

**ATTACHMENT J-13 DATA PROCUREMENT DOCUMENT (DPD) (CONTINUED)
DATA REQUIREMENTS DESCRIPTION (DRD)**

1. **DPD NO.:** 1140 **ISSUE:** Draft RFP
2. **DRD NO.:** 1140SA-002
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/2
6. **TITLE:** Mishap and Safety Statistics Reports
7. **DESCRIPTION/USE:** To provide reporting of metrics, mishaps, close calls, and serious non-occupational injuries or illnesses.
8. **OPR:** QD50 9. **DM:** CS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:**
 - a. Safety Statistics (e.g., contract number, subcontractors, SIC/NAIC codes, number of employees, number of supervisors, hours worked, etc.): submitted on MSFC Form 4371 by the 10th of each month following contract award.
 - b. Mishaps, Close Calls, and serious non-occupational injuries or illnesses
 1. Type A or B mishaps, high visibility mishaps or close calls, and onsite Type C lost time injury or illness: Immediate telephone notification to the Contracting Officer, and Industrial Safety (256-544-0046 or 4-HELP, Safety Option) so that Center Director notifies the NASA Administrator within 24 hours of occurrence or awareness. Include location and time of incident, number of fatalities, number hospitalized, type of damage, estimated cost, brief description, and contact person and phone number.
 2. Non-occupational fatality or serious injury occurring onsite or to an onsite contractor employee: Notification to Contracting Officer and S&MA so that Center Director notifies the NASA Administrator within 24 hour of occurrence or awareness. (Offsite non-occupational injury or illness notification is at the discretion of the family.)
 3. a. All Onsite MSFC mishaps and close calls: (applicable to onsite contractors only): NASA Initial Safety Incident Report within 4 hours of occurrence or awareness on MSFC Form 4370 or equivalent either by telephone 256-544-4357 (4-HELP); Safety Option or electronically by Quick Incident. Report at https://msfcsma3.msfc.nasa.gov/s&ma_01/mishap/index.htm.
b. Offsite Mishaps and Close Calls Type C and below: Initial notification by next MSFC 4371.
 4. All Mishaps (Type A, B, C, Incidents and Close Calls): Mishap Report NASA Form 1627 or electronic update of NASA Incident Reporting Information System (IRIS) record within 6 calendar days of Mishap.
 5. Type A, B, and Close Calls with high Type A or B potential: Mishap Board Report after completion of investigation.
 6. All Mishaps: Monthly Follow-up Corrective Action Plan/Status as required until closed.
12. **SUBMISSION FREQUENCY:**
 - a. MSFC Form 4370 or electronic equivalent - Each occurrence of a mishap except as identified in section 11.b.
 - b. NASA Form 1627 or electronic equivalent - Each occurrence of a mishap. Corrective action status reports are due every 30 days until the final report is submitted.
 - c. MSFC Form 4371 - By the 10th of each month.
 - d. Mishap Board Report - Each occurrence of a Type A or B mishap, or as directed by Center management.

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DRD Continuation Sheet

TITLE: Mishap and Safety Statistics Reports
DATA TYPE: 3

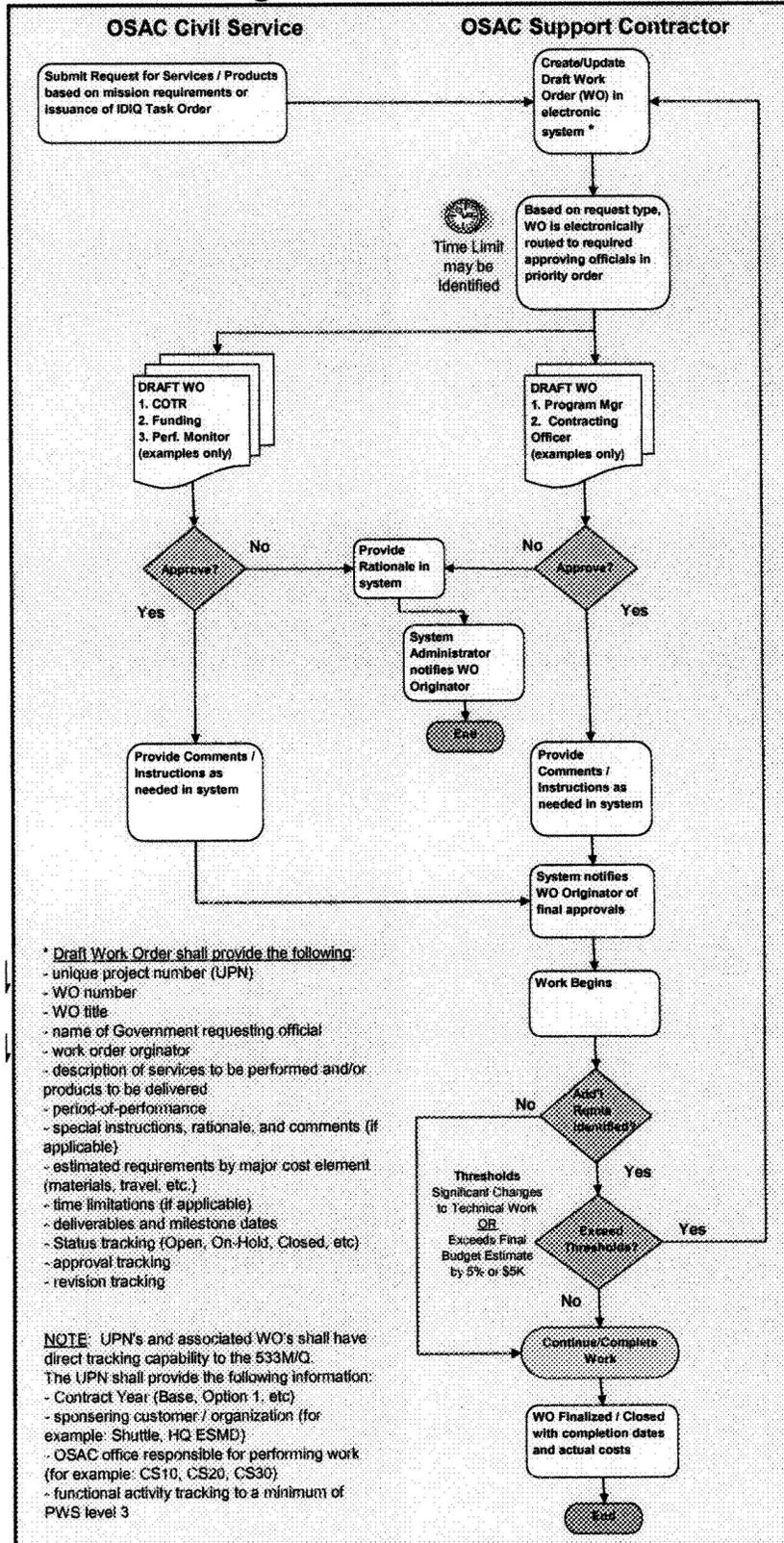
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13. **REMARKS:**
14. **INTERRELATIONSHIP:** DRD 1140SA-001, *Safety, Health, and Environmental (SHE) Plan*. PWS paragraph 3.3
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Mishap and Safety Statistics Reports document all mishaps and close calls as required in NPR 8621.1.
- 15.2 **APPLICABLE DOCUMENTS:**
NPR 8621.1 *NASA Procedural Requirements for Mishap Reporting, Investigating, and Recordkeeping*
MWI 8621.1 *Close Call and Mishap Reporting and Investigation Program*
- 15.3 **CONTENTS:** The Mishap and Safety Statistics Reports shall contain the information required by NPR 8621.1 and MWI 8621.1. The contractor shall use the forms listed in 15.4 to report mishaps and related information required to produce the safety metrics.
- 15.4 **FORMAT:** The following formats or electronic equivalent shall be submitted:
a. MSFC Form 4370, "MSFC Flash Mishap Report."
b. NASA Form 1627, "NASA Mishap Report."
c. MSFC Form 4371, "MSFC Contractor Accident and Safety Statistics."
d. Mishap Board Report using the format provided in NPR 8621.1.
- 15.5 **MAINTENANCE:** None required

[END OF ATTACHMENT J-13]

ATTACHMENT J-14

Work Management / Work Order Process



[END OF ATTACHMENT J-14]

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ATTACHMENT J-15

(RESERVED)

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ATTACHMENT J-16

(RESERVED)

ATTACHMENT J-17

IDIQ LABOR CATEGORY POSITION DESCRIPTIONS

Position	General Characteristics	Description	Desired Qualification/Education
<p>Communications Subject Matter Expert I</p>	<p>Advanced oral and written communication skills; Proactive and results-oriented.</p>	<p>Research, recommend, and execute communication strategies and plans targeted to internal and external audiences through a variety of communication tools, techniques, approaches, products, and services.</p>	<p>B.A. or B.S. in appropriate area of specialization and 5 years of directly related experience. A graduate study in related field is preferred. Computer proficient in Microsoft Office and internet research capabilities</p>
<p>Communications Subject Matter Expert II</p>	<p>Advanced Strategic thinking and planning; Advanced oral and written communication skills; Advanced problem solving skills. Proactive and results-oriented.</p>	<p>Providing counsel and support to OSAC senior management and customers regarding all aspects of strategic communications. Research, recommend, and execute communication strategies and plans targeted to internal and external audiences through a variety of communication tools, techniques, approaches, products, and services.</p>	<p>B.A. or B.S. in appropriate area of specialization and 10 years of directly related experience. Graduate studies or PhD in related field of study is preferred. Computer proficient in Microsoft Office and internet research capabilities</p>

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ATTACHMENT J-17 IDIQ LABOR CATEGORY POSITION DESCRIPTIONS (CONTINUED)

Position	General Characteristics	Description	Desired Qualification/Education
Communications Subject Matter Expert III	Advanced Strategic thinking and planning; Advanced oral and written communication skills; Senior professional who is proactive and results-oriented with solid supervisory skills and demonstrated experience interfacing with senior management Advanced problem solving skills.	Providing counsel and support to OSAC senior management and customers regarding all aspects of strategic communications. Research, recommend, and execute communication strategies and plans targeted to internal and external audiences through a variety of communication tools, techniques, approaches, products, and services.	B.A. or B.S. in appropriate area of specialization and 15 years of directly related experience. Graduate studies or PhD in related field of study is preferred. Computer proficient in Microsoft Office and internet research capabilities

[END OF ATTACHMENT J-17]

ATTACHMENT J-18

WAGE DETERMINATION

REGISTER OF WAGE DETERMINATIONS UNDER
THE SERVICE CONTRACT ACT
By direction of the Secretary of Labor

U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS ADMINISTRATION
WAGE AND HOUR DIVISION
WASHINGTON D.C. 20210

William W. Gross Division of
Director Wage Determinations

Wage Determination No.: **2005-2008**
Revision No.: **4**
Date Of Last Revision: **12/06/2006**

States: **Alabama, Tennessee**

Alabama Counties of Colbert, Franklin, Jackson, Lauderdale, Lawrence,
Limestone, Madison, Marion, Marshall, Morgan, Winston

Tennessee Counties of Giles, Lawrence, Lincoln, Moore, Wayne

****Fringe Benefits Required Follow the Occupational Listing****

OCCUPATION CODE - TITLE	MINIMUM WAGE RATE
01000 - Administrative Support And Clerical Occupations	
01011 - Accounting Clerk I	13.47
01012 - Accounting Clerk II	14.65
01013 - Accounting Clerk III	16.77
01020 - Administrative Assistant	21.27
01040 - Court Reporter	17.16
01051 - Data Entry Operator I	10.78
01052 - Data Entry Operator II	12.84
01060 - Dispatcher, Motor Vehicle	16.31
01070 - Document Preparation Clerk	12.47
01090 - Duplicating Machine Operator	12.47
01111 - General Clerk I	10.25
01112 - General Clerk II	11.18
01113 - General Clerk III	13.15
01120 - Housing Referral Assistant	17.51
01141 - Messenger Courier	8.95
01191 - Order Clerk I	11.24
01192 - Order Clerk II	15.27
01261 - Personnel Assistant (Employment) I	13.50
01262 - Personnel Assistant (Employment) II	15.08
01263 - Personnel Assistant (Employment) III	16.33
01270 - Production Control Clerk	18.39
01280 - Receptionist	11.02
01290 - Rental Clerk	11.79
01300 - Scheduler, Maintenance	15.32
01311 - Secretary I	15.32
01312 - Secretary II	17.16
01313 - Secretary III	19.14
01320 - Service Order Dispatcher	13.83
01410 - Supply Technician	21.27
01420 - Survey Worker	16.43
01531 - Travel Clerk I	9.71
01532 - Travel Clerk II	10.28
01533 - Travel Clerk III	10.96
01611 - Word Processor I	12.34
01612 - Word Processor II	13.77
01613 - Word Processor III	16.31

05000 - Automotive Service Occupations

05005 - Automobile Body Repairer, Fiberglass	17.50
05010 - Automotive Electrician	16.73
05040 - Automotive Glass Installer	15.94
05070 - Automotive Worker	15.94
05110 - Mobile Equipment Servicer	14.45
05130 - Motor Equipment Metal Mechanic	17.50
05160 - Motor Equipment Metal Worker	15.94
05190 - Motor Vehicle Mechanic	15.98
05220 - Motor Vehicle Mechanic Helper	12.52
05250 - Motor Vehicle Upholstery Worker	15.22
05280 - Motor Vehicle Wrecker	15.94
05310 - Painter, Automotive	15.28
05340 - Radiator Repair Specialist	15.94
05370 - Tire Repairer	12.75
05400 - Transmission Repair Specialist	17.50

07000 - Food Preparation And Service Occupations

07010 - Baker	10.84
07041 - Cook I	9.14
07042 - Cook II	10.27
07070 - Dishwasher	7.57
07130 - Food Service Worker	8.09
07210 - Meat Cutter	13.32
07260 - Waiter/Waitress	6.82

09000 - Furniture Maintenance And Repair Occupations

09010 - Electrostatic Spray Painter	17.56
09040 - Furniture Handler	13.94
09080 - Furniture Refinisher	17.56
09090 - Furniture Refinisher Helper	14.41
09110 - Furniture Repairer, Minor	15.98
09130 - Upholsterer	17.56

11000 - General Services And Support Occupations

11030 - Cleaner, Vehicles	8.16
11060 - Elevator Operator	8.06
11090 - Gardener	12.11
11122 - Housekeeping Aide	8.62
11150 - Janitor	8.06
11210 - Laborer, Grounds Maintenance	10.00
11240 - Maid or Houseman	7.29
11260 - Pruner	8.72
11270 - Tractor Operator	12.08
11330 - Trail Maintenance Worker	10.00
11360 - Window Cleaner	8.24

12000 - Health Occupations

12010 - Ambulance Driver	14.33
12011 - Breath Alcohol Technician	13.57
12012 - Certified Occupational Therapist Assistant	18.49
12015 - Certified Physical Therapist Assistant	18.49
12020 - Dental Assistant	13.91
12025 - Dental Hygienist	18.58
12030 - EKG Technician	20.57
12035 - Electroneurodiagnostic Technologist	20.57
12040 - Emergency Medical Technician	14.33
12071 - Licensed Practical Nurse I	12.46
12072 - Licensed Practical Nurse II	14.00
12073 - Licensed Practical Nurse III	15.68
12100 - Medical Assistant	10.79
12130 - Medical Laboratory Technician	14.02
12160 - Medical Record Clerk	11.28

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12190 - Medical Record Technician	13.60
12195 - Medical Transcriptionist	12.40
12210 - Nuclear Medicine Technologist	29.83
12221 - Nursing Assistant I	8.77
12222 - Nursing Assistant II	9.87
12223 - Nursing Assistant III	10.76
12224 - Nursing Assistant IV	12.08
12235 - Optical Dispenser	13.68
12236 - Optical Technician	10.14
12250 - Pharmacy Technician	12.24
12280 - Phlebotomist	12.08
12305 - Radiologic Technologist	20.57
12311 - Registered Nurse I	19.83
12312 - Registered Nurse II	24.27
12313 - Registered Nurse II, Specialist	24.27
12314 - Registered Nurse III	29.36
12315 - Registered Nurse III, Anesthetist	29.36
12316 - Registered Nurse IV	35.18
12317 - Scheduler (Drug and Alcohol Testing)	16.82
 13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	17.77
13012 - Exhibits Specialist II	21.76
13013 - Exhibits Specialist III	26.45
13041 - Illustrator I	17.77
13042 - Illustrator II	21.76
13043 - Illustrator III	26.45
13047 - Librarian	22.08
13050 - Library Aide/Clerk	12.82
13054 - Library Information Technology Systems Administrator	21.15
13058 - Library Technician	14.67
13061 - Media Specialist I	14.37
13062 - Media Specialist II	16.07
13063 - Media Specialist III	17.92
13071 - Photographer I	13.58
13072 - Photographer II	15.68
13073 - Photographer III	18.78
13074 - Photographer IV	22.96
13075 - Photographer V	27.87
13110 - Video Teleconference Technician	14.39
 14000 - Information Technology Occupations	
14041 - Computer Operator I	13.39
14042 - Computer Operator II	17.39
14043 - Computer Operator III	18.63
14044 - Computer Operator IV	23.78
14045 - Computer Operator V	26.73
14071 - Computer Programmer I (1)	20.66
14072 - Computer Programmer II (1)	24.76
14073 - Computer Programmer III (1)	27.62
14074 - Computer Programmer IV (1)	27.62
14101 - Computer Systems Analyst I (1)	27.62
14102 - Computer Systems Analyst II (1)	27.62
14103 - Computer Systems Analyst III (1)	27.62
14150 - Peripheral Equipment Operator	13.39
14160 - Personal Computer Support Technician	23.78
 15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	26.68
15020 - Aircrew Training Devices Instructor (Rated)	32.29
15030 - Air Crew Training Devices Instructor (Pilot)	33.42
15050 - Computer Based Training Specialist / Instructor	30.38
15060 - Educational Technologist	24.89

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15070 - Flight Instructor (Pilot)	33.42
15080 - Graphic Artist	19.60
15090 - Technical Instructor	16.29
15095 - Technical Instructor/Course Developer	20.67
15110 - Test Proctor	17.16
15120 - Tutor	17.16
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	7.37
16030 - Counter Attendant	7.37
16040 - Dry Cleaner	9.26
16070 - Finisher, Flatwork, Machine	7.37
16090 - Presser, Hand	7.37
16110 - Presser, Machine, Drycleaning	7.37
16130 - Presser, Machine, Shirts	7.37
16160 - Presser, Machine, Wearing Apparel, Laundry	7.51
16190 - Sewing Machine Operator	9.78
16220 - Tailor	10.23
16250 - Washer, Machine	7.99
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	20.38
19040 - Tool And Die Maker	24.86
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	14.82
21030 - Material Coordinator	18.39
21040 - Material Expediter	18.39
21050 - Material Handling Laborer	10.29
21071 - Order Filler	10.87
21080 - Production Line Worker (Food Processing)	14.00
21110 - Shipping Packer	12.98
21130 - Shipping/Receiving Clerk	12.98
21140 - Store Worker I	10.50
21150 - Stock Clerk	14.24
21210 - Tools And Parts Attendant	14.82
21410 - Warehouse Specialist	14.82
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	17.04
23021 - Aircraft Mechanic I	22.24
23022 - Aircraft Mechanic II	17.04
23023 - Aircraft Mechanic III	17.71
23040 - Aircraft Mechanic Helper	17.44
23050 - Aircraft, Painter	19.32
23060 - Aircraft Servicer	19.34
23080 - Aircraft Worker	20.27
23110 - Appliance Mechanic	18.04
23120 - Bicycle Repairer	14.66
23125 - Cable Splicer	19.76
23130 - Carpenter, Maintenance	17.56
23140 - Carpet Layer	17.29
23160 - Electrician, Maintenance	23.21
23181 - Electronics Technician Maintenance I	16.30
23182 - Electronics Technician Maintenance II	25.55
23183 - Electronics Technician Maintenance III	26.62
23260 - Fabric Worker	16.54
23290 - Fire Alarm System Mechanic	18.79
23310 - Fire Extinguisher Repairer	15.72
23311 - Fuel Distribution System Mechanic	18.79
23312 - Fuel Distribution System Operator	16.80
23370 - General Maintenance Worker	16.43
23380 - Ground Support Equipment Mechanic	22.24

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23381 - Ground Support Equipment Servicer	19.34
23382 - Ground Support Equipment Worker	20.27
23391 - Gunsmith I	13.46
23392 - Gunsmith II	14.84
23393 - Gunsmith III	16.27
23410 - Heating, Ventilation & Air-Conditioning Mechanic	18.38
23411 - Heating, Ventilation & Air Conditioning Mechanic (R&D Facility)	19.30
23430 - Heavy Equipment Mechanic	18.38
23440 - Heavy Equipment Operator	17.87
23460 - Instrument Mechanic	20.67
23465 - Laboratory/Shelter Mechanic	15.56
23470 - Laborer	10.33
23510 - Locksmith	18.04
23530 - Machinery Maintenance Mechanic	23.32
23550 - Machinist, Maintenance	16.92
23580 - Maintenance Trades Helper	14.41
23591 - Metrology Technician I	20.67
23592 - Metrology Technician II	21.55
23593 - Metrology Technician III	22.41
23640 - Millwright	18.79
23710 - Office Appliance Repairer	18.09
23760 - Painter, Maintenance	17.56
23790 - Pipefitter, Maintenance	18.90
23810 - Plumber, Maintenance	18.06
23820 - Pneudraulic Systems Mechanic	18.79
23850 - Rigger	18.79
23870 - Scale Mechanic	17.29
23890 - Sheet-Metal Worker, Maintenance	18.38
23910 - Small Engine Mechanic	16.75
23931 - Telecommunications Mechanic I	18.38
23932 - Telecommunications Mechanic II	20.21
23950 - Telephone Lineman	18.38
23960 - Welder, Combination, Maintenance	18.38
23965 - Well Driller	18.79
23970 - Woodcraft Worker	18.79
23980 - Woodworker	16.43
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	7.78
24580 - Child Care Center Clerk	9.71
24610 - Chore Aide	7.65
24620 - Family Readiness And Support Services Coordinator	11.71
24630 - Homemaker	12.32
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	18.86
25040 - Sewage Plant Operator	17.87
25070 - Stationary Engineer	18.86
25190 - Ventilation Equipment Tender	14.85
25210 - Water Treatment Plant Operator	17.56
27000 - Protective Service Occupations	
27004 - Alarm Monitor	11.88
27007 - Baggage Inspector	9.95
27008 - Corrections Officer	14.36
27010 - Court Security Officer	15.75
27030 - Detection Dog Handler	12.55
27040 - Detention Officer	14.36
27070 - Firefighter	15.75
27101 - Guard I	9.95
27102 - Guard II	12.55
27131 - Police Officer I	17.14
27132 - Police Officer II	19.05

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28000 - Recreation Occupations		
28041 - Carnival Equipment Operator		8.93
28042 - Carnival Equipment Repairer		9.38
28043 - Carnival Equipment Worker		7.40
28210 - Gate Attendant/Gate Tender		12.23
28310 - Lifeguard		10.90
28350 - Park Attendant (Aide)		13.68
28510 - Recreation Aide/Health Facility Attendant		9.99
28515 - Recreation Specialist		12.25
28630 - Sports Official		10.90
28690 - Swimming Pool Operator		14.23
29000 - Stevedoring/Longshoremen Occupational Services		
29010 - Blocker And Bracer		17.70
29020 - Hatch Tender		17.70
29030 - Line Handler		17.70
29041 - Stevedore I		16.90
29042 - Stevedore II		18.56
30000 - Technical Occupations		
30010 - Air Traffic Control Specialist, Center (HFO) (2)		33.27
30011 - Air Traffic Control Specialist, Station (HFO) (2)		22.94
30012 - Air Traffic Control Specialist, Terminal (HFO) (2)		25.27
30021 - Archeological Technician I		15.69
30022 - Archeological Technician II		17.56
30023 - Archeological Technician III		21.76
30030 - Cartographic Technician		23.09
30040 - Civil Engineering Technician		20.75
30061 - Drafter/CAD Operator I		15.69
30062 - Drafter/CAD Operator II		17.77
30063 - Drafter/CAD Operator III		18.64
30064 - Drafter/CAD Operator IV		22.94
30081 - Engineering Technician I		12.79
30082 - Engineering Technician II		15.89
30083 - Engineering Technician III		19.09
30084 - Engineering Technician IV		26.34
30085 - Engineering Technician V		30.74
30086 - Engineering Technician VI		37.17
30090 - Environmental Technician		20.17
30210 - Laboratory Technician		18.37
30240 - Mathematical Technician		23.77
30361 - Paralegal/Legal Assistant I		14.87
30362 - Paralegal/Legal Assistant II		18.43
30363 - Paralegal/Legal Assistant III		22.54
30364 - Paralegal/Legal Assistant IV		27.28
30390 - Photo-Optics Technician		22.75
30461 - Technical Writer I		18.73
30462 - Technical Writer II		22.91
30463 - Technical Writer III		25.38
30491 - Unexploded Ordnance (UXO) Technician I		20.73
30492 - Unexploded Ordnance (UXO) Technician II		25.09
30493 - Unexploded Ordnance (UXO) Technician III		30.07
30494 - Unexploded (UXO) Safety Escort		20.73
30495 - Unexploded (UXO) Sweep Personnel		20.73
30620 - Weather Observer, Combined Upper Air Or Surface Programs (3)		18.39
30621 - Weather Observer, Senior (3)		18.79
31000 - Transportation/Mobile Equipment Operation Occupations		
31020 - Bus Aide		9.74
31030 - Bus Driver		12.67
31043 - Driver Courier		12.36
31260 - Parking and Lot Attendant		8.86

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31290 - Shuttle Bus Driver	13.11
31310 - Taxi Driver	9.91
31361 - Truckdriver, Light	13.11
31362 - Truckdriver, Medium	16.16
31363 - Truckdriver, Heavy	16.83
31364 - Truckdriver, Tractor-Trailer	16.83
99000 - Miscellaneous Occupations	
99030 - Cashier	8.82
99050 - Desk Clerk	6.90
99095 - Embalmer	20.73
99251 - Laboratory Animal Caretaker I	8.23
99252 - Laboratory Animal Caretaker II	13.46
99310 - Mortician	20.73
99410 - Pest Controller	12.10
99510 - Photofinishing Worker	10.58
99710 - Recycling Laborer	12.99
99711 - Recycling Specialist	13.44
99730 - Refuse Collector	11.23
99810 - Sales Clerk	10.45
99820 - School Crossing Guard	10.42
99830 - Survey Party Chief	14.67
99831 - Surveying Aide	9.04
99832 - Surveying Technician	12.37
99840 - Vending Machine Attendant	12.42
99841 - Vending Machine Repairer	14.23
99842 - Vending Machine Repairer Helper	12.42

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: Life, accident, and health insurance plans, sick leave, pension plans, civic and personal leave, severance pay, and savings and thrift plans. Minimum employer contributions costing an average of \$3.01 per hour computed on the basis of all hours worked by service employees employed on the contract.

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 10 years, and 4 after 20 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)

2) **APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL:** An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.

3) **WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY:** If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed

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(40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

**** HAZARDOUS PAY DIFFERENTIAL ****

An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordinance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance,
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(or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition.

NOTE: These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A link to the Directory may be found on the WHD home page at <<http://www.dol.gov/esa/whd/>> or through the Wage Determinations On-Line (WDOL) Web site at <<http://wdol.gov/>>.

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REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C) (vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

[END OF ATTACHMENT J-18]

ATTACHMENT J-19

APPLICABLE REGULATIONS, PROCEDURES, AND DOCUMENTS

The documents listed herein contain specifications to which the contractor's work must conform. The contractor shall comply with all the requirements of these documents and all revisions thereto. Current versions shall be utilized, unless authorization to use obsolete versions has been properly documented. 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 onsite at MSFC.

The contractor shall utilize all NASA and MSFC Directives and Standards as applicable, as well as Office of Strategic Analysis & Communication Organizational Issuances (OI's). Applicable regulations, procedures, and documents have been provided electronically with this RFP. Current versions shall be utilized, unless authorization to use obsolete versions have been properly documented.

NASA and MSFC Directives can be found at the following URL:
<https://repository.msfc.nasa.gov/directives>

NASA and MSFC Standards can be found at the following URL:
<http://standards.nasa.gov>

Miscellaneous Documents

29 CFR 1910	Department of Labor; Occupational Safety and Health Administration Standards for General Industry.
40 CFR	Environmental Protection
42 USC 2451	The National Aeronautics and Space Act of 1958 as amended
NFPA Standards	National Fire Codes

OMB CIRCULARS

Circular A-130	Management of Federal Information Resources
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NASA DOCUMENTATION

48 CFR Chapter 1	Federal Acquisition Regulations
48 CFR Chapter 18	(NASA/FAR Supplement)
NASA-STD-8719.11	Safety Standard for Fire Protection
1001.0	NPD NASA Strategic Plan
1383.1	NPD Release and Management of Audiovisual Products and Services
1383.2	NPD NASA assistance to Non-Government, Entertainment-Oriented Motion Picture, television, Video and Multimedia
1385.1	NPR Public Appearances of NASA Astronauts and Other Personnel w/ Change 1 (Revalidated 1/07/05)
1385.2	NPD Public Appearances of NASA Astronauts and Other NASA Personnel w/ Change 1 (Revalidated 11/24/04)
1387.1	NPD NASA Exhibits Program (Revalidated 11/15/04)
1387.1	NPR NASA Exhibits Program w/ Change 1 (Revalidated 1/08/04)
1387.2	NPD Use, Control, and Loan of Lunar Samples for Public and Educational Purchases (Revalidated 2/28/05)
1441.1	NPR NASA Records Retention Schedules
1490.1	NPD NASA Printing, Duplicating, and Copying Management
1600.1	NPR NASA Security Program Procedural Requirements (Note: NPR 1600.1 replaced NPR 1620.1.)
1620.3	NPR Physical Security Requirements for NASA Facilities and Property

2810.1	NPR	Security of Information Technology
<u>NASA DOCUMENTATION Cont'd</u>		
4100.1	NPR	NASA Materials Inventory Management Manual
4200.1	NPR	NASA Equipment Management Manual
4300.4	NPD	Use of Space Shuttle and Aerospace Vehicle Materials as Momentos (Revalidated 3/29/04)
5100.4	NPR	Federal Acquisition Regulation Supplement, (NASA/FAR Supplement) Part 18-45 and latest revisions thereto
7120.5	NPR	NASA Program and Project Management Processes and Requirement
8621.1	NPR	NASA Procedural Requirements for Mishap and Close Reporting, Investigating, and Recordkeeping
8700.1	NPD	NASA Policy for Safety and Mission Success
8705.6	NPR	Safety and Mission Assurance Audits, Reviews and Assessments
8715.3	NPR	NASA General Safety Program Requirements
9501.2	NPR	NASA Contractor Financial Management Reporting

<u>MSFC DOCUMENTATION (MWIs, MPDs, and MPDs)</u>		
1040.3	MPD	MSFC Emergency Program
1040.3	MPR	MSFC Emergency Plan
1100.1	MPR	MSFC Organizational Manual
1130.1	MPG	MSFC Implementation Planning Process
1130.2	MPG	MSFC Annual Report Process
1280.1	MPD	Marshal Management Manual
1280.2	MWI	MSFC Customer Feedback System
1280.3	MWI	MSFC Corrective/Preventative Action Notification System
1280.4	MWI	MSFC Quality System Deficiency Notification System
1280.4	MPR	MSFC Corrective Action System
1280.6	MPR	Internal Quality Audits
1280.5	MWI	MSFC ALERT Processing
1371.1	MPR	Procedural Requirements for Processing Foreign Visitor requests
1380.1	MPR	Acceptance of Gifts to MSFC
1380.1	MWI	Handling of Freedom of Information Act Requests
1380.1	MPD	Release of Information to News and Information Media
1380.2	MPR	Center Public Exhibits and Requirements Process
1380.2	MPD	Coordination of Activities for Visitors to MSFC
1380.3	MWI	Center Mementos
1410.1	MPR	Document an Data Control for Organizational Issuances
1440.2	MPR	MSFC Records Management Program
1450.1	MWI	Handling of Congressional Inquires
1490.1	MPR	Printing, Reproduction, and Self-Service Copying Services
1500.1	MWI	Special Events Coordination
1520.1	MWI	Graphic and Publication Production Services
1551.1	MPR	Mail Management & Distribution
1600.1	MPR	MSFC Security Procedural Requirements
1700.3	MWI	NASA Safety Reporting System Corrective Action Process
1800.1	MPR	Bloodborne Pathogens
1800.1	MPD	MSFC Smoking Policy
1810.1	MPR	MSFC Occupational Medicine
1840.1	MPR	MSFC Confined Space Entries
1840.1	MPD	MSFC Environmental Health Program

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1840.2 MPD MSFC Hearing Conservation Program
1840.2 MPR MSFC Hazard Communication Program

MSFC DOCUMENTATION (MWIs, MPDs, and MPDs) Cont'd.

1840.3 MPR MSFC Hazardous Chemicals in Laboratories Protection Program
1860.1 MPR Radiation Safety Procedural Requirements
1860.1 MPD Laser Safety
1860.2 MPD Radiation Safety Program
2190.1 MPD MSFC Export Control Program
2210.1 MPD Documentation Input and Output of the MSFC Documentation Repository

2500.1 MPR Marshall Telecommunications and Audio Visual Services
2810.1 MPD Security of Information Technology
3410.1 MPR Training
3410.1 MWI Personnel Certification Program
3940.1 MPR Welfare and Charity Campaigns and Privately-Sponsored On-the-Job Solicitations

4000.2 MPR Property Management
4200.1 MWI Equipment Control
4520.1 MWI Receiving
6700.1 MPR Vehicle and Motor Pool Operations
8500.1 MPR MSFC Environmental Management Program
8550.5 MWI Chemical Management
8621.1 MWI Close Call and Mishap Reporting and Investigation Program
8715.1 MPR Marshall Safety, Health and Environmental (SHE) Program
8715.3 MWI Hazard Identification and Warning System
8715.9 MWI Occupational Safety Requirements for MSFC Contractors
8715.11 MWI Fire Protection
8715.15 MWI Ground Operations Safety Assessment and Risk Mitigation Program

Organizational Issuances (The following OI's are provided for information purposes only.)

CS20-OWI-001 Developing Information Products
CS20-OWI-002 Procedure for Responding to Media Queries
CS20-OWI-003 Press Conference/Press Briefings
CS20-OWI-004 Media Contingency Planning
CS20-OWI-005 Management Reports
CS20-OWI-006 Customer Feedback Process
CS20-OWI-007 Media Visits
CS20-OWI-008 Operation of MSFC Newsroom and Remote News Center
CS20-OWI-009 Space Shuttle Launch Support
CS20-OWI-010 Exhibits Operations and Maintenance
CS20-OWI-011 Handling Public Inquires Requests
CS20-OWI-012 Historical Function
CS20-OWI-014 Employee Communications
CS30-OWI-008 Handling Official Public Speaking Engagements by Marshall Space Flight Center Personnel
MSFC-SSCP-5-77 Space Shuttle Contingency Plan Office of Strategic Communications

[END OF ATTACHMENT J-19]

ATTACHMENT J-20

ACRONYM LIST

ACO	Administrative Contracting Officer
ADA	Americans with Disabilities Act
ADP	Automated Data Processing
AQL	Acceptable Quality Level
ASI	Analytical Services, Inc.
ASRI	AI Signal Research, Inc.
BICE	Bureau of Immigration & Customs Enforcement
C&DM	Configuration and Data Management
CaER	Customer and Employee Relations Directorate
CAS	Cost Accounting Standards
CCI	Consolidated Contract Incentive
CCR	Central Contractor Registration
CCS	Center Chief of Security
CITSPP	Contract Information Technology Security Program
CLIN	Contract Line Item Number
CO	Contracting Officer
COM	Cost of Money
COR	Contracting Officer Representative
COTR	Contracting Officer Technical Representative
COTS	Commercial-Off-The-Shelf
CPIF	Cost Plus Incentive Fee
CPR	Core Process Requirement
CSO	Corporation Security Officer
CST	Central Standard Time
CY	Contract Year
DCAA	Defense Contract Audit Agency
DCMA	Defense Contract Management Agency
DoD	Department of Defense
DOL	Department of Labor
DOT	Department of Transportation
DPD	Data Procurement Document
DRD	Data Requirements Description
DRFP	Draft Request for Proposal
DPLH	Direct Product Labor Hours
DUNS	Data Universal Numbering System
EAR	Export Administration Regulations
EOD	Enter of Date
FAQ	Frequently Asked Questions
FAR	Federal Requisition Regulation
FC	Fingerprint Card
FFP	Firm-Fixed Price
FICA	Federal Insurance Contribution Act
FIPS	Federal Information Processing Standards Publication
FLSA	Fair Labor Standards Act
FOB	Free On Board
FRFP	Final Request for Proposal
FSO	Facility Security Officer
FTE	Full Time Equivalent

FUI	Federal Unemployment Insurance
G&A	General and Administrative
GAO	General Accounting Office
GBL	Government Bill of Lading
GM	General Motors Corporation
HQ	Headquarters
HSPD	Homeland Security Presidential Directive
HTML	Hyper Text Markup Language
IAGP	Installation-Accountable Government Property
IDIQ	Indefinite Delivery/Indefinite Quantity
IDMS	Identity Management System
IF	Incentive Fee
IT	Information Technology
ITAR	International Traffic in Arms Regulations
JD/Q	Job Description/Qualification
KP	Key Personnel
LTC	Lost Time Cases
MMM	Marshall Management Manual
MPD	Marshall Policy Directives
MPG	Marshall Procedures & Guidelines
MPR	Marshall Procedural Requirements
MSE&T	Materials, Supplies, Equipment & Training
MSFC	Marshall Space Flight Center
MTA	Management and Technical Approach
MWI	Marshall Work Instructions
NAC	National Agency Check
NACI	National Agency Check Inquires
NAIC	North American Industrial Classification System
NAIS	NASA Acquisition Internet Services
NASA	National Aeronautics & Space Administration
NCIC	National Crime Information Center
NFNMS	NASA Foreign National Management System
NFPA	National Fire Protection Association
NPD	NASA Policy Directives
NFS	NASA FAR Supplement
NLRB	National Labor Relations Board
NPD	NASA Policy Directives
NPG	NASA Procedures & Guidelines
NPR	NASA Procedure Requirements
NSSC	NASA Shared Services Center
NTE	Not-to-Exceed
OASDI	Old Age Survivors Disability Insurance
OCI	Organizational Conflicts of Interest
ODC	Other Direct Costs
ODIN	Outsourcing Desktop Initiative
OI	Organizational Issuances
OMB	Office of Management and Budget
OPM	Office of Personnel Management
ORCA	Online Representations and Certifications Application
OSAC	Office of Strategic Analysis and Communications
OSHA	Occupational Safety and Health Administration

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OWI	Organizational work Instruction
PACS	Physical Access Control System
PCI	NASA Personal Identity Verification Card Issuance
PDF	Portable Document Format
PDTS	Procurement Discrepancy Tracking System
PIN	Personal Identification Number
PIV	Personal Identity Verification
PM	Program Manager
POC	Point of Contact
PRB	Plans Postretirement Benefits
PRS	Performance Requirements Summary
PSA	Property Support Assistant
PSA	Personal Satellite Assistance
PTS	Points
PWS	Performance of Work Statement
RFP	Request for Proposal
S&MA	Safety & Mission Assurance Office
S&MS	Science and Mission Systems
SAT	Simplified Acquisition Threshold
SBA	Small Business Administration
SCA	Service Contract Act
SEB	Source Evaluation Board
SEC	Source Evaluation Committee
SF	Standard Form
SEMO	Supply and Equipment Management Officer
SHE	Safety, Health and Environmental
SIC	Standard Industrial Classification
SME	Subject Matter Expert
SSA	Source Selection Authority
SSN	Social Security Number
STC	Staffing and Total Compensation
SUI	State Unemployment Insurance
STD	Standard
TBD	To be Determined
TM	Task Monitor
TO	Task Order
TOP	Task Order Plan
TOR	Task Order Request
TV	Television
URL	Universal Research Language
UPN	Unique Project Number
U.S.	United States
USSRC	US Space and Rocket Center
VIP	Very Important Person
WBS	Work Breakdown Structure
WO	Work Order
WYE	Work Year Equivalent
XML	Extensible Machine Language

(END OF ATTACHMENT J-20)