

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT 1. CONTRACT ID CODE PAGE OF PAGES
 1 2

2. AMENDMENT/MODIFICATION NO. 3. EFFECTIVE DATE 4. REQUISITION/PURCHASE REQ. NO. 5. PROJECT NO. (If applicable)
 000015 See Block 16C

6. ISSUED BY CODE MSFC 7. ADMINISTERED BY (If other than Item 6) CODE MSFC

NASA/Marshall Space Flight Center PS33/Debbie R. Matthews Office of Procurement Marshall Space Flight Center AL 35812
 NASA/Marshall Space Flight Center PS33/Debbie R. Matthews Office of Procurement Phone: 256-544-8945 Email: debbie.r.matthews@nasa.gov

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)
 DELTA-CRITIQUE JOINT VENTURE
 3520 GENERAL DEGAULLE DR STE 506
 NEW ORLEANS LA 70114-4027

(x) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

x 10A. MODIFICATION OF CONTRACT/ORDER NO.
 NNM08AA28C

10B. DATED (SEE ITEM 13)
 04/23/2008

CODE 3D8B2 FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE
 A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
 X B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
 C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
 D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor is not, is required to sign this document and return 2 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible)

1. The purposes of this administrative modification are to:
 (a) Update Data Procurement Document(s) Data Requirement Description (DPD) 1185 with Revision "B" for Basic Contract NNM08AA28C Center-Wide Administrative Support Services (CAS).
 (b) Delete DRDs 1185MA-003, Badged Employee and Remote IT User Listing and 1185MA-005, Position Risk Designation for Non-NASA Employee.
 (c) Revise Performance Work Statement (PWS) for Basic Contract NNM08AA28C, Delta Critique Joint Venture (DCJV) to reflect DPD deletions.
 Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

(b)(4) 16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)
 Debbie R Matthews
 (b)(4) 16B. UNITED STATES OF AMERICA
 1-10-13 [Signature of Contracting Officer]
 16C. DATE SIGNED
 1-10-13

NAME OF OFFEROR OR CONTRACTOR
DELTA-CRITIQUE JOINT VENTURE

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>2. The following paragraph(s) have been modified. Slip-sheets to the contract are provided with sidebars indicating change.</p> <p>Basic Contract NNM08AA28C, Part III Section J, List of Attachments</p> <p>Basic Contract NNM08AA28C, Attachment J-1, Performance Work Statement (PWS) for Deltha Critique Joint Venture (DCJV)</p> <p>Basic Contract NNM08AA28C, Attachment J-2, Data Procurement Document (DPD) for Deltha Critique Joint Venture</p> <p>3. Contractor's Statement of Release:</p> <p style="padding-left: 40px;">In consideration of the modification agreed to herein as complete equitable adjustment for the contractor's proposal for adjustment listed below, the contractor hereby releases the Government from any and all liability under this contract for further equitable adjustment attributable to such facts or circumstances giving rise to said contract changes and/or contractor proposal, and for such additional obligations as may be required by this modification.</p> <p>Contract Change Identification: Modification 15 Contractor Proposal: N/A</p> <p>4. Except as provided herein, all other terms and conditions of this contract remain unchanged and in full force and effect. LIST OF CHANGES:</p> <p>Reason for Modification: Other Administrative Action</p> <p>Total Amount for this Modification: \$0.00</p> <p>Total Potential Amount for this Award Remains: \$27,793,716.00</p> <p>Payment Terms: Net 30 days</p>				

Pages

PART III – LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

SECTION J

<u>Attachment No.</u>	<u>Description</u>	<u>Pages</u>
1	Performance Work Statement	J-1-1 – J-1-9
2	Performance Requirements Summary	J-2-1
3	Data Procurement Document	J-3-1 – J-3-24
4	Contractor Fully Burdened Labor Rate Inclusive of Profit	J-4-1
5	Task Order Summary	J-5-1
6	Personal Identity Verification (PIV) Procedures	J-6-1 – J-6-4
7	Safety & Health Management Implementation Guide	J-7-1 – J-7-3
8	Installation-Provided Property and Services	J-8-1
9	Wage Determination	J-9-1 – J-9-19
10	Applicable Regulations, Procedures, and Documents	J-10-1 – J-10-3
11	Safety , Health and Environmental Plan	J-11-1 - J-11-19
12	Acronym List	J-12-1 – J-12-3
13	COTR Survey Instrument	J-13-1 – J-13-2
14	IDIQ Task Order Process Flow Chart	J-14-1

**ATTACHMENT J-1
CENTER-WIDE ADMINISTRATIVE SUPPORT (CAS) SERVICES PERFORMANCE
WORK STATEMENT (PWS)**

Introduction

This Performance Work Statement (PWS) describes the Center-wide Administrative Support (CAS) services to be provided at the George C. Marshall Space Flight Center (MSFC) and other Government-provided facilities specified elsewhere in the contract. The Contractor shall provide all personnel, except as stated otherwise, required to deliver the services described herein.

Objective

The objective of this contract is to provide professional administrative support services to MSFC as described in the Work Breakdown Structure (WBS) tree, below. These WBS reference numbers shall be specified in task orders issued in accordance with the Task Order Procedures clause of the basic contract (Clause H.4).

- 1.0 Program Management
 - 1.1 Contractor Quality Control
 - 1.2 Management and Administration
 - 1.3 Resources Management
 - 1.4 Safety, Health, and Environmental
 - 1.5 Security Requirements
 - 1.6 Government Property Management

- 2.0 Core Administrative Services
 - 2.1 Secretary I
 - 2.2 Secretary II
 - 2.3 Secretary III
 - 2.4 Data Entry Operator II
 - 2.5 Personnel Assistant II
 - 2.6 Personnel Assistant III

- 3.0 Intermittent Support Services
 - 3.1 Court Reporter
 - 3.2 Paralegal/Legal Assistant I
 - 3.3 Paralegal/Legal Assistant II
 - 3.4 Paralegal/Legal Assistant III
 - 3.5 Paralegal/Legal Assistant IV

1.0 Program Management – The Contractor shall provide all necessary program management and key personnel required for effective direction, performance, and control of this effort. This includes providing the management for planning, coordination, and surveillance of overall activities to assure disciplined performance of work and timely application of the resources necessary for completion of all tasks described in this Performance Work Statement.

1.1 Contractor Quality Control

The Contractor shall ensure quality of the work associated with the performance of this contract. The Contractor shall evaluate the entire scope of operations, assign a level of importance, and implement an effective quality control program.

1.2 Management and Administration

The Contractor shall report and document this work and fulfill the requirements of associated Data Requirement Descriptions (DRD's) as outlined in Data Procurement Document (DPD) 1185 (Attachment J-3). The Contractor shall determine the data restriction that applies to each data deliverable and mark or transmit the data restriction in accordance with section 2.3.3 of the Data Procurement Document.

The Contractor shall provide program management and on-site supervision of services performed to satisfy the requirements of this contract. Program management functions shall include, but are not limited to, handling all employment matters relating to Contractor employees and ensuring that the Contractor employee relationship with NASA Government Employees is not characterized as an employer-employee relationship, and that all delivered services meet the performance standards identified in the contract and task order. The first task order issued against each base and option year period under the contract will encompass all associated Program Management hours for that period of performance. A work progress system shall be established and maintained by the Contractor in such depth and sufficient detail to provide status of tasks. The Contractor shall prepare and deliver a monthly technical progress report in accordance with DRD 1185MA-002. The Contractor shall prepare and deliver a Management Plan in accordance with DRD 1185MA-001.

The Contractor shall prepare and deliver a Contractor Employee Clearance Documents in accordance with DRD 1185MA-004.

1.3 Resources Management

The Contractor shall manage the labor, material, and other resources necessary to perform the work required by this contract. Because of the nature of NASA work and organizational structure, the Contractor shall maintain working shifts to support programs and/or organizations as required. Additionally, the Contractor shall provide continuity of administrative support service when there is an absence of its employees for any reason. The Contractor shall determine the workload of Contractor employees based on needs of the requiring organization.

1.4 Safety, Health, and Environmental

The Contractor shall establish and implement an industrial safety, occupational health, and environmental program that (1) prevents employee fatalities, (2) reduces the number of incidents, (3) reduces the severity of employee injuries and illnesses, and (4) protects the environment through the ongoing planning, implementation, integration and management control of these programs in accordance with DRD 1185SA-001. The SHE Plan shall address each of the following MSFC SHE core program requirements in detail that are applicable to the contracted effort:

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

The Contractor shall report mishaps and safety statistics to the MSFC Industrial Safety Office in accordance with DRD 1185SA-002. The Contractor shall submit direct to the NASA Incident Reporting Information System (IRIS) or shall use the forms listed in section 15.4 of DRD 1185SA-002 or electronic equivalent to report mishaps and related information required to produce the safety metrics.

1.5 Security Requirements

Neither the Contractor nor any of their employees shall disclose or cause to be disseminated any information concerning Government operations, including those performed by contractors for the Government, which could result in or increase the likelihood of the possibility of a breach of security or interrupt the continuity of operations. Disclosure of information relating to the services hereunder to entities not entitled to receive it, or failure to safeguard any classified information that may come to the Contractor or any person under their control in connection with work under this contract, may subject the Contractor, their agents, or employees to criminal liabilities.

All inquiries, comments, or complaints arising from any matter observed, experienced, or learned as a result or in connection with the performance of this contract, the resolution of which may require the dissemination of official information will be directed to the COTR.

No Contractor employee will be admitted to the worksite unless they furnish satisfactory proof of U.S. citizenship or, if an alien, proof that their residence within the United States is legal.

For Contractor personnel working in sensitive positions, with access to Government Employee Information, i.e., Personnel and/or Payroll Files, favorable personal background checks are required in compliance with DRD 1185MA-005; and Organizational Conflict of Interest (OCI) Avoidance Plan in accordance with DRD 1185MA-006 (see Clause H.3).

1.6 Government Property Management

The Contractor shall establish, implement, and maintain an inventory control system to track and control all Government furnished, contractor operated property. The Contractor shall comply with the Government property clauses specified elsewhere in the contract. The Contractor shall prepare and maintain a report identifying and listing all equipment, tools, etc., provided by the Government for use by the Contractor in the performance of contracted effort, and for which the Contractor has been given physical custody. This report shall be prepared and maintained in accordance with DRD 1185LS-001.

2.0 Core Administrative Services

The Contractor shall provide administrative support services, to include backup and temporary support, center-wide in the areas of clerical, desktop processing, and records maintenance. Positions stated below shall be proficient in desktop processing to support data processing such as, but not limited to, data entry and retrieval, word processing, presentation graphics, spreadsheets, viewgraphs, and reports. The Contractor shall maintain and provide these services utilizing MSFC Windows based applications such as, but not limited to, Microsoft Excel, Microsoft Word, Microsoft Power Point and other desktop processing software as required. Data may be received in any of the following forms – raw data, handwritten, typed, clip art, clipped publication, paper, and/or electronic.

In addition, the Contractor shall, in accordance with Office of Personnel Management, Code of Federal Regulations, Title 5 U.S. Code, Part 293, NASA NPR 1441.1 Records Retention Schedule, Privacy Act, and/or other regulatory requirements, establish, review, and maintain office files/records on civil service personnel, action documents, employment verifications, correspondence, and provide copies upon request. In those instances where no system exists, the Contractor shall determine and implement record/file systems most conducive for prompt retrieval, considering type of materials, flow/processes; and extent of use.

The Contractor shall provide back-up office support on an as needed basis, which includes out-of-office support in the short-term absence of civil servant and CAS Contractor clerical personnel. This support is intended to provide coverage for unforeseen daily absences of administrative support personnel (i.e. short-term sick leave, emergency family leave, jury duty, etc.). Coordination of this support will be done through the Program Manager and COTR.

The Contractor shall provide pre-approved temporary support on an as needed basis, not to exceed 120 work days with a provision to extend support for an additional 120 work days to cover Contractor positions that experience scheduled leave of absences (i.e., maternity leave, medical leave, family leave, etc.). The Contractor shall work independently, receiving a minimum of detailed instruction and guidance. The Contractor shall perform varied clerical and administrative duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office.

2.1 Secretary I

The Contractor shall provide support to second line supervisors, managers, and branch offices. Duties include: telephone communications, recording time and attendance, receive visitors, maintain calendars, arrange for meetings and conference rooms, review documents for accuracy, maintain and order supply inventory, process shipping request, disseminate mail, assist with safety program (including Supervisors Safety Web Page entry), arrange and process travel, create/maintain office files, follow through with specific assignments, and follow all applicable NASA/MSFC standard operating procedures.

2.2 Secretary II

The Contractor shall provide support to first line supervisors, division, and lab offices. At this level the Contractor handles differing situation, problems, and deviations in office work and is given general instructions, priorities, duties, and policies. Duties include: Secretary I level; screening telephone calls, visitors, and incoming correspondence; determine which requests should be handled by the appropriate staff; prepare routine correspondence; prioritize meetings for calendars; review outgoing material for consistency with established processes and procedures; collect/compile information; and explain supervisor requirements concerning office procedures to staff.

2.3 Secretary III

The Contractor shall provide support to the Center level offices. At this level the Contractor uses greater judgment and initiative to determine the approach or action to take in non-routine situations, interprets, and adapts guidelines. Duties include: Secretary I and II levels; anticipate and prepare materials needed for conferences, correspondence, appointments, meetings; telephone calls; read publications, regulations, and directives and take action; reply to special inquires; prepare special one-time reports; and relay new procedures to staff.

2.4 Data Entry Operator II

The Contractor shall provide data entry support to process NASA resumes into an automated system, NASA STARS. The Contractor shall process "quick apply" forms as applicants apply for consideration for NASA vacancies. The Contractor shall maintain electronic and manual files. Duties shall include: data entry, telephone messaging, reports distribution, general administrative and automated support.

2.5 Personnel Assistant II

The Contractor shall provide personnel assistant support in the automated processing of human resources transactions. Work may include, but not be limited to, general database software applications, workforce tracking support, processing Standard Form 52 personnel actions, personnel records, and recruiting support. In order to effectively support this WBS, use/knowledge of Windows based computer applications such as, but not limited to, Microsoft Word, Microsoft Excel, Microsoft Project, and Microsoft PowerPoint is required. The

Contractor shall input data into the training system, SATERN and the Federal Personnel and Payroll System (FPPS). Instruction and pre-established guidelines to perform the SATERN and the FPPS functions are available to the Contractor.

2.6 Personnel Assistant III

The Contractor shall provide personnel assistant support in the automated processing of human resources transactions. Work may include, but not be limited to, Personnel Assistant II level, requires a good working knowledge of personnel procedures, guides, and precedents, and requires advanced experience and knowledge of software packages. This assistant may perform some clerical work.

3.0 Intermittent Support Services

The services delineated below will be short-term in nature and will be required on an intermittent basis to support MSFC Office of Chief Counsel.

3.1 Court Reporter

The Contractor shall provide support to record examination, testimony, judicial opinions, or other proceedings for a court of law by machine shorthand. The Contractor shall read portions of transcript during depositions on request and ask speakers to clarify inaudible statements. The Contractor shall transcribe recorded material, using office automation.

3.2 Paralegal/Legal Assistant I

The Contractor shall provide support to the Office of Chief Counsel. The Paralegal/Legal Assistant shall perform a variety of legal duties in an office providing legal assistance to attorneys or litigation teams. The Paralegal Assistant analyzes the legal impact of legislative developments and administrative and judicial decisions, opinions, determinations, and rulings, conducts research for the preparation of legal opinions on matters of interest; performs substantive legal analysis of requests for information under the provisions of various acts; or other similar legal support functions which require discretion and independent judgment in the application of specialized knowledge of laws, precedent decisions, regulations, agency policies, and judicial or administrative proceedings. Such knowledge is less than that represented by graduation from a recognized law school and may have been gained from formalized, professionally instructed agency, educational institution training, or from professionally supervised on-the-job training. While the paramount knowledge requirements of this occupational class are legal, some positions may also require a practical knowledge of subject matter areas related to the agency's programs.

The Paralegal/Legal Assistant I shall work under close supervision with required assistance readily available. Contractor support shall perform the following:

- a. Consult prescribed sources of information for facts relating to matters of interest to the program;

- b. Review documents to extract selected data and information relating to specific items;
- c. Review and summarize information in prescribed format on case precedent and decisions;
- d. Search and extract legal references in libraries and computer-data banks:

3.3 Paralegal/Legal Assistant II

The Contractor shall provide support to the Office of Chief Counsel. The Paralegal/Assistant II level includes Paralegal/Legal Assistant I duties and the following additional tasks:

- a. Review case materials to become familiar with questions under consideration;
- b. Searches for and summarizes relevant articles in trade magazines, law reviews, published studies, financial reports, and similar materials for attorneys use in the preparation of opinions, briefs, and other legal documents;
- c. Prepares digests of selected decisions or opinions which incorporate legal references and analyses of precedents involved in areas of well-defined and settled points of law;
- d. Interviews potential witnesses and prepares summary interview reports for the attorney's review;
- e. Participates in pre-trial witness conferences, notes possible deficiencies in case materials (e.g., missing documents, conflicting statements) and additional issues or other questionable matters, and requests further investigation by other agency personnel to correct possible deficiencies or personally conducts limited investigations at the pre-trial stage;
- f. Prepares and organizes trial exhibits as required, such as statistical charts and photographic exhibits;
- g. Verifies citations and legal references on prepared legal documents;
- h. Prepares summaries of testimony and depositions;
- i. Drafts and edits non-legal memoranda, research reports and correspondence relating to cases.

3.4 Paralegal/Legal Assistant III

The Contractor shall provide support to the Office of Chief Counsel. The Paralegal/Assistant III level includes Paralegal/Legal Assistant II duties and, participates in the substantive development of cases and the following additional tasks:

- a. Analyzes and evaluates case files against litigation worthiness standards;
- b. Notes and corrects case file deficiencies (e.g., missing documents, inconsistent material, leads not investigated) before sending the case on to the concerned trial attorney;
- c. Reviews and analyzes available precedents relevant to cases under consideration for use in preparing case summaries to trial attorneys;
- d. Gathers, sorts, classifies, and interprets data to discover patterns of possible discriminatory activity;
- e. Interviews relevant personnel and potential witness to gather information;
- f. Reviews and analyzes relevant statistics;
- g. Performs statistical evaluations such as standard deviations, analyses of variance, means, modes, and ranges as supporting data for cases litigation;
- h. Consults with statistical experts on reliability evaluations;
- i. May be required to testify in court concerning relevant data.

3.5 Paralegal/Legal Assistant IV

The Contractor shall provide support to the Office of Chief Counsel. The Paralegal/Assistant IV level includes Paralegal/Legal Assistant III duties, assists in the evaluation, development, and litigation of cases, and performs the following duties:

- a. Examines and evaluates information in case files, for case litigation worthiness and appropriate titles of law;
- b. Determines the need for additional information, independent surveys, evidence, and witnesses, and plans a comprehensive approach to obtain this information;
- c. Through on-site visits, interviews and review of records on operations, looks for and evaluates the relevance and worth of evidence;

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- d. Selects, summarizes, and compiles comparative data to examine and evaluate respondent's deficiencies in order to provide evidence of illegal practices or patterns;
- e. Reviews economic trends and forecasts at the national and regional level to evaluate the impact of successful prosecution and potential remedial provisions of ongoing investigations and litigation;
- f. Identifies types of record keeping systems and types of records maintained which would be relevant. Gathers, sorts, and interprets data from various record systems including computer information systems;
- g. Interviews potential witnesses for information and prepares witnesses for court appearances;
- h. Develops statistics and tabulations, such as standard deviations, regression analyses, and weighting, to provide leads and supportive data case litigation. Prepares charts, graphs, and tables to illustrate results;
- i. Analyzes data, develops recommendations and justifications for the attorney(s) who will take the matter to court. Continues to work with the attorney(s) during the progress of the case, obtaining and developing further evidence and exhibits, providing administrative assistance, and maintaining custody of exhibits, documents, and files;
- j. May appear in court as a witness to testify concerning exhibits prepared supporting plaintiff's case.

DATA PROCUREMENT DOCUMENT
NO. 1185 ISSUE Revision B

NNM08AA28C

CONTRACT/RFP

EXHIBIT NUMBER

J-3

ATTACHMENT NUMBER

Center-Wide Administrative Support Services

PROJECT/SYSTEM

DATA PROCUREMENT DOCUMENT

Deltha Critique Joint Venture

CONTRACTOR

January 4, 2013

DATE

National Aeronautics and
Space Administration

MSFC - Form 3461 (Rev September 1989)

J-3-1
(Modification 15)

National Aeronautics and Space Administration					DATA PROCUREMENT DOCUMENT	
DOCUMENT CHANGE LOG					NO. 1185	ISSUE Revision B
INCORPORATED REVISIONS OUTSTANDING REVISIONS				AS OF: 01-04-13	SUPERSEDING: 06-10-08	PAGE:
AUTHORITY	PORTION AFFECTED - PAGE NO./NO.				REMARKS	
(DPD Revision)	INTRO	SGR	DRL	DRD		
Contract Mod. 001			X	X	Deleted the following DRD: 1185CD-001, Contractor Information Technology Security Program Plan	
				1185LS-001	Replaced with current standard	
				1185SA-001	Replaced with current standard	
				1185SA-002	Replaced with current standard	
Contract Mod. 0015 (Revision B)		X			Replaced Statement of General Requirements (SGR) with current (page J-3-2 through J-3-8)	
				1185LS-001	Replaced with current standard	
				X	1185MA-003, Badged Employee and Remote IT User Listing: Superseded by Agency requirement to submit information within IDMAX/ICAM	
				X	1185MA-005, Position Risk Designation for Non-NASA Employee Form: Superseded by Agency requirement to submit information within IDMAX/ICAM	
				1185SA-001	Replaced with current standard	
				1185SA-002	Replaced with current standard	

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 DRDs 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, an Introduction, a Statement of General Requirements, DPD maintenance procedures, a DRL, and the DRDs.

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 DRDs.

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 (DRDs)

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>
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 DRDs have been sectionalized in accordance with the above data categories.

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

1.2.4 Document Change Log (DCL): The Document Change Log chronologically records all revision actions that pertain to the DPD.

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>
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- 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 (if applicable) 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. 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.

If the contract contains NFS 1852.237-73, a sensitive information legend may be applicable to information 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 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.
- 2.3.5 When electronic data deliverables are transmitted directly to the MSFC Repository, the Digital Asset Manager web interface shall be utilized. Instructions for electronic data submittals can be found at http://avmcc.msfc.nasa.gov/repository/repository_submittal.php. Document submitters to the Repository must register for a MSFC EDMS (Documentum) user account, through the Identity Management and Account Exchange (idMAX) system. Computer-Aided Design (CAD) drawings shall be submitted in the original native vector, Hewlett-Packard Graphic Language (HPGL), and raster image formats.
- 2.4 Printing: All printing, duplicating, or binding shall be in accordance with NFS 1852.208-81, Restrictions on Printing and Duplicating. Printing of formal reports and Type 1 and 2 data in book format shall be in accordance with the following general specifications:
- Method of reproduction – offset/xerography.
 - Finished size – 8 1/2" X 11".
 - Paper – 20-pound opaque bond.
 - Cover – Litho cover stock.
 - Pages shall be printed on both sides; blank pages shall be avoided when possible.
 - Oversize pages shall be avoided when possible, but if necessary shall be folded to 8 1/2" X 11".
 - 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 2.6 above, with the exception of drawings (which shall be revised in accordance with contract configuration management requirements).
- 2.8.2 Individual page revisions shall be made as deemed necessary by the contractor or as directed by the Contracting Officer.

- 2.8.3 A Type 1 document shall be completely reissued when, in the opinion of the contractor and/or 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.
- 3.3.2 The date of the DPD shall be entered under the "as of" block of the Document Change Log. 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 modification number, portions affected, and remarks. All changes to the DPD/DRDs shall be identified in the "Remarks" column.
- 3.4 DPD Reissues
- 3.4.1 When conditions warrant, the DPD shall be reissued by NASA for each contract modification that affects the DPD and shall supersede the existing DPD in its entirety. Reissues shall be issued by contractual direction.
- 3.4.2 All revision dates shall remain in the Date Revised block on all DRDs. 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.

Center-Wide Administrative Support Services

Data Requirements List

<u>DRD</u>	<u>DATA TYPE</u>	<u>TITLE</u>	<u>OPR</u>
<u>CD – Contractual Data</u>			
1185CD-001	2	Contractor Information Technology Security Program Plan	IS10
LS – Logistics Support			
1185LS-001	2	Government Property Management Plan	AS41
MA – Management			
1185MA-001	1	Management Plan	HS01
1185MA-002	3	Monthly Technical Progress Reports	HS01
1185MA-003	3	Badged Employee and Remote IT User Listing	AS50
1185MA-004	3	Contractor Employee Clearance Document	AS50
1185MA-005	3	Position Risk Designation for Non-NASA Employee	AS50
1185MA-006	3	Organizational Conflict of Interest (OCI) Avoidance Plan	PS33
SA – Safety			
1185SA-001	2	On-site Safety, Health and Environmental (SHE) Plan	AS10/QD12
1185SA-002	3	On-site Mishap and Safety Statistics Reports	QD12

DATA REQUIREMENTS DESCRIPTION (DRD)

- | | | |
|------------------|-------------------|-------------------------------|
| 1. DPD NO.: 1185 | ISSUE: Revision B | 2. DRD NO.: 1185LS-001 |
| 3. DATA TYPE: 2 | | 4. DATE REVISED: 01-04-13 |
| | | 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 45 days after initiation of the 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 1.6
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> |
| FAR | <i>Federal Acquisition Regulation, Part 52.245</i> |
| NFS 1852.245 | <i>NASA/FAR Supplement and latest revisions thereto</i> |
| NFS 1852.245-80 | <i>NASA FAR Supplement, Government Property Management Information (PIC 07-09)</i> |
| NPR 4100.1 | <i>Supply Support and Material Management Policy</i> |
| NPR 4200.1 | <i>Equipment Management</i> |
| NPR 4300.1 | <i>NASA Personal Property Disposal Policy</i> |
| NPR 5100.4 | <i>Federal Acquisition Regulation Supplement (NASA/FAR Supplement) [48 CFR 1800-1899] (REVALIDATED 9/16/2008)</i> |
- 15.3 **CONTENTS:** The Government Property Management 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.
 1. Roles and responsibilities.
 - b. Property outcomes.
 1. Acquisition.
 2. Receiving.
 - (a) Identification.
 3. Records.
 4. Physical inventory.
 5. Subcontractor control.
 6. Reporting.
 7. Relief of stewardship responsibilities.
 - (a) Disposal.

DRD Continuation Sheet

TITLE: Government Property Management Plan

DRD NO.: 1185LS-001

DATA TYPE: 2

PAGE: 2/2

15. DATA PREPARATION INFORMATION (CONTINUED):

- 8. Utilization.
 - (a) Consumption.
 - (b) Movement.
 - (c) Storage.
- 9. Maintenance.
- 10. Property Closeout.

15.4 FORMAT: Contractor format is acceptable.

15.5 MAINTENANCE: Changes shall be incorporated by complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

- | | |
|------------------|-------------------------------|
| 1. DPD NO.: 1185 | 2. DRD NO.: 1185MA-001 |
| 3. DATA TYPE: 1 | 4. DATE REVISED: 01-04-13 |
| | 5. PAGE: 1/1 |
6. TITLE: Management Plan
7. DESCRIPTION/USE: To provide a description of the contractor's overall management system and organization for accomplishing the requirements set forth in the contract.
8. OPR: HS01 9. DM: HS01
10. DISTRIBUTION: Per Contracting Officer's letter
11. INITIAL SUBMISSION: 30 days after initiation of the phase-in period
12. SUBMISSION FREQUENCY: Revise as required
13. REMARKS:
14. INTERRELATIONSHIP: PWS paragraph 1.2
15. DATA PREPARATION INFORMATION:
- 15.1 SCOPE: The Management Plan describes the contractor's concept plans, practice, and approach for accomplishing the requirements set forth in the contract, i.e., managing and controlling project tasks, experimental work, and management interfaces. The plan shall be in such detail as necessary to convey the contractor's internal procedures.
- 15.2 APPLICABLE DOCUMENTS: None
- 15.3 CONTENTS: The Management Plan shall include:
- a. A description of the project tasks to be accomplished and an outline of methods by which the contractor proposes to accomplish each task down to the Level III WBS task level.
 - b. A description of management concepts, plans, project management and task/control systems, organizational approach, and communication channels between the contractor and the Government. This shall include descriptions, flow charts, schedules, and other documentation necessary to give a comprehensive plan of organization and accomplishment.
- 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.:** 1185 **ISSUE:** Revision B
2. **DRD NO.:** **1185MA-002**
3. **DATA TYPE:** 3
4. **DATE REVISED:** 01-04-13
5. **PAGE:** 1/1

6. **TITLE:** Monthly Technical Progress Reports

7. **DESCRIPTION/USE:** To provide visibility to contractor and MSFC project management of actual and potential problems and progress toward meeting the technical and schedule requirements.

8. **OPR:** HS01 9. **DM:** HS01

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

11. **INITIAL SUBMISSION:** First calendar month following the end of the first full month after Authority to Proceed (ATP), unless otherwise specified by the Contracting Officer

12. **SUBMISSION FREQUENCY:** 10 days following the end of each month

13. **REMARKS:**

14. **INTERRELATIONSHIP:** PWS paragraph 1.2

15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Monthly Technical Progress Reports provides data for the assessment of monthly technical and schedule progress and summarize the results of the entire contract work.

- 15.2 **APPLICABLE DOCUMENTS:** None

- 15.3 **CONTENTS:** The Monthly Technical Progress Reports shall contain:
 - a. Work accomplished for current reporting period, including a report of overall technical and schedule performance.
 - b. Work planned for next reporting period.
 - c. Current problems which may impede performance or impact program schedule and proposed corrective action.
 - d. Other information that may assist the Government in evaluating the contractor's technical and schedule performance, e.g., innovative processes and reduction initiatives.
 - e. Identify Labor categories for all employees.
 - f. Information on new hires and terminations:
 1. Date hired or terminated.
 2. Office being supported.
 3. Labor category.
 - g. Identify all reimbursable overtime.
 - h. Identify all reimbursable travel:
 1. Travel will be in accordance with Public Law 99-234 and FAR 31.205-46 - Travel Costs, and GSA per diem rates.
 2. Backup travel documentation submitted with travel report.

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

- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1185 **ISSUE:** Revision B
2. **DRD NO.:** **1185MA-004**
3. **DATA TYPE:** 3
4. **DATE REVISED:** 01-04-13
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 when the access is no longer needed
12. **SUBMISSION FREQUENCY:** As required
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 1.2
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.: 1185 ISSUE: Revision B
2. DRD NO.: **1185MA-006**
3. DATA TYPE: 3
4. DATE REVISED: 01-04-13
5. PAGE: 1/2

6. TITLE: Organizational Conflicts 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: PS33

10. DISTRIBUTION: Per Contracting Officer's letter

11. INITIAL SUBMISSION: 10 working days after initiation of the phase-in period

12. SUBMISSION FREQUENCY: Update as required

13. REMARKS: Reference is made to 1852.237-72, *Access to Sensitive Information* and 1852.237-73, *Release of Sensitive Information*.

14. INTERRELATIONSHIP: SOW paragraph 1.5

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.
 - (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.

DRD Continuation Sheet

TITLE: Organizational Conflict of Interest (OCI) Avoidance Plan

DRD NO.: 1185MA-006

DATA TYPE: 3

PAGE: 2/2

15. DATA PREPARATION INFORMATION (CONTINUED):

- 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.: 1185 ISSUE: Revision B 2. DRD NO.: **1185SA-001**
3. DATA TYPE: 2 4. DATE REVISED: 01-04-13
5. PAGE: 1/5

6. TITLE: On-site Safety, Health, and Environmental (SHE) Plan

7. DESCRIPTION/USE: A contractor generated document that describes the contractor's specific approaches and methods that ensures the work they perform at Marshall Space Flight Center (MSFC) or Michoud Assembly Facility (MAF) over the duration of this contracted effort is performed in compliance with the MSFC or MAF SHE related applicable documents, MSFC SHE Core Program Requirements (CPRs), and the MSFC or MAF Quality Management System accordance with NFS 1852.223-73.

8. OPR: AS10/QD12 9. DM: HS01

10. DISTRIBUTION: Per Contracting Officer's letter

11. INITIAL SUBMISSION: Preliminary with proposal

12. SUBMISSION FREQUENCY: Ten days after initiation of the 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 52.223-10, *Waste Reduction Program*; FAR 52.223-13, *Certification of Toxic Chemical Release Reporting*; and FAR 52.223-14, *Toxic Chemical Release Reporting*. DRD 1185SA-002, *On-site Mishap and Safety Statistics Report*. PWS paragraph 1.4

15. DATA PREPARATION INFORMATION:
- 15.1 **SCOPE:** The Safety, Health, and Environmental (SHE) Plan shall describe the specific approaches and methods the contractor will implement for planning, controlling and enforcing their industrial safety, occupational health, and environmental requirements over the duration of this contracted effort while also ensuring compliance with the MSFC SHE Program CPRs.

- 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>
ANSI Standards applicable to the scope of this contract	
<i>ASME Boiler and Pressure Vessel Code</i> applicable to the scope of this contract	
NFPA Standards <i>National Fire Codes</i>	
NASA-STD-8719.11	<i>Safety Standard for Fire Protection</i>
NPR 8715.3	<i>NASA General Safety Program Requirements</i>
MPR 1040.3	<i>MSFC Emergency Plan</i>
MPD 1800.1	<i>MSFC Smoking Policy</i>
MPR 1800.1	<i>Bloodborne Pathogens</i>
MPR 1810.1	<i>MSFC Occupational Medicine</i>
MPD 1840.1	<i>MSFC Environmental Health Program</i>
MPR 1840.1	<i>MSFC Confined Space Entries</i>
MPD 1840.2	<i>MSFC Hearing Conservation Program</i>
MPR 1840.2	<i>MSFC Hazard Communication Program</i>
MPD 1840.3	<i>MSFC Respiratory Protection Program</i>

DRD Continuation Sheet

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

DRD NO.: 1185SA-001

DATA TYPE: 2

PAGE: 2/5

15. DATA PREPARATION INFORMATION (CONTINUED):

MPR 1840.3	<i>MSFC Hazardous Chemicals in Laboratories Protection Program</i>
MPD 1860.1	<i>Laser Safety</i>
MPD 1860.2	<i>MSFC Radiation Safety Program</i>
MPR 3410.1	<i>Training</i>
MWI 3410.1	<i>Personnel Certification Program</i>
MPD 8500.1	<i>MSFC Environmental Management Policy</i>
MPR 8500.2	<i>MSFC Environmental Management System Manual</i>
MWI 8621.1	<i>Close Call and Mishap Reporting and Investigation Program</i>
MPR 8715.1	<i>Marshall Safety, Health and Environmental (SHE) Program</i>
MWI 8715.1	<i>Electrical Safety</i>
MWI 8715.2	<i>Lockout/Tagout Program</i>
MWI 8715.3	<i>Hazard Identification & Warning System</i>
MWI 8715.4	<i>Personal Protective Equipment (PPE)</i>
MWI 8715.5	<i>Building Manager Program</i>
MWI 8715.9	<i>Occupational Safety Guidelines for Contractors</i>
MWI 8715.10	<i>Explosives, Propellants, & Pyrotechnics Program</i>
MWI 8715.11	<i>Fire Safety Program</i>
MWI 8715.12	<i>Safety, Health, and Environmental Finding Tracking System (SHEtrak)</i>
MWI 8715.13	<i>Safety Concerns Reporting System (SCRS)</i>
MWI 8715.15	<i>Ground Operations Safety Assessment & Risk Mitigation Program</i>
MWI 8715.16	<i>Supervisor Safety, Health and Environmental (SHE) Visits</i>
MWI 8715.17	<i>Hazardous Operations Readiness Review Program</i>

(NOTE: If work is also expected to be performed at another NASA Center the Contractor shall contact the Center's Safety and Mission Assurance (S&MA) Directorate/Office where the work is expected to be performed prior to commencing any work. The Contractor shall become aware of and comply with the Center's specific requirements and processes for the type work being performed.)

15.3 **CONTENTS:** The contractor's Safety, Health, and Environmental (SHE) Plan shall be written specifically for the work to be conducted at MSFC or MAF over the duration of this contracted effort. The plan shall provide a clear description of the contractor's approach for the following: (1) Implementing their SHE program at MSFC or MAF, (2) Providing a workplace that is incident and injury free, (3) Protecting the environment in accordance with the MSFC or MAF's Environmental Management System, and (4) The methods for ensuring their SHE program is continually compliant with the following: (a) the MSFC SHE Core Program Requirements (CPR), (b) the applicable SHE related documents listed in 15.2 to the extent specified or referenced as applicable to this contracted effort and (c) the MSFC or MAF Quality Management System. (NOTE 1: A contractor's corporate SHE plan is not considered as written specifically for the work to be performed under this contracted effort and shall not be considered by MSFC as meeting the requirement of the DRD.)

a. CPR 1 - Management Leadership and Employee Involvement:

1. A description of the contractor's safety, health and environmental policy and their management's commitment to ensure the following: (1) A visible and proactive culture in the workplace that values the safety and health of their employees, (2) A safe and healthful workplace is provided for their employees, customers, and public that is free from incidents and injuries, (3) The safety performance of subcontractors or teammates is evaluated prior to their selection and over the duration of this contracted effort, when applicable, and (4) Property and the environment is protected over the duration of this contracted effort.
2. A description of how the contractor will ensure their work activities, operations, procedures and processes conducted at MSFC or MAF are in compliance with EPA, OSHA, NASA, MPR 8715.1, all MSFC SHE documents listed in 15.2 that contain requirements specified or referenced as applicable to this contracted effort and the MSFC or MAF Quality Management System.

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15. DATA PREPARATION INFORMATION (CONTINUED):

3. A description of how the contractor will ensure employees are encouraged to participate and be involved in their SHE Program (e.g., participate in safety committees, worksite inspections, accident investigations, the development of job hazard analysis, provide suggestion for improvements to their SHE program and report hazardous working conditions).
 4. A description of how the contractor will ensure managers and employees are (1) Encouraged to take responsibility for their safety and health and that of other employees and make safety a priority in the performance of their work processes, (2) Held accountable to perform their work activities in a safe and healthful manner while also protecting property and the environment, (3) Fully aware of and understand their roles and responsibilities in their SHE Program, and (4) Proactive in ensuring these responsibilities and accountabilities, including the disciplinary policy/program, are flowed-down to subcontractors and teammates over the duration of this contracted effort, when applicable.
 5. A description of how the contractor will ensure monthly SHE meetings and awareness training is provided to employees and documented. (NOTE: Contractors located on-site at MSFC or MAF, when applicable, shall document their monthly SHE awareness training/meeting in the MSFC Supervisors Safety Web page (SSWP). If not applicable, shall maintain documentation of the self-evaluation and provide to the Government, upon request. See MPR 8715.1.)
 6. A description of how the contractor will conduct self-evaluations of their SHE Program to determine its effectiveness. Provide the frequency of these self evaluations and how they are documented.
 7. A description of how the contractor will collect feedback from employees to obtain their perception of the effectiveness in their SHE Program. Provide the frequency of when this feedback is collected.
 8. A description of how the contractor will ensure their SHE plan is maintained current with contract, NASA and MSFC requirements, and is reviewed and updated as necessary. Provide the frequency of when this review is conducted.
 9. Provide the identification, by title, of the individual assigned by the contractor to be responsible to implement the contractor's SHE program elements and designated to serve as the day-to-day SHE Point of Contact (POC) for this contracted effort.
- b. CPR 2 - Worksite Analysis:
1. A description of how the contractor will ensure each supervisor conducts and documents monthly worksite safety inspections and safety visits to ensure the following: (1) Employees are provided with safe and healthful working environment, (2) Unsafe and unhealthful conditions are corrected within a timely manner when they are discovered, and (3) Employees are performing their jobs/tasks/operations in a safe and healthful manner. (NOTE 1: Contractor supervisors' located on-site at MSFC or MAF, when applicable, shall perform safety inspections and visits once per month per supervisor and document the results of these visits in the MSFC SSWP if applicable. If not applicable, shall maintain documentation of the self-evaluation and provide to the Government, upon request. See MPR 8715.1).
 2. A description of how the contractor will ensure employees are encouraged to report to their management, without the fear of reprisal from their management, any condition that they feel is hazardous or unsafe and receive a timely and appropriate response to investigate and correct the condition. Provide a description of how these reports are documented and tracked to closure. (NOTE: Contractors located at MSFC and MAF, when applicable, can use the reporting process described in MWI 8715.13 as their employee safety concern reporting system).
 3. A description of how the contractor will ensure all mishaps and close calls are reported, documented, investigated to the extent necessary to determine the proximate or root cause(s) of the mishap or close call, and corrective actions tracked to closure. (NOTE: Reference DRD 1185SA-002, *On-site Mishap and Safety Statistics Report*, NPR 8621.1 and MWI 8621.1).

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4. A description of the contractor's policy for conducting post-mishap drug and alcohol testing when the initial mishap investigation provides reason to believe an employee's actions or failure to perform a required action is reasonably suspected of having caused or contributed to causing the mishap. (NOTE: In the event a mishap results in a fatality or serious injury requiring immediate hospitalization, or substantial damage to property estimated to exceed \$10,000, post-mishap drug and alcohol testing can be required by the government and the results of these tests shall be provided to the MSFC Contracting Officer. See NPR 3792.1, NPR 8621.1 and MWI 8621.1).
- c. CPR 3 - Hazard Prevention and Control:
1. A description of how the contractor will ensure the work they perform over the duration of this contracted effort is fully compliant with the MSFC SHE documented programs and processes listed in 15.2 that contain requirements specified or referenced as applicable to this contracted effort (e.g., Personal Protective Equipment (PPE), Respiratory Protection, Hazard Communication, Confined Space Entry, Control of Hazardous Energy (Lockout/Tagout), Bloodborne Pathogens.) (NOTE: If work is expected to be performed at another Center the Contractor shall contact the Center's S&MA Directorate/Office to ensure all work performed by the Contractor complies with the Center's requirements and processes for the type work being performed).
 2. A description of how the contractor will ensure an emergency management program is implemented at their worksite that will ensure the following: (1) All types of emergencies that can occur during this contracted effort (e.g., fire, chemical spill, accidents, natural disasters) are responded to, (2) All employees are informed and made aware of what they are to do in the event of an emergency, and (3) who employees are to contact in the event an emergency. (NOTE 1: Contractors located at MSFC and MAF, when applicable, can elect to use MPR 1040.3 as their emergency management program). (NOTE 2: A list of emergency phone numbers and points-of-contacts is to be posted at the worksite for employee reference).
 3. A description of how the contractor will ensure safety, health, and environmental services that are applicable to this contracted effort are provided at the contractor's worksite over the duration of this contracted effort (i.e., hazardous waste disposal, industrial hygiene monitoring, emergency medical support, hearing conservation program, respiratory protection, and hazard communication, etc.). Provide a list of the safety, health and environmental services that are not being requested to be provided by MSFC or MAF and will be provided at the worksite by the contractor, when applicable.
 4. A description of how the contractor will ensure fall protection is provided to employees when they are on walking/working surfaces with unprotected sides or edges and the potential exists for them to fall to the next lower level. (NOTE: In cases where it can be demonstrated that the use of conventional fall protection systems are infeasible or greater hazards can be created by using conventional fall protection system an additional "Site Specific Fall Protection Procedure" is required and shall be submitted for Government approval. See 29 CFR Part 1926.501, 29 CFR Part 1926.502, 29 CFR Part 1910.23, and MWI 8715.4).
- d. CPR 4 - Safety, Health and Environmental Training:
1. A description of how the contractor will ensure each contractor employee is informed, trained, and knowledgeable in the following: (1) identify and recognize hazardous conditions in the workplace, (2) recognize signs and symptoms of workplace-related illnesses, and (3) understand the safe work practices and procedures to be used in the workplace. (NOTE: Contractors shall maintain a record of this training and provide to the Government, upon request).
 2. A description of how the contractor will ensure each contractor employee is informed, trained and fully understands they are empowered and authorized to "stop or halt" any activity when they have reason to suspect the activity is being conducted in an unsafe or unhealthy manner. (NOTE 1: When an activity is "stopped or halted" the activity cannot resume until the unsafe condition has been corrected. At MSFC the Industrial Safety Branch shall be notified and at MAF the S&MA representative shall be notified). (NOTE 2: Contractors shall maintain a record of this training and provide documentation of this training to the Government, upon request).

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

3. A description of how the contractor will ensure the contractor's disciplinary policy/program is equitably enforced and clearly communicated to all employees, so that each employee is trained and fully understands the following: (1) The contractor's disciplinary policy/program, (2) The actions that can be taken by the contractor when an employee is discovered not following safety, health, and environmental policies, procedures and rules, and disciplinary actions are warranted, and (3) How the contractor's disciplinary policy/program is flowed-down to subcontractors or teammates over the duration of this contracted effort, when applicable. (NOTE: Contractors shall maintain a record of this training and provide to the Government, upon request)
 4. A description of how the contractor will ensure that (1) each operation/job is evaluated to identify the specific training required for employees to safely perform the operation/job in support of this contracted effort and (2) employees are provided the specific training prior to performing the operation/job. (NOTE 1: At a minimum the training shall include an emphasis of the specific safety and health hazards, emergency operations including shutdown, and safe work practices applicable to the operation/job). (NOTE 2: Contractors located at MSFC and MAF, when applicable, are to document this evaluation by using the MSFC SHE Training Assessment tool located on the MSFC Supervisor Safety Web Page (SSWP)). (NOTE 3: Contractors shall maintain a record of this training and provide to the Government, upon request).
 5. A description of how the contractor will ensure each employee and supervisor receives the SHE-related training shown on the Office of Human Capital, Training and Incentives web page that is identified by MSFC as "mandatory or required" and applicable to contractors. (NOTE: Contractor employees are to receive this training within 60 days and supervisors within 90 days of the Authority to Proceed (ATP) or their arrival at the worksite and receive refresher training as required). (NOTE 2: Contractors shall maintain a record of this training and provide documentation of this training to the Government, upon request).
- e. CPR 5 - Environmental Management System: A description of how the contractor will ensure compliance with environmental laws and regulations CFR Title 40 Parts 1-1068, Alabama Department of Environmental Management (ADEM), Executive Order 13423 and 13514, MPR 8500.1 and MPR 8500.2 by:
1. Implementing and reporting green procurements in accordance with MWI 8540.2.
- 15.4 **FORMAT:** The contractor's SHE plan is to be written in a format that follows the order of MSFC SHE CPRs as they are shown in 15.3 or the contractor is to provide a Matrix that clearly links where each MSFC SHE CPR sub-element is adequately addressed in the contractor's SHE Plan. The contractor's SHE plan that is submitted in accordance with this DRD shall be written specifically for the work being performed by the contractor in support of this contracted effort. The contractor SHE plans that are written to serve as a corporate wide safety plan shall be prohibited from being submitted to fulfill the requirement for a MSFC SHE Plan. (NOTE: see 7 and 15.3).
- 15.5 **MAINTENANCE:** Changes shall be incorporated by complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. DPD NO.: 1185 ISSUE: Revision B
2. DRD NO.: **1185SA-002**
3. DATA TYPE: 3
4. DATE REVISED: 01-04-13
5. PAGE: 1/3
6. TITLE: On-site Mishap and Safety Statistics Reports
7. DESCRIPTION/USE: To provide initial and follow-up reporting of mishaps, close calls, serious non-occupational injuries or illnesses, and contractor monthly safety metrics to the government for contractors that are physically located at MSFC or MAF.
8. OPR: QD12 9. DM: HS01
10. DISTRIBUTION: Per Contracting Officer's letter
11. INITIAL SUBMISSION:
 - a. Safety Statistics shall be submitted by the 10th day of each month after Authority to Proceed (ATP) or contract award. The safety statistics shall be for the contractor's previous month's work. Contractor located at MSFC shall send the monthly safety statistics to the MSFC Industrial Safety Branch. Contractors located at Michoud Assembly Facility (MAF) shall send the monthly safety statistics to the MSFC Safety and Mission Assurance (S&MA) representative located at MAF, unless directed to send it to the MSFC Industrial Safety Branch.
 1. Safety statistics shall be reported using MSFC Form 4371 or an equivalent electronic notification system that includes all of the information listed in 11.a.2.
 2. Safety statistics reports shall include: contract number, subcontractors, NAISC codes and the following for the reporting period: number of employees, number of supervisors, hours worked, and number of injuries including days away from work and/or first-aid cases, number of incidents involving equipment or property damage, and number of supervisors and employees up-to-date with required MSFC Safety, Health, and Environmental (SHE) Training. (SHE training is only applicable to onsite contracts.)
 - b. Initial reporting for Type A, Type B, and Type C that involves a lost time injury or illness, and any High-Visibility Mishap or Close Calls: The initial reporting shall be to MSFC Industrial Safety Branch as soon as possible after initiating emergency response, but no later than 1 hour of occurrence or awareness. For these types of mishaps and close calls the initial notification can be made by calling the MSFC Safety Hotline (256) 544-0046. At MAF call the MSFC S&MA representative located at MAF at (504) 257-2526. Initial reporting can also be accomplished by one of the following methods:
 1. Direct input through the "SHE Report" located on the Safety, Health & Environmental (SHE) webpage located on "Inside Marshall. "On the SHE webpage select the "Mishaps, Questions and Concerns" pull-down menu, then select "Report Mishaps/Close Calls/Concerns."
 2. Calling the MSFC Safety Hotline (256) 544-0046, At MAF call the MSFC S&MA representative located at MAF at (504) 257-2526.
 3. Direct input into the NASA Incident Reporting Information System (IRIS) by the contractor designated IRIS representative. Access to the IRIS database can be obtained by contacting the MSFC S&MA IRIS Administrator or the MSFC Mishap Investigation Program Manager after contract award. Both are located in the MSFC Industrial Safety Branch.
 - c. Initial reporting for Type C that does not involve a lost time injury or illness, Type D, and Low-Visibility Mishap or Close Calls shall be reported to the MSFC Industrial Safety Branch as soon as possible after initiating emergency response, but no later than 4 hours of occurrence or awareness by one of the methods listed in section b. At MAF call the MSFC S&MA representative located at MAF at (504) 257-2526 or use one of the methods listed in section b.
 - d. Initial reports for all mishaps and Close Calls shall provide as much information as possible, but at a minimum include the following: location and time of incident, number of fatalities, number hospitalized, type of damage, estimated cost, brief description, and contact person's name and phone number in accordance with MWI 8621.1 and NPR 8621.1.

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11. **INITIAL SUBMISSION (CONTINUED):**
- e. Initial reporting of a non-work-related fatality or serious injury or illnesses that occur to contractor employee while working on-site shall be within 24 hours of occurrence or awareness of injury by:
 - 1. Notifying the Contracting Officer and MSFC Industrial Safety Branch at (256) 544-0046. At MAF notify the MSFC S&MA representative located at MAF at (504) 257-2526.
 - f. Follow-up reporting:
 - 1. All Mishaps (Type A, Type B, Type C, and Type D) and Close Calls: A follow-up report or update into IRIS within 24 hours after the initial notification to the MSFC Industrial Safety Branch or at MAF the MSFC S&MA representative located at MAF by the contractor designated IRIS representative, or electronic submittal to MSFC Industrial Safety Branch.
 - 2. Type A, Type B, and High-Visibility Mishaps and Close Calls with a Mishap Investigation Board Report: submitted after completion of investigation. Corrective Action Plan submitted within the timeline specified by Investigation Appointing Official upon Endorsing Official approval.
 - 3. All Mishaps: Follow-up Corrective Action Plan/Status 30 days after appointment of the Mishap Investigation Board.
 - g. Safety Concerns, Hazards, and non-reportable mishaps for contractors working on-site shall be reported per MPR 8715.1 and MWI 8715.13.
12. **SUBMISSION FREQUENCY:** Safety Statistics (MSFC Form 4371, IRIS entry, or an equivalent electronic submittal) - By the 10th of each month after Authority to Proceed (ATP) or contract award and submitted monthly thereafter to the MSFC Industrial Safety Branch or for work performed at MAF to the MSFC S&MA representative located at MAF, unless directed to send it to the MSFC Industrial Safety Branch. All Mishaps: Monthly Follow-up Corrective Action Plan/Status until corrective actions implemented and closure received by updating the mishap record in IRIS data base (preferred) or electronic submittal to MSFC Industrial Safety Branch or for work performed at MAF to the MSFC S&MA representative located at MAF, unless directed to send it to the MSFC Industrial Safety Branch.
13. **REMARKS:**
14. **INTERRELATIONSHIP:** DRD 1185SA-001, *On-site Safety, Health, and Environmental (SHE) Plan*. PWS paragraph 1.4
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** For the government to be notified by the contractor of all contractor mishaps, close calls, and serious non-occupational injuries or illnesses as required in NPR 8621.1 and MWI 8621.1.
- 15.2 **APPLICABLE DOCUMENTS:**
- | | |
|-------------|---|
| NPR 8621.1 | <i>NASA Procedural Requirements for Mishap and Close Call Reporting, Investigating, and Recordkeeping</i> |
| MPR 8715.1 | <i>Marshall Safety, Health, and Environmental (SHE) Program</i> |
| MWI 8621.1 | <i>Mishap and Close Call Reporting and Investigation Program</i> |
| MWI 8715.13 | <i>Safety Concerns Reporting System (SCRS)</i> |
- 15.3 **CONTENTS:** Initial and follow-up mishap reports shall contain all information required by NPR 8621.1 and MWI 8621.1. Mishap and Safety Statistics Reports shall contain the information listed in 11.a.2 and on the MSFC Form 4371.
- 15.4 **FORMAT:** The following formats or electronic equivalent shall be submitted:
- a. MSFC Form 4371, "MSFC Contractor Accident and Safety Statistics" or an equivalent electronic notification system that provides all necessary information listed in 11.a.2.
 - b. Mishap Investigation Board Report using the format provided in NPR 8621.1.
 - c. Additional Information Submittal per MWI 8621.1.

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15. **DATA PREPARATION INFORMATION (CONTINUED):**15.5 **MAINTENANCE:** None required15.6 **DEFINITIONS:** See NPR 8621.1 for NASA Mishap definitions.

Off-site. Work is physically located at a facility or on property that is not owned or controlled by MSFC. This is normally considered as a contractor owned facility or property or other NASA Center.

On-site. Work is physically located at MSFC, MAF or on property that is owned or controlled by MSFC.