

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES
			1   5

2. AMENDMENT/MODIFICATION NO. 000052	3. EFFECTIVE DATE 05/21/2012	4. REQUISITION/PURCHASE REQ. NO. 4200433626	5. PROJECT NO. (If applicable)
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6. ISSUED BY NASA/Marshall Space Flight Center Office of Procurement Marshall Space Flight Center AL 35812	CODE MSFC	7. ADMINISTERED BY (If other than Item 6) NASA/Marshall Space Flight Center PS33/Kimberly N. Williams phone: (256) 544-1580 fax: (256) 544-8993 email: Kimberly.n.williams@nasa.gov	CODE MSFC
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8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) DYNETICS TECHNICAL SERVICES INC. 1002 EXPLORER BLVD HUNTSVILLE AL 35806-2806	(x)	9A. AMENDMENT OF SOLICITATION NO.
		9B. DATED (SEE ITEM 11)
	x	10A. MODIFICATION OF CONTRACT/ORDER NO. NNM10AA03C
		10B. DATED (SEE ITEM 13) 12/03/2009
CODE 5RWT5	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

Net Increase: \$3,410,784.00

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.
	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).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 52.243-2 CHANGES (Cost -Reimbursement) and 43.103 (a) Mutual Agreement of Both
X	D. OTHER (Specify type of modification and authority) FAR 52.232-22, Limitation of Funds

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 purpose(s) of this modification are to:

a) Provide incremental funding in the amount of \$3,410,784; thereby increasing the total funding allotted to this contract from \$150,692,043 to \$154,102,827;

b) Revise the anticipated fund through date from June 14, 2012 to July 9, 2012; and

c) Provide cleanup administrative updates and revisions throughout the contract.

2. Pursuant to the Changes Clause 52.243-2, the following page(s) or attachment(s) has/have been modified or deleted in their entirety. Slip-sheets to the contract are provided with 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.

15A. NAME AND TITLE OF SIGNER (Type or print) Allison Hodgins - Contracts Administrator	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Kimberly N Williams
15B. CONTRACTOR/OFFEROR <i>(Signature of person authorized to sign)</i>	15C. DATE SIGNED 5/21/2012
	16B. UNITED STATES OF AMERICA <i>(Signature of Contracting Officer)</i>
	18C. DATE SIGNED 05/21/2012

NAME OF OFFEROR OR CONTRACTOR  
DYNETICS TECHNICAL SERVICES INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>sidebars indicating change:</p> <p>Page B-1 - Contract Funding Revised            Page B-2 - Recapitulation of Funding            Page H-3 - Clause H.6 Key Personnel Revised            Page H-10 - Clause H.20 (b) ACAs updated            Page J-1 - Update Attachment pages J-2 &amp; J-7            Page J-1-9 - Update PWS 2.3.c. referencing DRD 1292MA-012 to RESERVED            Page J-1-10 - Update PWS 2.3.k, referencing DRD 1292MA-014 to RESERVED            Attachment J-2 revised in its entirety            Attachment J-5, Pages J-5-8 &amp; J-5-9 revised            Attachment J-7, Page J-7-1 revised            Attachment J-9 revised in its entirety</p> <p>3. Except as provided herein, all terms and conditions of this contract remain unchanged and in full force and effect.</p> <p>Current Contract Value remains unchanged: \$262,196,602</p> <p>Payment Terms: Net 30 days FOB: Destination</p>				

PR 4200433626

FUND	WBS	COST CTR	AMOUNT ON PR
EXPX22012D	086916.01.01.01.03.01	62FP02	\$ 50.00
EXPX22012D	086916.01.01.01.03.01	62FP30	\$ 385.00
SCEX22012D	269027.04.08	62HS30	\$ 2,157.00
EXPX22012D	277144.11.04.13	62HS30	\$ 20,000.00
SCEX22011D	281945.02.03.01.02.03	62ZP11FA	\$ 14,092.00
SPTX22012D	295670.01.08.04	62ZP30	\$ 43,893.00
EXPX22012D	371365.06.03.07	62ES33	\$ 8,726.00
EXPX22012D	387873.04.01.03.08	62ES62	\$ 7,403.00
EXPX22012D	387873.04.01.03.08	62ES62	\$ 26,679.00
EXPX22012D	387873.05.08	62ES62	\$ 30,730.00
SCEX22012D	388443.05.05.04	62ZP13	\$ 10,000.00
SCEX22012D	389018.02.14.01.04	62ZP11	\$ 3,612.00
SCEX22012D	389018.02.14.01.04	62ZP11FA	\$ 68,930.00
SCEX22011D	389018.02.15.02.09	62ZP11FA	\$ 59,745.00
EXCX22012D	424606.01.01.03	62CS30	\$ 2,519.00
EXCX22012D	424606.01.01.03	62CS30	\$ 547.00
CASX12012D	432938.08.01.08.01	62HS10	\$ 100.00
CASX12012D	432938.08.01.08.01	62ED01	\$ 100.00
CASX12012D	432938.08.01.08.09.01	62EM10	\$ 13,136.00
CASX12012D	432938.08.01.08.09.01	62EV34	\$ 5,000.00
CASX12012D	432938.08.01.08.09.01	62EV74	\$ 36,211.00
CASX12012D	432938.08.01.08.09.03	62EM50	\$ 10,800.00
CASX12012D	432938.08.01.08.09.03	62ES53	\$ 9,076.00
CASX12012D	432938.08.01.08.09.03	62ES53	\$ 6,804.00
CASX12012D	432938.08.01.08.09.03	62ES53	\$ 7,690.00
CASX12012D	432938.08.01.08.09.03	62ES53	\$ 8,481.00
CASX12012D	432938.08.01.08.09.03	62ES53	\$ 2,214.00
CASX12012D	432938.11.01.08.33	62ES43	\$ 9,467.00
CASX12012D	432938.11.01.08.33	62EV74	\$ 84,140.00
CASX12012D	432938.11.01.08.33	62EV74	\$ 64,798.00
CASX12012D	432938.11.01.08.34	62EO01	\$ 100.00
CASX12012D	432938.11.01.08.34	62EO01	\$ 100.00
CASX12012D	432938.11.01.08.34	62EO01	\$ 100.00
CASX12012D	432938.11.01.08.34	62EO01	\$ 100.00
CASX12012D	432938.11.01.08.34	62EO01	\$ 100.00
CASX12012D	432938.11.01.08.34	62EO01	\$ 100.00
CASX12012D	432938.11.01.08.34	62EO01	\$ 100.00
CASX12012D	432938.11.01.08.35	62ER42	\$ 117.00
CASX12012D	432938.11.01.08.35	62ES01	\$ 1,509.00
CASX12012D	432938.11.01.08.35	62ES01	\$ 11,801.00

CASX12012D	432938.11.01.08.39	62EM50	\$	156.00
CASX12012D	432938.11.01.08.39	62ES31	\$	100.00
CASX12012D	432938.11.01.08.39	62ET50	\$	5,170.00
CASX12012D	432938.11.01.08.39	62EV34	\$	120.00
CASX12012D	432938.11.01.08.39	62EV34	\$	120.00
CASX12012D	432938.11.01.08.39	62EV34	\$	120.00
CASX12012D	432938.11.01.08.39	62EV34	\$	120.00
CASX12012D	432938.11.01.08.39	62EV34	\$	120.00
CASX12012D	432938.11.01.08.39	62EV34	\$	120.00
CASX12012D	432938.11.01.08.39	62EV70	\$	100.00
SCEX22012D	509496.02.08.03.70	62ZP11	\$	69.00
SCEX22011D	509496.02.08.04.69	62ZP11FA	\$	1,957.00
SPTX22012D	563550.01.08.03	62ZP30	\$	53,250.00
EXPX22012D	585777.01.01.03	62XP01	\$	12,500.00
EXPX22012D	585777.01.01.03	62XP01	\$	50.00
EXPX22012D	585777.01.01.03	62XP01	\$	233.00
EXPX22012D	585777.01.01.03	62XP01	\$	182.00
EXPX22012D	585777.01.01.03	62XP03	\$	60,462.00
EXPX22012D	585777.01.10.10.03	62SF02	\$	727.00
EXPX22012D	585777.02.10.09.02.10	62EV74	\$	45,000.00
EXPX22012D	585777.02.33	62EM10	\$	35,403.00
EXPX22012D	585777.02.33	62EM20	\$	13,175.00
EXPX22012D	585777.02.33	62ER01	\$	6,341.00
EXPX22012D	585777.02.33	62ER21	\$	6,024.00
EXPX22012D	585777.02.33	62ER22	\$	21,838.00
EXPX22012D	585777.02.33	62ER41	\$	65,239.00
EXPX22012D	585777.02.33	62ER43	\$	19,869.00
EXPX22012D	585777.02.90.02.50.10	62ES52	\$	5,443.00
EXPX22012D	585777.02.90.02.50.10	62ES52	\$	30,054.00
EXPX22012D	585777.02.90.02.50.10	62ES52	\$	21,981.00
EXPX22012D	585777.02.90.02.50.10	62ES52	\$	4,209.00
EXPX22012D	585777.02.90.03.30.10	62ES53	\$	10,896.00
EXPX22012D	585777.02.90.03.30.10	62ES53	\$	94,438.00
EXPX22012D	585777.04.70.04.04.02	62ED04	\$	38,000.00
EXPX22012D	585777.08.10.10.20.10	62XP10	\$	150.00
EXPX22012D	585777.08.30.01.62.10	62EM60	\$	42,000.00
EXPX22012D	585777.08.30.01.62.10	62EM60	\$	100,000.00
EXPX22012D	585777.08.30.33	62ED02	\$	17,230.00
EXPX22012D	585777.08.30.33	62EM02	\$	415,326.00
EXPX22012D	585777.08.30.33	62EM10	\$	15,365.00
EXPX22012D	585777.08.30.33	62ES01	\$	269,072.00
EXPX22012D	585777.08.30.33	62ES33	\$	4,261.00

EXPX22012D	585777.08.30.33	62EV74	\$	110,000.00
CASX12012D	736466.01.02.08.05	62HS50	\$	270.00
CASX12012D	736466.01.08.08.04	62CS01	\$	100.00
CASX12012D	736466.01.08.08.05	62CS30	\$	45,925.00
CASX12012D	736466.03.01.08.02.05	62AS10	\$	69.00
CASX12012D	736466.04.02.08.01.02	62AS50	\$	10,920.00
CASX12012D	736466.05.01.08	62QD01	\$	1,380.00
CASX12012D	736466.05.01.08	62QD01	\$	104.00
CASX12012D	736466.05.01.08	62QD01	\$	216.00
CASX12012D	736466.05.01.08	62QD01	\$	58.00
CASX12012D	736466.05.01.08	62QD10	\$	127.00
CASX12012D	736466.05.01.08	62QD12	\$	1,015.00
CASX12012D	736466.07.04.08	62IS01	\$	19,265.00
CASX12012D	736466.07.07.08	62IS01	\$	2,498.00
EXPX22012D	747797.06.41.99.08	62FP30	\$	124,000.00
CASX12012D	884617.10.10.02.08	62IS01	\$	500,000.00
EXCX22012D	904211.04.06.30.10	62EM50	\$	7,992.00
EXCX22012D	904211.04.06.30.10	62EM50	\$	4,860.00
EXPX22011D	953565.01.27	62FP30	\$	603.00
EDUX22012D	980399.21.10	62HS30	\$	510,000.00
EDUX22012D	980399.23.10	62HS30	\$	83,000.00
<b>TOTAL FUNDING</b>			<b>\$</b>	<b>3,410,784.00</b>

Recapitulation of contract value and funding is as follows:

	Contract Value	Contract Funding
Previous Amount	\$262,196,602	\$150,692,043
This Action	_____ \$0	_____ \$3,410,784
New Amount	\$262,196,602	\$154,102,827

**SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS**

**B.1 ESTIMATED COST AND POTENTIAL FIXED PERFORMANCE FEE**

(a) The estimated cost of this contract is (b)(4) exclusive of the Potential Fixed Performance Fee of (b)(4). The total Potential Fixed Performance Fee is (b)(4). The total estimated cost and Potential Fixed Performance Fee is (b)(4)

(b) The estimated cost and contract fees are as follows:

Contract Year	Period Covered	Estimated Cost per Year	Potential Fixed Performance Fee per semiannual period	Earned Fixed Performance Fee per semiannual period	Option Status
Base Year 1	02/1/10-07/31/10	(b)(4)		\$1,529,008	Base
Base Year 1	08/1/10-01/31/11	(b)(4)		\$1,592,718	Base
Base Year 2	02/1/11-07/31/11	(b)(4)		\$1,550,280	Base
Base Year 2	08/1/11-01/31/12	(b)(4)		\$1,581,444	Base
Option 1 Yr 1	02/1/12-07/31/12	(b)(4)		TBD	Exercised
Option 1 Yr 1	08/1/12-01/31/13	(b)(4)		TBD	Exercised
Option 1 Yr 2	02/1/13-07/31/13	(b)(4)		TBD	Exercised
Option 1 Yr 2	08/1/13-01/31/14	(b)(4)		TBD	Exercised
Option 2 Yr 1	02/1/14-07/31/14	(b)(4)		TBD	Unexercised
Option 2 Yr 1	08/1/14-01/31/15	(b)(4)		TBD	Unexercised
TOTAL		(b)(4)		\$4,672,006	

To Be Determined (TBD) by Government

(End of clause)

**B.2 CONTRACT FUNDING. (1852.232-81) (JUN 1990)**

(a) For purposes of payment of cost, exclusive of fee, in accordance with the Limitation of Funds clause, the total amount allotted by the Government to this contract is (b)(4). This allotment is for performance in all areas and covers the following estimated period of performance: contract award through July 9, 2012.

(b) An additional amount of (b)(4) is obligated under this contract for payment of fees.

(c) Recapitulation of funding is as follows:

	Previous	This Action	Total
Estimated Cost	(b)(4)		
Potential Fixed Performance Fee			
Total Sum Allotted	\$150,692,043	\$3,410,784	\$154,102,827

(End of clause)

**B.3 SUPPLIES AND/OR SERVICES TO BE PROVIDED**

The Contractor shall provide all resources (except as may be expressly stated in the contract as furnished by the Government) necessary to deliver and/or perform the items below in accordance with the Description/Specifications/Statement of Work incorporated in J-1.

(End of clause)

**B.4 ALLOWABLE ITEMS OF COST (MSFC 52.242-90) (FEB 2001)**

(a) In accordance with advance agreement between the Government and the Contractor for this contract, allowable costs for the items listed below are subject to the ceilings shown:

Ceilings on General and Administrative Costs-

Period	Rate
02/1/10 - 01/31/11	(b)(4)
02/1/11 - 01/31/12	
02/1/12 - 01/31/13	
02/1/13 - 01/31/14	
02/1/14 - 01/31/15	

(b) It is mutually agreed that when indirect cost rate ceilings are specified, (1) the Government shall not be obligated to pay any additional amount should the final indirect cost rates exceed the negotiated ceiling rates and, (2) in the event the final indirect cost rates are less than the negotiated ceiling rates, the negotiated rates shall be reduced to conform with the lower rates.

(c) Reserved

(End of clause)

**H.5 EXPORT LICENSES. (1852.225-70) (FEB 2000) -- ALTERNATE I (FEB 2000)**

- (a) The Contractor shall comply with all U.S. export control laws and regulations, including the International Traffic in Arms Regulations (ITAR), 22 CFR Parts 120 through 130, and the Export Administration Regulations (EAR), 15 CFR Parts 730 through 799, in the performance of this contract. In the absence of available license exemptions/exceptions, the Contractor shall be responsible for obtaining the appropriate licenses or other approvals, if required, for exports of hardware, technical data, and software, or for the provision of technical assistance.
- (b) The Contractor shall be responsible for obtaining export licenses, if required, before utilizing foreign persons in the performance of this contract, including instances where the work is to be performed on-site at MSFC, where the foreign person will have access to export-controlled technical data or software.
- (c) The Contractor shall be responsible for all regulatory record keeping requirements associated with the use of licenses and license exemptions/exceptions.
- (d) The Contractor shall be responsible for ensuring that the provisions of this clause apply to its subcontractors.
- (e) The Contractor may request, in writing, that the Contracting Officer authorize it to export ITAR-controlled technical data (including software) pursuant to the exemption at 22 CFR 125.4(b) (3). The Contracting Officer or designated representative may authorize or direct the use of the exemption where the data does not disclose details of the design, development, production, or manufacture of any defense article.

(End of clause)

**H.6 KEY PERSONNEL AND FACILITIES. (1852.235-71) (MAR 1989)**

- (a) The personnel and/or facilities listed below (or specified in the contract Schedule) are considered essential to the work being performed under this contract. Before removing, replacing, or diverting any of the listed or specified personnel or facilities, the Contractor shall (1) notify the Contracting Officer reasonably in advance and (2) submit justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on this contract.
- (b) The Contractor shall make no diversion without the Contracting Officer's written consent; provided, that the Contracting Officer may ratify in writing the proposed change, and that ratification shall constitute the Contracting Officer's consent required by this clause.
- (c) The list of personnel and/or facilities (shown below or as specified in the contract Schedule) may, with the consent of the contracting parties, be amended from time to time during the course of the contract to add or delete personnel and/or facilities.

(b)(4)



(End of clause)

- (b) MSFC requires Associate Contractor Agreements (prime, teammates, and subcontractors), including, but not limited to, the following:

<u>Contract</u>	<u>Contractor</u>
Outsourcing Desktop Initiative for NASA (ODIN)	Lockheed Martin IT
Agency Consolidated End-user Services (ACES)	HP Enterprise Services
NASA Integrated Communications Services (NICS)	SAIC
Enterprise Applications Service Technologies (EAST)	SAIC
Agency-wide Protective Services Contract	Excalibur Associates, Inc.
Center Operations Support Services (COSS)	URS
Logistics Services Contract	CH2M Hill
Michoud Assembly Facility Manufacturing Support and Facility Operations Contract (MSFOC)	Jacobs Technology

- (c) The Contractor shall document agreements with other Associate Contractors described in (a) above via Associate Contractor agreements. The Government will not be a party in such Associate Contractor agreements. A copy of each such agreement shall be provided to the CO. All costs associated with such agreements are included in the negotiated cost of this contract.
- (d) The Contractor is not relieved of any contract requirements or entitled to any adjustments to the contract terms because of the failure to resolve a disagreement with an Associate Contractor. Liability for the improper disclosure of any proprietary data contained in or referenced by any agreement shall rest with the parties to the agreement, and not the Government.

(End of clause)

## **H.21 SECURITY/BADGING REQUIREMENTS FOR FOREIGN NATIONAL VISITORS AND EMPLOYEES OF FOREIGN CONTRACTORS**

- (a) An employee of a domestic Marshall Space Flight Center (MSFC) contractor or its subcontractor who is not a U.S. citizen (foreign national) may not be admitted to the MSFC site for purposes of performing work without special arrangements. In addition, all employees or representatives of a foreign MSFC contractor/subcontractor may not be admitted to the MSFC site without special arrangements. For employees as described above, advance notice must be given to the MSFC Protective Services Office at least 3 weeks prior to the scheduled need for access to the site so that instructions on obtaining access may be provided.
- (b) All visit/badge requests for persons described in paragraph (a) above must be entered in the NASA Foreign National Management System (NFMMS) for acceptance, review, concurrence and approval purposes. When an authorized company official requests a MSFC badge for site access, he/she is certifying that steps have been taken to ensure that its contractor or subcontractor employees, visitors, or representatives will not be given access to export-controlled or classified information for which they are not authorized. The authorized company officials shall serve as the contractor's representative(s) in certifying that all visit/badge request forms are processed in accordance with MSFC security and export control procedures.

**SECTION J - DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS**

**ATTACHMENT J**

**LIST OF ATTACHMENTS**

<b><u>ATTACHMENT</u></b>	<b><u>DOCUMENT</u></b>	<b><u>PAGES</u></b>
ATTACHMENT J-1	Performance Work Statement	J-1-1 – J-1-48
ATTACHMENT J-2	Data Procurement Document	J-2-1 – J-2-47
ATTACHMENT J-3	Wage Determinations	J-3-1 – J-3-22
ATTACHMENT J-4	Performance Requirements Summary	J-4-1 – J-4-5
ATTACHMENT J-5	Surveillance and Cost Plus Fixed Performance Fee Plan	J-5-1 – J-5-17
ATTACHMENT J-6	Safety & Health Implementation Guide and Assessment Matrix	J-6-1 – J-6-3
ATTACHMENT J-7	Associate Contractor Agreements (ACAs)	J-7-1
ATTACHMENT J-8	Installation Provided Property and Services	J-8-1 – J-8-2
ATTACHMENT J-9	Applicable Regulations and Procedures	J-9-1 – J-9-9
ATTACHMENT J-10	Contract Security Classification and Specification (DD Form 254)	J-10-1 – J-10-2
ATTACHMENT J-11	Safety, Health and Environmental (SHE) Plan	J-11-1
ATTACHMENT J-12	Acronyms and Abbreviations	J-12-1 – J-12-9
ATTACHMENT J-13	PWS Work Breakdown Structure	J-13-1 – J-13-2
ATTACHMENT J-14	Personal Identity Verification (PIV) Procedures	J-14-1 – J-14-4
ATTACHMENT J-15	Organizational Conflict of Interest (OCI) Mitigation Plan	J-15-1

(End of clause)

ATTACHMENT J-1

- a. Prepare and submit monthly reports of project plans, status, and schedules in accordance with DRD 1292MA-008. Prepare and conduct monthly program management reviews including presentation and discussion of program priorities, project statuses, significant accomplishments, risk management, and problem areas.
- b. Track official communications with the Contracting Officer's Technical Representative (COTR) such as technical direction, requests for information, and transmittals, and provide status concerning all such communications in accordance with DRD 1292MA-008.
- c. Track monthly export control activities and report in accordance with DRD 1292MA-007.

## 2.2 Financial Management

The contractor shall plan, track, accumulate, and report contract costs and provide other financial support required to meet the budgeting, cost reporting, billing, and disclosure requirements of the contract. In performance of this function, the contractor shall:

- a. Maintain the current cost management system, Management Information Control System (MICS).
- b. Provide cost reports in accordance with DRD 1292MA-010.
- c. Prepare and submit the Financial Management Report (533M) in accordance with DRD 1292MA-009.
- d. Provide input data to the NASA Programming, Planning, Budgeting, Execution (PPBE) process. These data shall incorporate annual requirements projections in the form of Spend plans that match the PPBE horizon of the next Execution Year plus 5 years as Budget Year (BY), BY+1, BY+2, BY+3 and BY+4.
- e. Uniquely identify each Capital Asset acquired by its unique WBS on the NF533 submittal in accordance with NASA Interim Directive (NID) 9250, Identifying Capital Assets and Capturing Their Costs, dated September 30, 2007 or any superseding NASA requirements.
- f. Plan, track, execute, control, and report schedules and resources across functional activities in accordance with DRD 1292MA-008.

## 2.3 Contract Administration

In performance of contract administration functions, the contractor shall:

- a. Provide a single point of contact with contractual obligation authority for all contract administration functions and activities required in performance of this contract. This point of contact shall have access to all contract administration data and information related to performance of this contract.
- b. Provide on-line access to the contract administration information and data through MICS to the Contracting Officer (CO) and designated personnel. Provide labor data including contract totals by department, location, and WBS elements in accordance with DRD 1292MA-008.
- c. RESERVED

ATTACHMENT J-1

- d. Generate, edit, merge, maintain, and distribute documentation related to the performance of this contract in accordance with DRD 1292MA-002 including electronic documentation.
- e. Provide, implement, and maintain an on-line documentation management system in accordance with NPD 1440.6, *NASA Records Management*.
- f. Provide documentation access to CO- and COTR-designated personnel.
- g. Maintain an initial set of documentation and drawings that was generated under previous contracts related to the work described in this PWS and in accordance with DRD 1292MA- 002.
- h. Prepare and maintain a Documentation Tree that categorizes, lists, and describes all such documentation in accordance with DRD 1292MA-002.
- i. Prepare and submit documents for OCIO-sponsored user meetings and committees, and provide support for follow-up documentation for these meetings.
- j. Prepare and submit a Contractor Employee Clearance Document in accordance DRD 1292MA-013.
- k. RESERVED
- l. Prepare and submit an Organizational Conflict of Interest Plan in accordance with DRD 1292MA-015.

#### **2.4 Procurement**

In performance of this contract, the contractor shall:

- a. Implement and maintain a procurement information system as part of MICS in accordance with DRD 1292MA-008. The system shall accurately track the status of individual procurements, whether initiated by the online service ordering system or other means, from purchase request through final purchase order, delivery, and acceptance. The system shall provide for on-line funding verification of purchase requests prior to initiation of purchase orders.
- b. Provide, implement, and maintain procurement controls including: contractor policies and procedures governing standards of conduct, procurement processes and practices, and prevention of waste, fraud, and mismanagement.
- c. Provide all supplies, materials, and services (not otherwise furnished by the Government) required to perform the services and functions specified in the PWS and to accomplish the MITS mission.
- d. Provide replacement and spare parts or equipment, temporary labor services, vendor maintenance agreements, software subscription services, hardware engineering changes or updates, IT-related supplies and special general-purpose software packages necessary to perform the operations and maintenance functions of this contract.
- e. Provide hardware upgrades; systems and applications software licenses, renewals, and enhancements; services and maintenance, including utilizing Agency-wide or government-wide contracts or site software license agreements, for the systems for which the contractor is designated Systems Manager.
- f. The contractor shall provide IT equipment and IT software necessary to fulfill MSFC requirements, within the guidance of the Federal Acquisition Regulation (FAR), including utilizing government and NASA/MSFC contracts or site software license agreements.

#### **2.5 Asset Management**

ATTACHMENT J-5

**2.3.2.4 Customer Support Center Call Response Timeliness (5%)** The contractor shall provide a customer support center. To earn 100 percent of the fee, the Contractor shall respond to calls  $\leq 5$  minutes of initial call  $> 95\%$  of the time. To earn 80% of the fee, call response time must be  $\leq 5$  minutes for 90-94% of the total calls. If the call response timeliness does not meet  $\leq 5$  minutes for 90% of the calls, the contractor shall receive 0 percent of the fee

Call Response Timeliness	% of available fee
$\geq 95\%$	100%
90 – 94%	80%
$< 90\%$	0%

**2.3.2.5 Customer Support Center Ticket Closeout Accuracy (4%)** The contractor shall provide a customer support center. To earn 100 percent of the fee, the Contractor shall ensure that all calls responded to or referred to other entities are closed prior to issuing trouble ticket closeout notification. If the contractor has greater than 1% and less than or equal to 2% of calls where the closeout notification was sent before being closed with all entities, 50 percent of the fee will be earned. If there are more than two percent of calls where the closeout notification was sent before being closed with all entities within any 6-month evaluation period, the contractor shall receive 0 percent fee.

Ticket Closeout accuracy	% of available fee
$\leq 1\%$	100%
$> 1\%$ or $\leq 2\%$	50%
$> 2\%$	0%

**2.3.3 Telecommunications Services Measures (17%)** WBS 5.0 describes contractor activities required to provide telecommunications services to support the MSFC customers. This service includes telephone, facsimile, Cable Plant, Radio Frequency (RF) Spectrum management, emergency telecommunication, MAF Facility Modeling and other services. The efficiency of the Contractor's Service and Product Delivery effort is evaluated by the individual AQLs listed below:

**2.3.3.1 Systems Availability (10%).** The contractor shall maintain systems availability (with the exception of planned maintenance windows and outages beyond contractor control, e.g., force majeure, acts of terrorism, etc). To earn 100 percent of the fee, the Contractor shall provide all products and services required in WBS 5.0 with a 99.95% or better error free rate. To earn 75 percent of the fee, the Contractor shall provide all products and services with a 99.5% or better error free rate. Where the Contractor is unable to meet a 99.5% error free rate within any 6-month evaluation period, the contractor shall receive 0 percent fee.

Systems Availability	% of available fee
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ATTACHMENT J-5

≥ 99.95%	100%
99.5% - 99.9499%	75%
< 99.9499%	0%

2.3.3.2 Move Add Changes (MAC) (2%). In support of move, add and change services for WBS 5.0, a mean time to install (MTTI) of ≤ 12 business hours is required to receive 100 percent of the fee. To earn 75 percent of the fee, the contractor shall have a MTTI of >12 business hours and ≤ 16 business hours. For a MTTI > 16 business hours, the contractor shall receive 0 percent fee.

Number of Late Deliverables	% of available fee
≤12 Business Hrs.	100%
>12 and ≤16 Business Hrs.	75%
> 16 Business Hrs.	0%

2.3.3.3 Mean Time to Repair for Radios (2%). The contractor shall provide in support of WBS 5.0 mean-time-to-repair for radios. The mean-time-to-repair is ≤2 days from report of failure and readily available at all times to earn 100% of the fee for this element. To earn 75 percent of the fee, the Contractor shall not have more than 3 instances where these products and services are not available and/or current within any 6-month evaluation period. When the contractor exceeds 3 instances, the contractor shall receive 0 percent fee.

Number of instances late/unavailable	% of available fee
0	100%
1 – 3	75%
> 3	0%

2.3.3.4 Return to Service for Telephones (3%) In support of WBS 5.0, the contractor shall provide return-to-service for telephones within ≤2 hours of trouble ticket initiation. Ensure that all products and services in support of WBS 5.0, consistent with Agency direction and MSFC strategies, goals, and objectives at all times to earn 100% of the fee available for this element. To earn 50 percent of the fee, the Contractor shall not exceed 1 instance where developed products and services are not consistent with Agency and/or Center strategies, goals, or objectives. If the number of instances exceeds one, the contractor shall receive 0 percent fee.

Return to Service > 2 hours	% of available fee
0	100%
1	50%
> 1	0%

**2.3.4 Applications and Web Services Measures (17%)** WBS 6.0 describes contractor activities required to design, develop, maintain, and provide computer applications and web services for MSFC customers in compliance with established software and web standards. The

ATTACHMENT J-7

## ASSOCIATE CONTRACTOR AGREEMENTS

(Associate Contractor Agreements shall be provided by the contractor to the Contracting Officer within one hundred-eighty (180) days of contract award and shall be incorporated in Attachment J-7 pursuant to Clause H.20, *Associate Contractor Agreements*.)

**ATTACHMENT J-9  
Applicable Regulations and Procedures**

In addition to the regulations and procedures identified elsewhere in this Request for Proposal, the following regulations and procedures, and the latest revision thereto are applicable to the Contractor in performing this contract. This listing is not intended to relieve the Contractor of its responsibility for identification of applicable regulations and procedures and compliance therewith, when performing work for NASA under this contract.

CODE OF FEDERAL REGULATIONS

14 CFR 1221.1	NASA Seal, NASA Insignia, NASA Logotype, NASA Program Identifiers, NASA Flags, and the Agency's Unified Visual Communications System
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OMB CIRCULARS

Circular A-130	Management of Federal Information Resources
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NASA INTERIM DIRECTIVES

NID-9250                      Identifying Capital Assets and Tracking Their Costs

NASA POLICY DIRECTIVES

NASA directives are available from the nasa online directives information system (nodis): [http://nodis3.gsfc.nasa.gov/library/main\\_lib.html](http://nodis3.gsfc.nasa.gov/library/main_lib.html)

NPD 1383.1	Release and Management of Audiovisual Products and Services
NPD 1383.2	NASA Assistance to Non-Government, Entertainment Oriented Motion Picture, Television, Video, and Multimedia Productions, Enterprises, and Advertising
NPD 1440.6	NASA Records Management
NPD 1490.1	NASA Printing, Duplicating, and Copy Management
NPD 1600.2	NASA Security Policy

**ATTACHMENT J-9  
Applicable Regulations and Procedures**

NPD 2190.1	NASA Export Control Program
NPD 2200.1	Management of NASA Scientific and Technical Information
NPD 2521.1	Communications Material Review
NPD 2530.1	Monitoring or Recording of Telephone or Other Conversations
NPD 2540.1	Personal Use of Government Office Equipment including Information Technology
NPD 2570.5	NASA Electromagnetic (EM) Spectrum Management
NPD 2800.1	Managing Information Technology
NPD 2810.1	NASA Information Security Policy
NPD 2820.1	NASA Software Policies
NPD 4200.1	Equipment Management
NPD 4300.1	NASA Personal Property Disposal Policy
NPD 8610.6	Graphic Markings on Space Transportation Vehicles, U.S. Components of the International Space Station Component Systems, and Payloads
NPD 9501.1	NASA Contractor Financial Management Reporting System

NASA PROCEDURAL REQUIREMENTS

NPR 1040.1	NASA Continuity of Operations (COOP) Planning Procedural Requirements
NPR 1441.1	NASA Records Retention Schedules
NPR 1600.1	NASA Security Program Procedural Requirements
NPR 2190.1	NASA Export Control Program
NPR 2200.2	Requirements for Documentation, Approval, and Dissemination of NASA Scientific and Technical Information (STI)
NPR 2800.1	Managing Information Technology
NPR 2810.1	Security of Information Technology

**ATTACHMENT J-9  
Applicable Regulations and Procedures**

NPR 4100.1	NASA Materials Inventory Management Manual
NPR 4200.1	NASA Equipment Management Procedural Requirements
NPR 4200.2	Equipment Management Manual for Property Custodians
NPR 4300.1	NASA Personal Property Disposal Procedural Requirements
NPR 7120.5	NASA Space Flight Program and Project Management Requirements
NPR 8715.3	NASA General Safety Program Requirements
NPR 9501.2	NASA Contractor Financial Management Reporting

FEDERAL ACQUISITION REGULATIONS (FAR)

<u>FAR Part 39.2</u>	<u>Electronic and Information Technology (EIT) Accessibility, Section 508 of the Rehabilitation Act of 1973</u>
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NASA FAR SUPPLEMENT (NFS)

<u>NFS</u>	<u>NASA FAR Supplement</u>
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MARSHALL POLICY DIRECTIVES

MSFC Directories are available from the Directives Master List on the MSFC Integrated Document Library: <https://repository.msfc.nasa.gov/directives/>

MPD 1040.3	MSFC Emergency Program
MPD 1280.1	Marshall Quality Management System Manual
MPD 1380.1	Release of Information to News and Information Media
MPD 1800.1	MSFC Smoking Policy
MPD 1840.1	MSFC Environmental Health Program
MPD 1840.2	MSFC Hearing Conservation Program
MPD 2190.1	MSFC Export Control Program

**ATTACHMENT J-9  
Applicable Regulations and Procedures**

MPD 2210.1	Documentation Input and Output of the MSFC Documentation Repository
MPD 2800.1	Management of Information Technology Systems and Services at MSFC
MPD 8500.1	MSFC Environmental Management Policy
MPD 8812.1	MSFC Facility Utilization Policy

MARSHALL PROCEDURAL REQUIREMENTS

MPR 1382.1	Protection of Privacy Act Information at MSFC
MPR 1410.2	Marshall Management Directives System
MPR 1420.1	MSFC Forms Management Program
MPR 1440.2	MSFC Records Management Program
MPR 1490.1	Printing, Reproduction, and Self-Service Copying Services
MPR 2220.1	Scientific and Technical Publications
MPR 2500.1	Marshall Telecommunications and Audio Visual Services
MPR 2800.2	Marshall information Technology Services
MPR 2800.4	Marshall Operational Readiness Review (MORR) for Center Applications and Web Sites

MARSHALL WORK INSTRUCTIONS

MWI 1380.1	Handling of Freedom of Information Act Requests
MWI 1500.1	Special Events Coordination
MWI 1520.1	Graphic and Publication Production Services
MWI 2210.1	MSFC Documentation Repository Input/Output and Data Management Project Requests

**ATTACHMENT J-9  
Applicable Regulations and Procedures**

MWI 4200.1	Equipment Control
MWI 4300.1	Disposal Turn-Ins/Reutilization Screening
MWI 4520.1	Receiving
MWI 7120.2	Data Requirements Identification/Definition
MWI 7120.5	Data Management Plans, Programs/Projects
MWI 8540.2	Green Purchasing Program
MWI 8550.1	Waste Management
MWI 8621.1	Mishap and Close Call Reporting and Investigation Program
MWI 8715.1	Electrical Safety
MWI 8715.2	Lockout/Tagout Program
MWI 8715.3	Hazard Identification & Warning System
MWI 8715.4	Personal Protective Equipment (PPE) and Systems
MWI 8715.9	Occupational Safety Requirements for MSFC Contractors
MWI 8715.11	Fire Safety Program
MWI 8715.13	Safety Concerns Reporting System (SCRS)
MWI 8715.15	Operational Safety Assessment Program

ORGANIZATIONAL WORK INSTRUCTIONS

IS01-OWI-001	Document and Record Control
IS01-OWI-003	Contractor Evaluation Process and Contractor Interactions
IS01-OWI-007	Mission Readiness Review (MRR) Procedures
IS01-OWI-008	Information Technology Risk Management
IS01-OWI-009	Pricing and Delivery of CIO Services

**ATTACHMENT J-9**  
**Applicable Regulations and Procedures**

STANDARD OPERATING PROCEDURES

Doc No.	New Doc. No.	Last Publication	Title
1b101		04/29/08	Processing Of Standard Operating Procedures
1b110		03/26/08	Facility Work
1b139		06/10/08	Scheduling And Operations Of Conference Facilities At Marshall Space Flight Center
1b203		04/29/08	Operation, Control, And Dispatch Of Vehicles
1b219		10/03/08	Reporting Movement of Contractor Controlled Property User Responsibilities
1b220		06/27/08	Sales Or Exchange Of Equipment
1b221		04/29/08	Equipment Condition Coding
1b223		08/26/08	Resetting Passwords And Lockouts For NDC And Office Of The CIO Managed Systems
302-001	3000-4622	07/31/07	Handling Security Violations
302-003	3000-4614	07/31/08	Roles And Responsibilities While On-Call
302-024	4000-FORM-047		<u>Encase Data Gathering Form</u>
302-025	4000-FORM-046		<u>Evidence Control and Chain of Custody Form</u>
302-031	3000-4633	08/01/07	<u>Entering Information into the Remedy Database</u>
302-032	3000-4634	08/01/07	<u>Hard-Closing Trouble Tickets</u>
302-033	3000-4627	07/31/07	<u>Transferring Trouble Tickets</u>
302-037	3000-4630	08/01/07	Intrusion Detection Systems
302-041	3000-4631	08/01/07	<u>Handling Trouble Tickets that are Transferred to IT Security</u>
302-053	3000-4632	08/01/07	<u>Release of IT Security Information</u>
302-061	3000-4617	03/12/07	Signature Guidelines for Intrusion Detection Systems
1B311	New	08/26/08	Service Restoration Team
1B312	New	05/15/08	Root Cause Analysis
1B313	New	06/27/08	MSFC Scientific and Technical Information (STI) Program
1B314	New	09/17/08	Unplanned Building Outage Notifications
2B9		06/10/08	Operations and Testing of the Emergency Warning System
2B18		03/26/08	Personnel Relocations
3B5		05/15/08	Operation and Maintenance of the Employee Television System

**ATTACHMENT J-9**  
**Applicable Regulations and Procedures**

3B6	New	09/17/08	Applications and Web Services (A&WS) Test and Validation Process
4B3		07/10/08	Morris Auditorium Audio/Video Control
4B10		04/03/08	Duplicating Copyrighted Video Tapes, Optical Media and Films
4B17		07/10/08	Operations of Imaging Services
5B9		04/03/08	Marshall Space Flight Center Media Relations <del>Mission Communications Support Requirements</del>
5B21		07/31/08	Impoundment of Data
6B5		01/30/08	Fiber-Optics Outside Cable Plant Procedure
6B6	New	08/06/08	Installation and Acceptance Criteria for Intrabuilding/Cabling and Wiring
7B7		03/26/08	Mobile Radio Installations, Removals, Relocations and Frequency Changes at Marshall Space Flight Center and Michoud Assembly Facility
9B4		10/06/08	Telecommunications Manholes Entry
9B5		10/06/08	Safety Equipment and Usage
9B9		10/06/08	Hazardous Facilities, Operations, and Equipment
9B13		10/06/08	Fire Prevention Program
9B14		06/27/08	Severe Weather Emergencies
9B15		06/27/08	Material Handling and Equipment
9B16		04/29/08	Asbestos Hazardous Operations
9B17		10/06/08	Communications Towers Safety Criteria
9B26		10/06/08	Ergonomics Program
9B32		10/06/08	Safety Inspections and Remedial Action Plans
9B36		10/06/08	Confined Space Entry
9B37		10/06/08	Safety Criteria for Elevated Work Surfaces
9B39		02/13/08	Personnel Safety Training and Certification
9B40		02/13/08	Control of Hazardous Chemicals, Substances, and Materials
9B41	New	06/10/08	<del>MSFC IT Security Incident Response</del>
502.01	5000-4200	05/01/08	Service Order Control Desk
502.02	5000-4201	05/01/08	Still Photography
502.03	5000-4202	05/01/08	Still and Digital Laboratory
502.4	5000-4203	05/01/08	Instrumentation and Engineering
502.5	5000-1211	10/05/08	Test Area Video Documentation
502.8	5000-4204	05/01/08	Conference Facilities Support
502.10			SRS and ROM Procedures
502.11			Contingency Plan for Imaging Server
503.1	5000-4100	05/19/08	Live Shot
503.2	5000-4101	05/19/08	Video File
503.3	5000-4102	05/19/08	Tape Operations
503.4	5000-4103	05/19/08	POC Cut-in

**ATTACHMENT J-9**  
**Applicable Regulations and Procedures**

503.6	5000-4104	05/19/08	Morris Auditorium
503.7	5000-4105	05/19/08	Mission Ops
10B201		03/06/08	Operations of the Marshall Space Flight Center Communications Message Center
10B211		02/13/08	Emergency Plan for Physical Security of the National Security Systems Enclave (NSSE)
10B213		06/10/08	Secure Facsimile Messages
10B214		10/03/08	Access and Control for the Marshall Space Flight Center National Security Systems Enclave (NSSE)
10B218		03/06/08	Handling of Classified Documents Within the National Security Systems Enclave (NSSE)
10B220		01/11/08	Maintenance and Configuration Control of Classified Equipment and Circuits
10B228		04/03/08	Destruction of Sensitive Applications Data
10B230		06/10/08	Flash Legacy (AUTODIN) Traffic Notification List
13B1	New	05/15/08	Operation and Maintenance of the All-Hands Teleconferencing System
13B503		07/10/08	Administrative Telephone Service at MSFC
13B504		11/17/08	Administrative Telephone Service at MAF
14B101		05/15/08	Processing Trouble Reports
14B102		01/24/08	Support of Facilities Outages Affecting Telecommunications at Marshall Space Flight Center
14B103	New	07/10/08	Major Outage Notifications and Escalations
14B120		01/24/08	Bomb Threats
16B101		05/15/08	Audio and Video Distribution, of Television Signals from the Central Distribution Center
16B103		07/10/08	Verification of Audio and Video Levels Within Marshall Space Flight Center Television System
16B104		07/10/08	Transmitting To or Receiving from the NASA Multichannel Systems
16B107		07/10/08	Acceptance of Video Signal to and from Common Carriers
16B114		07/10/08	Distribution of Television for Space Shuttle Missions
19B102		10/27/08	MSFC Telephone Switch Disaster Recovery Activities
19B105		08/26/08	NASA Information Support Center (NISC) Disaster Recovery
19B111		10/03/08	Midrange Data Center (Building 4663) Disaster Recovery Procedure

**ATTACHMENT J-9**  
**Applicable Regulations and Procedures**

OTHER

General Records Schedules are available from the National Archives and Records Administration home page, "Records Management – Publications" at <http://www.nara.gov/records/index/html>

INFORMATION TECHNOLOGY SECURITY

Information Technology Security documentation is available at <http://www.nasa.gov/offices/ocio/itsecurity/index.html>

FIPS 199	Standards for Security Categorization of Federal Information and Information Systems
FIPS 200	Minimum Security Requirements for Federal Information and Information Systems
NIST SP 800-18	Guide for Developing Security Plans for Federal Information Systems
NIST SP 800-26	Security Self-Assessment Guide for Information Technology Systems
NIST SP 800-30	Risk Management Guide for Information Technology Systems
NIST SP 800-34	Contingency Planning Guide for Information Technology Systems
NIST SP 800-37	Guide for the Security Certification and Accreditation of Federal Information Systems
NIST SP 800-53	Recommended Security Controls for Federal Information Systems
NIST SP 800-61	Computer Security Incident Handling Guide

**NNM10AA03C**

CONTRACT/RFP

EXHIBIT NUMBER

**J-2**

ATTACHMENT NUMBER

**MSFC Information Technology Services (MITS)**

PROJECT/SYSTEM

***DATA PROCUREMENT DOCUMENT***

**Dynetics Technical Services, Inc.**

CONTRACTOR

**May 16, 2012**

DATE

National Aeronautics and Space Administration					DATA PROCUREMENT DOCUMENT	
<b>DOCUMENT CHANGE LOG</b>					NO.	ISSUE
					1292	Revision B
INCORPORATED REVISIONS				AS OF:		
OUTSTANDING REVISIONS				05-16-12		
				SUPERSEDING:	PAGE:	
				06-08-11	1 of 1	
AUTHORITY	PORTION AFFECTED - PAGE NO./NO.				REMARKS	
(DPD Revision)	INTRO	SGR	DRL	DRD		
Contract Mod. 0034 (Revision A)			X	X	Deleted the following DRD: 1292MA-004, Major Information Systems Portfolio	
				X	Update DRD 1292MA-002: Deleted contract deliverable from Attachment 1: Information Resources Strategic/implementation Plans to Establish the direction of changed based on Enterprise Architecture evaluation and Special Business Case Development.	
				X	Updated the following on DRD 1292MA-008: Deleted contract deliverable from Attachment 1: Weekly Activity Report (status, progress, and problem information and Customer Satisfaction Surveys Summary Report.	
					Service Request Status Report: Changed contract deliverable from "Monthly" to "Maintain Current".	
				X	DRD 1292MA-011: Updated Item 12: Monthly report: submit online to the Electronic Documentation System (EDS) by 10 <sup>th</sup> day of the month following monthly reporting period.	
Contract Mod. 0052 (Revision B)			X	X	Deleted the following DRDs: 1292MA-012, Badged Employee and Remote IT User Listing 1292MA-014, Position Risk Designation for Non-NASA Employee	
				X	Updated 1292MA-002 - Attachment1	
				X	Updated 1292MA-008 - Attachment 1	
			X	X	Added the following DRD: 1292CD-003, On-Site Employee Location Listing	

## 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, DRDs of this DPD are grouped into the following broad functional data categories:

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

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

1.2.3.4 To facilitate the usage and maintenance of the DPD, the 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 Bctions 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>
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 DRDs 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. 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.

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 Electronic data deliverables should be transmitted directly to the MSFC Repository through the Digital Asset Manager web interface. Instructions for electronic data submittals can be found at <http://avmcc.msfc.nasa.gov/repository/index.php>. Document submitters must register for a Documentum user account through the [NASA Account Management System](#) (NAMS). Computer-Aided Design (CAD) drawings shall be submitted in the original native vector, Hewlett-Packard Graphic Language (HPGL), and raster image formats.
- 2.4 Printing: All printing, duplicating, or binding shall be in accordance with NFS 1852.208-81, Restrictions on Printing and Duplicating. Printing of formal reports and Type 1 and 2 data in book format shall be in accordance with the following general specifications:
- a. Method of reproduction – offset/xerography.
  - b. Finished size – 8 1/2" X 11".
  - c. Paper – 20-pound opaque bond.
  - d. Cover – Litho cover stock.
  - e. Pages 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.

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.

## MSFC Information Technology Services (MITS)

### Data Requirements List

<u>DRD</u>	<u>DATA TYPE</u>	<u>TITLE</u>	<u>OPR</u>
CD – Contractual Data			
1292CD-001	2	Option Decision Package	IS01
1292CD-002	3	Technology Reports	ZP30
1292CD-003	3	On-Site Employee Location Listing	PS12
CM - Configuration Management			
1292CM-001	2	Configuration Management Plan	EE12
LS – Logistics Support			
1292LS-001	2	Government Property Management Plan	AS41
MA – Management			
1292MA-001	1	Management Plan	IS01
1292MA-002	1/2/3/4/5	Documentation	IS01
1292MA-003	2	Continuous Risk Management	QD20
<del>1292MA-004</del>	<del>2</del>	<del>Major Information Systems Portfolio</del>	<del>IS01</del>
1292MA-005	2	Work Breakdown Structure (WBS) and WBS Dictionary	CS40
1292MA-006	2	Reproduction and Printing Managements Reports	IS30
1292MA-007	2/3	Export Control Plan and Reports	IS01
1292MA-008	2/3/4/5	Reports	IS01
1292MA-009	3	Financial Management Report (533M)	CS40
1292MA-010	3	Cost Reports	IS01
1292MA-011	3	Contractor Self-Assessment Report	IS01
<del>1292MA-012</del>	<del>3</del>	<del>Badged Employee and Remote IT User Listing</del>	<del>AS50</del>
1292MA-013	3	Contractor Employee Clearance Document	AS50
<del>1292MA-014</del>	<del>3</del>	<del>Position Risk Designation for Non-NASA Employee</del>	<del>AS50</del>
1292MA-015	3	Organizational Conflicts of Interest (OCI) Mitigation Plan	PS33
RM – Reliability and Maintainability			
1292RM-001	1	Operability/Maintainability Plan	QD21
SA – Safety			
1292SA-001	2	Safety, Health, and Environmental (SHE) Plan	AS10/QD12
1292SA-002	3	Mishap and Safety Statistics Reports	QD12

## DATA REQUIREMENTS DESCRIPTION (DRD)

- |                         |                          |                                      |
|-------------------------|--------------------------|--------------------------------------|
| 1. <b>DPD NO.:</b> 1292 | <b>ISSUE:</b> Revision B | 2. <b>DRD NO.:</b> <b>1292CD-001</b> |
| 3. <b>DATA TYPE:</b> 2  |                          | 4. <b>DATE REVISED:</b> 05-16-12     |
|                         |                          | 5. <b>PAGE:</b> 1/1                  |
6. **TITLE:** Option Decision Package
7. **DESCRIPTION/USE:** To provide Option Decision Package to NASA for all MITS services.
8. **OPR:** IS01                      9. **DM:** IS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Option Decision Package ten (10) months prior to the effective date of Option.
12. **SUBMISSION FREQUENCY:** Options 1 and 2 Decision Packages ten (10) months prior to the effective date of Options 1 and 2 if Option 1 is exercised.
13. **REMARKS:** Any request for additional information will be made in writing by the Contracting Officer at least 14 days before the Option Decision Package is due. An Option Decision Package for MITS services shall be provided by the appropriate Contractor after receipt of award.
14. **INTERRELATIONSHIP:** Reference is made to Clause F.4, Special Conditions Applicable to Exercise of Options 1 and 2. PWS paragraph 1.2
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Option Decision Package provides a cost reduction proposal, and any additional information that will be requested by the contracting officer. The Option Decision Package will address all MITS services that are awarded to the Contractor.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Option Decision Package shall include a technical refresh proposal and a cost reduction proposal, the Contractor's technical, cost, and schedule performance, as well as contract transition performance, status of completion of the integrated architecture and infusion of technology to accomplish transformation goals for all services provided to NASA. The package shall include any additional information the contractor considers relevant to NASA's decision to exercise future options.
- 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.:** 1292                      **ISSUE:** Revision B
2. **DRD NO.:** **1292CD-002**
3. **DATA TYPE:** 3
4. **DATE REVISED:** 05-16-12
5. **PAGE:** 1/3
  
6. **TITLE:** Technology Reports
  
7. **DESCRIPTION/USE:** Provides NASA with technical information concerning any invention, discovery, improvement, or innovation made by a contractor in the performance of work under this contract for the purpose of disseminating this information to obtain increased use. Also, to provide NASA with data to review for possible patentable items.
  
8. **OPR:** ED11                      9. **DM:** IS01
  
10. **DISTRIBUTION:** Per Contracting Officer's letter
  
11. **INITIAL SUBMISSION:**  
Technology Reporting Plan: Upon Contracting Officer's request.  
Disclosure of Invention and New Technology (NASA Form 1679): Within 2 months of identification of reportable item.  
Interim NASA New Technology Summary Report (NTSR) Form: 12 months from the date of the contract.
  
12. **SUBMISSION FREQUENCY:**  
Technology Reporting Plan: Upon Contracting Officer's request.  
Disclosure of Invention and New Technology (NASA Form 1679): For each reportable item.  
Interim NASA New Technology Summary Report (NTSR) Form: Every 12 months.  
Final NASA New Technology Summary Report (NTSR) Form: Immediately or within three months after completion of contracted work. Final Payment is contingent upon submission of the Final NTSR.
  
13. **REMARKS:** Copies of NASA Form 1679 and the NASA New Technology Summary Report (NTSR) Form (Interim and Final) may be obtained and/or filled out at: <http://entre.nasa.gov/>. These forms may also be obtained from the New Technology Representative ([mailto: Carolyn.E.McMillan@nasa.gov](mailto:Carolyn.E.McMillan@nasa.gov)).
  
14. **INTERRELATIONSHIP:** PWS paragraph 2.0.g
  
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Technology Reports include technical detail as is necessary to identify and fully describe a "Reportable Item". Per NFS 1852.227-70, "Reportable Item" means any invention, discovery, improvement, or innovation of the contractor, whether or not the same is or may be patentable or otherwise protectable under Title 35 of the United States Code, conceived or first actually reduced to practice in the performance of any work under this contract or in the performance of any work that is reimbursable under any clause in this contract providing for reimbursement of costs incurred prior to the effective date of this contract.
  
- 15.2 **APPLICABLE DOCUMENTS:**  
NFS 1852.227-70                      New Technology Clause

## DRD Continuation Sheet

**TITLE:** Technology Reports

**DRD NO.:** 1292CD-002

**DATA TYPE:** 3

**PAGE:** 2/3

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

**15.3 CONTENTS:** The Technology Reports consist of:

- a. Disclosure of Invention and New Technology (Including Software): In accordance with NFS 1852.227-70 (e)(2), the disclosure to the agency shall be in the form of a written report and shall identify the contract under which the reportable item was made and the inventor(s) or innovator(s). It shall be sufficiently complete in technical detail to convey a clear understanding, to the extent known at the time of the disclosure, of the nature, purpose, operation, and physical, chemical, biological, or electrical characteristics of the reportable item. The disclosure shall also identify any publication, on sale, or public use of any subject invention and whether a manuscript describing such invention has been submitted for publication and, if so, whether it has been accepted for publication at the time of disclosure. In addition, after disclosure to the agency, the Contractor shall promptly notify the agency of the acceptance of any manuscript describing a subject invention for publication or of any on sale or public use planned by the Contractor for such invention. This reporting requirement may be met by completing NASA Form 1679 (latest revision) in hardcopy or online at: <http://entre.nasa.gov/>. Use of this form or the online system is preferred; however, if the form is not used the following information should be provided in order to meet the reporting requirement:
  1. Descriptive title.
  2. Innovator(s) name(s), title(s), phone number(s), and home address(es).
  3. Employer when innovation made (name and division).
  4. Address (place of performance).
  5. Employer status (e.g., Government, college or university, non-profit organization, small business firm, large entity).
  6. Origin (e.g., NASA grant number, NASA prime contract number, subcontractor, joint effort, multiple contractor contribution, other).
  7. NASA Contracting Officer's Technical Representative (COTR).
  8. Contractor/grantee New Technology Representative.
  9. Brief abstract providing a general description of the innovation:
    - (a) Description of the problem or objective that motivated the innovation's development.
    - (b) Technically complete and easily understandable description of innovation developed to solve or meet the objective.
    - (c) Unique or novel features of the innovation and the results or benefits of its application.
    - (d) Speculation regarding potential commercial applications and points of contact (including names of companies producing or using similar products).
  10. Additional documentation.
  11. Degree of technological significance (e.g., modification of existing technology, substantial advancement in the art, major breakthrough).
  12. State of development (e.g., concept only, design, prototype, modification, production model, used in current work).
  13. Patent status.
  14. Dates or approximate time period during which this innovation was developed.
  15. Previous or contemplated publication or public disclosure including dates.
  16. Answers to the following questions (for software only):
    - (a) Using outsiders to beta-test code? If yes, done under beta-test agreement?
    - (b) Modifications to this software continue by civil servant and/or contractual agreement?
    - (c) Previously copyrighted (if so, by whom)?
    - (d) Were prior versions distributed (if yes, supply NASA or Contractor contract)?
    - (e) Contains or is based on code owned by a non-federal entity (if yes, has a license for use been obtained)?
    - (f) Has the latest version been distributed without restrictions as to use or disclosure for more than one year (if yes, supply date of disclosure)?
  17. Name(s) and signature(s) of innovator(s).

**DRD Continuation Sheet**

TITLE: Technology Reports

DRD NO.: **1292CD-002**

DATA TYPE: 3

PAGE: 3/3

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

- b. Interim NASA New Technology Summary Report (NTSR): This report shall consist of a listing of reportable items for the reporting period or certification that there are none. This report shall also contain a list of subcontracts containing a patent rights clause or certification that there were no such subcontracts. Completion of the Interim NTSR shall satisfy this reporting requirement. Use of the form utilizing the online system at <http://entre.nasa.gov/> is preferred; however an alternate format is acceptable provided all required information is provided.
- c. Final NASA New Technology Summary Report (NTSR): This report shall consist of a comprehensive list of all reportable items for the contract duration or certification that there are none. This report shall also contain a list of subcontracts containing a patent rights clause or certification that there were no such subcontracts. Completion of the Final NTSR shall satisfy this reporting requirement. Use of the form utilizing the online system at <http://entre.nasa.gov/> is preferred; however an alternate format is acceptable provided all required information is provided.
- d. Subcontracts: The contractor shall provide copies of subcontracts containing a patent rights clause upon Contracting Officer's request.

- 15.4 **FORMAT:** The Disclosure of Invention and New Technology (Including Software) report may use NASA Form 1679 (latest version) or the online system at: <http://entre.nasa.gov/>, or provide sufficient information to meet the reporting requirement.

The interim and final NASA New Technology Summary Reports may use the NTSR Form (Interim or Final whichever is applicable) utilizing the online system at: <http://entre.nasa.gov/> or provide sufficient information to meet the reporting requirement.

- 15.5 **MAINTENANCE:** None required

## DATA REQUIREMENTS DESCRIPTION (DRD)

- |                         |                          |                                      |
|-------------------------|--------------------------|--------------------------------------|
| 1. <b>DPD NO.:</b> 1292 | <b>ISSUE:</b> Revision B | 2. <b>DRD NO.:</b> <b>1292CD-003</b> |
| 3. <b>DATA TYPE:</b> 3  |                          | 4. <b>DATE REVISED:</b> 05-16-12     |
|                         |                          | 5. <b>PAGE:</b> 1/1                  |
6. **TITLE:** On-Site Employee Location Listing
7. **DESCRIPTION/USE:** To assist Marshall Space Flight Center (MSFC) or Michoud Assembly Facility (MAF) in conducting contractor floor checks.
8. **OPR:** PS12                      9. **DM:** IS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Fifteenth of month following first month of operation after Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Update quarterly. 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*.
14. **INTERRELATIONSHIP:** PWS paragraph 1.2
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The On-Site Employee Location Listing shall provide MSFC or MAF with a list of all on-site contractor employees working under this contract and their designated locations.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The On-Site Employee Location Listing shall include the following information for each employee: employee's name, position, location (building/room number), shift assignment, supervisor's name, and supervisor's location (building/room number).
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** None required

## DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1292                      **ISSUE:** Revision B
2. **DRD NO.:** **1292CM-001**
3. **DATA TYPE:** 2
4. **DATE REVISED:** 05-16-12
5. **PAGE:** 1/1
6. **TITLE:** Configuration Management Plan
7. **DESCRIPTION/USE:** To describe the contractor's method for accomplishing the configuration management requirements of the contract.
8. **OPR:** ED10                      9. **DM:** IS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** 60 days after full assumption of contract responsibilities
12. **SUBMISSION FREQUENCY:** One time, revise as required
13. **REMARKS:** Reference is made to MIL-STD-973, *Configuration*. NOTE: Copies of MIL-STD-973 may be obtained through the [NASA Technical Standards website](#) (Click "Public Access").
14. **INTERRELATIONSHIP:** PWS paragraphs 7.2.d and 7.8
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Configuration Management Plan (CMP) provides the contractor's proposed management approach for implementation of configuration management.
- 15.2 **APPLICABLE DOCUMENTS:**  
MSFC-STD-3394                      *Standard for Contractor Configuration Management, MSFC Programs/Projects*
- 15.3 **CONTENTS:** The CMP shall provide the information defined in MSFC-STD-3394, Appendix A.
- 15.4 **FORMAT:** Contractor format is acceptable with MSFC approval.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by complete reissue. Update as required to maintain current with program changes.

## DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1292                      **ISSUE:** Revision B
2. **DRD NO.:** **1292LS-001**
3. **DATA TYPE:** 2
4. **DATE REVISED:** 05-16-12
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:** IS01
10. **DISTRIBUTION:** Cognizant property administrator
11. **INITIAL SUBMISSION:** Preliminary delivered during phase-in; 30 days prior to full assumption of contract responsibilities. Final two months after full assumption of contract responsibilities.
12. **SUBMISSION FREQUENCY:** 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 paragraphs 2.5 and 7.1.4.d
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 5100.4B	<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.	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)

- |  |  |
|--|--|
| <p>1. <b>DPD NO.:</b> 1292                      <b>ISSUE:</b> Revision B</p> <p>3. <b>DATA TYPE:</b> 1</p> | <p>2. <b>DRD NO.:</b> <b>1292MA-001</b></p> <p>4. <b>DATE REVISED:</b> 05-16-12</p> <p>5. <b>PAGE:</b> 1/1</p> |
|--|--|
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:** IS01                      9. **DM:** IS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** During phase-in, 30 days prior to full assumption of contract responsibilities.
12. **SUBMISSION FREQUENCY:** Revise as required
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraphs 2.0.d, 2.0.f and 2.6.d
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 the following:
- a. Description of the project tasks to be accomplished and an outline of methods by which the contractor proposes to accomplish each task down to the Level IV WBS task level.
  - b. Description of management concepts, plans, project management and task/control systems, organizational approach, and communication channels between the contractor and the Government. This shall include descriptions, flow charts, schedules, and other documentation necessary to give a comprehensive plan of organization and accomplishment.
  - c. Outlined by contractor organization with relationship clearly related to the WBS.
  - d. A process of setting goals and establishing policies, practices, procedures, and organizational structure to support the MSFC IT Governance processes.
  - e. Address quality assurance.
  - f. Address how the contractor's management structure and lines of authority will support the program management reporting requirements listed in the PWS in a fashion that contributes to the timely notice and resolution of ambiguities, concerns, and conflicts that arise in the performance of this contract.
  - g. An IT Security section that includes how they will develop, implement, and maintain IT Security. This section shall describe the processes and procedures that will be followed to ensure the appropriate security of IT resources that are developed, processed, or used under this contract.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

## DATA REQUIREMENTS DESCRIPTION (DRD)

- |                                |                   |                                      |
|--------------------------------|-------------------|--------------------------------------|
| 1. <b>DPD NO.:</b> 1292        | ISSUE: Revision B | 2. <b>DRD NO.:</b> <b>1292MA-002</b> |
| 3. <b>DATA TYPE:</b> 1/2/3/4/5 |                   | 4. <b>DATE REVISED:</b> 05-16-12     |
|                                |                   | 5. <b>PAGE:</b> 1/4                  |
6. **TITLE:** Documentation
7. **DESCRIPTION/USE:** To provide necessary information for effectively utilizing and operating hardware and software systems for which the contractor has responsibility.
8. **OPR:** IS01                      9. **DM:** IS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** See Attachment 1
12. **SUBMISSION FREQUENCY:** See Attachment 1
13. **REMARKS:**
14. **INTERRELATIONSHIP:** See Attachment 1
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** Documentation will be provided on all hardware and software covered by the contract to the extent necessary to permit effective utilization.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** Documentation shall be in the form of manuals, plans, studies, technical bulletin, user guides, quick references, newsletters, and online files. Information is to be provided in sufficient detail and with such clarity to allow understanding necessary to plan and process work on the MITS systems. Administrative, operating, and technical information shall be included with examples as appropriate. A documentation tree shall be maintained for applicable documents. Specific documentation requirements are detailed in Attachment 1.
- 15.4 **FORMAT:** Contractor format is acceptable with COTR approval. See Attachment 1 for specific format requirements.
- 15.5 **MAINTENANCE:** Revisions made periodically to reflect current information.

**Attachment 1**

<b>Documentation</b>	<b>PWS paragraph</b>	<b>Frequency</b>	<b>Data Type</b>	<b>Format</b>	<b>Content</b>
Special Studies	7.1.c	As Required	3	Online	Trade studies, feasibility studies, trend analyses, etc.
Initial set of documentation/drawings generated under previous contracts	2.3.g	Maintain	3	Hardcopy	Maintain a set of documentation and drawings that was generated under previous contracts related to the work
Generate , edit, merge, maintain, and distribute documentation related to performance of this contract	2.3.d	Maintain current	3	Online	Design drawings, specifications, technical configurations, diagrams, architectures, processes etc.
Documentation Tree	2.3.h	Maintain current	3	Online	Categorizes, lists and describes all documentation generated under this contract
Disaster Recovery Plan	3.4.a	Annually	1	Online	Develop, maintain and ensure a orderly recovery from a disaster that may render all or part of information facilities, systems, and equipment inoperable
Continuity of Operations Plan	3.4.e	Annually	1	Online	Identify the approach and process to ensure the continuous performance of NASA's mission-essential operations and functions during an emergency
Marshall Computing Systems engineering designs, reviews, system conflicts, planning cost estimates and statuses	7.1.e, 7.1.f, 7.1.g, 7.1.1.a, 7.1.1.b, 7.1.1.i, 7.3.f	As Needed	2	Online	Maintain and update customer requirements to include resource conflicts and system overloads, engineering designs, reviews, planning cost estimates and progress of status
Facilities Management documentation	2.8	Maintain current	3	Hardcopy	Documentation, floor plans, records of changes/moves, schedules, status, projects, requirements
Customer Requirements Management Plan, Analysis, and Reports	7.1.b	Semi-Annually	3	Hardcopy and online/database	Maintain and update customer requirements management plan, analysis and reports
Application Inventory Module	6.0	Maintain current	2	Online	Descriptions of MSFC applications and web services

**Attachment 1**

<b>Documentation</b>	<b>PWS paragraph</b>	<b>Frequency</b>	<b>Data Type</b>	<b>Format</b>	<b>Content</b>
Data Administration documentation	6.0j.2	Maintain current	1	Online	DA policies, procedures and standards, data architecture, data dictionary and models, orientation and training and quality assurance
Account management documentation	6.0, 7.3.e	Maintain current	5	Online	User account information (user-ids, access, quotas, requirements), smart cards, secure tokens, etc.
Software licenses	7.6.1.b.2, 7.2.f	Maintain current	5	Online	Maintain approved systems software licenses purchases, installation and activations
User training documentation	6.0.b, 7.0	Maintain current	2	Hardcopy and electronic	Class documentation, videotapes, hardcopy and computer-based tutorial information, reference information for user training and specialized training
Spare, tools, procedures, skills, & response time	7.6.2.g	Maintain current	3	Hardcopy	Documentation necessary to maintain equipment
Key contacts list for hardware/software maintenance functions	7.6.d	Maintain current	3	Online	Compile and maintain a list of key contacts (name, telephone number, email address, department, office and building number) responsible for coordinating and conducting the required hardware and systems software maintenance functions
Service Records	7.6.1.i	Maintain current	5	Online; CCAIMS	Service records for each system shall include date and type of equipment, service performed, list of parts used and costs, staff-hours utilized and downtime
Vendor documentation	7.1.d, 7.6.k	Maintain current	5	Hardcopy and online	Vendor documentation for all systems
MSFC Telephone Directory	5.1.k	Maintain current	1	Online	Act as the authoritative source for and prepare the online (name, telephone number, email address, department, office and building number) MSFC telephone directory

**Attachment 1**

<b>Documentation</b>	<b>PWS paragraph</b>	<b>Frequency</b>	<b>Data Type</b>	<b>Format</b>	<b>Content</b>
Cable plant documentation	5.3	Maintain current	3	Hardcopy and /or electronic	Inter-building cable systems and documentation; cable distribution systems and documentation
As-implemented systems configuration information	5.1.h	Maintain current	3	Online	Includes hardware numbers, software revision levels, user interface details, and circuit details, such as circuit numbers, circuit types, originating and terminating locations, installation date, and service request reference number

## DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1292                      **ISSUE:** Revision B
2. **DRD NO.:** **1292MA-003**
3. **DATA TYPE:** 2
4. **DATE REVISED:** 05-16-12
5. **PAGE:** 1/1
  
6. **TITLE:** Continuous Risk Management
  
7. **DESCRIPTION/USE:** To provide the contractor and the Government a baseline document for planning, management, control, and implementation of the contractor's risk management program.
  
8. **OPR:** QD20                      9. **DM:** IS01
  
10. **DISTRIBUTION:** Per Contracting Officer's letter
  
11. **INITIAL SUBMISSION:** Plan, Analysis and Tracking Report -30 days after effective date of the contract
  
12. **SUBMISSION FREQUENCY:** Update Analysis and Tracking Report as part of Preliminary Design Review (PDR), Critical Design Review (CDR) and Acceptance Review (AR) data packages. Update Plan as required.
  
13. **REMARKS:**
  
14. **INTERRELATIONSHIP:** PWS paragraphs 4.3.2.a and 7.3.f
  
15. **DATA PREPARATION INFORMATION:**
  - 15.1 **SCOPE:** The Continuous Risk Management addresses how NASA risk management requirements are to be implemented throughout the program's life cycle. Risk Analysis identifies, evaluates, prioritizes and classifies the identified risks. The Risk Tracking Report provides risk metrics, verifies risk mitigation actions and documents risk decisions.
  
  - 15.2 **APPLICABLE DOCUMENTS:**  
NPR 7120.5                      *Program and Project Management Processes and Requirements*
  
  - 15.3 **CONTENTS:** The Continuous Risk Management shall specify how the contractor will satisfy the risk management requirements of NPR 7120.5 in a manner that is compatible with the CIO's Risk Management Plan. The plan shall specify how the contractor will document risk management activities and how the contractor will communicate risk issues and concerns to the Government.  
  
The Risk Analysis shall contain the following data: 1) References to source data for identified risk areas such as test data, lessons learned, and technical analysis; 2) Catalog of all program/project risks; 3) Risk evaluation data that identifies the impact, probability and time frame for each risk; 4) Risk classification and prioritization data.  
  
The Risk Tracking Report shall contain the following data: 1) Status of all risks and risk metrics; 2) Risk mitigation plans and verification of completed mitigation plans; 3) Risk decision summaries that will document replan of unsuccessful mitigation plans and risk acceptance/closures.
  
  - 15.4 **FORMAT:** Contractor format is acceptable.
  
  - 15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

## DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1292                      **ISSUE:** Revision B
2. **DRD NO.:** **1292MA-005**
3. **DATA TYPE:** 2
4. **DATE REVISED:** 05-16-12
5. **PAGE:** 1/2
6. **TITLE:** Work Breakdown Structure (WBS) and WBS Dictionary
7. **DESCRIPTION/USE:** To establish a framework for reporting program cost, schedule, and technical performance. To provide a basis for uniform planning, reporting status, program visibility, and assignment of responsibilities.
8. **OPR:** CS40                      9. **DM:** IS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** During phase-in, 30 days prior to full assumption of contract responsibilities.
12. **SUBMISSION FREQUENCY:** 30 days after effective date of the contract, update as required. Revised pages shall be submitted 10 calendar days after contract WBS changes (following Government approval).
13. **REMARKS:** Reference is made to NPD 7120.4 (Current Revision), *Program/Project Management*, and NPR 7120.5 (Current Revision), *NASA Program and Project Management Processes and Requirements*, and MIL-HDBK-881, *Department of Defense Handbook Work Breakdown Structure*, shall be used as guides in the preparation of the WBS and the WBS dictionary.
14. **INTERRELATIONSHIP:** PWS paragraph 1.2.b
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Work Breakdown Structure (WBS) establishes a product-oriented logical subdivision of hardware, software, services, facilities, etc., that make up the total project scope of work. The WBS Dictionary provides a narrative description of the tasks and effort to be performed in each WBS element.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The WBS and WBS Dictionary are two distinct project documents used for defining the approved project scope of work. The contents of each document are detailed in the following paragraphs:
  - a. The WBS index shall include:
    1. Line item number.
    2. WBS elements/tasks listed by title and indented to reflect the level (e.g., level 1 is total contract; levels 2 and following are successively lower levels).
    3. Indication of phase (i.e., research, development, test and evaluation; or production; or both) with which the WBS element is associated.
    4. Contract line item associated with the WBS element.
    5. Performance Work Statement (PWS) paragraph numbers associated with the WBS element.
    6. Specification number of the specification that covers the WBS element (if applicable). If the specification is associated with more than one WBS element, indicate the specification paragraph numbers associated with the WBS element.
    7. Contract end item number of WBS element (if applicable).
  - b. WBS Dictionary - The WBS dictionary shall describe the technical and cost content of every WBS element and efforts associated with each element (e.g., design, development, manufacturing). For WBS elements specified elsewhere for cost reporting, the WBS dictionary definitions shall also include the exact narrative of the directly associated PWS paragraphs. The WBS dictionary shall be arranged in the same order as the contract WBS index. Following the description of the WBS element shall be a listing of lower level WBS elements. The WBS dictionary shall include the following for each WBS element:
    1. WBS element title, number, and element task description.
    2. Performance measurement criteria (PMC).

## DRD Continuation Sheet

**TITLE:** Work Breakdown Structure (WBS) and WBS Dictionary

**DRD NO.:** 1292MA-005

**DATA TYPE:** 2

**PAGE:** 2/2

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

3. PWS paragraph number.
4. Specification (number and title) associated with the WBS element.
5. Contract line item associated with the WBS element.
6. Date, revision number, Revision Buthorization and approved changes.
7. Contract end item/data item number and quantity.
8. Cost content and description.
9. WBS code and work order/work authorization.
10. Technical content.
11. System contractor.
12. Associate or subcontractor.
13. Applicable PWS narrative.

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

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

## DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1292                      **ISSUE:** Revision B
2. **DRD NO.:** **1292MA-006**
3. **DATA TYPE:** 2
4. **DATE REVISED:** 05-16-12
5. **PAGE:** 1/2
  
6. **TITLE:** Reproduction and Printing Management Reports
  
7. **DESCRIPTION/USE:** To provide statistical production data from MSFC and MAF in-house duplicating facility and, to provide mandatory data to the Joint Committee on Printing (JCP) and to the Office of Budget and Management (OMB).
  
8. **OPR:** IS30                      9. **DM:** IS01
  
10. **DISTRIBUTION:** Per Contracting Officer's letter
  
11. **INITIAL SUBMISSION:** 30 days after full assumption of contract responsibilities.
  
12. **SUBMISSION FREQUENCY:** Statistical Production Data - Monthly & Quarterly reports 10 days after close of previous month. Annual JCP Report – 30 days after the end of the fiscal year. Annual Printing Management Report - as requested by the NASA Printing Management Officer at the NASA Shared Services Center
  
13. **REMARKS:** The MSFC Printing Office has the authority from the JCP to establish and maintain any in-house duplicating facilities and shall provide oversight on production matters. Forms may change from year to year and will be supplied by NASA Printing Management Office at the NSSC or the Government Printing Office (GPO).
  
14. **INTERRELATIONSHIP:** PWS paragraphs 8.4.1 and 8.4.2
  
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Reproduction and Printing Management Reports establishes the requirements for the preparation of a statistical report for the Agency. This data reflects the type of printing equipment at MSFC and MAF and printing production units/costs for the fiscal year.
  
- 15.2 **APPLICABLE DOCUMENTS:**  

NPD 1490.1	<i>NASA Printing, Duplicating, and Copy Management</i>
MPR 1490.1	<i>Printing, Reproduction, and Self-Service Copying Services</i>
  
- 15.3 **CONTENTS:** The Reproduction and Printing Management Reports shall include the following:
  - a. The Statistical Production Data for in-house reproduction, commercial printing procurements and self-copying from multifunctional devices (MFD). This data shall be provided in accordance with MPR 1490.1 to the MSFC Printing Officer to include the following information: a current inventory of all reproduction, duplicating and copying equipment, machine production, and all associated costs (i.e.: lease/rental, maintenance, labor, and supplies). Reports for commercial printing procurement shall provide: printing requisitions, costs, and billing payments. Contractor's format may be acceptable but subject to change if necessary.
  - b. The Annual JCP Report shall be provided to the MSFC Printing Officer. The following forms specified can be found at the following website: <http://www.gpo.gov/forms/index.html>:
    1. JCP Form 1, Printing Plant Report.
    2. JCP Form 2, Commercial Printing Report.
    3. JCP Form 5, Annual Plant Inventory.
    4. JCP Form 7, Excess Equipment Disposal Report.
  - c. The Annual Printing Management Report shall be provided to the MSFC Printing Officer in accordance with NPD 1490.1. The format, statistical data, and delivery date of this report shall be determined each year by the NASA Printing Management Officer at the NASA Shared Services Center.

## DRD Continuation Sheet

**TITLE:** Reproduction and Printing Management Reports

**DRD NO.:** 1292MA-006

**DATA TYPE:** 2

**PAGE:** 2/2

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

15.4 **FORMAT:** Contractor format for each report shall be in accordance with 15.3 of this DRD.

15.5 **MAINTENANCE:** None required

## DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1292                      **ISSUE:** Revision B
2. **DRD NO.:** **1292MA-007**
3. **DATA TYPE:** 2/3\*
4. **DATE REVISED:** 05-16-12
5. **PAGE:** 1/1
6. **TITLE:** Export Control Plan and Reports
7. **DESCRIPTION/USE:** To provide the contractor's plan for complying with export control requirements and reports of export control activities.
8. **OPR:** IS01                      9. **DM:** IS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Within 10 days after full assumption of contract responsibilities.
12. **SUBMISSION FREQUENCY:** Export Control Plan: Update Plan as required. Reports: Submit report monthly.
13. **REMARKS:** \*The plan is Data Type 2. The reports are Data Type 3.
14. **INTERRELATIONSHIP:** PWS paragraph 2.1.d
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Export Control Plan and Reports provides export control processes and procedures and the report details export control activities.
- 15.2 **APPLICABLE DOCUMENTS:**

NASA FAR 1852.225-70	<i>Export Licenses</i>
NPD 2190.1	<i>NASA Export Control Program</i>
MPD 2190.1	<i>MSFC Export Control Program</i>
MPR 2190.1	<i>MSFC Export Control Program</i>
- 15.3 **CONTENTS:** The Export Control Plan and Reports shall include the following:
  - a. The plan shall detail the contractor's plan for meeting the export control requirements of the Export Administration Regulations (EAR), the International Traffic and Arms (ITAR), NASA FAR Supplement 1852.225-70, NPD 2190.1, MPD 2190.1 and MPR 2190.1. The plan shall provide an approach that is functionally able to address the elements of export control, including software release; foreign visitors/workers; scientific and technical information release; hardware; shipments; internet and web page information; and US Postal services, facsimile, and electronic mail information exchange. The plan shall also provide an approach which is functionally able to address any issues and incidents related to MSFC and Agency support systems and training of all personnel on export control processes and procedures.
  - b. The report shall detail all export control activities for the month reported. The data for the report shall be retrieved from the contractor's online database of export control activities.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

## DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1292                      **ISSUE:** Revision B
2. **DRD NO.:** **1292MA-008**
3. **DATA TYPE:** 2/3/4/5
4. **DATE REVISED:** 05-16-12
5. **PAGE:** 1/3
6. **TITLE:** Reports
7. **DESCRIPTION/USE:** These reports are used by NASA for visibility into contract activities.
8. **OPR:** IS01                      9. **DM:** IS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** See Attachment 1. Specific due dates shall be as agreed between the contractor and the Contracting Officer's letter.
12. **SUBMISSION FREQUENCY:** See Attachment 1
13. **REMARKS:**
14. **INTERRELATIONSHIP:** See Attachment 1
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Reports detail activity/performance and utilization reporting for the Contractor's progress and accomplishments.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** All reports shall be of sufficient depth and clarity to permit understanding and evaluation of progress made (See Attachment 1 for required reports). Supporting data in the form of charts, graphs, etc., may be included as appropriate.
- 15.4 **FORMAT:** Contractor format is acceptable with COTR approval. See Attachment 1 for specific format requirements.
- 15.5 **MAINTENANCE:** None required

**Attachment 1**

<b>Report/Information</b>	<b>PWS paragraph</b>	<b>Frequency</b>	<b>Data Type</b>	<b>Format</b>	<b>Content</b>
Project plans, status and schedule (work accomplished, schedules, resources across functional activities)	2.1.a	Monthly	3	Online	Show interdependencies between functions and tasks; clearly delineate changes from previous month's schedule
Tracking official communication with COTR and provide status concerning all such communication	2.1.b	Maintain current	3	Online	Track technical direction, requests for information, transmittals, and provide status of all communication
Cost Management System	2.2.a	Maintain current	5	Online (MICS)	Plan, track, accumulate, and report contract costs and provide other financial support required to meet the budgeting, cost reporting, billing, and disclosure requirements of the contract
Plan, track, execute, control, and report schedules and resources across functional activities	2.2.f	Maintain current	3	Online	Report schedules and resource of all functional activity
Contract administration information system	2.3.b	Maintain current	5	Online	Provide on-line access to the contract administration information system and track costs by specific contract change orders, labor data including contract totals by department, location, and WBS elements to the Contracting Officer (CO) and designated personnel
Procurement information system	2.4.a, 2.4.b	Maintain current	5	Online (MICS)	Status tracking of individual procurements; funding verification; contractor policies/procedures, etc.
Customer Support Center Status System	4.1.5.d, 4.1.5.f, 4.1.5.g	Maintain current	4	Online	Information related to service requests, problems and resolutions
Service Request Status Reports	4.1.2.a, 4.1.2.d	Maintain current	3	Online	Maintain on-line service request for ordering, assigning, tracking, statusing, and archiving customer service requests

**Attachment 1**

<b>Report/Information</b>	<b>PWS paragraph</b>	<b>Frequency</b>	<b>Data Type</b>	<b>Format</b>	<b>Content</b>
Maintenance information	7.6.b	Monthly	3	Online	Information on operational failures, incidents, discrepancies, and problem disposition and resolution
Monthly Maintenance Reports	7.6.c	Monthly	3	Online	Information on outages (e.g., component involved, period of downtime, corrective actions).
Applications and Web Services Reports	6.0, Attachment J-4-3	Quarterly	3	Online	Trouble ticket score with supporting data

## DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1292                      **ISSUE:** Revision B
2. **DRD NO.:** **1292MA-009**
3. **DATA TYPE:** 3
4. **DATE REVISED:** 05-16-12
5. **PAGE:** 1/2
6. **TITLE:** Financial Management Report (533M)
7. **DESCRIPTION/USE:** To provide monthly financial reports for monitoring program costs. The 533M report is the official cost documents used at NASA for cost type, price redetermination, and fixed price incentive contracts.
8. **OPR:** CS40                      9. **DM:** IS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Initial 533M reporting shall begin no later than 30 days after full assumption of contract responsibilities.
12. **SUBMISSION FREQUENCY:** Monthly; no later than 10 working days following the close of the contractor's accounting month.
13. **REMARKS:** The data contained in the reports shall be auditable using Generally Accepted Accounting Principles.
14. **INTERRELATIONSHIP:** NFS 1852.242-73, *NASA Contractor Financial Management Reporting*, (November 2004). PWS paragraph 2.2.c
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Financial Management Report provides data on accumulated costs and funding projections for management of the contract.
- 15.2 **APPLICABLE DOCUMENTS:**  
NPR 9501.2D                      *NASA Contractor Financial Management Reporting*
- 15.3 **CONTENTS:** The elements of cost for financial reporting shall be mutually agreed by the contractor and NASA project office. The Financial Management Report (533M) shall be prepared in accordance with the detailed instructions provided on the reverse side of the NASA Form 533M and the supplementary instructions set forth in NPR 9501.2D, Chapter 3.

533M Monthly Report shall include actual cost and cost projections at the total contract level.

A summary level page reflecting cumulative total contract cost since inception shall be included. Reconciliation between the 533M shall be submitted as an attachment to the 533M Report.

The following shall be addressed for each WBS element:

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

## DRD Continuation Sheet

**TITLE:** Financial Management Report (533M)

**DRD NO.:** 1292MA-009

**DATA TYPE:** 3

**PAGE:** 2/2

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

10. Fringe Benefits.
  11. Labor Overhead.
  12. Labor Subtotal.
  13. Sub-Major.
  14. Sub-Major-Total.
  15. Sub-Minor.
  16. Sub-Minor-Total.
  17. Direct Material.
  18. IT Vendor Maintenance.
  19. Software.
  20. Equipment.
  21. Transmission Services.
  22. Materials & Equipment Total.
  23. Travel.
  24. Training.
  25. Relocation.
  26. Purchased Services.
  27. Other Direct (specify).
  28. Subtotal Other Direct Costs.
  29. G&A.
  30. Subtotal Cost.
  31. Award-fee.
  32. Total.
- b. WBS Summary by IT categories.
- c. Cover letter explanation of any major deviation from contractor plan (plus or minus 5 percent or \$100,000 in any WBS).
- d. Provisional award-fee billing will be prorated to each WBS.
- e. Cost will be reported to the nearest dollar.
- 15.4 **FORMAT:** Contractor internal automated printout reports may be substituted for 533M form (with NASA Contracting Officer's approval) provided that the contractor report contains all of the data elements required by NASA Form 533M. Electronic submission of contractor data is strongly encouraged (reference NPR 9501.2, paragraph 3.7).
- 15.5 **MAINTENANCE:** None required

## DATA REQUIREMENTS DESCRIPTION (DRD)

- |                         |                   |                                      |
|-------------------------|-------------------|--------------------------------------|
| 1. <b>DPD NO.:</b> 1292 | ISSUE: Revision B | 2. <b>DRD NO.:</b> <b>1292MA-010</b> |
| 3. <b>DATA TYPE:</b> 3  |                   | 4. <b>DATE REVISED:</b> 05-16-12     |
|                         |                   | 5. <b>PAGE:</b> 1/1                  |
6. **TITLE:** Cost Reports
7. **DESCRIPTION/USE:** To provide current budget guidelines and cost variances.
8. **OPR:** IS01                      9. **DM:** IS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** 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 2.2.b
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Cost Reports will comply with NASA budget guidelines and projected cost variances.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Cost Reports shall include projected and actual manpower and cost variances from the plan for the current fiscal year, magnitude of variances, reason for variances, and all projected activities that might affect the variances. The cost reports shall include:
- a. Cost by NASA Organization (end-user).
  - b. Hardware/Software Procurement Status.
  - c. Accrued versus Vouchered Cost Status.
- 15.4 **FORMAT:** Contractor format is acceptable with Government approval.
- 15.5 **MAINTENANCE:** None required

## DATA REQUIREMENTS DESCRIPTION (DRD)

- |                         |                          |                                      |
|-------------------------|--------------------------|--------------------------------------|
| 1. <b>DPD NO.:</b> 1292 | <b>ISSUE:</b> Revision B | 2. <b>DRD NO.:</b> <b>1292MA-011</b> |
| 3. <b>DATA TYPE:</b> 3  |                          | 4. <b>DATE REVISED:</b> 05-16-12     |
|                         |                          | 5. <b>PAGE:</b> 1/1                  |
6. **TITLE:** Contractor Self-Assessment Report
7. **DESCRIPTION/USE:** To provide the contractor's self-assessment of performance of contract tasks.
8. **OPR:** IS01                      9. **DM:** IS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Monthly report: submit online through MITS Management Information and Control System (MICS) 10 days after first full month following effective date of the contract.
12. **SUBMISSION FREQUENCY:** Monthly report: submit online to the Electronic Documentation Management System (EDMS) by 10<sup>th</sup> day of the month following monthly reporting period.
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 1.2.b
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Contractor Self-Assessment Report provides the contractor's self-assessment of performance of the contract tasks.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Contractor Self-Assessment Report shall:
- a. Describe the contractor's self-assessment of performance of the PWS tasks.
  - b. Describe the contractor's self-assessment of performance against the contract performance standards.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** None required

## DATA REQUIREMENTS DESCRIPTION (DRD)

- |                         |                   |                                      |
|-------------------------|-------------------|--------------------------------------|
| 1. <b>DPD NO.:</b> 1292 | ISSUE: Revision B | 2. <b>DRD NO.:</b> <b>1292MA-013</b> |
| 3. <b>DATA TYPE:</b> 3  |                   | 4. <b>DATE REVISED:</b> 05-16-12     |
|                         |                   | 5. <b>PAGE:</b> 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:** IS01
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 2.3.j
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.:** 1292                      **ISSUE:** Revision B
2. **DRD NO.:** **1292MA-015**
3. **DATA TYPE:** 3
4. **DATE REVISED:** 05-16-12
5. **PAGE:** 1/2
  
6. **TITLE:** Organizational Conflicts of Interest (OCI) Mitigation 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:** During phase-in, not later than 30 calendar days prior to full assumption of contract responsibilities
  
12. **SUBMISSION FREQUENCY:** Update as required
  
13. **REMARKS:** Reference is made to 1852.237-72, *Access to Sensitive Information*; 1852.237-73, *Release of Sensitive Information*, Contract Clause H.2, *Mitigation of Organizational Conflict of Interest (OCI)*; H.3, *Limitation of Future Contracting* (NFS 1852.209-71) (Dec 1988); and H.4, *Organizational Conflict of Interest (OCI) Mitigation Plan*.
  
14. **INTERRELATIONSHIP:** PWS paragraph 2.3.1
  
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Organizational Conflicts of Interest (OCI) Mitigation 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 (OCI) Mitigation 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) Mitigation Plan

**DRD NO.:** 1292MA-015

**DATA TYPE:** 3

**PAGE:** 2/2

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

- b. With regard to access to nonpublic information, the mitigation 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 mitigation 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 Mitigation 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 Mitigation 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.:** 1292                      **ISSUE:** Revision B
2. **DRD NO.:** **1292RM-001**
3. **DATA TYPE:** 1
4. **DATE REVISED:** 05-16-12
5. **PAGE:** 1/2
6. **TITLE:** Operability/Maintainability Plan
7. **DESCRIPTION/USE:** To provide the Contractor and the Government a baseline document for Operability/Maintainability.
8. **OPR:** QD21                      9. **DM:** IS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Final version shall be submitted during phase-in, 30 days prior to full assumption of contract responsibilities.
12. **SUBMISSION FREQUENCY:** One time and revisions to reflect significant changes.
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraphs 7.6, 7.6.a, 7.6.1, 7.6.2.c and 7.6.2.d
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** This Operability/Maintainability Plan defines all system operability and maintainability activities appropriate for providing the services and performing the functions set forth in the PWS.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Operability/Maintainability Plan shall address for each system the applicable availability parameters, methodology for establishment of the parameters, identification and analysis of the risks associated with the parameters, and detailed approaches for performing within the defined parameters. The plan shall include:
  - a. Availability Parameters:
    1. Overall percentage of system availability.
    2. Preventive Maintenance:
      - (a) Schedule for performing.
      - (b) Downtime required.
      - (c) Meantime between failures.
      - (d) Define Principle Periods of Maintenance (PPM) for each system.
    3. Remedial Maintenance:
      - (a) Response time.
      - (b) Meantime to repair.
      - (c) Operational procedures to ensure system continue to operate while any failed component is being replaced.
    4. Methodology used to establish parameters.
  - b. Identification and Analysis of Risks:
    1. Failure modes and effects.
    2. Impact of nonavailability.
    3. Trade-offs.
  - c. Detailed Performance Approach:
    1. Preventive maintenance.
    2. Remedial maintenance.
    3. System backups.
    4. Warranty identification and enforcement.

**DRD Continuation Sheet****TITLE:** Operability/Maintainability Plan**DRD NO.:** 1292RM-001**DATA TYPE:** 1**PAGE:** 2/2

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15. **DATA PREPARATION INFORMATION (CONTINUED):**d. Baselined Operation Hours:

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

e. Format and Content of Monthly Maintenance Report.15.4 **FORMAT:** Contractor format is acceptable with MSFC approval.15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

## DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1292                      **ISSUE:** Revision B
2. **DRD NO.:** **1292SA-001**
3. **DATA TYPE:** 2
4. **DATE REVISED:** 05-16-12
5. **PAGE:** 1/4
6. **TITLE:** Safety, Health, and Environmental (SHE) Plan
7. **DESCRIPTION/USE:** A contractor generated document that describes the contractor's approach to assuring compliance with the Marshall Space Flight Center (MSFC) SHE core program requirements. The contractor's SHE Plan shall describe how the contractor will (1) prevent employee fatalities, (2) reduce the number of incidents, (3) reduce the severity of employee injuries and illnesses, and (4) protect the environment through the ongoing planning, implementation, integration and management control of the contractor's industrial safety, occupational health, and environmental program in accordance with NFS 1852.223-73.
8. **OPR:** AS10/QD12                      9. **DM:** IS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Draft with proposal. Final during phase-in; 30 days prior to full assumption of contract responsibilities.
12. **SUBMISSION FREQUENCY:** 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*. DRD 1292SA-002, *Mishap and Safety Statistics Report*. PWS paragraphs 2.7 and 5.3
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Safety, Health, and Environmental Plan describes the contractor's methods of planning, implementing and controlling industrial safety, occupational health, and environmental requirements to ensure compliance with the MSFC SHE program over the duration of this contract.
- 15.2 **APPLICABLE DOCUMENTS:** Code of Federal Regulations (CFR) and listed consensus standards are applicable to all contracts to the extent specified in the contract. NASA and MSFC documents are applicable to all contracts performed onsite to extent specified in the contract.
 

29 CFR Part 1903	<i>Inspections, Citations, and Proposed Penalties</i>
29 CFR Part 1910	<i>Department of Labor; Occupational Safety and Health Administration Standards for General Industry</i>
29 CFR Part 1926	<i>Department of Labor; Occupational Safety and Health Administration Standards for Construction Industry</i>
CFR Title 40 Parts 1-1068	<i>Protection of Environment</i>
ANSI Standards 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 3792.1	<i>Plan for a Drug-Free Workplace</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 1800.2	<i>MSFC Ergonomics Program</i>
MPR 1810.1	<i>MSFC Occupational Medicine</i>
MPD 1840.1	<i>MSFC Environmental Health Program</i>

## DRD Continuation Sheet

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

**DRD NO.:** 1292SA-001

**DATA TYPE:** 2

**PAGE:** 2/4

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

MPR 1840.1	<i>MSFC Confined Space Entries FFFASUFF one of the FFFAFFFAF gram</i>
MPR 1840.2	<i>MSFC Hazard Communication Program</i>
MPD 1840.3	<i>MSFC Respiratory Protection Program</i>
MPR 1840.3	<i>MSFC Hazardous Chemicals in Laboratories Protection Program</i>
MPR 1840.4	<i>MSFC Asbestos 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 &amp; 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, &amp; 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 &amp; Risk Mitigation Program</i>
MPD 8900.1	<i>Medical Operations Responsibilities for Human Space Flight Programs (NOTE: This document only applies to Space Station contracts)</i>

15.3 **CONTENTS:** The contractor's Safety, Health, and Environmental (SHE) Plan shall provide a clear description of their approach and methods for ensuring their compliance with the following five (5) MSFC SHE Core Program Requirements (CPR) and the applicable documents listed in 15.2 to the extent specified as applicable to this contracted effort.

a. Management leadership and employee involvement:

1. A description of the contractor's policy and management's commitment to (1) provide a safe and healthful workplace for personnel (i.e., employees, customers, and public), (2) protect the property and the environment, and (3) ensure compliance with EPA, OSHA, NASA, MSFC MPR 8715.1 and all other MSFC SHE document requirements listed in 15.2 that are applicable to this contracted effort.
2. A description of how the contractor ensures managers and employees are (1) held accountable to perform their jobs/tasks in a safe and healthful manner while also protecting the environment, (2) fully understand their roles and responsibilities in the MSFC SHE Program, and (3) when applicable, how these accountabilities, roles and responsibilities are flowed-down to all subcontractors.
3. A description of the actions taken by the contractor or the disciplinary program implemented when management or employees are discovered **not** performing their jobs/tasks in a safe and healthful manner, **not** protecting the environment, or **not** complying with MSFC SHE program requirements. When applicable, include how these actions or disciplinary program is also flowed-down to all subcontractors.
4. A description of how the contractor conducts and documents monthly SHE meetings and SHE awareness training for employees. (**NOTE:** Onsite contractors and contractors located at MAF, when applicable, shall document their monthly SHE meetings and SHE awareness training in the MSFC Supervisors Safety Web page (SSWP).)
5. A description of how the contractor conducts and documents self evaluations of their safety, health and environmental program. Include the frequency of when the contractor conducts these self evaluations.

## DRD Continuation Sheet

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

**DRD NO.:** 1292SA-001

**DATA TYPE:** 2

**PAGE:** 3/4

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

6. Provide the identification, by title, of the individual assigned by the contractor to be responsible for implementing the contractor's SHE program elements and designated to serve as the day-to-day SHE Point of Contact (POC) for this contracted effort.
  7. A description of how the contractor ensures the SHE plan is maintained current with contract, NASA and MSFC requirements, reviewed and updated as necessary.
- b. System and worksite analysis:
1. A description of how the contractor ensures potentially hazardous conditions identified in their work area, assigned jobs/tasks, and operations are evaluated/assessed and the hazardous conditions are removed or controlled (e.g., hazard analysis, safety assessment, risk assessment, safety review, and employee identified concerns).
  2. A description of how each contractor supervisor conducts and documents the monthly safety visits of their assigned work area in accordance with MPR 8715.1 and MWI 8715.12. (**NOTE:** Onsite safety visits shall be performed once per month per supervisor and documented in the MSFC SSWP.)
- c. Hazard prevention and control:
1. A description of how the contractor intends to implement an emergency management program at their worksite in accordance with MPR 1040.3. Include a list of contractor emergency points-of-contact that will be located onsite. (**NOTE:** Onsite contractors and contractors located at MAF, when applicable, may use MPR 1040.3 as their emergency management program.)
  2. A description of how the contractor ensures all mishaps and close calls are reported, documented, and investigated to the extent necessary to determine root cause in accordance with MWI 8621.1. (Reference DRD 1292SA-002, *Mishap and Safety Statistics Report*).
  3. A description of the contractor's policy to conduct 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 the mishap in accordance with NPR 3792.1, "Plan for Drug-Free Workplace." (**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 and the results of these tests shall be provided to the MSFC Contracting Officer.)
  4. A description of how the contractor intends to provide safety, health, and environmental services that are applicable to this contracted effort such as hazardous waste disposal, industrial hygiene monitoring, emergency medical support, hearing conservation program, respiratory protection, and hazard communication, etc. Include a list of all safety, health and environmental services that will **not** be provided by MSFC or MAF, when applicable, for onsite work.
  5. A description of how the contractor ensures contractor employees are trained to and given the authority to suspend or stop work when they notice safety, health or environmental conditions that warrant such action in accordance with 29 CFR 1903 and MPR 8715.1.
- d. Safety, health and environmental training:
1. A description of how the contractor ensures each contractor employee receives initial and refresher MSFC SHE training when required.
  2. A description of how the contractor evaluates/assesses each job/task/operation conducted by the contractor to ensure each contractor employee is (1) aware of the specific hazards associated with the job/task/operation they will be expected to perform, (2) trained to recognize hazards and avoid accidents, and (3) fully understands the contractor's disciplinary program in accordance with 29 CFR Part 1903, MPR 3410.1, and MPR 8715.1. (**NOTE:** Onsite employee and employees located at MAF, when applicable, training assessments shall be performed using the SHE Training Assessment located on the MSFC SSWP and documented in the MSFC SSWP.)
  3. A description of how the contractor identifies (1) competent employee, (2) qualified employee, (3) authorized employee, or (4) certified employees and provides and documents OSHA required training for these employees that have been identified to perform specific operations that require job specific training in accordance with the applicable parts of 29 CFR 1910 or 29 CFR 1926 for the job/task/operation being performed. [**NOTE:** This applies to job categories that do **not** require a MSFC Safety Certification per MWI 3410.1.]

## DRD Continuation Sheet

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

**DRD NO.:** 1292SA-001

**DATA TYPE:** 2

**PAGE:** 4/4

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

4. A description of how the contractor will ensure employees receive safety certifications for all operations or job categories performed by the contractor that require a MSFC Safety Certification in accordance with MWI 3410.1, "Personnel Certification Program." (**NOTE:** Onsite contractor and contractors located at MAF, when applicable, safety certifications required by MWI 3410.1 shall be tracked in the MSFC Certification Database (CERTRAK).
  5. Provide a copy of any contractor developed training that will be used by the contractor in lieu of MSFC developed training for a MSFC Safety Certification required by MWI 3410.1 to the MSFC Industrial Safety Branch for approval prior to use. Provide a copy to the MSFC S&MA representative located at MAF for approval prior to use for any contractor developed training for MAF, when applicable.
- 15.4 **FORMAT:** Contractor format is acceptable, but it is recommended to follow the MSFC SHE CPR order as listed in 15.3 or provide a Matrix that clearly links where each MSFC SHE CPR sub-element is addressed in the contractor's SHE Plan.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

## DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1292                      **ISSUE:** Revision B
2. **DRD NO.:** **1292SA-002**
3. **DATA TYPE:** 3
4. **DATE REVISED:** 05-16-12
5. **PAGE:** 1/3
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:** QD12                      9. **DM:** IS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:**
  - a. **Safety Statistics** for the previous month shall be submitted by the 10<sup>th</sup> of each month after contract award to the MSFC Industrial Safety Branch. Safety statistics for work performed at Michoud Assembly Facility (MAF) shall be submitted to the MSFC Safety and Mission Assurance (S&MA) representative located at MAF.
    1. Safety statistics shall be reported using MSFC Form 4371 or an equivalent electronic notification system.
    2. Safety statistics reports shall include: contract number, subcontractors, NAISC codes, 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 Close Calls** for **ALL** contractors working **onsite** shall be reported 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 the initial notification can be made by calling the Safety Hotline (256) 544-0046 then followed up within 24 hours with an entry into the NASA Incident Reporting Information System (IRIS) by the contractor designated IRIS representative. At MAF call (504) 257-2526.
  - c. **Initial reporting for Type C that does not involve a lost time injury or illness, Type D, and Low-Visibility Close Calls** for **ALL** contractors working **onsite** 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:
    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." (At MSFC this is the preferred method of reporting), or
    2. Calling the Safety Hotline (256) 544-0046, [at MAF call (504) 257-2526] or
    3. Direct input into the NASA Incident Reporting Information System (IRIS) by the contractor designated IRIS representative. Access to IRIS database can be obtained from the MSFC S&MA IRIS administrator located in the MSFC Industrial Safety Branch after contract award.
  - d. **Initial reporting for Type A and B mishaps and High-Visibility Close Calls** for contractors working **offsite** shall be reported to MSFC Industrial Safety Branch as soon as possible after initiating emergency response, but **no later than 1 hour** of occurrence or awareness by calling the Safety Hotline (256) 544-0046 then followed up within 24 hours with an entry into the NASA Incident Reporting Information System (IRIS) by the contractor designated IRIS representative.
    1. If a contractor employee has any type mishap while visiting a MSFC controlled site, they shall report immediately to their site sponsor in addition to other reporting requirements.
  - e. **Initial reporting for Type C and D and Low-Visibility Close Calls** for contractors working **offsite** shall be reported via the Safety Statistics Report submitted monthly.

## DRD Continuation Sheet

**TITLE:** Mishap and Safety Statistics Reports

**DRD NO.:** 1292SA-002

**DATA TYPE:** 3

**PAGE:** 2/3

11. **INITIAL SUBMISSION (CONTINUED):**

- f. **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.
- g. **Reporting of a non-work-related fatality or serious injury or illnesses that occur to contractor employee while working onsite shall be within 24 hours** of occurrence or awareness of injury by:
1. Notifying the Contracting Officer and MSFC Industrial Safety Branch. (For contractors working offsite reporting of a non-work-related injury or illness notification is at the discretion of the family.)
- h. **Follow-up reporting for ALL contractors:**
1. **Type A or B mishaps, Type C that involves a lost time injury or illness, or High-Visibility Close Calls:** Follow-up report **within 24 hours** after the initial notification through IRIS entry by the contractor designated IRIS representative, or electronic submittal to MSFC Industrial Safety Branch.
  2. **Type C that does not involve a lost time injury or illness, or D mishaps, or Low-Visibility Close Calls:** Follow-up report or update **within 6 days** after the initial notification through IRIS entry by the contractor designated IRIS representative, or electronic submittal to MSFC Industrial Safety Branch.
  3. **Type A, B, and Close Calls with High-Visibility Type A or B potential Investigation Mishap Board Report:** submitted after completion of investigation. Corrective Action Plan submitted upon Endorsing Official approval.
  4. **All Mishaps:** Follow-up Corrective Action Plan/Status 30 days after first mishap.
- i. **Safety Concerns, Hazards, and non-reportable mishaps** for contractors working **onsite** shall be reported per MPR 8715.1 and MWI 8715.13.
- j. Mishaps and Close Calls that occur at MAF shall be reported within the times specified in sections a thru g to the MSFC S&MA representative located at MAF by calling (504) 257-2526.
- k. Follow-up reporting for mishaps and Close Calls reported at MAF shall be reported within the times specified in section h to the MSFC S&MA representative located at MAF.

12. **SUBMISSION FREQUENCY:** Safety Statistics (MSFC Form 4371, IRIS entry, or an equivalent electronic submittal) - By the 10<sup>th</sup> of each month to MSFC Industrial Safety Branch or for work performed at MAF to the MSFC S&MA representative located at MAF. All Mishaps: Monthly Follow-up Corrective Action Plan/Status until corrective actions implemented and closure received by updating 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.

13. **REMARKS:**

14. **INTERRELATIONSHIP:** DRD 1292SA-001, *Safety, Health, and Environmental (SHE) Plan*. PWS paragraph 2.7

15. **DATA PREPARATION INFORMATION:**

- 15.1 **SCOPE:** The Mishap and Safety Statistics Reports document all mishaps and close calls as required in NPR 8621.1.

15.2 **APPLICABLE DOCUMENTS:**

NPR 8621.1	<i>NASA Procedural Requirements for Mishap and Close Call Reporting, Investigating, and Recordkeeping</i>
MPR 8715.1	<i>MSFC Safety, Health, and Environmental (SHE) Program</i>
MWI 8621.1	<i>Close Call and Mishap Reporting and Investigation Program</i>
MWI 8715.13	<i>Safety Concerns Reporting System (SCRS)</i>

- 15.3 **CONTENTS:** The Mishap and Safety Statistics Reports shall contain the information required by NPR 8621.1 and MWI 8621.1.

## DRD Continuation Sheet

**TITLE:** Mishap and Safety Statistics Reports

**DRD NO.:** 1292SA-002

**DATA TYPE:** 3

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

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 a.2.
- b. Mishap Board Report using the format provided in NPR 8621.1.
- c. Additional Information Submittal per MWI 8621.1.

15.5 **MAINTENANCE:** None required

15.6 **DEFINITIONS:** NASA Mishap. An unplanned event that results in at least one of the following:

- a. Injury to non-NASA personnel, caused by NASA operations.
- b. Damage to public or private property (including foreign property), caused by NASA operations or NASA-funded development or research projects.
- c. Occupational injury or occupational illness to NASA personnel.
- d. NASA mission failure before the scheduled completion of the planned primary mission.
- e. Destruction of, or damage to, NASA property except for a malfunction or failure of component parts that are normally subject to fair wear and tear and have a fixed useful life that is less than the fixed useful life of the complete system or unit of equipment, provided that the following are true: 1) there was adequate preventative maintenance; and 2) the malfunction or failure was the only damage and the sole action is to replace or repair that component.

Close Call. An event in which there is no injury or only minor injury requiring first aid and/or no equipment/property damage or minor equipment/property damage (less than \$1000), but which possesses a potential to cause a mishap.

High Visibility (Mishaps or Close Calls). Those particular mishaps or close calls, regardless of the amount of property damage or personnel injury, that the Administrator, Chief/OSMA, CD, AA/OIA, or the Center SMA director judges to possess a high degree of programmatic impact or public, media, or political interest including, but not limited to, mishaps and close calls that impact flight hardware, flight software, or completion of critical mission milestones.

Type A Mishap. A mishap resulting in one or more of the following: (1) an occupational injury or illness resulting in a fatality, a permanent total disability, or the hospitalization for inpatient care of 3 or more people within 30 workdays of the mishap; (2) a total direct cost of mission failure and property damage of \$1 million or more; (3) a crewed aircraft hull loss; (4) an occurrence of an unexpected aircraft departure from controlled flight (except high performance jet/test aircraft such as F-15, F-16, F/A-18, T-38, OV-10, and T-34, when engaged in flight test activities).

Type B Mishap. A mishap that caused an occupational injury or illness that resulted in a permanent partial disability, the hospitalization for inpatient care of 1-2 people within 30 workdays of the mishap, or a total direct cost of mission failure and property damage of at least \$250,000 but less than \$1,000,000.

Type C Mishap. A mishap resulting in a nonfatal occupational injury or illness that caused any days away from work, restricted duty, or transfer to another job beyond the day or shift on which it occurred, or a total direct cost of mission failure and property damage of at least \$25,000 but less than \$250,000.

Type D Mishap. A mishap that caused any nonfatal OSHA recordable occupational injury and/or illness that does not meet the definition of a Type C mishap, or a total direct cost of mission failure and property damage of at least \$1,000 but less than \$25,000.

Offsite. Location or facility **not** owned or controlled by MSFC.