

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES	
2. AMENDMENT/MODIFICATION NO. 000009		3. EFFECTIVE DATE JUN 28 2013		1 9	
4. REQUISITION/PURCHASE REQ. NO. See Schedule		5. PROJECT NO. (If applicable)			
6. ISSUED BY NASA/Marshall Space Flight Center Office of Procurement PS33/Bobby J. Holden Marshall Space Flight Center AL 35812		7. ADMINISTERED BY (If other than Item 6) NASA/Marshall Space Flight Center PS33/Bobby J. Holden 256-544-5417 Bobby.J.Holden@nasa.gov Marshall Space Flight Center AL 35812		CODE MSFC	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) A S I 350 VOYAGER WAY NW HUNTSVILLE AL 35806-3200		(X) 9A. AMENDMENT OF SOLICITATION NO.		9B. DATED (SEE ITEM 11)	
CODE 02229 FACILITY CODE		(X) 10A. MODIFICATION OF CONTRACT/ORDER NO. NNM12AA53C		10B. DATED (SEE ITEM 13) 08/16/2012	

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: \$645,136.00

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: 52.243-1, Changes - Fixed Price, 1852.232-77, Limitation of Funds (Fixed Price Contract)
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor is not, is required to sign this document and return _____ 0 _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)
The purpose of this modification is to:

- Update Section H, Clause H.7, Key Personnel and Facilities to change Program Manager from (b)(4).
- Update DPD Package No. 1411 Basic dated August 16, 2012 to DPD Package No. 1411 Revision A, dated June 26, 2013.
- Increase Total funds Allotted in the amount of \$645,136 from \$4,349,069 to \$4,994,205. The funding allocation is as follows:

Continued ...

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

(b)(4)	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Bobby J Holden
15C. DATE SIGNED 28 June 2013	16B. UNITED STATES OF AMERICA <i>Bobby J Holden</i> (Signature of Contracting Officer)
	16C. DATE SIGNED 6/28/13

NAME OF OFFEROR OR CONTRACTOR
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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)								
	<p>Mission: increased by (b)(4) (b)(4)</p> <p>Materials and Supplies: increased by (b)(4) from (b)(4)</p> <p>Travel and Training: increased by (b)(4) from (b)(4)</p> <p>The anticipated fund through date is August 15, 2013.</p> <p>4. In order to reflect the changes resulting from this modification, page(s) listed below are added or deleted from the contract as shown. In order to indicate the specific area(s) of change, vertical lines are shown in the right margin of the enclosed replacement page across from the revised area.</p> <table style="width:100%; border:none;"> <tr> <td style="width:50%;">Pages Deleted</td> <td style="width:50%;">Pages Added</td> </tr> <tr> <td>H-8 (MOD 8)</td> <td>H-8 (MOD 9)</td> </tr> <tr> <td>H-10 (Basic)</td> <td>H-10 (Mod 9)</td> </tr> <tr> <td>J-2-1 - J-2-28 (Basic)</td> <td>J-2-1 - J-2-28 (Mod 9)</td> </tr> </table> <p>5. All other terms and conditions remain unchanged and in full force and effect. LIST OF CHANGES: Reason for Modification : Other Administrative Action</p> <p>Obligated Amount for this Modification: \$645,136.00</p> <p>New Total Obligated Amount for this Award: \$4,994,205.00</p> <p>PR # 4200476893</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 62CS10/6100.2511/62/FC000000/432938.09.01.08.02.0/ 1/000/2510/62/CASX22013D/361N/8013/140122/1/2 Cost Center 62CS10 GL Account 6100.2511 Order FC000000 WBS Element1 432938.09.01.08.02.0 Item Number 000 Commitment Item 2510 Continued ...</p>	Pages Deleted	Pages Added	H-8 (MOD 8)	H-8 (MOD 9)	H-10 (Basic)	H-10 (Mod 9)	J-2-1 - J-2-28 (Basic)	J-2-1 - J-2-28 (Mod 9)				
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H-8 (MOD 8)	H-8 (MOD 9)												
H-10 (Basic)	H-10 (Mod 9)												
J-2-1 - J-2-28 (Basic)	J-2-1 - J-2-28 (Mod 9)												

NAME OF OFFEROR OR CONTRACTOR
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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Funds Center 62 Fund CASX22013D Functional Area 361N Appropriation 8013/140122 Amount: \$16,557.00</p> <p>PR # 4200476986</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 62FP30/6100.2511/62/FC000000/747797.06.41.99.08/00/2510/62/EXPX22013D/201E/8013/140124/1/2 Cost Center 62FP30 GL Account 6100.2511 Order FC000000 WBS Element1 747797.06.41.99.08 Item Number 000 Commitment Item 2510 Funds Center 62 Fund EXPX22013D Functional Area 201E Appropriation 8013/140124 Amount: \$5,230.00</p> <p>PR # 4200476993</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 62FP30/6100.2511/62/FC000000/747797.06.41.99.08/00/2510/62/EXPX22013D/201E/8013/140124/1/2 Cost Center 62FP30 GL Account 6100.2511 Order FC000000 WBS Element1 747797.06.41.99.08 Item Number 000 Commitment Item 2510 Funds Center 62 Fund EXPX22013D Functional Area 201E Appropriation 8013/140124 Amount: \$100.00</p> <p>PR # 4200477072</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 62IS50/6100.2511/62/FC000000/812235.29.20.02.08/00/2510/62/CASX22013D/922A/8013/140122/1/2 Cost Center 62IS50 GL Account 6100.2511 Continued ...</p>				

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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Order FC000000 WBS Element1 812235.29.20.02.08 Item Number 000 Commitment Item 2510 Funds Center 62 Fund CASX22013D Functional Area 922A Appropriation 8013/140122 Amount: \$1,946.00</p> <p>PR # 4200478724</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 62CS10/6100.2511/62/FC000000/129985.01.08.08/000/2 510/62/CASX22013R/CMO/8013/140122/1/2 Cost Center 62CS10 GL Account 6100.2511 Order FC000000 WBS Element1 129985.01.08.08 Item Number 000 Commitment Item 2510 Funds Center 62 Fund CASX22013R Functional Area CMO Appropriation 8013/140122 Amount: \$76,000.00</p> <p>PR # 4200479991</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 62XP02/6100.2511/62/FC000000/573754.01.02.15.07.0/ 4/000/2510/62/EXPX22013D/719V/8013/140124/1/2 Cost Center 62XP02 GL Account 6100.2511 Order FC000000 WBS Element1 573754.01.02.15.07.0 Item Number 000 Commitment Item 2510 Funds Center 62 Fund EXPX22013D Functional Area 719V Appropriation 8013/140124 Amount: \$100,000.00</p> <p>PR # 4200478233</p> <p>NEW ACCOUNTING CODE ADDED: Account code: Continued ...</p>				

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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	62CS20/6100.2511/62/FC000000/977657.14.08/000/2510 /62/CASX22013D/618I/8013/140122/1/2 Cost Center 62CS20 GL Account 6100.2511 Order FC000000 WBS Element1 977657.14.08 Item Number 000 Commitment Item 2510 Funds Center 62 Fund CASX22013D Functional Area 618I Appropriation 8013/140122 Amount: \$14,515.00 PR # 4200479009 NEW ACCOUNTING CODE ADDED: Account code: 62CS30/6100.2511/62/FC000000/736466.01.04.08.01/00 0/2510/62/CASX22013D/361N/8013/140122/2/44 Cost Center 62CS30 GL Account 6100.2511 Order FC000000 WBS Element1 736466.01.04.08.01 Item Number 000 Commitment Item 2510 Funds Center 62 Fund CASX22013D Functional Area 361N Appropriation 8013/140122 Quantity: 0 Amount: \$25,559.00 Account code: 62CS10/6100.2511/62/FC000000/736466.01.04.08.01/00 0/2510/62/CASX22013D/361N/8013/140122/1/43 Cost Center 62CS10 GL Account 6100.2511 Order FC000000 WBS Element1 736466.01.04.08.01 Item Number 000 Commitment Item 2510 Funds Center 62 Fund CASX22013D Functional Area 361N Appropriation 8013/140122 Amount: \$67,162.00 Continued ...				

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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Account code: 62CS20/6100.2511/62/FC000000/736466.01.04.08.02/00 0/2510/62/CASX22013D/361N/8013/140122/3/45 Cost Center 62CS20 GL Account 6100.2511 Order FC000000 WBS Element1 736466.01.04.08.02 Commitment Item 2510 Funds Center 62 Fund CASX22013D Functional Area 361N Appropriation 8013/140122 Quantity: 0 Amount: \$92,706.00</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 62CS30/6100.2511/62/FC000000/736466.01.08.08.06/00 0/2510/62/CASX22013D/361N/8013/140122/4/46 Cost Center 62CS30 GL Account 6100.2511 Order FC000000 WBS Element1 736466.01.08.08.06 Commitment Item 2510 Funds Center 62 Fund CASX22013D Functional Area 361N Appropriation 8013/140122 Quantity: 0 Amount: \$19,405.00</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 62CS20/6100.2511/62/FC000000/977657.14.08/000/2510 /62/CASX22013D/618I/8013/140122/5/47 Cost Center 62CS20 GL Account 6100.2511 Order FC000000 WBS Element1 977657.14.08 Commitment Item 2510 Funds Center 62 Fund CASX22013D Functional Area 618I Appropriation 8013/140122 Quantity: 0 Amount: \$14,515.00</p> <p>Continued ...</p>				

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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>NEW ACCOUNTING CODE ADDED: Account code: 62CS30/6100.2511/62/FC000000/736466.01.08.08.05/00 0/2510/62/CASX22013D/361N/8013/140122/6/48 Cost Center 62CS30 GL Account 6100.2511 Order FC000000 WBS Element1 736466.01.08.08.05 Commitment Item 2510 Funds Center 62 Fund CASX22013D Functional Area 361N Appropriation 8013/140122 Amount: \$1,513.00</p> <p>PR # 4200478567</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 62CS20/6100.2511/62/FC000000/977657.14.08/000/2510 /62/CASX22013D/618I/8013/140122/1/2 Cost Center 62CS20 GL Account 6100.2511 Order FC000000 WBS Element1 977657.14.08 Commitment Item 2510 Funds Center 62 Fund CASX22013D Functional Area 618I Appropriation 8013/140122 Amount: \$35,000.00</p> <p>PR # 4200478274</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 62CS20/6100.2511/62/FC000000/977657.14.08/000/2510 /62/CASX22013D/618I/8013/140122/1/2 Cost Center 62CS20 GL Account 6100.2511 Order FC000000 WBS Element1 977657.14.08 Commitment Item 2510 Funds Center 62 Fund CASX22013D Functional Area 618I Appropriation 8013/140122 Quantity: 0 Amount: \$124,308.00</p> <p>Continued ...</p>				

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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>PR # 4200478732</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 62CS01/6100.2511/62/FC000000/129985.01.08.08/000/2 510/62/CASX22013R/CMO/8013/140122/1/2 Cost Center 62CS01 GL Account 6100.2511 Order FC000000 WBS Element1 129985.01.08.08 Commitment Item 2510 Funds Center 62 Fund CASX22013R Functional Area CMO Appropriation 8013/140122 Amount: \$20,000.00</p> <p>PR # 4200478060</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 62XP02/6100.2511/62/FC000000/573754.01.02.15.07.0/ 4/000/2510/62/EXPX22013D/719V/8013/140124/1/2 Cost Center 62XP02 GL Account 6100.2511 Order FC000000 WBS Element1 573754.01.02.15.07.0 Commitment Item 2510 Funds Center 62 Fund EXPX22013D Functional Area 719V Appropriation 8013/140124 Amount: \$30,000.00</p> <p>PR # 4200479763</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 62EO03/6100.2511/62/FC000000/769347.05.08.07.01.0/ 1/000/2510/62/EXCX22013D/733B/8013/140115/1/2 Cost Center 62EO03 GL Account 6100.2511 Order FC000000 WBS Element1 769347.05.08.07.01.0 Commitment Item 2510 Funds Center 62 Fund EXCX22013D Functional Area 733B Appropriation 8013/140115 Amount: \$620.00 Continued ...</p>				

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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Payment Terms: Net 30 days FOB: Destination				

performed on-site at Marshall Space Flight Center (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.
(End of Clause)

**H.6 1852.232-77 LIMITATION OF FUNDS (FIXED- PRICE CONTRACT)
(MAR 1989)**

(a) Of the total price of FFP Mission Services, the sum of \$3,450,236 is presently available for payment and allotted to this contract.

Funding	Mission	Materials & Supplies	Travel & Training	Total Funding
Previous Amount	(b)(4)			\$4,349,069
This Action				\$645,136
New Amount				\$4,994,205

It is anticipated that from time to time additional funds will be allocated to the contract in accordance with the following schedule, until the total price of said items is allotted:

SCHEDULE FOR ALLOTMENT OF FUNDS	
Date: TBD	Amounts: TBD

(b) The Contractor agrees to perform or have performed work on the items specified in paragraph (a) of this clause up to the point at which, if this contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause would, in the exercise of reasonable judgment by the Contractor, approximate the total amount at the time allotted to the contract. The Contractor is not obligated to continue performance of the work beyond that point. The Government is not obligated in any event to pay or reimburse the Contractor more than the amount from time to time allotted to the contract, anything to the contrary in the Termination for Convenience of the Government clause notwithstanding.

(c) (1) It is contemplated that funds presently allotted to this contract will cover the work to be performed until August 31, 2013.

(2) If funds allotted are considered by the Contractor to be inadequate to cover the work to be performed until that date, or an agreed date substituted for it, the Contractor shall notify the Contracting Officer in writing when within the next 60 days the work will reach a point at which, if the contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause will approximate 75 percent of the total amount then allotted to the contract.

(3) (i) The notice shall state the estimate when the point referred to in paragraph (c) (2) of this clause will be reached and the estimated amount of additional funds required to continue

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)

**H.8 1852.242-72 OBSERVANCE OF LEGAL HOLIDAYS (AUG 1992) –
ALTERNATE II (OCT 2000)**

(a) The on-site Government personnel observe the following holidays:

New Year's Day

Labor Day

Martin Luther King, Jr.'s Birthday

Columbus Day

President's Day

Veterans Day

Memorial Day

Thanksgiving Day

Independence Day

Christmas Day

(b) Any other day designated by Federal statute, Executive order, or the President's proclamation.

(c) When any holiday falls on a Saturday, the preceding Friday is observed. When any holiday falls on a Sunday, the following Monday is observed. Observance of such days by Government personnel shall not by itself be cause for an additional period of performance or entitlement of compensation except as set forth within the contract.

(d) When the NASA installation grants administrative leave to its Government employees (e.g., as a result of inclement weather, potentially hazardous conditions, or other special circumstances), Contractor personnel working on-site should also be dismissed. However, the contractor shall provide sufficient on-site personnel to perform round-the-clock requirements of

NNM12AA53C

CONTRACT/RFP

EXHIBIT NUMBER

J-2

ATTACHMENT NUMBER

**Strategic Analysis and Communications Support
Services (COMMSS)**

PROJECT/SYSTEM

DATA PROCUREMENT DOCUMENT

Analytical Services, Incorporated

CONTRACTOR

June 26, 2013

DATE

National Aeronautics and Space Administration					DATA PROCUREMENT DOCUMENT	
DOCUMENT CHANGE LOG					NO.	ISSUE
					1411	Revision A
INCORPORATED REVISIONS OUTSTANDING REVISIONS				AS OF: 06-19-13		SUPERSEDING: 08-16-12
						PAGE:
AUTHORITY (DPD Revision)	PORTION AFFECTED - PAGE NO./NO.				REMARKS	
	INTRO	SGR	DRL	DRD		
Contract Mod. 0009 (Revision A)				1411MA-003	<p>Item 11: Changed "Ten calendar days following the end of each calendar year" TO "30th of each month".</p> <p>Item 12: Changed "Ten calendar days following the end of each calendar year" TO "30th of each month".</p>	

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
LS	Logistics Support
MA	Management
SA	Safety

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

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

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

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

1.2.5 DPD Maintenance Procedures: Maintenance procedures define the detailed methods to be employed in maintaining the DPD. Detailed maintenance procedures are specified in paragraph 3.0 of this DPD.

1.3 Data Types for Contractual Efforts: The types of data and their contractually applicable requirements for approval and delivery are:

<u>TYPE</u>	<u>DESCRIPTION</u>
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1* All issues and interim changes to those issues require written approval from the requiring organization before formal release for use or implementation.

- 2* NASA reserves a time-limited right to disapprove in writing any issues and interim changes to those issues. The contractor shall submit the required data to NASA for review not less than 45 calendar days** prior to its release for use. The contractor shall clearly identify the release target date in the "submitted for review" transmittal***. If the data is unacceptable, NASA will notify the contractor within 45 calendar days** from the date of submission, regardless of the intended release date***. The contractor shall resubmit the information for reevaluation if disapproved. The submittal is considered approved if the contractor does not receive disapproval or an extension request from NASA within 45 calendar days**.
- 3 These data shall be delivered by the contractor as required by the contract and do not require NASA approval. However, to be a satisfactory delivery, the data shall satisfy all applicable contractual requirements and be submitted on time.
- 4 These data are produced or used during performance of the contract and are retained by the contractor. They shall be delivered only when NASA requests in writing and shall be delivered in accordance with the instructions in the request. The contractor shall maintain a list of these data and shall furnish copies of the list to NASA when requested to do so.
- 5 These data are incidental to contract performance and are retained by the contractor in those cases where contracting parties have agreed that formal delivery is not required. However, the Contracting Officer or the Contracting Officer's Technical Representative (COTR) 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 includes 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 required. Electronic deliverables shall be printable. Data deliverables shall be delivered to NASA in the format specified below unless a specific format is required by a DRD. Data submittals shall consist of a single Adobe Acrobat PDF file and the native format electronic file(s). The preferred native formats include Microsoft Word, Excel, PowerPoint or CAD drawing plot file, as appropriate. Where a single native format file is not possible, multiple files may be integrated into a single ZIP file for submission. The organization of the contents of the integrated ZIP file shall be made readily apparent to the reader, and each file within the integrated product shall be clearly identifiable and traceable within the organization of the integrated product. If files are fragmented, file names shall be labeled logically and contiguously, and the files shall be easily reassembled or merged (e.g. 1 filename, 2 filename, 2a filename, etc.). The software versions shall be confirmed prior to submittals.

2.3.2.2 Hardcopy Format: In addition to the electronic submittal, one hardcopy package of specific data deliverables shall be delivered to the NASA Contracting Officer for the Government contract file. The hardcopy package shall consist of the contractor's Transmittal Memo and one copy of the data deliverable.

2.3.3 Data Restriction Marking

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

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

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

International Traffic in Arms Regulations (ITAR) Notice

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

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

Export Administration Regulations (EAR) Notice

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

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

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

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

If the contract contains NFS 1852.237-73, a sensitive information legend may be applicable to information delivered under this contract

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

2.3.4 Transmittal

2.3.4.1 Data shall be transmitted to NASA by email, CD or DVD, hardcopy, or other mechanism agreed to by the Contracting Officer, COTR, and Project representatives who are responsible to receive, index, and store the data deliverables.

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

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

- a. Transmittal memorandum that specifies the meta-data below for each data transmittal:
 1. Contract number.
 2. Data Requirements Description (DRD) number.
 3. DRD data type (specified in Item 3 on the DRD).
 4. Submission date or milestone being satisfied.
 5. Document number and revision.
 6. Document title.
 7. File names of all files being delivered; file naming convention shall clearly identify the document being delivered.
 8. Distribution (as defined by the Contracting Officer's letter).
 9. Requested response date.
 10. Contractor assigned data restriction (export controlled, limited rights data, SBIR, restricted computer software, copyrighted, etc.) if not marked on data.

11. NASA Records Retention Schedule (NRRS) number, if applicable (See NPR 1441.1, NASA Records Retention Schedules).
- b. Printable electronic files or hardcopy data.
- 2.3.5 When electronic data deliverables are transmitted directly to the MSFC Repository, the Digital Asset Manager web interface shall be utilized. Instructions for electronic data submittals can be found at http://avmcc.msfc.nasa.gov/repository/repository_submittal.php. Document submitters to the Repository must register for a MSFC EDMS (Documentum) user account, through the Identity Management and Account Exchange (idMAX) system. Computer-Aided Design (CAD) drawings shall be submitted in the original native vector, Hewlett-Packard Graphic Language (HPGL), and raster image formats.
- 2.4 Printing: All printing, duplicating, or binding shall be in accordance with NFS 1852.208-81, Restrictions on Printing and Duplicating. Printing of formal reports and Type 1 and 2 data in book format shall be in accordance with the following general specifications:
- Method of reproduction – offset/xerography.
 - Finished size – 8 1/2” X 11”.
 - Paper – 20-pound opaque bond.
 - Cover – Litho cover stock.
 - Pages shall be printed on both sides; blank pages shall be avoided when possible.
 - Oversize pages shall be avoided when possible, but if necessary shall be folded to 8 1/2” X 11”.
 - Binding shall be the most economical method commensurate with the size of the report and its intended use.
- 2.5 Contractor’s Internal Documents: The contractor’s internal documents shall be used to meet the data requirements of this DPD unless a specific format is required by the applicable DRD.
- 2.6 Document Identification: Type 1 and 2 documents published by the contractor and submitted in response to the data requirements of this DPD shall be identified within an organized identification numbering system prescribed to NASA by the contractor and, if applicable, as approved by NASA. For all data types, the document number, change legend, date, and title constitute the minimum identification of the specific document and shall appear on the cover and title page. The contract number shall also appear on the cover and title page as separate markings. The originator and organization shall be included on the title page. The document number, change legend, and date shall appear on each page of the document. In the front matter of each document, identify the DPD number and applicable DRD number(s) required for document preparation. Successive issues or revisions of documents shall be identified in the same manner as the basic issue and shall have appropriate change identification. Drawings and ECP's are excluded from the marking provisions of this paragraph. All Type 1 documentation, excluding configuration management requirements, shall be marked “PRELIMINARY PENDING NASA APPROVAL,” and once approved shall be reissued with “APPROVED BY NASA” and the date and approval authority annotated on the cover.
- 2.7 Reference to Other Documents and Data Deliverables in Data Submittals: All referenced documents shall be made readily available to the cognizant NASA organization upon request. The contractor shall make sure that the references are available to NASA in a manner which does not incur delays in the use of the response document. Reference may be made, within one data submittal, to other data submittals delivered in response to this DPD in those cases where the data required by one DRD may have been delivered by the contractor in response to another DRD. The reference to previously-submitted data shall include the applicable DRD number, data submittal version date, and location within the referenced document.
- 2.8 Maintenance of Type 1 Document Submittals
- 2.8.1 Revisions of Type 1 documentation may be accomplished either by individual page revision or by a complete reissue of the document identified in accordance with requirements of 2.6 above, with the exception of drawings (which shall be revised in accordance with contract configuration management requirements).
- 2.8.2 Individual page revisions shall be made as deemed necessary by the contractor or as directed by the Contracting Officer.

- 2.8.3 A Type 1 document shall be completely reissued when, in the opinion of the contractor and/or NASA, the document has been revised to the extent that it is unusable in its present state, or when directed by the Contracting Officer. When complete reissues are made, the entire contents of the document shall be brought up to date and shall incorporate revised pages. All revisions shall be recorded. A revision log shall identify complete reissues except for periodic reports and documents which are complete within themselves as final.
- 2.8.4 Changes of a minor nature to correct obvious typing errors, misspelled words, etc., shall only be made when a technical change is made, unless the accuracy of the document is affected.
- 2.8.5 All revised pages shall be identified by a revision symbol and a new date. Each document shall contain a log of revised pages that identify the revision status of each page with the revision symbol. This list shall follow the table of contents in each document. The line or lines revised on a given page shall be designated by the use of vertical line in the margin of the page, and the change authority shall be indicated adjacent to the change.
- 2.8.6 Contractor Type 1 document 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.

Strategic Analysis and Communications Support Services (COMMSS)

Data Requirements List

<u>DRD</u>	<u>DATA TYPE</u>	<u>TITLE</u>	<u>OPR</u>
CD – Contractual Data 1411CD-001	3	On-Site Employee Location Listing	PS12
LS – Logistics Support 1411LS-001	2	Government Property Management Plan	AS41
MA – Management 1411MA-001	1	Management Plan	CS01
1411MA-002	3	Monthly Technical Progress Reports	CS01
1411MA-003	3	Quarterly/Annual Self-Evaluation and Monthly Work Order Progress Reports	CS01
1411MA-004	3	Contractor Employee Clearance Documents	AS50
1411MA-005	2	Organizational Conflict of Interest (OCI) Plan	LS01/PS33
SA – Safety 1411SA-001	2	Safety, Health, and Environmental (SHE) Plan	AS10/QD12
1411SA-002	3	Mishap and Safety Statistics Reports	QD12

DATA REQUIREMENTS DESCRIPTION (DRD)

- | | | |
|-------------------------|-------------------|--------------------------------------|
| 1. DPD NO.: 1411 | ISSUE: Revision A | 2. DRD NO.: 1411CD-001 |
| 3. DATA TYPE: 3 | | 4. DATE REVISED: 06-19-13 |
| | | 5. PAGE: 1/1 |
6. **TITLE:** On-Site Employee Location Listing
7. **DESCRIPTION/USE:** To assist Marshall Space Flight Center (MSFC) in conducting contractor floor checks.
8. **OPR:** PS12 9. **DM:** CS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Fifteenth of month following first month of operation after full contract assumption
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 2.0
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The On-Site Employee Location Listing shall provide MSFC 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.: 1411 | ISSUE: Revision A | 2. DRD NO.: 1411MA-001 |
| 3. DATA TYPE: 1 | | 4. DATE REVISED: 06-19-13 |
| | | 5. PAGE: 1/1 |
6. **TITLE:** Management Plan
7. **DESCRIPTION/USE:** To provide a description of the Contractor's management system, organization and provide insight for accomplishing the requirements set forth in the contract.
8. **OPR:** CS01 9. **DM:** CS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Final 30 calendar days following start of Phase-in
12. **SUBMISSION FREQUENCY:** Revise as required
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 2.0
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, management interfaces, and staffing. The plan shall be in such detail as necessary to convey the Contractor's internal procedures.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:**
- a. The plan shall include a detailed description by which the Contractor proposes to accomplish each task down to the Level III WBS task level.
 - b. The plan shall also include a description of management concepts, plans, project management and task/control systems, organizational approach, and communication channels between the Contractor and the Government. This shall include descriptions, flow charts, schedules, and other documentation necessary to give a comprehensive plan of organization and accomplishment.
 - c. The plan shall include the Contractor's approach for risk assessment.
- 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.: 1411 | ISSUE: Revision A | 2. DRD NO.: 1411MA-002 |
| 3. DATA TYPE: 3 | | 4. DATE REVISED: 06-19-13 |
| | | 5. PAGE: 1/2 |
6. **TITLE:** Monthly Technical Progress Report
7. **DESCRIPTION/USE:** To provide data for the assessment of contract and task order progress. To provide visibility to Contractor and MSFC Management of actual and potential problems and progress toward meeting the requirements of the contract.
8. **OPR:** CS01 9. **DM:** CS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Monthly Technical Progress Report: Ten calendar days following the end of the full month after full contract assumption unless otherwise specified by the Contracting Officer. Monthly Contract and Task Order Report: Ten calendar days following the end of the first month after full contract assumption.
12. **SUBMISSION FREQUENCY:** Monthly Status Report: 10 calendar days following the end of each month. Monthly Contract and Task Order Report: The report shall be submitted ten calendar days following the end of each month.
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraphs 2.0 and 2.4
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Monthly Technical Progress Reports shall provide a comprehensive status on the contract and each IDIQ task order in support of the PWS. Reports shall include the necessary information to assess status, and identify problems that need resolution for accomplishment of contract efforts.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Monthly Technical Progress Report shall contain the following information as a minimum:
- a. The Monthly Status Report shall contain the following broken out by customer:
 1. Work accomplished for current reporting period, including a report of technical and schedule performance.
 2. Work planned for next reporting period.
 3. Current problems which impede performance or impact program schedule and proposed corrective action.
 4. Significant issues/problems and corrective action.
 - b. The Monthly Contract and Task Order Report shall contain the following:
 1. Contract number, task order number (as appropriate) and date of the order.
 2. Contract and Task Order ceiling price.
 3. Break out of firm fixed price labor, material and travel per month by contract and each task order.
 4. Cumulative break out of firm fixed price labor, material and travel by contract period and task order period.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

- | | | |
|-------------------------|-------------------|--------------------------------------|
| 1. DPD NO.: 1411 | ISSUE: Revision A | 2. DRD NO.: 1411MA-003 |
| 3. DATA TYPE: 3 | | 4. DATE REVISED: 06-19-13 |
| | | 5. PAGE: 1/4 |
6. **TITLE:** Quarterly/Annual Self-Evaluation and Monthly Work Order Progress Reports
7. **DESCRIPTION/USE:** To provide data for the assessment of contract progress. To provide visibility to Contractor and MSFC Management of actual and potential problems and progress toward meeting the requirements of the contract.
8. **OPR:** CS01 9. **DM:** CS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Quarterly/Annual Self Evaluation: 25 calendar days following the end of each calendar year quarter. Annual Report: 30 calendar days after the end of the year submit a consolidated annual report to include all quarterly reporting data. Monthly Work Order Progress: 30th of each month.
12. **SUBMISSION FREQUENCY:** Quarterly/Annual Self Evaluation: 25 calendar days following the end of each calendar year quarter. Annual Report: 30 calendar days after the end of the year. Monthly Work Order Progress: 30th of each month.
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraphs 2.0 and 2.4
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Quarterly/Annual Self-Evaluation and Monthly Work Order Progress Reports will provide a comprehensive status on all IDIQ tasks and work orders in support of the PWS. Reports will include the necessary information to assess status, obtain required approvals from authorizing government officials, track cost and workforce information, and identify problems that need resolution for accomplishment of contract efforts.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Quarterly/Annual Self-Evaluation and Monthly Work Order Progress shall contain the following information as a minimum:
- a. Quarterly/Annual Self-Evaluation/Metrics Reporting for each numbered itemed in this section below, the report is to include *Output Measurement*, *Outcome Measurement*, *Effectiveness of Communication Initiatives* (quantitative and qualitative measures), *Best Practices Identified*, and *Recommendations for Improved Impact*. (Specific *Output Measurement* and *Outcome Measurement* to be determined by OSAC management). Examples are provided for each area below:
 1. **Executive Communications.**
 - (a) Output Measurements: Example - Number of speeches, Number of products developed exclusive of speeches.
 - (b) Outcome Measurement: Example - Attendees at speaking engagements, unique attendees at speaking engagements, and attendee feedback.
 2. **Environmental Monitoring.**
 - (a) Output Measurement: Example - Number of reports and topics addressed, number of profiles developed, number of senior management packages completed, and number of biographical stakeholder briefs completed.
 - (b) Outcome Measurement: Example - Senior management feedback.

DRD Continuation Sheet

TITLE: Quarterly/Annual Self-Evaluation and Monthly Work Order
Progress Reports

DRD NO.: 1411MA-003

DATA TYPE: 3

PAGE: 2/4

15. DATA PREPARATION INFORMATION (CONTINUED):

3. Stakeholders Analysis.

- (a) Output Measurement: Example - Number of executive summary reports, number of research products and topics addressed, distribution of products, time from product assigned to completion.
- (b) Outcome Measurement: Example - Customer feedback, research content integrated into communication products.

4. Communication Strategy, Planning and Message Management.

- (a) Output Measurement: Example - Number of strategic/tactical communication plans and topics addressed, updates/revision to plans, key messages developed, number of speakers bureau requests, speaker bureau requests supported, and topics addressed by speakers bureau participants.
- (b) Outcome Measurement: Example - Key messages integrated into communication products, and attendees at speaking events.

5. Technical Document and Products.

- (a) Output Measurement: Example - Number of technical papers/summaries, history papers and fact sheets completed, and responses to history requests.
- (b) Outcome Measurement: Examples - Attendees at technical events where papers are presented, etc.

6. Employee Communication.

- (a) Output Measurement: Example - Number of employee products completed. Existing products and examples include:
 - (1) Marshall Star – Number of Marshall Stars produced and posted, number of user sessions (online publication); number of articles with Marshall themes; and topics addressed.
 - (2) To the Point - Number of articles completed/posted; and topics addressed.
 - (3) Focus on Marshall - Broadcasts produced per quarter; and topics addressed.
- (b) Outcome Measurement: Example - Senior management feedback. Existing products and examples include:
 - (1) Marshall Star - number of user sessions (online publication).
 - (2) To the Point - number of user sessions/page views (online publication).
 - (3) Focus on Marshall - number of user sessions/page views (Inside Marshall).

7. Media Operations.

- (a) Output Measurement: Existing metrics include:
 - (1) Traditional Media: Number of Marshall news releases; number of media advisories (media alerts/invitations to Marshall events) Number of photo releases (written products supporting new NASA/Marshall imagery); Number of fact sheets (written products supporting MSFC technologies & capabilities); Number of Op-eds; Number of web releases to NASA/MSFC Portal; Distribution of media products; Number of HQ/Other NASA center-originated releases; Number of rereleased locally/regionally to media; Number of rereleased via social media outlets; Number of national media campaigns; Number of live TV interviews; Number of video files produced; Number of media queries; Number of Total media interviews (TV, print, radio, web only); Number of Media visits (to the Marshall Center and its affiliate facilities); Number of Press conferences (conducted by PECO supported by MSFC employees); Number of “This Week @ NASA” (total number of MSFC-focused segments aired); and Topics covered collectively by media products.
 - (2) Social Media: Blogs (Number of Marshall-managed blogs; Number of Marshall-originated postings); YouTube (Number of total postings to Marshall Channel; Reposting to NASA channel); Twitter (Number of Marshall tweets; Number of retweets to NASA Twitter); Facebook (Number of posts added); Flickr (Number of photos added); WebChats (Number of web chat events); and Topics addressed collectively in social media products.

DRD Continuation Sheet

TITLE: Quarterly/Annual Self-Evaluation and Monthly Work Order
Progress Reports

DRD NO.: 1411MA-003

DATA TYPE: 3

PAGE: 3/4

15. DATA PREPARATION INFORMATION (CONTINUED):

- (b) Outcome Measurement: Existing metrics include:
 - (1) Traditional Media: Number of Total Marshall new items resulting (clips, postings, etc.); Total of estimated advertising value; Total of believability value; Number of Print Stories; Total potential circulation footprint; Total potential impressions; Number of Web stories; Total views; Number of television stories; Total potential household footprint; Total potential impressions; Number of live TV interviews; Total potential household footprint; Total potential TV impressions; Number of radio stories; Total radio stations potentially reached; Total potential household footprint; and Total potential radio impressions.
 - (2) Social Media: Blogs: (number of views, number of comments); YouTube (number of views, and number of subscribers); Twitter (number of followers; number of retweets and expanded follower base from retweets); Facebook (number of friends/fans, number of comments and "Like this" approvals); Flickr (number of friends, number of views, and number of favorites/comments); WebChats (number of web chant participants, and number of questions asked/answered).
- 8. Minority and Minority Supported Media Outreach.**
- (a) Output Measurement: Examples - Total number of minority releases; Total minority-supported releases; Total Marshall distribution of minority releases; and Total Marshall distribution of minority-supported releases.
 - (b) Outcome Measurement: Example - Number of Total Marshall minority and minority supported new items resulting (clips, postings, etc.); Number of Print Stories; Total potential circulation footprint; Total potential impressions; Number of Web stories; Total views; Number of television stories; Total potential household footprint; Total potential impressions; Number of live TV interviews; Total potential household footprint; Total potential TV impressions; Number of radio stories; Total radio stations potentially reached; Total potential household footprint; and Total potential radio impressions.
- 9. Exhibit Operations (including Minority Exhibit Operations).**
- (a) Output Measurement: Example - Total events supported; Total Exploration Experience trailer events supported; Total museum exhibits supported; and Total minority events supported.
 - (b) Outcome Measurement: Example - Total event attendance; Total people entering exhibits/booth; Total Exploration Experience trailer events attendance; Total museum attendance; Total people entering minority-related exhibits; and Total minority-related event attendance.
- 10. NASA Visitors Center at the U.S. Space and Rocket Center.**
- (a) Output Measurement: Example – Total USSRC exhibits supported.
 - (b) Outcome Measurement: Example - Number of general attendance; Number of Space Camp attendance; and Total attendance.
- 11. Public Inquiries.**
- (a) Output Measurement: Example – Number of requests received/answered; number of products provided; and average processing time.
 - (b) Outcome Measurement: Example – Customer feedback.
- 12. Freedom of Information Act Inquiries.**
- (a) Output Measurement: Example - Number of requests received/processed; and average processing time.
 - (b) Outcome Measurement: Example – Customer feedback.
- 13. Center Collateral Development.**
- (a) Output Measurement: Example - Total number of Center Collateral products – fact sheets, presentations, brochures, posters, animation/video; topics addressed; multi-purpose; diversity of audience identified for use of products; and distribution quantity/audience diversity
 - (b) Outcome Measurement: Example - Integration of product content, and website comments.

DRD Continuation Sheet

TITLE: Quarterly/Annual Self-Evaluation and Monthly Work Order
Progress Reports

DRD NO.: 1411MA-003

DATA TYPE: 3

PAGE: 4/4

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

14. **Customer Communication (Program/Project/Institutional Support Where Resourced).**

(a) Output Measurement: Example - Total number of products produced by the communication strategists; Total number of products produced/distributed by the communication strategist by each program/projects; Number of action responses; Number of articles; Number of speeches; Number of communication plans; Number of revisions of the communication plans; Number of tactical plans; Number of in-reach activities; and Number of outreach activities.

(b) Outcome Measurement: Example - Audiences reached, customer feedback, and technical papers selected for publication.

15. **Event Support.**

(a) Output Measurement: Example - Total events planned; organizations supported; number of meetings supported; and events supported (onsite/offsite).

(b) Outcome Measurement: Example Event attendees; and customer feedback.

b. **Monthly Work Order Progress:**

1. Work Order Number, Work Order Title, and Unique Project Number (UPN).

2. Labor hours, material price and travel price by contract period of all work orders issued under the contract by organization/customer.

3. Estimated and actual costs incurred for each work order.

4. Copies of all active work orders. Each work order shall provide the following information:

(a) Name of Government Requesting Official/Organization.

(b) Work Order Originator and date of order creation.

(c) Description of services to be performed and/or products to be delivered.

(d) Period-of-performance.

(e) Special instructions, rationale, and comments as applicable.

(f) Time limitations as applicable.

(g) Deliverables and milestone dates.

(h) Status Tracking, approval tracking, and revision tracking as applicable.

15.4 **FORMAT:** Quarterly/Annual Self-Evaluation. The Progress Report shall be in presentation chart format. Submittal shall be standard hard copy as the presentation, electronic submission or other media as directed by the Contracting Officer. Monthly Work Order Progress. Contractor format is acceptable.

15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

- | | | |
|-------------------------|-------------------|--------------------------------------|
| 1. DPD NO.: 1411 | ISSUE: Revision A | 2. DRD NO.: 1411MA-004 |
| 3. DATA TYPE: 3 | | 4. DATE REVISED: 06-19-13 |
| | | 5. PAGE: 1/1 |
6. **TITLE:** Contractor Employee Clearance Document
7. **DESCRIPTION/USE:** To ensure that badged contractor employees who no longer require Center access properly clear all accounts when the access is no longer needed.
8. **OPR:** AS50 9. **DM:** CS01
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 2.0
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.: 1411 | ISSUE: Revision A | 2. DRD NO.: 1411MA-005 |
| 3. DATA TYPE: 2 | | 4. PAGE REVISED: 06-19-13 |
| | | 5. PAGE: 1/2 |
6. **TITLE:** Organizational Conflict of Interest (OCI) Plan
7. **DESCRIPTION/USE:** To ensure OCIs are appropriately identified, resolved, and reported.
8. **OPR:** LS01/PS33 9. **DM:** CS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Final 30 calendar days following start of Phase-in
12. **SUBMISSION FREQUENCY:** Revise as required
13. **REMARKS:**
14. **INTERRELATIONSHIP:** Reference is made to K.2, Organizational Conflict of Interest (OCI)/Disclosure Certification. PWS paragraph 2.0
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Organizational Conflict of Interest (OCI) Plan describes the contractor's approach to identifying, resolving, and reporting all OCIs related to the solicitation and/or the contract.
- 15.2 **APPLICABLE DOCUMENTS:**
 FAR 9.5 *Organizational and Consultant Conflicts of Interest*
- 15.3 **CONTENTS:** The Organizational Conflict of Interest (OCI) Plan shall meet the requirements of FAR 9.5 and include the following:
- a. Demonstrate an understanding of (1) OCI principles and (2) the full breadth of OCI issues and the types of harm that can result.
 - b. Define company roles, responsibilities, and procedures for screening (i.e., identifying/recognizing, analyzing/evaluating, resolving, and reporting) existing and new business opportunities for actual/potential OCIs.
 - c. Identify any affiliated companies/entities (e.g., a parent company or a wholly-owned subsidiary) and procedures for coordinating OCIs with such affiliated companies/entities.
 - d. Explain how subcontractors will identify, resolve, and report OCIs.
 - e. Establish and require entrance training for new employees, refresher training for existing employees, and exit training for departing employees.
 - f. Define organizational and employee sanctions for violations of established OCI procedures/requirements/guidelines.
 - g. Require periodic self-audits to ensure compliance with established OCI procedures/requirements/guidelines.
 - h. Define records related to the OCI plan (e.g., training and audit records) that will be made available to the Government upon request.
 - i. Identify the strategy (e.g., avoidance, limitation on future contracting, mitigation, etc.) for resolving each OCI that is either identified in the solicitation or created by the requirements of the solicitation/contract and explain the effect of such strategy on performance of the contract. Specific resolution strategies shall be appended to the plan.
 - j. Require the reporting of all potential/actual OCIs during performance of the contract. An OCI report shall include (1) a description of the conflict, (2) the plan for avoiding, neutralizing, or mitigating the conflict, and (3) the benefits/risks vis-à-vis contract performance associated with plan approval/acceptance. Specific resolution strategies shall be appended to the plan upon approval by the Government.

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TITLE: Organizational Conflict of Interest (OCI) Plan

DRD NO.: 1411MA-005

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

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

15.5 **MAINTENANCE:** Changes shall be incorporated as required by complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1411 **ISSUE:** Revision A
2. **DRD NO.:** **1411SA-001**
3. **DATA TYPE:** 2
4. **DATE REVISED:** 06-19-13
5. **PAGE:** 1/5

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

7. **DESCRIPTION/USE:** A contractor generated document that is written specifically by the contractor for the work that will be conducted on-site at Marshall Space Flight Center (MSFC) or at Michoud Assembly Facility (MAF) over the duration of this contracted effort. The contractor's SHE plan shall describe the specific approach the contractor will use to implement their SHE program at MSFC or MAF while also ensuring it is compliant with the MSFC SHE Core Program Requirements (CPRs), MSFC or MAF SHE related applicable documents, and the MSFC or MAF Quality Management System. The contractor's SHE Plan shall describe how the contractor will (1) provide a workplace that is incident and injury free by (a) preventing employee fatalities, (b) reducing the number of incidents, and (c) reducing the severity of employee injuries and illnesses, and (2) protect the environment by complying with the MSFC or MAF Environmental Management System 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:** CS01

10. **DISTRIBUTION:** Per Contracting Officer's (CO) letter

11. **INITIAL SUBMISSION:** Final at quote

12. **SUBMISSION FREQUENCY:** After initial submission, when any new or revised proposed or previously approved SHE Plan is requested or required by the CO, Contracting Officer's Technical Representative (COTR), solicitation, or award or is otherwise required.

13. **REMARKS:**

14. **INTERRELATIONSHIP:** NFS 1852.223-70, *Safety and Health*; NFS 1852.223-73, *Safety and Health Plan*; NFS 1823.223-74, *Drug-and alcohol-free workforce*; FAR 52.204-4, *Printed or Copied Double-Sided on Recycled Paper*; FAR 52.223-3, *Hazardous Material Identification and Material Safety Data*; FAR 52.223-9, *Estimate of Percentage of Recovered Material Content for EPA-Designated Products*; FAR 52.223-10, *Waste Reduction Program*; FAR 52.223-14, *Toxic Chemical Release Reporting*; FAR 52.223-15, *Energy Efficiency in Energy-Consuming Products*; FAR 52.223-17, *Affirmative Procurement of EPA-designated Items in Service and Construction Contracts*; MSFC 52.223-90, *Asbestos Material*; MSFC 52.223-91, *Hazardous Material Reporting*; MSFC 52.223-92, *Environmental – General Clause*. DRD 1411SA-002, *On-site Mishap and Safety Statistics Report*. PWS paragraph 2.3

15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Safety, Health, and Environmental (SHE) Plan shall describe the specific methods the contractor will implement for planning, controlling and enforcing their industrial safety, occupational health, and environmental requirements over the duration of this contracted effort while also ensuring compliance with the MSFC SHE Program requirements.
- 15.2 **APPLICABLE DOCUMENTS:** Code of Federal Regulations (CFR) and listed consensus standards are applicable to all contracts to the extent specified or referenced in the contract. NASA and MSFC documents are applicable to all contracts performed at MSFC and at MAF to extent specified or referenced in the contract.

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>

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

ANSI Standards applicable to the scope of this contract

NFPA Standards

National Fire Codes

Executive Order 13423

Strengthening Federal Environmental, Energy, and Transportation Management

NPR 3792.1

Plan for a Drug-Free Workplace

NPR 8621.1

NASA Procedural Requirements for Mishap and Close Call Reporting, Investigating, and Recordkeeping

NPD 8700.1

NASA Policy for Safety and Mission Success

NPR 8000.4

Agency Risk Management Procedural Requirements

NPR 8715.1

NASA Occupational Safety and Health Programs

NPR 8715.3

NASA General Safety Program Requirements

MPD 1280.1

Marshall Quality Management System Manual

MPD 1800.1

MSFC Smoking Policy

MPD 1840.1

MSFC Environmental Health Program

MPD 1840.2

MSFC Hearing Conservation Program

MPD 1840.3

MSFC Respiratory Protection Program

MPD 1860.2

Radiation Safety Program

MPD 8500.1

MSFC Environmental Management Policy

MPD 8570.1

MSFC Energy and Water Management Program

MPR 1040.3

MSFC Emergency Plan

MPR 1800.1

Bloodborne Pathogens and Biohazardous Materials

MPR 1800.2

MSFC Ergonomics Program

MPR 1800.3

MSFC Sanitation Program

MPR 1810.1

MSFC Occupational Medicine

MPR 1840.1

MSFC Confined Space Entries

MPR 1840.2

MSFC Hazard Communication Program

MPR 1840.3

MSFC Hazardous Chemicals in Laboratories Protection Program

MPR 1840.4

MSFC Asbestos Program

MPR 1860.1

MSFC Radiation Safety Procedural Requirements

MPR 1860.2

Nonionizing Radiation Safety

MPR 3410.1

Training

MPR 8500.1

MSFC Environmental Management Program

MPR 8500.2

MSFC Environmental Management System (EMS)

MPR 8715.1

Marshall Safety, Health and Environmental (SHE) Program

MWI 1810.1

Automated External Defibrillator (AED) Program

MWI 3410.1

Personnel Certification Program

MWI 8540.2

Green Purchasing Program

MWI 8550.1

Waste Management

MWI 8550.2

Storm Water Management

MWI 8550.3

Wastewater Compliance

MWI 8550.4

Air Emissions Compliance

MWI 8550.5

Chemical Management

MWI 8621.1

Mishap and Close Call Reporting and Investigation Program

MWI 8715.1

Electrical Safety Program

MWI 8715.2

Control of Hazardous Energy (Lockout/Tagout) Program

MWI 8715.3

Hazard Identification & Warning System

MWI 8715.4

Personal Protective Equipment (PPE) and Systems

MWI 8715.5

Area/Building Manager Program

MWI 8715.10

Explosives, Propellants, & Pyrotechnics Program

MWI 8715.11

Fire Safety Program

MWI 8715.12

Safety, Health, and Environmental-Finding Tracking System (SHEtrak)

MWI 8715.13

Safety Concerns Reporting System (SCRS)

MWI 8715.15

Ground Operations Safety Assessment Program

DRD Continuation Sheet

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

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

MWI 8715.16

Supervisor Safety, Health and Environmental (SHE) Visits

MWI 8715.17

Hazardous Operations Readiness Review Program

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

a. CPR 1 - Management Leadership and Employee Involvement:

1. A description of the contractor's safety, health and environmental policy and their management's commitment to ensure the following: (1) A visible and proactive culture in the workplace that values the safety and health of their employees, (2) A safe and healthful workplace is provided for their employees, customers, and public that is free from incidents and injuries, (3) The safety performance of subcontractors or teammates is evaluated prior to their selection and over the duration of this contracted effort, when applicable, and (4) Property and the environment is protected over the duration of this contracted effort.
2. A description of how the contractor will ensure their work activities, operations, procedures and processes are conducted in compliance with EPA, OSHA, NASA, MPR 8715.1, all MSFC SHE documents listed in 15.2 that contain requirements specified or referenced as applicable to this contracted effort and the MSFC or MAF Quality Management System.
3. A description of how the contractor will ensure employees are encouraged to participate and be involved in their SHE Program (e.g., participate in safety committees, worksite inspections, accident investigations, the development of job hazard analysis, provide suggestion for improvements to their SHE program and report hazardous working conditions).
4. A description of how the contractor will ensure managers and employees are (1) Encouraged to take responsibility for their safety and health and that of other employees, (2) Encouraged to make safety a priority in the performance of their work processes, (3) Held accountable to perform their jobs/tasks in a safe and healthful manner while also protecting property and the environment, (4) Fully aware of and understand their roles and responsibilities in their SHE Program, and (5) Proactive in ensuring these responsibilities and accountabilities, including the disciplinary policy/program, are flowed-down to subcontractors and teammates over the duration of this contracted effort, when applicable.
5. A description of how the contractor will ensure monthly SHE meetings and awareness training is provided to employees and documented. (NOTE: Contractors located on-site at MSFC or MAF, when applicable, shall document their monthly SHE awareness training/meeting in the MSFC Supervisors Safety Web page (SSWP)).
6. A description of how the contractor will conduct self evaluations of their SHE Program in order to determine its effectiveness. Provide the frequency of these self evaluations and how they are documented.
7. A description of how the contractor will collect feedback from employees to obtain their perception of the effectiveness in their SHE Program. Provide the frequency of when this feedback is collected.
8. A description of how the contractor will ensure their SHE plan is maintained current with contract, NASA and MSFC requirements, and is reviewed and updated as necessary. Provide the frequency of when this review is conducted.
9. Provide the identification, by title, of the individual assigned by the contractor to be responsible to implement the contractor's SHE program elements and designated to serve as the day-to-day SHE Point of Contact (POC) for this contracted effort.

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15. DATA PREPARATION INFORMATION (CONTINUED):

b. CPR 2 - Worksite Analysis:

1. A description of how the contractor will ensure each supervisor conducts and documents monthly worksite safety inspections and safety visits to ensure (1) Employees are provided with safe and healthful working environment, (2) Unsafe and unhealthful conditions are corrected within a timely manner when they are discovered, and (3) Employees are performing their jobs/tasks/operations in a safe and healthful manner. (NOTE: Contractor supervisors' located on-site at MSFC or MAF, when applicable, shall perform safety inspections and visits once per month per supervisor and document the results of these visits in the MSFC SSWP, in accordance with MPR 8715.1 and MWI 8715.16).
2. A description of how the contractor will ensure employees are encouraged to report, without the fear of reprisal from management, any condition that they feel is hazardous or unsafe and receive a timely and appropriate response to investigate and correct the condition. Provide a description of how these reports are documented and tracked to closure. (NOTE: Contractors located at MSFC and MAF, when applicable, can use the reporting process described in MWI 8715.13 as their employee safety concern reporting system).
3. A description of how the contractor will ensure all mishaps and close calls are reported, documented, and investigated to the extent necessary to determine the proximate or root cause(s) of the mishap or close call. (NOTE: Reference DRD 1411SA-002, *On-site Mishap and Safety Statistics Report*, NPR 8621.1 and MWI 8621.1).
4. A description of the contractor's policy for conducting post-mishap drug and alcohol testing when the initial mishap investigation provides reason to believe an employee's actions or failure to perform a required action is reasonably suspected of having caused or contributed to causing the mishap. (NOTE: In the event a mishap results in a fatality or serious injury requiring immediate hospitalization, or substantial damage to property estimated to exceed \$10,000, post-mishap drug and alcohol testing can be required by the government and the results of these tests shall be provided to the MSFC Contracting Officer. See NPR 3792.1, NPR 8621.1 and MWI 8621.1).

c. CPR 3 - Hazard Prevention and Control:

1. A description of how the contractor will ensure they are fully compliant with the MSFC SHE documented programs and processes listed in 15.2 that contain requirements specified or referenced as applicable to this contracted effort (e.g., Personal Protective Equipment (PPE), Respiratory Protection, Hazard Communication, Confined Space Entry, Control of Hazardous Energy (Lockout/Tagout), Bloodborne Pathogens).
2. A description of how the contractor will ensure an emergency management program is implemented at their worksite that will ensure (1) All types of emergencies that can occur during this contracted effort (e.g., fire, chemical spill, accidents, natural disasters) are responded to, (2) All employees are informed and made aware of what they are to do in the event of an emergency, and (3) who employees are to contact in the event an emergency. (NOTE 1: Contractors located at MSFC and MAF, when applicable, can elect to use MPR 1040.3 as their emergency management program). (NOTE 2: A list of emergency phone numbers and points-of-contacts is to be posted at the worksite for employee reference).
3. A description of how the contractor will ensure safety, health, and environmental services that are applicable to this contracted effort are provided at the worksite over the duration of this contracted effort (i.e., hazardous waste disposal, industrial hygiene monitoring, emergency medical support, hearing conservation program, respiratory protection, and hazard communication, etc.). Provide a list of the safety, health and environmental services that are not being requested to be provided by MSFC or MAF and will be provided at the worksite by the contractor, when applicable.

d. CPR 4 - Safety, Health and Environmental Training:

1. A description of how the contractor will ensure each contractor employee is informed, trained, and knowledgeable (1) to recognize hazardous conditions in the workplace, (2) to recognize signs and symptoms of workplace-related illnesses, and (3) to understand the safe work practices and procedures used in the workplace. (NOTE: Contractors shall maintain a record of this training and provide to the Government, when requested).

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

2. A description of how the contractor will ensure each contractor employee is informed and trained to fully understand they are empowered and authorized to “stop or halt” any activity when they have reason to suspect that the activity is being conducted in an unsafe or unhealthy manner. (**NOTE 1:** When an activity is “stopped or halted” the activity cannot resume until the unsafe condition has been corrected. At MSFC the Industrial Safety Branch shall be notified and at MAF the S&MA representative shall be notified). (**NOTE 2:** Contractors shall maintain a record of this training and provide documentation of this training to the Government, when requested).
 3. A description of how the contractor will ensure the contractor’s disciplinary policy/program is equitably enforced and clearly communicated to employees, so that each employee is trained and fully understands (1) The contractor’s disciplinary policy/program, (2) The actions that can be taken by the contractor when an employee is discovered not following safety, health, and environmental policies, procedures and rules, and disciplinary actions are warranted, and (3) How the contractor’s disciplinary policy/program is flowed-down to subcontractors or teammates over the duration of this contracted effort, when applicable. (**NOTE:** Contractors shall maintain a record of this training and provide to the Government, when requested).
 4. A description of how the contractor will ensure that (1) each operation/job is evaluated to identify the specific training required for employees to safely perform the operation/job in support of this contracted effort and (2) employees are provided the specific training prior to performing the operation/job. (**NOTE 1:** At a minimum the training shall include an emphasis of the specific safety and health hazards, emergency operations including shutdown, and safe work practices applicable to the operation/job). (**NOTE 2:** Contractors located at MSFC and MAF, when applicable, are to document this evaluation by using the MSFC SHE Training Assessment tool located on the MSFC Supervisor Safety Web Page (SSWP)). (**NOTE 3:** Contractors shall maintain a record of this training and provide to the Government, when requested).
- e. CPR 5 - Environmental Management System: A description of how the contractor will ensure compliance with environmental laws and regulations CFR Title 40 Parts 1-1068, Alabama Department of Environmental Management (ADEM), Executive Order 13423 and 13514, MPR 8500.1 and MPR 8500.2 by:
1. Implementing and reporting green procurements in accordance with MWI 8540.2.
- 15.4 **FORMAT:** Contractor format is acceptable, but it is recommended for the contractor to follow the order of MSFC SHE CPRs as they are shown 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. The contractor’s SHE plan submitted in accordance with this DRD shall be written specifically for the work being performed by the contractor in support of this contracted effort. Corporate SHE plans are prohibited from being submitted. (**NOTE:** see 7 and 15.3)
- 15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

DRD Continuation Sheet

TITLE: On-site Mishap and Safety Statistics Reports

DRD NO.: 1411SA-002

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11. **INITIAL SUBMISSION (CONTINUED):**
- e. **Initial reporting of a non-work-related fatality or serious injury or illnesses that occur to contractor employee while working on-site shall be within 24 hours** of occurrence or awareness of injury by:
 1. Notifying the Contracting Officer and MSFC Industrial Safety Branch at (256) 544-0046. At MAF notify the MSFC S&MA representative located at MAF at (504) 257-2526.
 - f. **Follow-up reporting:**
 1. **All Mishaps (Type A, Type B, Type C, and Type D) and Close Calls:** A follow-up report or update into IRIS **within 24 hours** after the initial notification to the MSFC Industrial Safety Branch or at MAF the MSFC S&MA representative located at MAF by the contractor designated IRIS representative, or electronic submittal to MSFC Industrial Safety Branch.
 2. **Type A, Type B, and High-Visibility Mishaps and Close Calls with a Mishap Investigation Board Report:** submitted after completion of investigation. Corrective Action Plan submitted within the timeline specified by Investigation Appointing Official upon Endorsing Official approval.
 3. **All Mishaps:** Follow-up Corrective Action Plan/Status 30 days after appointment of the Mishap Investigation Board.
 - g. **Safety Concerns, Hazards, and non-reportable mishaps** for contractors working **on-site** shall be reported per MPR 8715.1 and MWI 8715.13.
12. **SUBMISSION FREQUENCY:** Safety Statistics (MSFC Form 4371, IRIS entry, or an equivalent electronic submittal) - By the 10th of each month after Authority to Proceed (ATP) or contract award and submitted monthly thereafter to the MSFC Industrial Safety Branch or for work performed at MAF to the MSFC S&MA representative located at MAF, unless directed to send it to the MSFC Industrial Safety Branch. All Mishaps: Monthly Follow-up Corrective Action Plan/Status until corrective actions implemented and closure received by updating the mishap record in IRIS data base (preferred) or electronic submittal to MSFC Industrial Safety Branch or for work performed at MAF to the MSFC S&MA representative located at MAF, unless directed to send it to the MSFC Industrial Safety Branch.
13. **REMARKS:**
14. **INTERRELATIONSHIP:** DRD 1411SA-001, *Safety, Health, and Environmental (SHE) Plan*. PWS paragraph 2.3
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** For the government to be notified by the contractor of all contractor mishaps, close calls, and serious non-occupational injuries or illnesses as required in NPR 8621.1 and MWI 8621.1.
- 15.2 **APPLICABLE DOCUMENTS:**
- | | |
|-------------|---|
| NPR 8621.1 | <i>NASA Procedural Requirements for Mishap and Close Call Reporting, Investigating, and Recordkeeping</i> |
| MPR 8715.1 | <i>Marshall Safety, Health, and Environmental (SHE) Program</i> |
| MWI 8621.1 | <i>Mishap and Close Call Reporting and Investigation Program</i> |
| MWI 8715.13 | <i>Safety Concerns Reporting System (SCRS)</i> |
- 15.3 **CONTENTS:** Initial and follow-up mishap reports shall contain all information required by NPR 8621.1 and MWI 8621.1. Mishap and Safety Statistics Reports shall contain the information listed in 11.a.2 and on the MSFC Form 4371.
- 15.4 **FORMAT:** The following formats or electronic equivalent shall be submitted:
- a. MSFC Form 4371, "MSFC Contractor Accident and Safety Statistics" or an equivalent electronic notification system that provides all necessary information listed in 11.a.2.
 - b. Mishap Investigation Board Report using the format provided in NPR 8621.1.
 - c. Additional Information Submittal per MWI 8621.1.

DRD Continuation Sheet

TITLE: On-site Mishap and Safety Statistics Reports

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

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 \$2 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 \$500,000 but less than \$2,000,000.

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 \$50,000 but less than \$500,000.

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 \$50,000.

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

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