Contractor shall provide formal executive coaching using certified models and industry standards to optimize the performance of individual leaders.

3.3 Logistic Support for Leadership and Organization Development

3.3.1 The Contractor shall provide coordination expertise to organize and arrange facilities and logistics for retreats, workshops, training sessions, technical interchange meetings, organization development interventions, and leadership development sessions, both at the Center and off-site, which may be in the local commuting area, and/or at a location more than 50 miles away, and may require overnight stay. Travel cost will be in accordance with Clause B.7, Allowable Items of Cost.

3.3.2 The Contractor shall provide support for multiple activities occurring at the same time at various locations. Activities may be on-site or off-site. The Contractor

shall maintain contacts, technical experts, purchasing sources, and other resources to respond rapidly to last minute or quick turnaround requirements if necessary.

3.3.3 The Contractor shall determine all logistical/support requirements for leadership and organization development activities. The contractor shall consolidate the activity requirements and submit them to the organization's technical monitor or their designated representative in accordance with AQL 2.2.2.2.2 of Attachment J-4.

3.3.4 The Contractor shall be responsible for the procurement and/or coordination of all logistics associated with organizing programs and activities, to include occasionally managing the creation/production/set-up of publicity products, catering, rooms and speaker support, audiovisual equipment including transportation, if required, and supporting exhibits, unique to Organizational Development.

3.3.5 The Contractor shall attend and support activities as needed to ensure they run smoothly, comfortably, and with a minimum of logistical problems regarding availability of space, technical support and other contracted accommodations. Logistics shall involve travel and making arrangements for activities on-site and/or off-site from MSFC.

3.3.6 The Contractor shall provide advice on web site content requirements; support on line conference registration, and recommend, initiate, and as appropriate, review the content of brochures, posters and other products that support the Organization and Leadership Development Office.

3.4 Procurement for Organization and Leadership Development Services and Materials

3.4.1 The Contractor shall provide or procure all services and materials to support all functions as defined in Section 3.0. Services and material will be in accordance with Clause B.7, Allowable Items of Cost. The Contractor shall procure the use of instructors, consultants, organization development specialists, coaches, space and facilities for training sessions and organization/leadership development sessions (for both on-site and off- site activities), materials, supplies, equipment, and other support services/equipment/systems as required. The Contractor shall also be responsive to unique support requests transmitted by the COTR or the Contracting Officer in accordance with AQL 2.2.2.2.4 of Attachment J-4.

3.4.2 The Contractor shall enter trainee, course, and cost data into the Agency training administration system, such as System for Administration, Training, and Educational Resources for NASA (SATERN), and update with actual data, such as cost and attendance in accordance with AQL 2.2.2.5.3 of Attachment J-4.

3.4.3 The Contractor shall provide support to establish requirements to maintain a process for recording and sharing relevant information, statistics and metrics for all functions of the Organization and Leadership Development Office. This information shall include quarterly training services reports; data, charts and reports for the Leadership Development Series; and data, charts and reports for organization development projects.

3.4.4 The Contractor shall develop and implement purchasing processes/procedures for conducting this procurement effort, consistent with Clause B.7, Allowable Items of Cost.

4.0 WORKFORCE STRATEGY AND PLANNING

4.1 Strategic Workforce Analysis and Plans

4.1.1 The Contractor shall support the Office of Human Capital (OHC) in developing top-level strategic workforce analyses and plans that are linked to Agency and MSFC strategic and program planning efforts. The Contractor shall support the identification of mission critical occupations and competencies needed in the current and future workforce and shall support OHC in the development of strategies to close gaps.

4.1.2 The Contractor shall perform analysis to identify current and future human capital needs, including workforce size, deployment across the Center, and competencies needed for the Center to fulfill its mission. The Contractor shall perform Center organizational diagnosis and modeling activities to identify and document workforce capabilities, current trends, turnover, and possible gaps in organizational structure and/or workforce competencies. The Contractor shall provide the assessment of future workforce trends and emerging Center strategies and provide reports as to their relative alignment.

4.2 Workforce Studies and Data Analysis

4.2.1 The Contractor shall design and conduct a variety of comprehensive studies, support surveys, perform quantitative analysis, and statistical trending to identify and propose solutions to a wide range of current and future year workforce requirements and other human capital issues such as the effects of projected losses and gaps in workforce capabilities, effects of conversion to full-time permanent status, direct to indirect workforce ratio, appropriate full-time permanent to other-than full-time permanent workforce composition, deployment of support personnel, and recommended fresh-out hiring. The Contractor shall take the results of the studies and analysis and prepare statistical and narrative information for formal presentation to management. The Contractor shall meet all deadlines established by the COTR or the Contracting Officer in the pursuit of these activities in accordance with AQL 2.2.2.3.1 of Attachment J-4.

4.2.1.1 The Contractor shall produce reports of historical or planned workforce information. The Contractor shall track and report workforce metrics. The Contractor shall provide input and recommendations to OHC management regarding trends in strategic workforce planning in the human resources field.

4.2.1.2 The Contractor shall provide analysis on organizational planning issues, such as the expected impact of reorganizations or other mass changes or situations involving a broad perspective on complex, interrelated actions. The Contractor shall utilize change management and reengineering tools and techniques to provide recommendations to OHC management on a variety of organization design and workforce improvement activities. The Contractor shall interpret complex data on related issues such as position management, position classification, workforce planning and analysis, staffing, placement, and pay.

4.2.2 The Contractor shall perform complex data analysis using analytical tools on data extracted from Oracle personnel databases, and the Federal Personnel/Payroll System (FPPS) ensuring that data is correct and current.

4.3 Workforce Planning and Tracking

4.3.1 The Contractor shall work with personnel within the Office of Human Capital, Office of the Chief Financial Officer, and the Office of Strategic Analysis and Communication, in the development and tracking of both short and long range workforce requirements and phasing plans for NASA/MSFC budget planning of workforce full-time equivalents (FTE). The Contractor shall analyze workforce plans versus actual data, explain deviations, and recommend solutions.

4.3.2 The Contractor shall provide recommendations for Center staffing strategies that consider management of Full-time Equivalents (FTE) within programmatic and organizational personnel ceilings.

4.3.3 The Contractor shall support workforce planning by providing responses to workforce data requests from NASA or MSFC customers in accordance with AQL 2.2.2.3.2 of Attachment J-4. These requests may be for historical and planned future workforce information. The Contractor shall provide human resource data for electronic information systems. The Contractor shall assure data integrity, provide user assistance, and shall prepare information for formal presentation.

4.4 System Administration

4.4.1 The Contractor shall provide administration and oversight support for the NASA Competency Management System (CMS). The CMS is the workforce competency data system for NASA, and NASA/MSFC is responsible for coordination and collection of NASA/MSFC competency data for Center use and for Agency deliverables to NASA Headquarters. The Contractor shall support the granting of access to the system and provide overall help and assistance to system users.

4.4.2 The Contractor shall provide administration and oversight support for the NASA Workforce Integrated Management System (WIMS). The WIMS enables the NASA/MSFC to plan the workforce to current and future mission needs. The Contractor shall process the granting of access to the system, providing overall help and assistance to system users, updating the WBS and other tables, and supporting system functions such as system freezes and system refreshes.

4.5 Contractor Competency Data Reporting

The Contractor shall report the competencies and skills of its workforce at the mid-point and end of each contract year to the OHC Workforce and Strategy Planning Office. This competency determination shall be consistent with the NASA Competency Management Dictionary, with only the most significant competencies identified for each individual. The process to be used and the reporting format will be defined by the OHC Workforce Strategy and Planning Office.

5.0 ACADEMIC AFFAIRS

The Contractor shall provide implement and maintain a process to inspire, attract and engage students and educators in the pursuit of science, technology, engineering, and mathematics (STEM) disciplines. The purpose of NASA/MSFC Academic Affairs and education program is to strengthen the nation's future workforce, to strengthen and expand the K-16 stem pipeline, and to engage Americans in NASA's mission through a diverse portfolio of education initiatives that target America's students at all levels, including those in traditionally underserved and underrepresented communities. The objective is to result in a pipeline of a diverse group of the best and brightest students and educators in support of the human capital mission. For NASA/MSFC to meet its objectives, the Contractor shall provide support in the following areas:

5.1 Elementary and Secondary Education Programs

The Contractor shall support Elementary and Secondary projects by engaging students, educators, families, and institutions to achieve established goals. The Contractor shall provide educators with tools, experiences, and opportunities to further their education and participate in unique NASA learning experiences to enhance their knowledge of STEM disciplines. The Contractor shall interface on the behalf of NASA/MSFC with educational institutions with the role of providing the framework to unite students, families and educators for educational improvement.

5.2 Higher Education Programs

The Contractor shall support Academic Affairs by identifying shortfalls and matches between MSFC research needs and the skills and abilities available within U.S. higher education. The Contractor shall communicate this information to the Academic Affairs Office. Support for these areas may include, but is not limited to, support for Minority University Research and Education Programs (MUREP), summer programs for undergraduate and graduate students who could possibly support MSFC research and development. The Contractor shall interface with institutions of higher education and devise methods to strengthen their research capabilities and provide opportunities that attract and prepare increasing number of students for NASA-related careers.

The Contractor shall identify the research needs of the program offices and departments at MSFC; identify universities with the specific research capability to meet MSFC needs; identify "best practices" of university programs throughout NASA and within other organizations in both the public and private sectors as a basis for developing new university programs. These research activities will include establishing contact, gathering documentation and data from them and other relevant sources, and compiling and communicating the information in an understandable format.

5.3 Educator Resource Center (ERC)

5.3.1 The Contractor shall operate the MSFC Educator Resource Center (ERC), located off-site at the U.S. Space and Rocket Center, in the Education Training Facility, to provide educators access to NASA information on state-of-the-art instructional technologies, expertise, and facilities that enhance the teaching of STEM education at all levels. The Contractor shall provide these services in accordance with the Agency's goals and objectives for all ERCs.

5.3.2 The Contractor shall respond to customer requests, utilizing the resources of the ERC. The current hours of the ERC are 9:00 a.m. to 5:00 p.m., Monday through Friday, except federal holidays. These hours may be subject to change, depending on NASA and customer needs. The contractor shall provide adequate ERC staffing during operating hours and ensure ERC customer satisfaction in accordance with AQLs 2.2.2.4.1 and 2.2.2.4.2 of Attachment J-4.

5.4 Informal Education

5.4.1 The Contractor shall be engaged in a process for implementing activities to accomplish NASA's education goals in informal education settings and with community and industry partners. The Contractor shall provide informal partners with information on NASA informal education products and services and opportunities to work with NASA to develop the STEM workforce, encourage students to pursue STEM careers, and engage America in NASA's mission. Informal partners include museums, science centers, planetariums, libraries, after-school programs, community organizations, business and industry, the media and public.

5.4.2 The Contractor shall provide support in the administration of projects such as Field Trip to the Moon, Lunarautics, and Radiation and Human Space Flight, or others as identified. Project Management duties include overseeing overall performance (internal and external deliverables and schedule), manage budget, submit monthly progress reports, coordinate with partners and stakeholders on open or vague elements of projects (conference, dissemination, focus of original proposals). Curriculum development includes the following: research, review and evaluate existing content related educational materials; develop new content related education materials; ensure that educational materials are in accordance with NASA Education Framework and Communications standards; distribution of educational products via NASA and other networks. Workshop development includes: development of hands-on classroom activities; delivering workshops featuring hands-on activities at conferences; ensuring that materials are in accordance with NASA Education Framework and Communications standards and messages; distributing workshop materials via NASA and other networks.

5.5 Program Support

5.5.1 The Contractor shall be responsible for the preparation of requirements for education programs, initiatives, web sites and data bases.

5.5.2 The Contractor shall provide coordination and logistics support for education projects, both MSFC specific and Agency supported, that include project management, communication at Center and Headquarters levels, incorporation of NASA expertise, and the hosting of special events.

5.5.3 The Contractor shall assist in outreach activities and informing the public about Center education projects at MSFC and throughout NASA. These activities include; assisting in project logistical support, teacher/student workshops, programming specific tours, and general dissemination of NASA products and services for informing the public.

5.5.4 The Contractor shall, as requested by the Government, provide input to the NASA Education Evaluation Information System (NEEIS), Education Programs Department weekly notes, Weekly Activity Reports, Academic Affairs Office Database system, and other reports as required.

5.6 Education Initiatives

The Contractor shall support a myriad of educational initiatives and programs which are intended for all levels of students, as well as educators, such as the Great Moonbuggy Race, the Student Launch Initiative, FIRST Robotics, NASA Explorer Schools, Engineering Design Challenges, Alabama A&M Senior Day, the MSFC Co-op Program, and other initiatives and projects, that educate, engage, and attract students, educators, families, and general public to the NASA mission and STEM disciplines, by communicating, gathering data, fact finding, planning, and assisting in the execution of the activity. The customer satisfaction associated with these initiatives in accordance with AQL 2.2.2.4.3 of Attachment J-4.

5.7 e-Technology

The Contractor shall determine means to increase student, educator, and public access to NASA education resources via the establishment of requirements for e-Education as a principal learning support system. The Contractor shall be responsible for developing common procedures and practices that capture the essence of NASA and are relevant to NASA constituencies. The Contractor shall utilize technology tools and products to support partnering with Mission Directorates and cross-cutting organizations and program offices to create rich, effective learning experiences and connections for a range of audiences. The Contractor shall maintain the NASA policy of ensuring information resources are acquired and managed in a manner that implements the policies, procedures and priorities of the Agency and the Government. The Contractor shall provide educational support in establishing requirements for the development of educational electronic games, consistent with the goals to inspire, attract, and engage students, and educators for educational purposes to the NASA mission and STEM disciplines.

5.8 Conference Planning and Coordination

The Contractor shall provide for conference planning and logistics unique to the academic/education function and execute plans to ensure that conferences run smoothly, and in a coordinated manner.

5.9 Unique Educational Staffing and Support

The Contractor shall provide requirements and staffing support to exhibits which are unique to the education and academic affairs function. Such support shall include working with the NASA/MSFC Office of Strategic Analysis and Communications to prepare the requirements for creation and shipment of exhibits, (including but not limited to pop-ups, exhibits, posters and other display materials and publications) for the educational public. Upon shipment or delivery of the exhibits, the Contractor shall staff the exhibit to inform and educate the public about the MSFC research, programs and projects which are being displayed, and which are unique to education and academic affairs.

5.10 Partnerships and Linkages

The Contractor shall provide for strategic partnerships, coalitions, collaborations, and linkages with formal and informal education providers and partners, including but not limited to state and federal alliances.

5.11 Grant Coordination Support

The Contractor shall support the Civil Servant lead with preparation of grant language and requirements in the review of proposals for grants, and other activities in coordination with the NASA/MSFC Procurement Office, NASA Shared Service Center (NSSC), for education grants made by MSFC to universities, non-profit organizations and other entities.

5.12 Intergovernmental Personnel Actions (IPA) Coordination

The Contractor shall coordinate the IPA function which facilitates cooperation between Federal Government and Non-Federal Government organizations, through the provision of individuals to work on research, programs, projects and initiatives at MSFC.

5.13 Diversity and Equal Opportunity Support

The Contractor shall assist the NASA/MSFC Office of Diversity and Equal Opportunity (ODEO) in the development and administration of activities designed to promote equal opportunity and diversity at NASA/MSFC, and to foster a commitment to create an environment that is free from unlawful discrimination.

5.13.1 The Contractor shall coordinate NASA/MSFC and Team Redstone activities, public forums and conferences supported by the ODEO, designed to enhance inclusion of the minority community and individuals with disabilities into the majority workforce.

5.13.2 The Contractor shall assist in outreach activities in the community and in informing the public about diversity and equal opportunity programs through suggested web site improvements, logistics and staffing for exhibits, supporting the creation of brochures, posters, and other public information products.

5.13.3 The Contractor shall respond to inquiries for information about NASA/MSFC diversity and equal opportunity.

5.13.4 The Contractor shall manage and implement the NASA/MSFC Minority Summer Internship Program. This shall include recruiting and placing students for the summer program, and planning and conducting workshops for the interns.

6.0 TRAINING AND INCENTIVES

The Contractor support required for this effort shall include the administration and execution of training and conference procurements. Additionally, the Contractor shall

provide services in support of incentive awards, logistics and administrative/management support for Marshall Institute.

6.1 Incentive Awards

6.1.1 The Contractor shall perform a variety of duties in the support of Incentive Awards services to MSFC employees such as entering awards data into the Agency Awards System (NASA Automated Awards System, NAAS), participating in the processing of awards, reviewing of honor award nominations, and the preparation of certificates, which may include printing and framing as appropriate.

6.1.2 The Contractor shall plan and administer certain awards, including cash awards for superior accomplishments, honorary awards, and other special awards in accordance with available NASA regulations and policies.

6.1.3 The Contractor shall coordinate incentive awards activities between the various organizations and the Center by ensuring timely and continuous publicity to all phases of the program by preparing and disseminating appropriate news releases through the Public and Employee Communications Office, including write-ups covering individual awards, group awards and similar program activities.

6.1.4 The Contractor shall perform a variety of duties such as scheduling, preparation of materials, and reservation of space in the support of appropriate ceremonies and, when deemed advisable, arrange for presentations by Center Director or his designated representative.

6.1.5 The Contractor shall render staff assistance to administrative officers and management officials advising them on the latest regulatory and instructional material relating to the awards program, ensuring an awareness of responsibilities to facilitate participation in promoting the awards program throughout the Center.

6.1.6 The Contractor shall implement and maintain management advisory services to the Center in all matters involving the awards program.

6.1.7 The contractor shall make preliminary reviews of all recommendations for honorary awards to ensure that they are in compliance with established policies and procedures.

6.1.8 The Contractor shall establish and maintain data required to provide relevant statistical analysis and metrics to the Training and Incentives Office. This information should be in form of narrative reports, graphics and charts, and summary analysis of information and reported on a monthly basis.

6.2 Marshall Institute Operations

6.2.1 The Contractor shall administer and coordinate the operation of the Marshall Institute Training facilities: (1) Self Study Learning Center (SSLC) and classrooms, located at MSFC Building 4200, Room G13; and (2) the Education-Training Facility (ETF), located at the Space & Rocket Center, consisting of traditional

classrooms (including audio-visual), computer classrooms, equipment, and storage areas (containing course materials and classrooms supplies).

6.2.2 The Contractor shall communicate Marshall Institute (MI) activities via appropriate channels to include publishing daily, weekly, and monthly classroom schedules, both electronically and in hard copy.

6.2.3 The Contractor shall develop and administer a learning materials needs and evaluation for all SSLC courseware.

6.2.4 The Contractor shall assist the Training and Incentives Office staff in the use of available media for daily announcements of scheduled courses and activities available to MSFC employees at both facilities.

6.2.5 The Contractor shall make arrangements for downlinks of seminars through appropriate access for employee participation.

6.2.6 The Contractor shall provide reminder notices to participants prior to the scheduled training.

6.2.7 The Contractor shall update SATERN, NASA's training administration system, or any future library management system selected by the Center or the Agency, especially the library management function, presently provided by AdminStar.

6.2.8 The Contractor shall participate on the team to develop a method to increase the functionality of the Library Management System of SATERN and manage special projects such as determining requirements for on-line training and accompanying licenses, the activity to provide web curriculum for engineering and other certifications, and the development of a curriculum for Management Support Assistant (MSA), Executive Support Assistant (ESA), and Administrative Officer (AO) training. The Contractor shall explore new technologies and benchmark industry regarding cutting-edge methods and materials and other SSLC functions.

6.2.9 The Contractor shall develop and maintain metrics relevant to SSLC and classrooms utilization of ETF and G13 on a weekly basis.

6.2.10 The Contractor shall establish and maintain data required to provide relevant statistical analysis and metrics to the Training and Incentives Office. This information should be in form of narrative reports, graphics and charts, and summary analysis of information and reported on a monthly basis.

6.3 Logistics for Training and Incentives

6.3.1 The Contractor shall provide coordination expertise to organize and arrange facilities and logistics for award ceremonies, meetings and MI training facilities or Center facilities, as necessary.

6.3.2 The Contractor shall coordinate multiple meetings/training sessions occurring at the same time at the Marshall Institute Training Facilities.

6.3.3 The Contractor shall maintain contacts, technical experts, purchasing sources, and other resources to respond rapidly to last minute or quick turnaround requirements if necessary.

6.3.4 The Contractor shall provide all logistical/support requirements for all on-site and off-site award ceremonies, meetings and training and incentives activities. The Contractor shall consolidate the activity requirements and submit them to the organization's technical monitor or designated representative in accordance with AQL 2.2.2.5.1 of Attachment J-4.

6.3.5 The Contractor shall arrange all logistics associated with organizing programs and activities, to include occasionally managing the creation/production/set-up of publicity products, catering, rooms and speaker support, audiovisual equipment including transportation if required.

6.3.6 The Contractor shall attend and implement activities as needed to troubleshoot any problems that may arise related to contractual obligations of the vendor regarding logistics and negotiate last minute changes or requests

6.3.7 The Contractor shall evaluate the current systems for providing support and continually seek and recommend ways to improve the process, saving costs and time. The Contractor shall report any process improvements and/or cost savings in the Quarterly Progress Report (DRD –1133MA-002).

6.3.8 The Contractor shall provide web site content to meet requirements; permit on-line conference registration, and recommend, initiate, and oversee the content of brochures, posters and other products that support Training and Incentives Office activities.

6.3.9 The Contractor shall be responsible for all activities and coordination associated with paying any speaker's fees.

6.4 Procurement of Training Courses, Training and Incentives Services Support and Materials

6.4.1 The Contractor shall procure training, incentive awards services support, the use of instructors, space and facilities for training sessions, and award ceremonies, materials, supplies, equipment, and other support services/equipment/systems as required. The Contractor shall place all training orders in accordance with AQL 2.2.2.5.2 of Attachment J-4.

6.4.2 The Contractor shall enter trainee, courses, and cost data into the Agency training administration system, such as SATERN, and update with actual data, such as cost and attendance, in accordance with AQL 2.2.2.5.3 of Attachment J-4.

6.4.3 The Contractor shall provide relevant statistical analysis and metrics, based on data referenced in 6.4.2, to the Training and Incentives Office. This information should be in form of narrative reports, graphics and charts, and summary analysis of information and reported on a monthly basis.

6.4.4 The Contractor shall develop appropriate purchasing processes/procedures for conducting this procurement effort, consistent with Government policies and regulations.

7.0 EMPLOYEE SERVICES & OPERATIONS

The Contractor shall provide support services to manage the Employee Assistance Program, to provide support to the Executive Resources Program, and to provide for the collection and analysis of Human Capital data.

7.1 Employee Assistance Program (EAP) Coordinator

7.1.1 These services shall include employee assessments and diagnostic evaluations; short term counseling (short term is defined as an average of five visits or less); referral to local area resources for additional counseling/treatment and support services (the cost of services received from referral sources is borne by the employee or family member); referral to locally available community services and support systems; and consultation for manager and supervisors.

7.1.2 The Contractor shall provide an EAP for MSFC in accordance with applicable NASA and MSFC regulations and policies.

7.1.3 The Contractor shall provide promotional materials and participate in the NASA Drug Free Workplace Program.

7.1.4 The Contractor shall provide Employee Assistance Program status reports on a monthly basis and other related administrative/statistical reports as required, and in accordance with AQL 2.2.2.6.1 of Attachment J-4.

7.1.5 The Contractor shall provide development and maintenance of a Critical Incident Stress Management Plan for the Center.

7.1.6 The Contractor shall provide program management and appropriate administrative services necessary to operate the program.

7.1.7 The Contractor shall provide consultations and/or briefings to management, union officials, human capital staff, and others to promote understanding of the advantages of EAP, to establish working relationships with these groups, to encourage referrals to EAP when appropriate, and to provide training.

7.1.8 The contractor shall provide educational and training opportunities for issues regarding physical or mental health for both individual and group consumption in accordance with AQL 2.2.2.6.2 of Attachment J-4.

7.2 Executive Resources Program (ERP) Support

7.2.1 The Contractor shall process Senior Executive Service (SES) personnel actions, (and GS personnel actions on a limited basis), such as new hires, reassignments, level increases/pay adjustments, transfers, resignations, and details; managing up-to-date MSFC information on the Office of Personnel Management (OPM)

SES data base; gain a thorough understanding and working knowledge of policies, regulations, and rules, pertaining to the ERP; track ERP and other metrics as required and maintain relevant data bases; and coordinate changes to the official MSFC organizational chart and charter.

7.2.2 The Contractor shall prepare SES/Scientific and Professional/Senior Level vacancy announcements, position descriptions, receive applications to determine whether basic qualifications of all applicants have been met relative to Office of Personnel Management (OPM) guidelines, and prepare data sheets on SES applicants for the Executive Resources Panel. The Contractor shall provide a weekly status report of SES selection activities in accordance with AQL 2.2.2.6.3 of Attachment J-4. The Contractor shall also perform these tasks for GS positions on a limited basis. The Contractor shall work with SES candidates to write/edit Executive Core Qualifications in compliance with HQ and the OPM requirements to ensure certification by HQ Executive Resources Panel and OPM as per the established OHC process. The Contractor shall be responsible for writing justifications for SES candidates/positions for Center/Administrator consideration/approval and writing and disseminating Key Personnel Announcements in accordance with AQL 2.2.2.6.5 of Attachment J-4. The Contractor shall provide information for succession management as requested.

7.2.3 The Contractor shall assist the program coordinator with the SES Candidate Development Program by providing the preliminary screening of applications, preparing data sheets for Executive Resources Panel consideration, submitting Center nominations for the NASA Administrator for approval, and briefing candidate(s), supervisors and mentors on program requirements. The contractor shall advise candidates/mentors/supervisors on development of candidate Individual Development Plans and mentor appraisals; and writing/editing/submitted final packages through Center and Agency management for OPM certification. The Contractor shall proof/edit justifications for Presidential and Meritorious Rank awards and coordinate the SES performance appraisal process.

7.2.4 The Contractor shall monitor the OPM schedule of progress for SES appointments and keep the Program Coordinator informed of any schedule problems. The Contractor shall provide recommendations on the resolution of scheduling problems and implement accepted recommendations.

7.2.5 The Contractor shall be in constant contact with the office of participating SES personnel to ensure that SES performance appraisal narratives are completed and that documentation is submitted to Headquarters by the established deadlines in accordance with AQL 2.2.2.6.4 of Attachment J-4.

7.3 Human Resource Data Base Support

The Contractor shall define requirements for establishment, enhancement or modification to OHC human capital data bases.

7.4 Planning and Analysis

The Contractor shall analyze, assess, report and provide presentations as required to support routine and unique studies and projects using human capital data.

8.0 INDEFINITE DELIVERY//INDEFINITE QUANTITY (IDIQ)

The Government shall procure, through supplemental agreements and the IDIQ portions, those services that cannot be predetermined or quantified in advance. Individual IDIQ task orders will be awarded in accordance with Attachment B, paragraph B.3. The Contractor shall include a summary status of each active IDIQ task in the Quarterly Progress Report in accordance with DRD 1133MA-002, which includes such things as accomplishments, problems encountered, and recommendations.

8.1 Career Transition Assistance Program

The Contractor shall provide career transition assistance and placement services for employees of MSFC and other NASA employees located at MSFC. The specific objectives of this requirement are:

8.1.1 The Contractor shall develop strategies to assess employee's skills, competencies, options, and matches for employment elsewhere in NASA, elsewhere in the public and private sector, as well as provide assistance in developing skills to assess and analyze retirement feasibility.

8.1.2 The Contractor shall provide career resource services to assist impacted employees prepare for, search for, compete for, and successfully secure new jobs through one-on-one counseling, group training sessions, resume critiquing, interview coaching, and by internet-based job searches and making available internet tools to aid in the job search and preparation.

8.1.3 The Contractor shall undertake outreach efforts in order to maintain lines of communication with local and national employers, interest groups, academia, and Federal, state, and local governments in order to identify job opportunities and facilitate job interviews.

8.1.4 The Contractor shall provide job search support in the public and private sector to include, as appropriate, internet-based job searches, access to appropriate periodicals and related job aids, and actual job solicitation campaigns among appropriate employers in the labor market.

8.1.5 The Contractor shall provide instruction to affected employees on how to prepare an effective resume, how to prepare for an employment interview, how to negotiate salary and benefits, and how to prepare a self-marketing plan. This will include critiques of resumes prepared by employees for such factors as presentation, grammatical accuracy, and responsiveness to competencies of positions for which application is submitted.

8.1.6 The Contractor shall develop and conduct workshops that include counseling on Veterans' Benefits, planning an effective job search, time management and organization skills, change management, stress/anger management and effective coping skills, financial planning, unemployment compensation, services available under the

Worker's Investment Act, Social Security benefits, Federal retirement counseling, transition to teaching, and networking.

8.1.7 The Contractor shall provide Federal specific information and assistance to affected employees (voluntary retirement, early retirement, or resignation) regarding reemployment, retirement (CSRS and FERS) severance pay, benefits, reduction-in-force procedures, Interagency Career Transition Assistance Plan, and unemployment compensation.

8.2 Recruitment and Placement

The Contractor shall support the line organization in providing services necessary to fill vacancies either through internal or external sources. These services shall be provided in conjunction with the Human Resources Specialist (HRS) that supports the organization where the vacancy exists.

8.2.1 The Contractor shall provide managers, employees, and job applicants with advice, information and interpretation of the Agency's recruitment and placement procedures, practices, policies, and guidelines (including the Agency's Competitive Placement Plan).

8.2.2 The Contractor shall maintain up-to-date information on current hiring authorities available to Federal agencies and those unique to NASA or MSFC.

8.2.3 The Contractor shall review recruitment and placement actions and provide guidance and information to the submitter regarding any further information necessary to complete the action. The Contractor shall use the current automated staffing tools provided to generate vacancy announcement, search plans, job analysis, and referral lists/certificates. The Contractor shall determine whether qualification requirements are met, establish competitive registers and refer qualified applicants to management officials for interviews. The Contractor shall ensure compliance with Veteran's Preference laws and other priority placement programs. The Contractor's work shall be reviewed and approved by the appropriate HRS.

8.2.4 The Contractor shall provide recommendations for improving or clarifying processes or procedures to alleviate potential or existing problems. The Contractor shall participate in internal audits of procedures, processes and recordkeeping systems.

8.2.5 The Contractor shall either serve as an examiner for delegated examining announcements or support the HRS who has this examining authority.

8.2.6 The Contractor shall prepare and issue any correspondence necessary to complete the required functions. The Contractor will answer applicant inquiries and issue notices to applicants.

8.2.7 The Contractor shall extend employment offers to selected applicants and process personnel actions in accordance with Office of Personnel Management (OPM) and Agency regulations and pay fixing guides.

8.2.8 The Contractor shall maintain a tracking system in order to provide weekly status updates on the progress of internal and external actions.

8.3 Position Management and Classification

The Contractor shall provide a full range of position management and classification advice and services. These services will be provided in conjunction with the HRS who supports the organization where the action is being considered.

8.3.1 The Contractor shall provide studies relating to the classification of positions at MSFC. These studies may include matters related to competitive levels; Fair Labor Standards Act determinations; NASA Classification Codes (NCC); OPM title, series, and grade; position sensitivity; requirements for random drug testing, or other classification matters as necessary. The Contractor shall develop the study, analyze the results, and report the findings to the requesting party.

8.3.2 The Contractor shall provide both general and specific position management advice to the HRS or manager as requested. This will include position management advice on individual actions or major reorganizations in order to provide for the most efficient organizational structure.

8.3.3 The Contractor shall maintain an up-to-date knowledge of position classification and position management policies and regulations provided by OPM, NASA, and MSFC.

8.3.4 The Contractor shall audit positions as necessary to determine the correct duties of the position; the correct NCC; and the correct OPM title series and grade. These audits may be initiated at the request of managers, employees, or as required as a result of classification appeals. The Contractor shall provide comprehensive evaluation statements to support the findings of these audits.

8.3.5 The Contractor shall provide advice to the requesting HRS or manager regarding the development of accurate position descriptions and prepare evaluation statements which support these classification actions.

8.3.6 The Contractor shall review draft and final position classification standards for impact on positions at MSFC. The Contractor shall apply these standards to existing or new positions to determine the effect these standards will have on current classification and position management.

8.3.7 The Contractor shall maintain a tracking system in order to provide monthly reports of accomplishments.

8.4 Leave Administration Programs

The Contractor shall provide services to administer leave programs for MSFC. These services will be provided for any Center organization and will be in support of the HRS who supports that organization.

8.4.1 The Contractor shall administer leave programs including, but are not limited to, the Voluntary Leave Transfer Program, the Family and Medical Leave Act, the

Advance Sick Leave Program, Military Leave, leave for blood donation, Sick Leave for Family Care and Bereavement Purposes, and Sick Leave to Care for a Family Member with a Serious Health Condition. (When the Voluntary Leave Transfer Program and the Advance Sick Leave Program are transferred to the NASA Shared Services Center, the Contractor shall be the point of contact for the NSSC for these programs).

8.4.2 The Contractor shall maintain an up-to-date knowledge of the Code of Federal Regulations, OPM, and NASA requirements regarding leave programs. The Contractor shall prepare responses to proposed OPM or Headquarters changes to these programs.

8.4.3 The Contractor shall keep MSFC management and employees informed of new or revised leave policies and adjust Center policies to reflect these changes. The Contractor shall be responsible for planning, developing, and implementing changes as required.

8.4.4 The Contractor shall perform any special studies, reports, or analysis required related to leave programs.

8.5 Drug Testing Pool Maintenance

The Contractor shall provide a full range of services for maintaining an accurate pool of employees subject to random drug testing. This will be in support of the HRS servicing the organization where the employee works and in support of the HRS managing the drug testing program.

8.5.1 The Contractor shall monitor newly classified position descriptions to ensure that positions targeted for random drug testing are placed in the random drug testing pool and coded accordingly. The Contractor shall monitor the movement of employees subject to random drug testing from one position to another to determine if they should remain in the pool.

8.5.2 The Contractor shall monitor the establishment of positions required to have secret or top secret clearances or access to program critical hardware to ensure they are included in the pool.

8.5.3 The Contractor shall prepare notification letters to employees going into the program, track the responses to those notifications, and inform the NSSC of employees being added to the drug testing pool.

8.5.4 The Contractor shall maintain signed copies of employee's acknowledgement of being subject to random drug testing and validate that a signed copy is on file for each employee selected by the NSSC for random drug testing.

8.5.5 The Contractor shall maintain an up-to-date knowledge of NASA and Government-wide drug testing policies. The Contractor shall implement any changes to the program which may occur.

8.5.6 The Contractor shall perform any special studies, reports, or analysis of the program as required.

8.6 Interim Support from Human Capital Subject Matter Experts

The contractor shall provide subject matter experts in human capital consulting, as required, on an interim basis, or for a long-term period, across the broad spectrum of the human capital discipline area in its strategic, operational and administrative roles, such as, strategic planning and metrics, organizational development expertise, staffing and classification, employee recruitment, motivation and retention, awards, human capital information technology, compensation and benefits, employee health, workforce trending and analysis, statistical analysis, training, education, customer service, performance management, coaching, mentoring, communication skills, and employee relations.

[END OF ATTACHMENT J-1]

DATA PROCUREMENT DOC.
NO. ISSUE
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CONTRACT/RFQ

EXHIBIT NUMBER

J-2

ATTACHMENT NUMBER

Centerwide Office of Human Capital Support Services

PROJECT/SYSTEM

DATA PROCUREMENT DOCUMENT

TBD

CONTRACTOR

October 10, 2006

DATE

National Aeronautics and
Space Administration

MSFC - Form 3461 (Rev September 1989)

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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 NASA 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) clause, that clause shall take precedence over the DPD, consistent with clause FAR 52.215-8.

1.2 DPD Description: This DPD consists of a Document Change Log, a Page Revision Log, 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
LS	Logistics Support
MA	Management
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*	NASA reserves a time-limited right to disapprove in writing any issues and interim changes to those issues. The contractor shall submit the required data to NASA for review not less than 45 calendar days** prior to its release for use. The contractor shall clearly identify the release target date in the "submitted for review" transmittal***. If the data is unacceptable, NASA will notify the contractor within 45 calendar days** from the date of submission, regardless of the intended release date***. The contractor shall resubmit the information for reevaluation if disapproved. The submittal is considered approved if the contractor does not receive disapproval or an extension request from NASA within 45 calendar days**.
3	These data shall be delivered by the contractor as required by the contract and do not require NASA approval. However, to be a satisfactory delivery, the data shall satisfy all applicable contractual requirements and be submitted on time.
4	These data are produced or used during performance of the contract and are retained by the contractor. They shall be delivered only when NASA requests in writing and shall be delivered in accordance with the instructions in the request. The contractor shall maintain a list of these data and shall furnish copies of the list to NASA 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 formal 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, or in an electronic database accessible to the Government
*	Note: Type 1 and Type 2 data may be placed under NASA configuration management control when designated by NASA. CM control requires the contractor to submit Type 1 and Type 2 data updates through Engineering Change Proposals (ECPs).
**	Note: This time limit may be tailored for individual DPD's to meet the requirements of the procuring activity.
***	Note: If the contractor does not identify a release target date or if the intended release date is shorter than 45 calendar days from the date of submission, the 45 calendar days review cycle stands (or the tailored Type 2 time limitation for the specific procurement).

2.0 STATEMENT OF GENERAL REQUIREMENTS

- 2.1 Applicable/Reference 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. Applicable documents listed in Item 15.2 of a DRD are applicable only to the preparation of the deliverable documentation described by that DRD.

References to documents other than applicable documents in the data requirements of this DPD may sometimes be utilized, and shall be indicated in 13, Remarks of the DRD. 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 NASA.

2.3 Data Distribution, Format, Data Restriction Marking, and Transmittal

- 2.3.1 Distribution: Distribution of required documentation shall be in quantities determined by the Contracting Officer. Recipient names and email addresses shall be noted on a separate distribution list to be furnished by the Contracting Officer. The Contracting Officer's letter may include other information pertinent to delivery of data, as required.
- 2.3.2 Format
- 2.3.2.1 Electronic Format: Electronic submission of data deliverables is preferred. Electronic deliverables shall be printable. Data deliverables shall be delivered to NASA in the format specified below unless a specific format is required by a DRD. Data submittals shall consist of a single Adobe Acrobat PDF file and the native format electronic file(s). The preferred native formats include Microsoft Word, Excel, PowerPoint or CAD drawing plot file, as appropriate. Where a single native format file is not possible, multiple files may be integrated into a single ZIP file for submission. The organization of the contents of the integrated ZIP file shall be made readily apparent to the reader, and each file within the integrated product shall be clearly identifiable and traceable within the organization of the integrated product. If files are fragmented, file names shall be labeled logically and contiguously, and the files shall be easily reassembled or merged (e.g. 1 filename, 2 filename, 2a filename, etc.). The software versions shall be confirmed prior to submittals.
- 2.3.2.2 Hardcopy Format: In addition to the electronic submittal, one hardcopy package of specific data deliverables shall be delivered to the NASA Contracting Officer for the Government contract file. This requirement is indicated in Item 15.4, Format of each DRD. The hardcopy package shall consist of the contractor's Transmittal Memo and one copy of the data deliverable.

2.3.3 Data Restriction Marking

2.3.3.1 Data Restriction Determination and Marking Requirements: The contractor shall determine the data restriction that applies to each data deliverable and mark the data restriction on the data coversheet, or indicate the data restriction in the data transmittal package if the data format precludes identification of data restriction directly in the data. The contractor shall make a determination for each individual data deliverable item, and shall not apply a default or blanket data restriction marking to all data deliverables (e.g., "data may be export restricted"). If NASA does not agree with the contractor applied data restriction, the NASA Contracting Officer shall return the data to the contractor, cancel the markings, or ignore the markings consistent with the procedures set forth in the "data rights" clause(s) contained in the contract.

2.3.3.2 Data Restriction Categories and Marking Statements: The contractor shall consider the following data restriction categories, as a minimum, and utilize specified marking statements.

If data delivered under this contract is subject to the International Traffic in Arms Regulations (ITAR), the data shall contain an "ITAR Notice" as follows:

International Traffic in Arms Regulations (ITAR) Notice

This document contains information which falls under the purview of the U.S. Munitions List (USML), as defined in the International Traffic in Arms Regulations (ITAR), 22 CFR 120-130, and is export controlled. It shall not be transferred to foreign nationals in the U.S. or abroad, without specific approval of a knowledgeable NASA export control official, and/or unless an export license/license exemption is obtained/available from the United States Department of State. Violations of these regulations are punishable by fine, imprisonment, or both.

If data delivered under this contract is subject to the Export Administration Regulations (EAR), the data shall contain the "EAR Notice" as follows:

Export Administration Regulations (EAR) Notice

This document contains information within the purview of the Export Administration Regulations (EAR), 15 CFR 730-774, and is export controlled. It may not be transferred to foreign nationals in the U.S. or abroad without specific approval of a knowledgeable NASA export control official, and/or unless an export license/license exception is obtained/available from the Bureau of Industry and Security, United States Department of Commerce. Violations of these regulations are punishable by fine, imprisonment, or both.

If the contract contains FAR 52.227-14 *Alternate II*, the "Limited Rights Notice" may be applicable to data (other than computer software) delivered under this contract.

If the contract contains FAR 52.227-14 *Alternate III*, the "Restricted Rights Notice" may be applicable to computer software delivered under this contract.

If the contract contains FAR 52.227-20, the "SBIR Rights Notice" may be applicable to SBIR data delivered under this contract.

In accordance with the applicable data clause (e.g., FAR 52.227-14(c) or FAR 52.227-20(c)), the contractor may be able to assert a copyright claim in data delivered under this contract. When claim to copyright is made, the Contractor shall affix the applicable copyright notices of 17 U.S.C. 401 or 402 and acknowledgment of Government sponsorship (including contract number) to the data when such data are delivered to the Government.

2.3.4 Transmittal

2.3.4.1 Data shall be transmitted to NASA by entry into the MSFC Integrated Engineering Capability (IEC) Design Data Management System (DDMS), email, CD or DVD, hardcopy, or other mechanism agreed to by the Contracting Officer, COTR, and Project representatives who are responsible to receive, index, and store the data deliverables.

2.3.4.2 If email is used to transmit data deliverables, the email size shall be 10 Megabytes or less to ensure receipt by the NASA email servers. Encrypted email format shall be used to transmit data which has been judged sensitive by the contractor (e.g., export controlled, limited rights data, SBIR, restricted computer software, copyrighted, etc.).

2.3.4.3 Data Transmittal Package: Each data transmittal package shall include:

a. Transmittal memorandum that specifies the meta-data below for each data transmittal:

1. Contract number.
2. Data Requirements Description (DRD) number.
3. DRD data type (specified in Item 3 on the DRD).
4. Submission date or milestone being satisfied.
5. Document number and revision.
6. Document title.
7. File names of all files being delivered; file naming convention shall clearly identify the document being delivered.
8. Distribution (as defined by the Contracting Officer's letter).
9. Requested response date.
10. Contractor assigned data restriction (export controlled, limited rights data, SBIR, restricted computer software, copyrighted, etc.) if not marked on data.
11. NASA Records Retention Schedule (NRRS) number, if applicable. (See NPR 1441.1, NASA Records Retention Schedules)

b. Printable electronic files or hardcopy data.

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 shall be printed on both sides; blank pages shall be avoided when possible.
- f. Oversize pages shall be avoided when possible, but if necessary shall 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 NASA by the contractor and, if applicable, as approved by NASA. For all data types, the document 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, shall be marked "PRELIMINARY PENDING NASA APPROVAL," and once approved shall be reissued with "APPROVED BY NASA" and the date and approval authority annotated on the cover.

- 2.7 Reference to Other Documents and Data Deliverables in Data Submittals: All referenced documents shall be made readily available to the cognizant NASA organization upon request. The contractor should make sure that the references are available to NASA in a manner which does not incur delays in the use of the response document. Reference may be made, within one data submittal, to other data submittals delivered in response to this DPD in those cases where the data required by one DRD may have been delivered by the contractor in response to another DRD. The reference to previously-submitted data shall include the applicable DRD number, data submittal version date, and location within the referenced 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 2.7 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 NASA, 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 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 shall be determined by the Contracting Officer.

3.0 DPD MAINTENANCE PROCEDURES

3.1 NASA-Initiated Change: New and/or revised data requirements shall be incorporated by contract modification to which the new or revised portion of the DPD shall 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 NASA 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 NASA for approval.

3.3 DPD Change Procedures

3.3.1 Changes to a contractual issue of this DPD shall be identified by NASA on the Document Change Log and Page Revision Log. The actual revised material on the DPD page shall 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 shall 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 shall be entered in the "Superseding" block.

3.3.3 The Document Change Log entitled "Incorporated Revisions" shall 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 shall be reissued by NASA and shall supersede the existing DPD in its entirety. Reissues shall be issued by contractual direction.

3.4.2 All revision symbols (vertical lines and contractual direction control numbers) shall 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 shall commence with "A" and progress through "Z," shall be entered in the DPD identification block of each DRD page of the DPD.

Centerwide Office of Human Capital Support Services
Data Requirements List

<u>DRD</u>	<u>DATA TYPE</u>	<u>TITLE</u>	<u>OPR</u>
CD - Contractual Data 1133CD-001	2	Contract Information Technology Security Program Plan	IS10
LS - Logistics Support 1133LS-001	2	Government Property Management Plan	AS41
MA - Management			
1133MA-001	1	Management Plan	HS01
1133MA-002	2	Quarterly Progress Reports	HS01
1133MA-003	2	Financial Management Report (533M)	CS40
1133MA-004	3	Badged Employee and Remote IT User Listing	AS50
1133MA-005	3	Contractor Employee Clearance Document	AS50
1133MA-006	3	Position Risk Designation for Non-NASA Employee Form	AS50
1133MA-007	3	Organizational Conflict of Interest (OCI) Avoidance Plan	PS33
SA - Safety			
1133SA-001	2	Safety, Health, and Environmental (SHE) Plan	AS10/QD50
1133SA-002	3	Mishap and Safety Statistics Reports	QD50

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1133 **ISSUE:** RFP 2. **DRD NO.:** **1133CD-001**
3. **DATA TYPE:** 2 4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Contract Information Technology Security Program Plan
7. **DESCRIPTION/USE:** To ensure that the contractor fully understands the Information Technology (IT) security requirements of NFS 1852.204-76 and NPR 2810.1. This plan will demonstrate that the contractor understands the Federal and NASA IT security requirements and details how they plan to implement an effective IT security program.
8. **OPR:** IS10 9. **DM:** HS01
10. **DISTRIBUTION:** Per Contracting Officer's letter. One copy shall go to the Organization Computer Security Official.
11. **INITIAL SUBMISSION:** 30 days after contract award
12. **SUBMISSION FREQUENCY:** Revise after any significant changes. Review and update every three years.
13. **REMARKS:** The Federal Information Security Management Act (FISMA) of 2002 applies to both information and information systems used by NASA, its contractors, and other organizations and sources, it has somewhat broader applicability than that of prior security law. That is, the NASA IT security program and its requirements apply to all organizations (sources) which possess or use Federal or NASA information – or which operate, use, or have access to Federal or NASA information systems – on behalf of NASA.
14. **INTERRELATIONSHIP:** PWS paragraph 2.5
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The extent of the Contract IT Security Program Plan can vary and shall be appropriate to comply with the breadth of sensitivity level security requirements for protecting information and information technology (IT) when the Contractor or its subcontractors must obtain physical or electronic access requiring, at a minimum, single factor authentication to NASA's computer systems, networks, or IT infrastructure, or where information is stored, generated, or exchanged by/with NASA or on behalf of NASA by a contractor or subcontractor, regardless of whether the information resides on a NASA or a contractor/subcontractor's information system.
- 15.2 **APPLICABLE DOCUMENTS:**

NFS 1852.204-76	<i>Security Requirements for Unclassified Information Technology Resources (November 2004 [Deviation])</i>
NPR 2810.1	<i>Security of Information Technology</i>
ITS-SOP-00018	<i>Contract IT Security Program Plan Procedures</i>
- 15.3 **CONTENTS:** The Contract IT Security Program Plan shall meet the requirements of ITS-SOP-00018.
- 15.4 **FORMAT:** Contractor format is acceptable. The requirements of ITS-SOP-00018 shall be adequately covered and readily identifiable.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

- | | | |
|-------------------------|------------|--------------------------------------|
| 1. DPD NO.: 1133 | ISSUE: RFP | 2. DRD NO.: 1133LS-001 |
| 3. DATA TYPE: 2 | | 4. DATE REVISED: |
| | | 5. PAGE: 1/1 |
6. **TITLE:** Government Property Management Plan
7. **DESCRIPTION/USE:** To describe the method of controlling and managing Government property.
8. **OPR:** AS41 9. **DM:** HS01
10. **DISTRIBUTION:** Cognizant property administrator
11. **INITIAL SUBMISSION:** Preliminary three months after Authority to Proceed (ATP) (including phase-in period).
12. **SUBMISSION FREQUENCY:** Final one year after ATP, revise as required
13. **REMARKS:** This document shall be the official contract requirements document for the control and identification of all Government property.
14. **INTERRELATIONSHIP:** PWS paragraph 2.2
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Government Property Management Plan defines the contractor's methods of care, accounting, and control of Government property.
- 15.2 **APPLICABLE DOCUMENTS**
- | | |
|-------------|---|
| FAR | <i>Federal Acquisition Regulation, Part 45</i> |
| NPR 5100.4B | <i>Federal Acquisition Regulation Supplement, (NASA/FAR Supplement) Part 18-45 and latest revisions thereto</i> |
- 15.3 **CONTENTS:** This plan shall satisfy the requirements of the documents listed in 15.2, and the contract. This plan shall consist of those procedures which constitute the contractor's property management system and shall include the following categories:
- | | |
|--------------------------|---------------------------|
| a. Property management. | i. Reports. |
| b. Acquisition. | j. Consumption. |
| c. Receiving. | k. Utilization. |
| d. Identification. | l. Maintenance. |
| e. Records. | m. Subcontractor control. |
| f. Movement. | n. Disposition. |
| g. Storage. | o. Contract close-out. |
| h. Physical inventories. | |
- 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.: 1133 | ISSUE: RFP | 2. DRD NO.: 1133MA-002 |
| 3. DATA TYPE: 2 | | 4. DATE REVISED: |
| | | 5. PAGE: 1/2 |
6. **TITLE:** Quarterly Progress Reports
7. **DESCRIPTION/USE:** To provide data for the assessment of contract progress. To provide visibility to Contractor and MSFC Management of actual and potential problems and progress toward meeting the requirements of the contract.
8. **OPR:** HS01 9. **DM:** HS01
10. **DISTRIBUTION:** Per Contracting Officer's Letter
11. **INITIAL SUBMISSION:** Ten working days following the end of the first quarter after task order authorization to proceed (ATP).
12. **SUBMISSION FREQUENCY:** The report shall be submitted ten working days following the end of each period.
13. **REMARKS:** 1 paper copy to MSFC procurement, electronic copy to COTR.
14. **INTERRELATIONSHIP:** PWS paragraph 8.0
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Quarterly Progress Report shall provide a comprehensive status on all active tasks and include the necessary information to assess status and identify problems that need resolution for accomplishment of the contract tasks. The Quarterly Progress Report shall address every performance requirement contained in Attachment J-4 (and summarized in Attachment J-5). In cases where the Acceptable Quality Level (AQL) is not met, this report shall contain rationale explaining any deficiencies and a corrective action plan to ensure these deficiencies do not occur in the future. Quarterly Progress Reports in the middle of each 6-month performance evaluation period shall provide an interim AQL status. Quarterly Reports at the end of each 6-month performance evaluation period shall contain the contractor's final assessment of performance during that evaluation period for each AQL/performance requirement. The Quarterly Progress Report shall also contain any Contractor process improvements and/or cost savings and any Contractor recommendations for ways the Government may improve processes, save costs and/or time.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** As a minimum, the report shall contain the following information:
- a. Overview of work accomplished during the reporting period.
 - b. Discussion of non-routine tasks for the next reporting period.
 - c. Indications of any problems, which may impede performance or impact performance, schedule or cost.
 - d. Discussion of every performance requirement contained in Attachment J-4 (and summarized in Attachment J-5), including rationale explaining any deficiencies (cases where the Acceptable Quality Level (AQL) is not met), and a corrective action plan to ensure these deficiencies do not occur in the future.
 - e. Any Contractor process improvements and/or cost savings and any Contractor recommendations for ways the Government may improve processes, save costs and/or time.

DRD Continuation Sheet

TITLE: Quarterly Progress Reports

DRD NO.: 1133MA-002

DATA TYPE: 2

PAGE: 2/2

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

15.4 **FORMAT:** Contractor format is acceptable provided all necessary requirements are met. Submission in electronic format is strongly encouraged.

15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1133 **ISSUE:** RFP
2. **DRD NO.:** **1133MA-003**
3. **DATA TYPE:** 2
4. **DATE REVISED:**
5. **PAGE:** 1/1
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:** CS40 9. **DM:** HS01
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
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	<i>NASA Contractor Financial Management Reporting, (November 2004)</i>
NPR 9501.2D	<i>NASA Contractor Financial Management Reporting</i>
- 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 WBS, 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 shall be auditable using Generally Accepted Accounting Principles. The 533M Report shall include actuals and projections at the total contract level by contract year and at the end of each Government fiscal year. A summary page at the contract level shall be included reflecting the cumulative since inception cost for the contract. The 533M Report shall be provided for each active task order. All of the elements of cost (including labor hours) as described above shall be reported by WBS Level I (total contract); Level II (2.0, 3.0, 4.0, 5.0, 6.0, 7.0, & 8.0); and Level III (2.1, 2.2, 2.3, etc.).
- 15.4 **FORMAT:** The NASA Form 533M shall be prepared per NPR 9501.2D and NFS 1852.242-73. Contractor format is acceptable provided all necessary requirements are met. Electronic submission of contractor data is strongly encouraged.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1133 **ISSUE:** RFP
2. **DRD NO.:** 1133MA-004
3. **DATA TYPE:** 3
4. **DATE REVISED:**
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:** HS01
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) (including phase-in period)
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 2.1.3
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Badged Employee and Remote IT User Listing shall provide 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 list 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 (NACLIC 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)

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|-------------------------|------------|-------------------------------|
| 1. DPD NO.: 1133 | ISSUE: RFP | 2. DRD NO.: 1133MA-005 |
| 3. DATA TYPE: 3 | | 4. DATE REVISED: |
| | | 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:** HS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Immediately upon when the access is no longer needed.
12. **SUBMISSION FREQUENCY:** As required
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 2.1.3
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.: 1133 | ISSUE: RFP | 2. DRD NO.: 1133MA-006 |
| 3. DATA TYPE: 3 | | 4. DATE REVISED: |
| | | 5. PAGE: 1/1 |
6. **TITLE:** Position Risk Designation for Non-NASA Employee Form
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: HS01 | |
|---------------------|--------------------|--|
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) (including phase-in period)
12. **SUBMISSION FREQUENCY:** Update as personnel or position changes occur.
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 2.1.3
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** Position Risk Designation for Non-NASA Employee Form 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 Form shall contain all the information required by MSFC Form 4482 in accordance with NPR 1600.1, *NASA Security Program Procedural Requirements*.
- 15.4 **FORMAT:** MSFC Form 4482, "Position Risk Designation for Non-NASA Employee".
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1133 **ISSUE:** RFP 2. **DRD NO.:** **1133MA-007**
3. **DATA TYPE:** 3 4. **DATE REVISED:**
5. **PAGE:** 1/2
6. **TITLE:** Organizational Conflict of Interest (OCI) Avoidance Plan
7. **DESCRIPTION/USE:** To demonstrate to the Government that the Contractor will mitigate organizational conflicts of interest and ensure that the contractor provides unbiased, impartial advice and adequately protects sensitive data.
8. **OPR:** PS33 9. **DM:** HS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** 30 working days following Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Update as required
13. **REMARKS:** Reference is made to Contract Clauses I.14, *Access to Sensitive Information (NFS 1852.237-72)*, and I.15, *Release of Sensitive Information (NFS 1852.237-73)*.
14. **INTERRELATIONSHIP:** PWS paragraph 2.0
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Organizational Conflicts of Interest Avoidance Plan demonstrates that no organizational conflict of interest exists or that any such potential conflicts have been adequately avoided or mitigated, especially when using subject matter experts or technical experts connected to any prime contractor or subcontractor performing or planning to propose on design, development, and/or delivery of space flight hardware, software, mission integration services or other critical systems related to MSFC. The Contractor should not assume that government performance of a contracted task is a form of mitigation.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3. **CONTENTS:** The Organizational Conflicts of Interest Avoidance Plan shall include the following:
 - a. Organizational conflicts of interest pertaining to impaired objectivity shall be addressed as follows:
 1. Describe the nature of the conflict including any business relationships that might create a conflict with the performance of the work statement
 2. Describe the plan for avoiding, neutralizing, or mitigating the conflict, including the following with regard to subject matter experts/technical experts if applicable:
 - (a) That the management reporting chains between this contract and the work performed by the subject matter experts/technical experts for the conflicting business relationship are separated from each other.

DRD Continuation Sheet

TITLE: Organizational Conflict of Interest (OCI) Avoidance Plan

DRD NO.: 1133MA-007

DATA TYPE: 2

PAGE: 2/2

15. DATA PREPARATION INFORMATION (CONTINUED):

- (b) That the subject matter experts/technical experts when performing under this contract are physically separated from the portion of the company performing the work for the conflicting business relationships.
 - (c) That each subject matter expert/technical expert performing under this contract signs an express, binding, written agreement setting forth all responsibilities and duties to avoid organizational conflicts of interest and to protect sensitive data provided under this order.
 - (d) That techniques are in place to ensure that the contractor shall not favor the conflicting business relationships and will avoid the appearance of conflicts of interest.
- b. With regard to access to nonpublic information, the avoidance plan shall contain a plan to safeguard all proprietary/sensitive data the contractor (including all employees and subject matter experts/technical experts) receives. This plan shall include:
1. A provision that the contractor shall not disclose or improperly use the proprietary/sensitive data received or accessed under this contract.
 2. A provision that information, whether in hard copy or on electronic media, shall be marked, handled, stored, and destroyed in order to preclude an unauthorized disclosure of information.
 3. A provision that information technology shall be protected to prevent unauthorized disclosure of information.
 4. A provision that employees performing the effort must sign an express binding written agreement clearly agreeing to protect sensitive data.
 5. A requirement that subcontractors have appropriate OCI avoidance procedures in place for the use of subject matter experts.
 6. A requirement for periodic self-audits, the results of which shall be made available to the Government.
 7. Initial and periodic refresher OCI training for the contractor employees/experts working on this contract.
 8. A description of organizational and employee sanctions for violation of the OCI order clause or OCI Avoidance Plan provisions.
 9. Provisions on record keeping requirements regarding OCI (e.g., training, written agreements). The contractor shall make these records available to and cooperate with any neutral third party the Government assigns to review adherence to their OCI mitigation plan.
 10. A provision requiring the contractor to report any real, apparent, or potential conflict of interest that may arise to the Contracting Officer.
 11. A provision requiring the contractor to update the OCI Avoidance Plan upon occurrence of any event that will cause a change to the plan.
- 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.: 1133 | ISSUE: RFP | 2. DRD NO.: 1133SA-001 |
| 3. DATA TYPE: 2 | | 4. DATE REVISED: |
| | | 5. PAGE: 1/3 |
6. **TITLE:** Safety, Health, and Environmental (SHE) 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 in accordance with NFS 1852.223-73.
- | | | |
|--------------------------|--------------------|--|
| 8. OPR: AS10/QD50 | 9. DM: HS01 | |
|--------------------------|--------------------|--|
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Preliminary with proposal
12. **SUBMISSION FREQUENCY:** Ten days after Authority to Proceed (ATP) (including phase-in period); update as required
13. **REMARKS:**
14. **INTERRELATIONSHIP:** NFS 1852.223-70, *Safety and Health*; NFS 1852.223-73, *Safety and Health Plan*; FAR 52.223-5, *Pollution Prevention and Right-to-Know Information*; FAR 52.223-10, *Waste Reduction Program*; FAR 52.223-13, *Certification of Toxic Chemical Release Reporting*; and FAR 52.223-14, *Toxic Chemical Release Reporting*. DRD 1133SA-002, *Mishap and Safety Statistics Report*. PWS paragraph 2.4.1
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Safety, Health, and Environmental Plan describes the contractor's method of implementing occupational safety, health, and environmental standards over the duration of the contract.
- 15.2 **APPLICABLE DOCUMENTS:** Compliance with the following Occupational Safety and Health Standards and applicable requirements shall be specified in the plan (if applicable to the scope of this contract).
- | | |
|-------------|---|
| 29 CFR 1910 | <i>Department of Labor; Occupational Safety and Health Administration Standards for General Industry</i> |
| 29 CFR 1926 | <i>Department of Labor; Occupational Safety and Health Administration Standards for Construction Industry</i> |
| 40 CFR | <i>Protection of the Environment</i> |
| MPR 8500.1 | <i>MSFC Environmental Management Program</i> |
| MWI 8540.2 | <i>Affirmative Procurement Program for Environmentally Preferable Products</i> |
| MWI 8550.1 | <i>Waste Management</i> |
| MWI 8550.2 | <i>Storm Water Management</i> |
| MWI 8550.3 | <i>Wastewater Compliance</i> |
| MPR 1040.3 | <i>MSFC Emergency Plan</i> |
| MPR 1840.3 | <i>MSFC Hazardous Chemicals in Laboratories Protection Program</i> |
| MPR 1840.1 | <i>MSFC Confined Space Entries</i> |
| MPD 1860.2 | <i>MSFC Radiation Safety Program</i> |
| MPR 1810.1 | <i>MSFC Occupational Medicine</i> |
| MPD 1840.3 | <i>MSFC Respiratory Protection Program</i> |
| MPD 1840.2 | <i>MSFC Hearing Conservation Program</i> |

DRD Continuation Sheet

TITLE: Safety, Health, and Environmental (SHE) Plan

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

MPD 1840.1	<i>MSFC Environmental Health Program</i>
MPR 1840.2	<i>MSFC Hazard Communication Program</i>
MPD 1860.1	<i>Laser Safety</i>
MPR 1800.1	<i>Bloodborne Pathogens</i>
MWI 3410.1	<i>Personnel Certification Program</i>
MPR 8715.1	<i>Marshall Safety, Health and Environmental (SHE) Program</i>
MWI 8715.9	<i>Occupational Safety Requirements for MSFC Contractors</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>
NPR 8715.3	<i>NASA Safety Manual</i>
NASA-STD-8719.11	<i>Safety Standard for Fire Protection</i>

15.3 **CONTENTS:** The Safety, Health, and Environmental Plan shall describe the manner in which the contractor implements the requirements of the applicable documents as they pertain to the specific statement of work tasks to be performed and updated when necessary. The Safety, Health and Environmental Plan shall clearly state if the contracted effort contain potentially hazardous or non-hazardous operations and fully address the following applicable topics:

- a. Management leadership and employee involvement:
 1. Statement of management policy and commitment 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. Description of procedures for insuring management and employees are held accountable for implementing their task in a safe and healthful manner through motivational techniques, disciplinary program, or other innovative techniques.
 3. Descriptions of safety, health, environmental awareness and motivation programs that include documented safety meetings and safety awareness training for employees. (Onsite Safety meeting statistics shall be documented in the Supervisors Safety Web page: http://msfcsma3.msfc.nasa.gov/dbwebs/apps/sswp/SSWP_login.taf)
 4. Method of program evaluation that identify the methods and frequency for internal evaluation of the safety, health, and environmental program.
 5. Method to ensure the Flowdown of safety responsibilities between all company levels and subcontractors, when applicable.
 6. Identification by title the individual who will be responsible for the implementation of the SHE program elements.
 7. Method to ensure compliance with MPR 8715.1, when work will be performed onsite at MSFC.
- b. System and worksite analysis:
 1. Methods of hazard identification, e.g., hazard analysis, safety assessment, change analysis, risk assessment and employee identified concerns.
 2. Requirements for formal worksite safety inspections as required by OSHA, to including schedule and documentation requirements. Onsite OSHA inspections are performed by NASA
 3. Requirements for documented supervisors' safety visits. Onsite safety visits shall be performed once per month per supervisor and documented in the Supervisors Safety Web page.

DRD Continuation Sheet

TITLE: Safety, Health, and Environmental (SHE) Plan

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

c. Hazard prevention and control:

1. Method of ensuring a documented emergency management program. Include a list of emergency points of contact. (Note: Onsite contractors may use MPR 1040.3.)
2. Method of investigating all mishaps and close calls to determine root cause, including an outline of reporting requirements. (Reference DRD 1133SA-002, *Mishap and Safety Statistics Report*).
3. Method for providing safety, health, and environmental services applicable to the contracted effort such as hazardous waste disposal, industrial hygiene monitoring, emergency medical support, hearing conservation program, and hazard communication. (These services can be provided by MSFC for onsite work.)
4. Method for employees to suspend work where safety or environmental conditions warrant such action.

d. Safety and health training:

1. Method for training each employee to recognize hazards, avoid accidents, know the hazards specific to their job, and understand the disciplinary program.

e. Environmental compliance- Provisions for compliance with environment laws and regulations by: reporting hazardous and toxic substance use; implementing and reporting green procurements in accordance with MWI 8540.2; reducing, reusing, and recycling of hazardous and toxic substances prior to disposal; minimizing storm-water 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.:** 1133 **ISSUE:** RFP 2. **DRD NO.:** 1133SA-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 metrics, mishaps, close calls, and serious non-occupational injuries or illnesses.
8. **OPR:** QD50 9. **DM:** HS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:**
 - a. Safety Statistics (e.g., contract number, subcontractors, SIC/NAIC codes, number of employees, number of supervisors, hours worked, etc.): submitted on MSFC Form 4371 by the 10th of each month following task order Authority to Proceed (ATP).
 - b. Mishaps, Close Calls, and serious non-occupational injuries or illnesses
 1. Type A or B mishaps, high visibility mishaps or close calls, and onsite Type C lost time injury or illness: Immediate telephone notification to the Contracting Officer, and Industrial Safety (256-544-0046 or 4-HELP, Safety Option) so that Center Director notifies the NASA Administrator within 24 hours of occurrence or awareness. Include location and time of incident, number of fatalities, number hospitalized, type of damage, estimated cost, brief description, and contact person and phone number.
 2. Non-occupational fatality or serious injury occurring onsite or to an onsite contractor employee: Notification to Contracting Officer and S&MA so that Center Director notifies the NASA Administrator within 24 hour of occurrence or awareness. (Offsite non-occupational injury or illness notification is at the discretion of the family.)
 3. All Onsite MSFC mishaps and close calls: (applicable to onsite contractors only): NASA Initial Safety Incident Report within 4 hours of occurrence or awareness on MSFC Form 4370 or equivalent either by telephone 256-544-4357 (4-HELP); Safety Option or electronically by Quick Incident. Report at https://msfcsma3.msfc.nasa.gov/s&ma_01/mishap/index.htm.
 4. All Mishaps (Type A, B, C, Incidents and Close Calls): Mishap Report NASA Form 1627 or electron update of NASA Incident Reporting Information System (IRIS) record within 6 calendar days of Mishap.
 5. Type A, B, and Close Calls with high Type A or B potential: Mishap Board Report after completion of investigation.
 6. All Mishaps: Monthly Follow-up Corrective Action Plan/Status as required until closed.
12. **SUBMISSION FREQUENCY:**
 - a. MSFC Form 4370 or electronic equivalent - Each occurrence of a mishap except as identified in section 11.b.
 - b. NASA Form 1627 or electronic equivalent - 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:** DRD 1133SA-001, *Safety, Health, and Environmental (SHE) Plan*. PWS paragraph 2.4.2

DRD Continuation Sheet

TITLE: Mishap and Safety Statistics Reports

DRD NO.: 1133SA-002

DATA TYPE: 3

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15.0 **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 Procedural Requirements for Mishap Reporting, Investigating, and Recordkeeping*
MWI 8621.1 *Close Call and Mishap Reporting and Investigation Program*

15.3 **CONTENTS:** The Mishap and Safety Statistics Reports shall contain the information required by NPR 8621.1 and MWI 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 or electronic equivalent shall be submitted:

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

15.5 **MAINTENANCE:** None required