

NAS10-99001

JOINT BASE OPERATIONS AND SUPPORT

CONTRACT

ATTACHMENT J-2

DATA REQUIREMENTS LIST/DATA REQUIREMENTS DESCRIPTION (DRL/DRD)

DATA REQUIREMENTS LIST		
DRL NUMBER:		REVISION (MOD 244)
PROJECT/SYSTEM Joint Base Operations and Support Contract		
CONTRACT NUMBER NAS 10-99001		PREPARATION DATE 17 February 2004
CONTRACTOR Space Gateway Support		TECHNICAL APPROVAL
ATTACHMENT NUMBER Section J, Attachment J-2		EXHIBIT NUMBER
ITEM NO.	TITLE	CHANGE STATUS
1.1-01	Report, Equal Employment Opportunity	
1.1-03	Report, Contract Performance (Metrics)	
1.1-04 Rev A	Report, Anomaly	Revised MOD 205
1.1-06	Report, Automated Data Extract	
1.1-07	Report and Review, Prime & Subcontractor Contract Value Status	Renumbered as 1.3-13 Mod 205
1.1-08	Report and Review, Direct & Indirect Rates Review	Renumbered as 1.3-14 Mod 205
1.1-11	Report and Review, Replacement of Government Furnished Property	MOD 135, MOD 293
1.1-12	Report and Review, Workload Indicators, Work Backlogs and Deferred Work	MOD 135
1.1-13	Report, Advance Notification of Workforce Reductions	MOD 170
1.3-01	Report, Weekly Job Ordered Costs	
1.3-02	Report, Geographic Economic Impact	
1.3-03 Rev C	Reports, Contractor Financial Management Analysis, 533M	Revised MOD 205
1.3-04 Rev A	Report, Cost Pool/JOSA Analysis	Revised MOD 205
1.3-05 Rev B	Report, Estimate at Complete (EAC)	Revised MOD 205
1.3-06	Deleted	MOD 145
1.3-07 Rev A	Report, Contractor Commitment Cost Data	Revised MOD 205
1.3-08 Rev A	Report, Launch Scrub Costs	Revised MOD 205, MOD 386
1.3-09 Rev A	Catalog, Contract Services with Estimated Costs	
1.3-10	Job Order Estimate	Added MOD 205
1.3-11	Report, Reconciliation of Incurred Costs to Reported Costs	Added MOD 205
1.3-12	Monthly Analysis of Actual Planned Cost	Added MOD 205
1.3-13 Rev A	Report & Review, Prime & Subcontractor Contract Value (CR) Status	Replaces 1.1-07 MOD 205
1.3-14	Report and Review, Direct and Indirect Rates	Replaces 1.1-08 MOD 205
2.2-01	Report, Facilities, Systems, and Equipment Operations/Maintenance/Engineering/User Matrix	
2.2-03	Facilities Maintenance Cost Report	Mod 348, (CCR 05-49)
2.2-04	Five Year Facility Maintenance and Facility Project Plans	MOD 160
2.2-05	Backlog of Maintenance and Repair (BMAR)	MOD 160
2.2-06	Facility Maintenance Execution Summary	MOD 160, Mod 348, (CCR 05-49), Mod 397
2.2-07	Facility and System Availability	MOD 160
2.2-08	Type 3C Project and Work Status Report	Added MOD 205
2.2-09	Type 3C Work Order Status Report	Revised MOD 244, Mod 348, (CCR 05-49)
2.2-10	Type 3I Work Order Status Report	Added MOD 205, Mod 348, (CCR 05-49)
2.2-11	Cathodic Protection Report	Added MOD 205
2.2-12	Analysis DMA Report	Mod 348, (CCR 05-49)
3.2.4-01	Reports, Propellant Analysis	
3.2.4-02	Report, SCAPE Suit Performance and Reliability	Added Mod 279
3.3-01	Plan, IT Investment and Purchase	Revised MOD 244
3.4.1-01	Reports, 1. Office Copier Justification to Install, Move or Upgrade & 4-Months Detail to Invoice Summary Sheets	MOD 58; 407

Mod 511

INSTRUCTIONS FOR COMPLETING CONTRACT APPLICATION INFORMATION

- A. LINE ITEM NO. Sequentially number line items beginning with number 001.
- B. LINE ITEM TITLE - Enter the title of the data item, as shown in the Statement of Work (SOW), the RFP and/or as directed by the CTM.
- C. **OPR (OFFICE OF PRIMARY RESPONSIBILITY)** - Enter the organization designated to exercise technical and or administrative control over the data requirement. Use approved organizational code.
- D. **TYPE** - Enter "Type of Data" code as follows:

CODE	DESCRIPTION
1	Data requiring written approval by the procuring activity prior to implementation into the procurement or development program.
2	Data submitted to the procuring activity for review not later than three weeks prior to project implementation. Data shall be considered approved unless the contractor has been notified of disapproval prior to project implementation.
3	Data submitted to the procuring activity for coordination, surveillance, or information.
4	Data retained by the contractor to be made available to the procuring activity upon request. The contractor shall furnish a list to the procuring activity.
5	Data to be retained by the contractor and reviewed by NASA on request.

- E. **INSPECT/ACCEPT** - Enter Inspection Acceptance code as follows:

CODE	INSPECTION	ACCEPTANCE	CODE	INSPECTION	ACCEPTANCE
1	Source	Source	4	Certificate of Conformance	(Mandatory)
2	Destination (OPR)	Destination (OPR)	5	Certificate of Conformance	(Optional)
3	Source	Destination (OPR)	6	No Inspection Required	No Acceptance Required

- F. **FREQ. OF SUBM.** - Enter the frequency of submission code as follows:

CODE	DESCRIPTION	CODE	DESCRIPTION	CODE	DESCRIPTION
AD	AS DIRECTED	PC	PER CONTRACT	PV	PER VEHICLE
AN	ANNUAL	PD	PER FAILURE	QU	QUARTERLY
AR	AS REQUIRED	PE	PER EVENT	RD	AS RELEASED
BE	BIENNIAL	PF	PER FACILITY	RT	ONE TIME & REVISIONS
BM	BIMONTHLY (every two months)	PG	PER PROGRAM	SA	SEMI ANNUALLY
BW	BIWEEKLY (every two weeks)	PI	PER EQUIPMENT END ITEM	SM	SEMI MONTHLY
DA	DAILY	PJ	PER PROJECT	TY	THREE YEAR PERIOD
DD	DEFERRED DELIVERY	PL	PER LAUNCH FLIGHT MISSION	UR	UPON REQUEST
MO	MONTHLY	PS	PER SYSTEM	WK	WEEKLY
OT	ONE TIME	PT	PER TEST		

- G. **INITIAL SUBMITTAL** - Enter date of initial submittal as follows: Month, Day, Year. If calendar date is not scheduled, enter number of days preceding, or following, event to which the data requirement is related (e.g., 90 days prior to launch). Amplify in REMARKS, Item J, if necessary.
- H. **AS OF DATE** - For "Onetime Only" submittals, enter date by month/day/year. For recurring submittals, enter number coding (e.g., 30/10, 90/10, 15/5, etc.). The first digit(s) indicate the number of calendar days from the reporting period's (Block F) start to the data preparation cut off. The second digit(s), after the slash, indicate the number of calendar days from the cut off to the submittal date. Example: If Block F were "MO" and Block H were "30/10", the data would include the entire month and would be submitted within 10 days thereafter.
- J. **REMARKS:** Enter in this space:
 - a. Minor exceptions to the DRD.
 - b. Stipulation of specific forms when multiple forms are authorized on the DRD.
 - c. The paragraph, page, etc., in an existing contract where the data requirement is specified. (This data may be removed at final approval.)
 - d. Additional submittal information, if necessary.
- K. **DISTRIBUTION** - Enter organizational symbol, number of copies, and type of copy code(s) (in parenthesis) required for each office. Type of copy codes are as follows:

CODE	DEFINITION	CODE	DEFINITION
A	Regular	C	Microfilm, Aperture Cards
B	Reproducible	D	Other, (Explain in remarks, Item J).

EXAMPLE ENTRIES: IS-PRO-2 (1A) = One regular copy. IS-PRO-3 (5 A, 1B) = Five Regular copies, One Reproducible copy.
 Enter the total number of copies by type in the space provided

INSTRUCTIONS FOR COMPLETING DATA REQUIREMENT DESCRIPTION

- GENERAL - The Data Requirement Description (DRD) will be prepared to describe the content and provide preparation information for data required in support of NASA programs.
- 1. **TITLE** - Enter the title or type of document required. The first word of the title should be a principal noun which best established the basic concept of the data. Subsequent words should be appropriate modifiers.
 Examples: Plan, Project Development (SIVB)
 Specification, Test (GSE)
 Report, Quarterly Progress
 Proposal, Engineering change (ECP)
 - 2. **NUMBER** - Enter the appropriate number assigned to the DRD. This number will identify the appropriate data category.
 - 3. **USE** - Enter a synopsis of the use of the document, stating reason for the requirement.
 - 4. **DATE** - Enter date of preparation.
 - 5. **ORGANIZATION** - Identify the installation preparing the DRD.
 - 6. **REFERENCES** - List applicable documents by number, (NASA Management Manual, Mil Specifications, Federal Standards, NASA Procurement Regulation, etc.) to which the preparing office (e.g., NASA installations, contractors, etc.) may refer for additional information concerning the data requirement.
 - 7. **INTERRELATIONSHIP** - Enter all affected approved DRDs within the scope of the program when the DRD under preparation creates a significant impact or interface relationship with existing DRDs. Include a brief narrative of the impact or relationship created and a statement that the new DRD does not cause a conflict with other DRDs.
 - 8. **PREPARATION INFORMATION** - Provide ample information for preparation of the data required by the data requirements description; include all necessary details of preparation to satisfy the originator's formal requirements.

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 1.1-01	
B. LINE ITEM TITLE: WBS 1.1, Management and Control						
C. OPR. JPMO	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. REQ. QU	G. INITIAL SUB. 7 Jan 99	H. AS OF DATE 90/7	
J. REMARKS: Type "D": Electronic submittal. Product shall be compatible with MicroSoft Office suite of software.						
K. DISTRIBUTION JPMO KSC/EO					TOTALS	
					NO.	TYPE
					N/A	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Report, Equal Employment Opportunity				2. NUMBER 1.1-01		
3. USE This document will be used by Government personnel to assess the Contractor's equal employment and affirmative action management of the contract effort.				4. DATE 12 Dec 97		5. ORGANIZATION
7. INTERRELATIONSHIP				6. REFERENCES		
8. PREPARATION INFORMATION Format and content of the report shall be in accordance with KSC Forms 32-58 C/G 1/91, (Attachments A and B, Quarterly Equal Opportunity Statistical Reports, and Attachment C, Narrative Report for Equal Employment Activities.)						

Attachment C, DRD 1.1-01

Narrative Report for
Equal Employment Activities

A. COMMUNITY ACTIVITIES

B. RECRUITING ACTIVITIES

C. SPECIAL EVENTS

D. OTHER

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 1.1-03	
B. LINE ITEM TITLE: WBS 1.1, Management and Control						
C. OPR. JP MO	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. REQ. QU	G. INITIAL SUB. 5 Jan 99	H. AS OF DATE 90/5	
J. REMARKS: Type "D": Electronic submittal. Product shall be compatible with MicroSoft Office suite of software.						
K. DISTRIBUTION JP MO					TOTALS	
					NO.	TYPE
					N/A	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Report, Contract Performance (Metrics)				2. NUMBER 1.1-03		
3. USE To provide Government insight into contractor performance in all areas of the contract and existing or potential problem areas.				4. DATE 12 Dec 97		
				5. ORGANIZATION		
7. INTERRELATIONSHIP				6. REFERENCES		
8. PREPARATION INFORMATION						
<p><u>CONTENT:</u> The contractor shall develop, maintain, analyze, and report performance in all areas of the contract. The performance measures and metrics shall include meaningful demonstration of work performance, quality, responsiveness, and long-term effectiveness of the work or services. Metrics developed jointly by the Government and contractor through partnering efforts shall be incorporated into the contractor's data base for reporting purposes. The contractor shall report existing or potential problem areas with recommended solutions.</p> <p><u>FORMAT:</u> Contractor format is acceptable.. The report shall identify contract title and contract number.</p> <p><u>ATTRIBUTES:</u> As a minimum, metrics shall be meaningful, customer oriented, linked to goals/objectives, process/action oriented, developed from readily collectible and verifiable data, trendable, visually and simply displayed, measurable, repeatable, capable of distinguishing desirable from undesirable results.</p>						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 1.1-04 (REVB) (MOD255)
B. LINE ITEM TITLE: WBS 1.1, Management and Control					
C. OPR. CCSMO	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. REQ. AR	G. INITIAL SUB. As required	H. AS OF DATE As required
J. REMARKS: Block F: An anomaly report is required for each major anomaly as it occurs. The format for the Anomaly Report is at the discretion of the Contractor. Type "D": Electronic Submittal. Product shall be compatible with MicroSoft Office suite of software.					
K. DISTRIBUTION CCSMO SA-E CCAFS/CC 45SW/SE				TOTALS	
				NO.	TYPE
				N/A	D
DATA REQUIREMENT DESCRIPTION					
1. TITLE Report, Anomaly			2. NUMBER 1.1-04		
3. USE Anomaly Report, to provide immediately a description of equipment/system failure or anomaly, an accident, close call, or personal injury.			4. DATE 29 Nov 04		
			5. ORGANIZATION		
7. INTERRELATIONSHIP			6. REFERENCES		
8. PREPARATION INFORMATION					
<p>1. An Anomaly Report shall be prepared and distributed per Block K not later than four (4) hours after the anomaly occurs and shall include but not be limited to:</p> <ul style="list-style-type: none"> a. Date, time, location and nature of the anomaly b. System or Systems involved c. Number, and, if possible, the names of employees involved and nature of injuries, if any d. Probable cause of occurrence and events leading up to anomaly e. Actions taken to eliminate or minimize any hazards or further damage f. Planned corrective actions to prevent reoccurrence if known g. Persons notified. h. Photographs, if available. <p>2. Anomalies meeting NASA/Air Force Mishap criteria for Type A through Type D as defined in KNPR 8715.3 or EWR 127-1 or when directed by the CCSMO, shall be upgraded to Mishaps and electronically entered into the NASA Mishap-Reporting database within 24hrs or by the end of the next regular duty day if the incident occurs after 1500 hours on the last work day before a Holiday or weekend or anytime on Weekends or Holidays. In addition, all anomalies with the potential to have been a Type A through Type D Mishap shall also be entered. The data will be captured in a resident database. Data entered shall contain as much detail as available and when appropriate shall include details such as root cause analysis, lists of corrective actions taken, as stated means to prevent recurrence, photographs, etc.</p> <p>3. When the initial report does not contain final root causes and/or corrective actions, follow-up electronic reporting shall be submitted within 45 working days of the mishap occurrence. Information required is the same as for the initial report with a final root cause analysis and/or list of completed corrective actions. If any action remains open after submittal of the first 45 day report, additional follow-up reporting shall be made on a periodic basis (not to exceed monthly) until closure of all action items.</p>					

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 1.1-06	
B. LINE ITEM TITLE: WBS 1.1, Management and Control						
C. OPR. JPMO	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. REQ. DA	G. INITIAL SUB. 15 DAYS AFTER CONTRACT START	H. AS OF DATE CONTRACT START	
J. REMARKS: Type D is electronic format. Authorized users will be identified by the Joint Performance Management Office (JPMO) with level of access identified.						
K. DISTRIBUTION As approved by JPMO.					TOTALS	
					NO.	TYPE
					N/A	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Report, Automated Data Extract				2. NUMBER 1.1-06		
3. USE This information will be used by the government and end customers to determine cost, schedule, and status of work performed or in progress by the J-BOSC contractor.				4. DATE 12 Dec 97		
				5. ORGANIZATION		
7. INTERRELATIONSHIP				6. REFERENCES		
8. PREPARATION INFORMATION Contractor format is acceptable. Data elements accessible through this automated access shall be the same as elements contained in DRD 1.3-01, JOCAS-II record layout. Front-end application to access data shall be in a user friendly format with easily understood methods of selecting and retrieving report data. Access shall be available across the KSC and CCAFS wide area network (WAN) in a client-server environment. Secure procedures shall be employed to prevent unauthorized user access. Graphical User Interface (GUI) will be employed where possible.						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL __ MOD 293 _____					A. ITEM NO. 1.1-11
B. LINE ITEM TITLE: WBS 1.1, Management and Control					
C. OPR. CCSMO	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. SA	G. INITIAL SUB. 31 Oct 02	H. AS OF DATE 180/30
J. REMARKS: Negotiated as a consideration in the Contract Baseline modification. Reports and reviews shall be submitted/conducted semi-annually. Data shall be submitted no later than 31 Oct and 30 Apr each fiscal. Reviews shall be conducted within 2 weeks of data submittal. Type "D" electronic versions shall be compatible with Microsoft Office.					
K. DISTRIBUTION					TOTALS
					NO.
					TYPE
CCSMO Business Office (1D), Integration Office (1D), and Contracting Office (1D)					4
TA-E1 Property Specialist (ID)					
DATA REQUIREMENT DESCRIPTION					
1. TITLE Report and Review, Replacement of Government Furnished Property				2. NUMBER 1.1-11	
3. USE To assess contractor's progress in systematically phasing out Government-furnished property during the contract base and option periods. To identify and assess any risks in utilization of property beyond its reasonable life. To gain insight into the condition of Government-furnished property.				4. DATE 08-01-2002	
				5. ORGANIZATION CCSMO	
7. INTERRELATIONSHIP				6. REFERENCES	
8. PREPARATION INFORMATION Provide a summary report based on item 4 data and develop a replacement schedule for future years. This information shall be sufficient to support approvals required by Article H-9, paragraph D. Data shall include but not be limited to, the following data:					
<ol style="list-style-type: none"> 1. Total cumulative GFE tagged equipment value and number of line items by fiscal year (NEMS data, replaced by SAP and N-PROP in 2008) as of September 30 (for the Oct 31 submission) or March 31 (for the April 30 submission). (MOD 511) 2. Total contractor acquired capitalized equipment value and number of line items by fiscal year. 3. Total contractor acquired non-capitalized equipment value and number of line items by fiscal year. 4. Listings of J-BOSC most significant equipment requirements by major functional area, as well as a consolidated overall J-BOSC listing. Listings for each equipment item to include: priority, WBS, Customer, nomenclature, condition of item to be replaced, cost of replacement, risk of not replacing, status of replacement action, CFE or GFE, needed replacement date, work around until replaced. 5. Line item inventory of capital equipment purchased since contract start to include: item descriptor, in service date, purchase price, depreciation method, useful life, WBS, fund source, age, current year depreciation, accumulated depreciation, net book value. 6. Line item inventory of GSA vehicles utilized to include: vehicle type, year, model, J-BOSC organization utilizing. 7. Line item inventory of non-capital equipment purchased during the current fiscal year to include: acquisition date, cost, item nomenclature, manufacturer, federal stock class. 8. Listing of equipment items leased or rented during the current fiscal year to include: equipment type, period of lease or rent, annual cost. 					

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL __ MOD 135_____					A. ITEM NO. 1.1-12
B. LINE ITEM TITLE: WBS 1.1, Management and Control					
C. OPR. CCSMO	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. QU	G. INITIAL SUB. Jan 03	H. AS OF DATE 90/10
J. REMARKS: Negotiated as a consideration in the Contract Baseline modification. Data shall be provided no less than quarterly and not later than the 10 th of the months of Jan, Apr, Jul, and Oct. Briefings shall be conducted only if requested by the Government. Type "D" electronic versions shall be compatible with Microsoft Office.					
K. DISTRIBUTION					TOTALS
					NO. TYPE
CCSMO Business Office (1D), Integration Office (1D), and Contracting Office (1D)					3 D
DATA REQUIREMENT DESCRIPTION					
1. TITLE Report and Review, Workload Indicators, Work Backlogs and/or Deferred Work				2. NUMBER 1.1-12	
3. USE To develop, update, and/or maintain workload indicators as insight into work performed against Government expectations. To identify and track work backlogs and or deferred work and to assess risks associated with same. To reflect scope and level of work within mission priorities and budget constraints. To identify units of productivity and assess contractor's ability to reduce packlogs through efficiencies.				4. DATE 08-01-2002	
				5. ORGANIZATION CCSMO	
7. INTERRELATIONSHIP				6. REFERENCES	
8. PREPARATION INFORMATION Contractor data and briefing formats shall be partnered with the Government to ensure products and reviews meet the needs of both parties. The contractor shall partner with the Government to update and maintain workload indicators contained within Technical Exhibit 1.1 -001, Workload Indicators, as contained in Attachment J-4, Compliance Document Listing. The contractor shall provide a written statement certifying the accuracy of the workload data on an annual basis as of 30 Sep each fiscal year. The first statement shall be completed no later than 30 Sep 03. The contractor shall identify the types, kinds, and/or level of work requirements in the statement of work, technical exhibits, and/or milestones to track backlogs and progress in eliminating or reducing backlogs and work deferrals. Such data shall be delivered electronically on a quarterly basis. Sample workload and/or backlogs/deferrals to be tracked shall include, but not be limited to, the following WBS areas and data elements: WBS 1.1, Article 11-12: Status on development and delivery of a management information system/data warehouse with ad hoc query capability. WBS 3.2.2: KSC heavy equipment maintenance to include scheduled PMIs, PMIs accomplished, and PMIs deferred. WBS 3.2.3: Number of items awaiting calibration and number of workable in-shop tasks broken into AF and NASA for individual areas of standards, calibrations, and PMEL. WBS 3.2.4: Maintenance hours to include numbers scheduled, numbers accomplished, and numbers deferred for run-time maintenance, pipeline maintenance, and all other scheduled maintenance. WBS 3.2.6.1: Number of hazard determinations. WBS 3.3.1: Number of symbol handheld computer/scanner meter reading systems, number of conversions of ATESS IDT terminals to a PC-based system, Micro 4 to 5 upgrade/replacement, risk analysis tools. WBS 3.3.2.1: Number of web pages being developed versus number of customer requests (CRs). WBS 3.5.1: Number of patients seen through the EAP.					

DRD 1.1-12, Block 8 CONTINUATION SHEET

WBS 3.5.2.1: Number of health hazard assessments, number of asbestos facility assessments (PAFB GRADE surveys).

WBS 3.5.2.2: Number of environmental reports and number of RCRA corrective actions (NASA).

WBS 3.5.2.4: Number of KSC environmental checklists processed.

WBS 3.5.3: Weight, volume, and types of hazardous materials reduced and weight, volume, and types of hazardous materials bought via affirmative procurement.

WBS 2.1 and 2.2: By facility number, system, and sub-system: J-BOSC Type 1 recurring work orders required, completed, deferred, and never completed – weekly, monthly, quarterly, and yearly. By facility number, system, and sub-system: J-BOSC Type 2 and Type 3 work orders generated by month, completed by month, total cumulative backlog, and number completed in the last 12 months. (See attached sample). (Mod 153)

												J-BOSC				
												ROUTINE RECURRING				
												Recurring Work Requirement				Rec W Com
Name	Sub	System	O	M	EN	US	CRI	CON	Remarks	PMN	W	M	Q	Y	W	M
CCSMO ADMINISTRATIVE FACILITY	AC	POWER, #55150 HGR I ANNEX, CCAFS HV	E	E	SGS	E	N	Y	86K00054 PER SON #00006780	K61-4454	1	5	10	1	0	3
CCSMO ADMINISTRATIVE FACILITY	FA	FIRE ALARM, #55150 HANGAR I ANNEX, CCAFS	E	E	SGS	E	N	Y	ADDED PER SON 00006780 TECH EXHIBIT 5.5-503	K61-4451	1	2	5	1		
CCSMO ADMINISTRATIVE FACILITY	FG	GROUNDING, #55150 HGR I ANNEX, CCAFS	E	E	SGS	E	N	N	86K00054 PER SON #00006780	K61-4455	0	0	1	2		
CCSMO ADMINISTRATIVE FACILITY	HV	HVAC, CHILLERS, #55150 SUPPLY	E	E	SGS	X	N	N		K61-8725	1	5	7	4		
CCSMO ADMINISTRATIVE FACILITY	HV	HVAC, #55150 HGR "I" ANNEX CCAFS	E	E	SGS	A	N	N	TECH EXHIBIT 5.5-511 NORESKO WARRANTY	K61-4452	0	10	10	2		
CCSMO ADMINISTRATIVE FACILITY	LU	LTG PROT, #55150 HGR I ANNEX, CCAFS	E	E	SGS	E	N	N	86K00054 PER SON #00006780	K61-4456	0	0	1	6		
CCSMO ADMINISTRATIVE FACILITY	SR	STRUCTURE, #55150 HGR I ANNEX, CCAFS	E	E	SGS	A	N	N	86K00054	K61-4457	0	1	1	2		
CCSMO ADMINISTRATIVE FACILITY	SY	FIRE SPRINKLER, #55150 HGR I ANNEX, CCAFS	E	E	SGS	A	N	Y	86K00054_TECH EXHIBIT 5.5-504	K61-4453	5	5	2	1		

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL <u>MOD 170</u>					A. ITEM NO. 1.1-13	
B. LINE ITEM TITLE: Report, Advance Notification of Workforce Reductions						
C. OPR. CCSMO	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. AR	G. INITIAL SUB. See Block J	H. AS OF DATE AR	
J. REMARKS: The Contractor shall notify in writing the Industrial Relations Officer, Code QA-A, with a copy to the Contracting Officer, at least 15 calendar days in advance of notification to employees of any planned reduction of permanent, full-time, and part-time employees that exceeds 10% of the total contract workforce or 25 employees, whichever is less. In addition, if Workforce Adjustment and Retraining Notification (WARN) Act notification is required, the contractor shall provide to the IRO and the Contracting Officer the information required by the WARN Act, section 639.7(c) and a listing of all organizations to be notified including those required by section 639.6(a), (c), and (d), at least five (5) days prior to issuance of the notification. Type "D" electronic versions shall be compatible with Microsoft Office.						
K. DISTRIBUTION					TOTALS	
					NO.	
					TYPE	
CCSMO Contracting Office (1A and 1D)					3	A
Contracting Officer Technical Representative					1	D
QA-A1						
DATA REQUIREMENT DESCRIPTION						
1. TITLE Report, Advance Notification of Workforce Reductions				2. NUMBER 1.1-13		
3. USE				4. DATE 05 June 2003		
				5. ORGANIZATION CCSMO		
7. INTERRELATIONSHIP				6. REFERENCES		
8. PREPARATION INFORMATION						
<p>The notification shall include the reason for the reduction in workforce, the number of employees impacted, their labor classifications, their physical location, and their location within contract organizational structure.</p> <p>The notification shall also identify the expected date of the first separation and the anticipated schedule for making separations, as well as the name and telephone number of a company official to contact for further information.</p> <p>Contractor form is acceptable.</p>						

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 1.3-01	
B. LINE ITEM TITLE: WBS 1.3, Financial Management						
C. OPR. CCSMO	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. REQ. WK, NLT 0900 Each Tuesday	G. INITIAL SUB.	H. AS OF DATE Preceding Friday	
J. REMARKS: Type D is electronic submission.						
K. DISTRIBUTION Limited Distribution to 45CPTS/FMAS					TOTALS	
					NO.	TYPE
					N/A	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Report, Weekly Job Ordered Costs				2. NUMBER 1.3-01		
3. USE This report will be used by the Government to record costs in the Job Ordered Cost Accounting System (JOCAS-II) for the purposes of cost collecting and customer billing.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP				6. REFERENCES JOCAS USER'S GUIDE		
8. PREPARATION INFORMATION						
<ol style="list-style-type: none"> 1. Prepare in accordance with JOCAS-II User's Guide and attached record layout. 2. Input shall be directly usable by the JOCAS-II system without prior conversion and/or data manipulation. 3. Each data submission shall be accompanied by a file total to enable the JOCAS-II to determine that all data transmitted was received and processed. 4. Rejected transactions shall be corrected and resubmitted in a separate file corresponding to the original file name i.e XXXYDDD_CORR.) 5. (Continue) 						

ITEM	LAYOUT	TYPE	REMARKS
ACCOUNT ID	1-2	ALPHA	CONSTANT "A5"
JOB ORDER NUMBER	3-10	ALPHA	JON FROM JONSY
CHARGE DATE	11-21	DATE	DD-MMM-YYYY
FUND CODE (FC)	22-23	ALPHA	CONSTANT "30"
RESERVED	24-27	BLANK	
COST CENTER (RC/CC)	28-33	ALPHA	AS ASSIGNED TO SOW
RESERVED	34-38	BLANK	
COST ELEMENT (EEIC)	39-43	ALPHA	AS PRESCRIBED
TRANSACTION TYPE	44-44	ALPHA	CONSTANT "C"
QUANTITY	45-58	NUMERIC	JUSTIFY RIGHT, LEAD WITH ZEROS
AMOUNT	59-72	NUMERIC	JUSTIFY RIGHT, LEAD WITH ZEROS
FISCAL YEAR	73-76	NUMERIC	YEAR OF FUNDING
RESERVED	77-173	BLANK	
FACILITY CODE	174-187	ALPHA	LEAVE TRAILING BLANK
RESERVED	188-198	BLANK	
OBAN YEAR	199-199	ALPHA	FY CHARGE RECORDED
OBAN	200-201	ALPHA	CONSTANT "LE"
OAC	202-203	ALPHA	CONSTANT "83"
RESERVED	204-210	BLANK	
LOCATION CODE	211-212	ALPHA	GEOGRAPHIC ID VALUE
RESERVED	213-222	BLANK	
WON	223-230	ALPHA	WORK ORDER NUMBER
RESERVED	231-245	BLANK	
WON TITLE	246-325	ALPHA	
RESERVED	326-331	BLANK	
BUDGET ACTIVITY	332-333	ALPHA	CONSTANT "01"
RESERVED	334-336	BLANK	

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 1.3-02	
B. LINE ITEM TITLE: WBS 1.3, Financial Management						
C. OPR. JPMO	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. REQ. AN	G. INITIAL SUB. Oct. 15, 1998	H. AS OF DATE 365/15	
J. REMARKS: Type "D": Electronic submittal. Product shall be compatible with MicroSoft Office suite of software.						
K. DISTRIBUTION JPMO KSC/GG					TOTALS	
					NO.	TYPE
					N/A	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Report, Geographic Economic Impact				2. NUMBER 1.3-02		
3. USE To determine the economic impact by geographic location.				4. DATE 12 Dec 97		
				5. ORGANIZATION		
7. INTERRELATIONSHIP				6. REFERENCES		
8. PREPARATION INFORMATION						
<p>1. Identify the cost of NASA Job Order Numbers disbursed to the following geographic locations:</p> <ul style="list-style-type: none"> a. Brevard County b. Florida (excluding Brevard County) c. List all Other 49 States d. Foreign Countries <p>2. The reporting period shall be October 1 to September 30 for both prior and current fiscal year.</p> <p>3. Format shall be at Contractor's discretion.</p>						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____	A. ITEM NO. 1.3-03. Rev. C
---	-------------------------------

B. LINE ITEM TITLE:
WBS 1.3, Financial Management

C. OPR. CCSMO JP - A	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. REQ. MO	G. INITIAL SUB. 30 days from contract start	H. AS OF DATE See Block J
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J. REMARKS:
Monthly report is due 10 working days after the close of the contractor's accounting period See Block 8 for specific due date of addendums. This product shall be compatible with Microsoft Office suite of software.

K. DISTRIBUTION	TOTALS	
Type A Hard Copy Distribution, number of copies = 6, delivered to JP – A. Electronic copy will be delivered to JP – A.	NO. N/A	TYPE A/D

DATA REQUIREMENT DESCRIPTION

1. TITLE Reports, Contractor Financial Management Analysis, 533M	2. NUMBER 1.3-03
3. USE Provides NASA with monthly and cumulative accumulated expenditures and projections of program costs.	DATE 08 Nov 03
	5. ORGANIZATION CCSMO
7. INTERRELATIONSHIP	6. REFERENCES NPG 9501.2D FMM 9121-52A

8. PREPARATION INFORMATION

1. Scope
This DRD establishes the requirements for the content and format of financial and cost-related management reports.
2. Contents
 - a. Reporting requirements are for the NASA Form 533M, other existing DRD's negates the need for 533Q reports. The 533M report is to be prepared in accordance with instructions in NPG 9501.2D and supplemented herein.
 - b. The Contractor's cost accounting system shall be capable of segregating, accumulating and reporting costs by each of the categories listed below

Category

WBS Level – 3rd level of WBS structure and 4th level of WBS as identified in Attachment B
 Element of cost
 Fiscal Period (Month, Government Fiscal Year)
 NASA Fund Sources/Customers
 Air Force Direct and Reimbursable Cost by Customer

Categories of cost will be reported as described in Table of Contents (Attachment F)

Labor Hours and Cost Element Data to be reported on the 533M reports are to be identical to Element of Expense Investment Code (EEIC) used in JOCAS, as indicated on Attachment A.

(Continued)

DRD 1.3-03 ContinuedBlock 8 - Preparation Information (Continued)

- c. Amounts shall be stated to the nearest whole dollar, and productive hours to the nearest whole number.
- d. At contract award and annually thereafter, the Contractor shall furnish an accounting calendar based on a quarterly reporting cycle of 4/4/5 week months and included in the initial submission of the annual operating plan. This cycle shall start on October 1, and end on September 30 of each fiscal year. The Contractor's accounting calendar shall also identify the number of work hours and non-productive hours in each month of the fiscal year.
- e. Variances to Actual Recorded Cost by Specific Customer:
This addendum explains variances to actual costs for specific fund sources/customers on a cumulative basis, and is limited to the primary NASA fund sources of Institutional and Shuttle, Customer L-5 and Customer 45. The format for this submission is included at Attachment G. Other variances to actual costs are provided in DRD 1.3.12, Monthly Analysis of Planned Costs, which identifies and explains variances at the WBS/Agency level. Delivery of this attachment is due no later than 20 workdays from the close of the contractor accounting period.
- f. For any indirect rates (such as fringe benefits, overheads, G&A, etc.), charged to the contract, Contractor is to identify in the narrative to the 533M, the provisional billing rates, ceiling rates and cumulative actual applied rates for the contract period, and any changes to these rates from current operating plan rates.
- g. The Contractor shall provide as an addendum to the 533M a report of Type III C/I work order activity. This report shall provide visibility by individual Type III work order at the JON/Customer level for each agency. This report shall represent actual incurred costs through G&A and Fee through the current month. Contractor format is acceptable. This addendum is due 20 workdays from the close of the contractor accounting period.
- h. The Contract shall provide as an addendum to the 533M a report of WBS 4.0 Installation Improvement Projects (IIP's). This report shall segregate by project actual incurred cost by Agency at the Job Order Number (JON) level. This report shall contain as a minimum, the information in Attachment D. Contractor format is acceptable. This addendum is due with the delivery of the 533M.
- i. The contractor shall provide for the purpose of award fee cost evaluations, a variance explanation of negotiated contract value to current actual cost. Contract value shall be time phased into six-month increments to coincide with award fee periods and compared to actual costs for the same period. These variances shall be explained at the element of cost detail level and reported semi-annually when requested by the Government.
- j. With the initial submission of the 533M, and annually thereafter, the contractor will attach as an addendum a Work Breakdown Structure (WBS) Dictionary. This dictionary will adequately describe the work content being performed within each WBS at the lowest reportable level to the government. This document/addendum should be updated when approved changes to the WBS have been made. Contractor format is acceptable.

(Continued)

DRD 1.3-03 Continued

- k. The Contractor shall provide on annual basis, an Element of Expense Investment Code (EEIC) Dictionary describing the content of each EEIC. Contractor format is acceptable.
 - l. The contractor shall provide, with the delivery of the 533M, an addendum, which reformats NASA Institutional customers cost into a full cost reporting structure. The reformatting will be in compliance with CCSMO's charging matrix. A sample is provided as Attachment E to this DR. The contractor will report cost by WBS and EEIC within this reporting structure.
3. Format

NASA Forms 533M and other forms deemed appropriate pursuant to applicable documents.
Example formats contained in NPG 9501.2D

DRD 1.3-03 ATTACHMENT A
J- BOSC COST ELEMENTS FOR 533M

555J1	OVERHEAD
555J2	CONTRACT LABOR – OVERTIME
555J3	CONTRACT LABOR -PREMIUM PAY
555J5	CONTRACT LABOR - REGULAR PAY
555J6	GENERAL & ADMINISTRATIVE
555J7	AWARD FEE
555J8	INDIRECT
555JB	TEMPORARY DUTY PER DIEM/TRAVEL/MISC EXPENSES/RELOCATION
555JF	LEASED VEHICLE COSTS
555JH	OPERATING LEASE COSTS/EQUIPMENT RENTAL
555JP	DEPRECIATION EXPENSE
555JR	SUB-CONTRACTS COSTS
555JS	TRAINING COSTS
555JT	MISCELLANEOUS CHARGES NOT IN OTHER EEICS
555JX	MATERIALS & SUPPLIES EXPENSES
555JZ	EQUIPMENT PURCHASE EXPENSE

DRD 1.3-03 ATTACHMENT B

533M FORMAT**4th Level WBS Reporting**

WBS's	Title
3.4.1.1	Printing and Reprographics
3.4.1.2	Micrographics
3.4.1.3	Engineering Documentation Control
3.4.1.4	Reproduction
3.2.3.1	NDE Laboratory
3.2.3.2	Standards and Calibration Laboratory
3.2.3.3	Sampling and Analysis Laboratory
2.2.1.50	Type 3C Activity
2.2..1.51	Type 3I Activity
3.3.1.01	Computer Systems
3.3.1.05	Computer Systems – IFMP
3.3.1.06	Computer Systems - CAD/CAE

ATTACHMENT D

WBS 4.0 IIP PROJECT COST STATUS

PROJECT LISTING	NASA			AIR FORCE			TOTAL		
	Current Month	Cum to Date	Est Next Month	Current Month	Cum to Date	Est Next Month	Current Month	Cum to Date	Est Next Month

JBOSC NASA INSTITUTIONAL CUSTOMER RESTUCTURING TO FULL COST CHARGING MATRIX			
FY 200X			
	G & A	FACILITY	IT
	COST POOL	COST POOL	COST POOL
CUSTOMER L8: TA-ROS P&R			
WBS 3.4.1.1 (PRINTING)	X		
WBS 3.4.1.2 (MICRGRAPHICS)	X		
WBS 3.4.1.4 (REPRO)	X		
CUSTOMER 22: YA-ETB			
WBS 2.2.1 (FACS)		X	
WBS 3.2.1 (LOGISTICS)	X		
WBS 3.2.3.01 (NDE)	X		
WBS 3.2.3.02 (CALIBRATION)		X	
WBS 3.2.3.03 (S&A)	X		
WBS 3.2.3.04 (COMPONET CLEANING)	X		
WBS 3.2.4 (PROP&LIFE SPT.)	X		
WBS 3.3.1 (COMPUTER SYS-CAD/CAE)	X		
CUSTOMER C8: YA-ETB USTDC-S&M's			
WBS 3.2.1 (LOGISTICS)	X		
CUSTOMER P9: TA-FORCE PROTECTION			
WBS 2.1.3 (ENGR & CONST SVCS)	X		
WBS 2.2.1 (FACILITIES/SYS/EQ/UTIL)	X		
WBS 2.2.2 (R&G/PEST)	X		
WBS 3.1.2 (SECURITY)	X		
WBS 3.2.1 (LOGISTICS)	X		
WBS 3.2.2 (TRANSPORTATION)	X		
WBS 3.2.5 (AIRFIELD SERVICES)	X		
CUSTOMER Q7: TA-KARS PARK MODS			
WBS 2.2.1 (FACS)		X	
CUSTOMER 99: TA-IFMP			
WBS 3.3.1 (COMPUTER SYSTEMS)	X		
CUSTOMER L5: TA-ROS/PMS			
WBS 1.1.1 (CONTRACTS)	X		
WBS 1.2.1 (SAFETY & COMPLIANCE)	X		
WBS 2.1.1 (PLANS & PROGS)		X	
WBS 2.1.2 (DESIGN SERVICES)		X	
WBS 2.1.3 (ENGR & CONST SVCS)		X	
WBS 2.1.4 (ENERGY MGMT)		X	
WBS 2.2.1 (FACILITIES/SYS/EQ/UTIL)		X	
WBS 2.2.2 (R&G/PEST)		X	
WBS 2.2.4 (JANITORIAL)		X	
WBS 3.1.1 (FIRE)	X		
WBS 3.1.2 (SECURITY)	X		
WBS 3.1.3 (EMRG PREP)	X		
WBS 3.2.1 (LOGISTICS)	X		
WBS 3.2.2 (TRANSPORTATION)	X		
WBS 3.2.3.01 (NDE)	X		
WBS 3.2.3.02 (CALIBRATION)		X	
WBS 3.2.3.03 (S&A)	X		
WBS 3.2.3.04 (COMPONET CLEANING)		X	
WBS 3.2.4 (PROP&LIFE SPT.)		X	
WBS 3.2.5 (AIRFIELD SERVICES)	X		
WBS 3.2.6 (HAZARDOUS WASTE)	X		
WBS 3.3.1 (COMPUTER SYSTEMS)			X
WBS 3.3.1.X (COMPUTER SYS-CAD/CAE)	X		
WBS 3.3.1.XX (COMPUTER SYS-IFMP)	X		
WBS 3.3.2 (COMMUNICATIONS)			X
WBS 3.4.1.1 (PRINTING)	X		
WBS 3.4.1.2 (MICRGRAPHICS)	X		
WBS 3.4.1.3 (EDC)		X	
WBS 3.4.1.4 (REPRO)	X		
WBS 3.4.2 (LIBRARY)	X		
WBS 3.4.3 (MAIL)	X		
WBS 3.4.4 (TECH TRAINING)	X		
WBS 3.5.1 (MEDICAL)	X		
WBS 3.5.2 (ENVIROMENTAL HEALTH)	X		
WBS 3.5.3 (ENVIROMENTAL SERVICES)	X		
SUBTOTALS IN 533 FOR L5 FOR EACH CSTPOOL	TOTAL	TOTAL	TOTAL

DRD 1.3.03 Attachment F
533 M Table of Contents

533M Report (due 10 working days after the close of the accounting month)

- A. Cover Letter (Signed)
- B. Cover
- C. Inception of Date Summary
- D. Prior Year Summary by Year
- E. Current Year Summary
- F. Current Year WBS 123 Summary
- G. Current Year WBS 4 Summary
- H. Current Year Agency Summary
- I. Current Year WBS 123/ WBS 4 Agency Summary
- J. Current Year Level WBS by Agency
- K. Current Year 3rd Level WBS
- L. Current Year by Customer By 3rd Level WBS
- M. Current Year by Customer Summary WBS 123
- N. Current Year by Customer Summary WBS 1234
- O. Installation Improvement Projects
- P. Common Cost Pools by EEIC
- Q. JOSA Pools by EEIC
- R. Full Cost Addendum

Supplement to 533M Report (due 20 working days after the close of the accounting month)

- S. Narrative
- T. Reconciliation of Changes
- U. Analysis of Indirect Rates
- V. Accounting Calendar
- W. Type 3C/3I by Customer/JON
- X. Type 3 Summary by Customer/JON
- Y. Attachment G – Cum Actuals to Budget Variance By Customer by 3rdLevel WBS – Limited to NASA Fund
Sources: Institutional, Customer L-5 and Shuttle, Customer 45.

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 1.3-04 Rev. A
B. LINE ITEM TITLE: WBS 1.3, Financial Management					
C. OPR. CCSMO	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. REQ. QU	G. INITIAL SUB. 25 W/D AFTER FISCAL QTR START	H. AS OF DATE 90/25
J. REMARKS: Routine submission via four (4) hard-copies. Contractor shall use format as described in block 8 and as shown in attachment A. Soft copy to be made available upon request, in which case product shall be compatible with MicroSoft Office suite of software.					
K. DISTRIBUTION Distribution is limited to CCSMO (Mail Code JP-A) only.					TOTALS
					NO. TYPE
					4 D
DATA REQUIREMENT DESCRIPTION					
1. TITLE Report, Cost Pool/JOSA Analysis				2. NUMBER 1.3-04 Rev. A	
3. USE This document will be used by the Cape Canaveral Spaceport Management Office (CCSMO) to assess and evaluate the methodologies used in maintaining cost pools/JOSA pools and the resulting distribution of costs.				4. DATE November 17, 2003	
				5. ORGANIZATION	
7. INTERRELATIONSHIP				6. REFERENCES	
8. PREPARATION INFORMATION					
<ol style="list-style-type: none"> 1) Report shall be delivered within twenty-five (25) working days following the close of the contractor's accounting period for each fiscal quarter. 2) Analysis shall be provided on each of the contractor developed cost pools, including all common/JOSA costs and their respective distribution algorithms. Reports shall contain but are not limited to: <ol style="list-style-type: none"> a. Agency Level analysis of each expense pool to include planned and actual cost pool content, percentages, and basis of distribution, on a Government Fiscal Year (GFY) 12-month time phased schedule, along with recommended modifications to rates of distribution as required b. Analysis indicating whether and to what degree each of the Common Cost/JOSA Pools incorporating secondary allocations or JOSA taxes will be over or under-distributed c. Spillover analysis with recommended course of action aimed at negating spillover accruals as required. 3) This report shall include as an attachment: updates showing any changes required to maintain a detailed Cost Pool Dictionary containing a complete description of each cost pool, a comprehensive listing of the content, and the methodology for the distribution algorithm used therein. 4) Current format and structure used in the quarterly Common Cost/JOSA Pool Review and Cost Pool Dictionary are acceptable. Sample data content is attached. 					

DRD 1.3-04 Continued

Life Support - JOSA 1	
(FY-03 Operating Plan) - Pool Content (\$K)	
• SGS OT Labor	XK
• WYLE OT LABOR	XXXX
• SGS Regular Labor	XXXX
• WYLE Regular Labor	X,XXXX
• SGS Premium Labor	XK
• WYLE Premium Labor	XXX
• WYLE Material and ODC's	XXXX
• WYLE Training	XK
• WYLE Leased Vehicles	<u>XXX</u>
• Total Pool	\$X,XXXX

Life Support - JOSA 1	
(FY-03 Operating Plan) - Base Content (\$K)	
WBS 3.2.4.04-05	
• WYLE OT LABOR	XXK
• WYLE Regular Labor	XXXX
• WYLE Premium Labor	XXK
• WYLE Material	XXK
• External Customers	(USA, Boeing)X,XXXX
• Total Base	\$X,XXXX
– JOSA 1 Pool Applied Rate % 86.1	

Life Support - JOSA 1

(FY-03 Operating Plan)

Description	Base					Pool
	NASA	AF	USA	BOEING	Total	Total
Reg Labor						
OT Labor						
Premium Labor						
Material						
Pool						
JBOSC Total						
External Customers						
Grand Total						

JOSA 1 Applied Rate
Pool/Base = 86.1%

Life Support - JOSA 1

(FY-03 Operating Plan)

Description	Base					Pool
	NASA	AF	USA	BOEING	Total	Total
Reg Labor						
OT Labor						
Premium Labor						
Material						
Pool						
JBOSC Total						
External Customers						
Grand Total						

JOSA 1 Applied Rate
Pool/Base = 86.1%

Life Support - JOSA1 Base and Applied J8 Analysis

Budgeted JOSA 1 Applied Rate 86.1%

	1	2	3	4	5	6	7	8	9
	FY-03 Total Planned Base	Planned Base YTD APR	Actual Base YTD APR	Base Delta	Expense Planned To Be Applied	Should Be Applied based on Act.	Actually Applied Excluding Spillover	Applied Delta	Actual Applied Rate
Customer									
AF Reimbursable									
AF Institutional									
DOD Atlas									
DOD Delta									
DOD Titan									
AF Force Protection									
Titan DSCS									
AF Environmental									
Subtotal AF									
Delaware North									
ETB									
Shuttle (incl. USA)									
NASA Env. Remed.									
NASA 4.0 projects									
NASA Instit.									
SSP (incl. BOE)									
ELV TDRS01									
TDRS MIS SUPP									
ELV MARS ROVER									
ELV SIRTf MIS SUPP									
Subtotal NASA									
Total	0.0	0.0	0.0	0.0	0.0	0	0.0	0.0	

Variance:

- Life support work has dropped for Shuttle due to the Columbia accident.

Spillover = XXXK
See next chart for detail

Life Support - JOSA1 Pool Expense and Spillover Analysis

	JOSA Pool Expense				Spillover			
	FY-03 Total Plan	Plan YTD APR	Act YTD APR	Delta	Total Allocation YTD	Should be Actual Spillover	Actual Spillover	Delta
EEIC								
Reg Labor								
OT Labor								
Premium Labor								
Leased Vehc								
Sub Contract								
Training								
Other Misc								
Sup. & Mat								
AF - 40%								
NASA - 60%								
Grand Total								

Variance:

Spillover	Amt	%
JOSA Pool Expenses		
Spillover Delta (from next chart)		
Total Pool Expense		
Actual Applied (no spillover)		
Spill Over		
AF Institutional		
NASA JOSA Spillover		

Life Support - JOSA1 Pool Expense and Base Projections

	OP PLAN	PROJECTION*	DELTA
POOL COST			
DIRECT LABOR BASE			
REVISED ANNUAL PERCENTAGE			

	April YTD	EAC	
	Actual	Projection*	ETC
POOL			
SPILLOVER			
BASE			
PERCENT			

**ETC applied rate to fully
allocate pool and spillover-
XXX.X**

*projection based on: (actual YTD/Weeks worked)*53weeks

Life Support - JOSA 1 Summary and Recommendations

- **Summary**
 - The April YTD Plan vs Actual pool expense is on target.
 - Base is under running due to Shuttle charging on commercial customers, causing a positive spillover of XXXK.
 - Current under run in base shows that the pool will be under applied at current rate.
- **Recommendations**
 - Based on current projection for remainder of the year we recommend adjusting the applied rate to XX%.

"Program" Secondary Allocation

M11 YTD

Other Cost Pools - Example

COST POOL	COST POOL DESCRIPTION	CUSTOMER	FY04 OP	Act thru Mth	Plan thru Mth	Delta	Delta Percent	BUDGET	ACTUAL	Variance Explanation
CSPPORT1	Labor and ODC's associated with all trouble calls at the port pertaining to plumbing or water/sewer.	AF								
		NASA								
		TOTAL								
CSPSEWER	Operations at the main Waste Water Treatment Plant including sludge hauling and waste water processing.	AF								
		NASA								
		TOTAL								
CSPCMTMG	Cost pool represents CMT Management Group (4 people) who are dedicated to SGS in support of effort related to Facilities, Transportation and Security.	AF								
		NASA								
		TOTAL								
CSPRDGRD	Roads and Grounds maintenance at CCAFS provided by Yang. All labor cost associated with Administration and supervision on a cost-plus basis. Includes GSA vehicles and supplies/materials.	AF								
		NASA								
		TOTAL								
CSPMOWIN	Costpool set up to capture all cost for Yang FFP subcontract that provides all labor and equipment required to perform all mowing, grass trimming and edging at KSC, CCAFS and Malabar Annex.	AF								
		NASA								
		TOTAL								
CSPFRTRP	Established a common cost pool associated with the delivery and repair cost not included in the Average Unit Price of inventory items.	AF								
		NASA								
		TOTAL								
CSPSAMPA	3 FTE's, Vehicles, Training, & Supplies for Sampling & Analysis Support.	AF								
		NASA								
		TOTAL								
CSPCOMPC	5 FTE's Travel, Training, and Supplies, for Component Cleaning Services.	AF								
		NASA								
		TOTAL								

Explanations required if the total variance is + or - 10% and \$50k or delta % of + or - 40%

POOL: HAZARDOUS WASTE (C6)
WON: CSPWASTE

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 1.3-07 Rev A	
B. LINE ITEM TITLE: WBS 1.3, Financial Management						
C. OPR.	D. TYPE	E. INSPECT/ ACCEPT	F. REQ.	G. INITIAL SUB.	H. AS OF DATE	
CCSMO	3	6	WK	11 OCT 97	1700 Preceding Friday	
J. REMARKS: Type D is for electronic submission.						
K. DISTRIBUTION Distribution is limited to 45 CPTS/FMAS only.					TOTALS	
					NO.	TYPE
					N/A	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Report, Contractor Commitment Cost Data				2. NUMBER 1.3-07		
3. USE This report will be used by the Government to anticipate expenses incurred by Job Order Number that have been recorded in the Contractor system as an undelivered order outstanding, but has not yet been distributed as expense to JOCAS.				4. DATE 12 Dec 97		
7. INTERRELATIONSHIP				5. ORGANIZATION		
8. PREPARATION INFORMATION Format will be:				6. REFERENCES		
Record Position 1-6		JON				
‘ 7-11		EEIC				
‘ 12-17		RCCC				
‘ 18-21		Operating Budget Year (OBY)				
‘ 22-25		FY				
‘ 26-27		Operating Budget Account Number (OBAN)				
‘ 28-29		Operating Agency Code (OAC)				
‘ 30-37		Work Order Number				
‘ 38-87		Work Order Title				
‘ 88-100		Commitment Amount (Decimal External)				
‘ 101-111		Charge Date (DD-MM-YYYY)				

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 1.3-08 Rev. B
B. LINE ITEM TITLE: WBS 1.3, Financial Management					
C. OPR. CCSMO	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. REQ. AR	G. INITIAL SUB. 60 Days after Scrub (Mod 386)	H. AS OF DATE 60 th calendar day after Scrub (Mod 386)
J. REMARKS: Type A is electronic submission.					
K. DISTRIBUTION Distribution limited to CCSMO only.					TOTALS
					NO. TYPE
					N/A A
DATA REQUIREMENT DESCRIPTION					
1. TITLE Report, Launch Scrub Costs				2. NUMBER 1.3-08	
3. USE This report will be used by the government to evaluate costs associated with launch scrubs				4. DATE 6 Nov 03	
				5. ORGANIZATION	
7. INTERRELATIONSHIP				6. REFERENCES	
8. PREPARATION INFORMATION Contractor format is acceptable. The following data elements will be included as a minimum: JON CHARGE DATE RCCC EEIC HOURS DOLLARS Definitions: ELV Launch Scrub: A scrub is a failed launch attempt or launch delay which occurs after the Range terminal count (launch minus 360 minutes is initiated. Scrub Costs: Costs associated with an interruption of the chain of launch mission events. Scrub costs occur both prior to and after a scrub is declared, but it does not include the actual launch nor post launch events. Some events prior to scrub must be repeated during the next launch attempt, and after a scrub there are some events required to shutdown the launch process that would not have been required for an uninterrupted launch scenario. Costs of events that will be repeated and costs of shutdown events not required in a normal launch are scrub costs. The duration of the delay is not considered; one change of date and/or time is considered one scrub. All incremental costs associated with a scrub or occurring as a result of a scrub are to be collected.					

CONTRACT APPLICATION INFORMATION FOR DRL _____ (MOD 135) _____					A. ITEM NO. 1.3-09 Rev. A	
B. LINE ITEM TITLE: WBS 1.3, Financial Management						
C. OPR. CCSMO	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. REQ. Semi-Annual	G. INITIAL SUB. 1 Oct 2000	H. AS OF DATE 1 Oct/1 Apr	
J. REMARKS: Type D is for electronic submission. Product shall be compatible with MicroSoft Office suite of software.						
K. DISTRIBUTION Distribution is limited to CCSMO only. Distribution shall be one hard-copy, and one CD-ROM					TOTALS	
					NO.	TYPE
					N/A	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Catalog of Contract Services with estimated costs.				2. NUMBER 1.3-09 Rev A.		
3. USE This product will catalog the various services provided by J-BOSC to include a budgeting and planning cost estimate.				4. DATE Nov. 14, 2003		
				5. ORGANIZATION		
7. INTERRELATIONSHIP				6. REFERENCES		
8. PREPARATION INFORMATION Estimated costs will be provided based on the cost charging policies for the Commercial Space Launch Act (CSLA) for commercial launch customers, and on 45SWI 65-601 for other customers. Estimated costs will be continuously reviewed to insure the most accurate and timely information is included. In the event significant changes cause the actual and estimated cost to vary, more frequent revisions may be required. See Attached Sample.						

J-BOSC Catalog of Services



October 200X

Executive Summary

This document is provided by Contract NAS10-9901, Article H-16, Catalog of Services. The Catalog of Services is updated every six months.

The catalog of services is to facilitate budgeting processes. The catalog lists specific services and/or service categories. Where the level of service differs from the normal work schedule, the service levels are so identified. The catalog includes a rate for each service or service category. The rates include all associated costs (labor, training/certifications, and equipment wear/tear maintenance). Rates listed for commercial customers comply with the Commercial Space Launch Act (CSLA). Unless otherwise noted, materials are not included.

The hours and costs for launch support are based on nominal progression through launch sequence from payload arrival to post launch safety checks. Labor rates are based on direct launch support using regular category, hourly rates. The rates do not include unprogrammed delays, interruptions, disruptions, or holiday double overtime. Hours for this support are considered extra charges and will be additive to the launch rate when incurred.

Table of Contents

1 Launch Services.....

1.1 Atlas II Launch - Commercial

1.2 Atlas III Launch -Commercial

1.3 Atlas V Launch - Commercial

1.4 Delta II Launch - Commercial

1.5 Delta III Launch – Commercial

1.6 Delta IV Launch - Commercial

2 Administrative Services (3.4)

2.1 Electronic Publishing

2.2 Microfilming/Microimaging

2.3 Engineering Document Control

2.4 Graphics Services

2.5 Mail Pickup, Sort, Delivery

3 Aircraft and Airfield Services (3.2.5)

3.1 Landing and Departure Services

3.2 Aircraft Maintenance

3.3 Aircraft Piloting

4 Chemical Sampling and Analysis (3.2.3.3).....

5 Component Cleaning and Refurbishment (3.2.3.4).....

6 Custodial/Janitorial (2.2.4).....

6.1 Facility Cleaning

6.2 Cleanroom Services

7 Engineering Services (2.1)

7.1 Real Property Management

7.2 Comprehensive Plans

7.3 Design and Engineering Services (Design Spec Services)

7.4 Record Drawings

7.5 Construction Management

7.6 Facility Activation Plan

7.7 Energy & Water Conservation Planning

8 Environmental Health Services (3.5.2).....

8.1 Environmental Sanitation/Pollution Control (ESPC)

8.2 Laboratory Analysis

8.3 Health Physics

9 Environmental Services (3.5.3)

10 Facilities Operation and Maintenance (2.2)

10.1 Elevator Maintenance

10.2 Asbestos Removal

10.3 Abrasive Blasting and Protective Coatings

10.4 Oil and Water Separator Maintenance

10.5 Plumbing

10.6 Machine Shop Services

10.7 Sheet Metal Shop Services

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10.9 Crane Support

10.10 Welding

10.11 HVAC/Environmental Control Systems

10.12 Hot Water & Chiller Plants

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10.14 Painting/ Corrosion Control

10.15 Masonry

10.16 Carpentry

10.17 Roof Repair

10.18 Port-o-Lets

10.19 High Voltage Electrical

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10.24 Move/Relocate Portable Facilities

11 Fire Protection Services (3.1.1).....

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11.2 Fire Prevention Programs

11.3 Fire Protection Engineering

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11.6 Fire Hydrant Flow Testing

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11.8 Response and Standby

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13 Heavy Equipment (Base Maintenance Vehicles).....

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14 Industrial Hygiene Programs (3.5.2.1).....

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15.2 Communications

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16.1 Operate, Maintain, and Refurbish Life Support Equipment

17 Medical Services (3.5.1).....

17.1 Health Examinations

17.2 Immunizations

17.3 Medical Treatments

17.4 Health Training

17.5 Health Education And Wellness Program

18 Non-Destructive Evaluation (3.2.3.1).....

19 Propellant Services (3.2.4).....

19.1 Fluids Management – Propellant Operations

19.2 Propellant Operation and Maintenance

19.3 Propellant Engineering

20 Refuse, Pest Control and Grounds Maintenance (2.2.2).....

20.1 Grass Mowing

20.2 Drawbridge Operations

21 Security Services (3.1.2.).....

21.1 Security Police Services

21.2 Resource Protection Program

21.3 Security Police Operations

21.4 Law Enforcement

21.5 Investigations

21.6 Personnel Security

21.7 Security Education and Training

22 Standards & Calibration (3.2.3.2).....

23 Supply (3.2.1) (Logistics Services).....

24 Transportation Services (3.2.1.4).....

25 Vehicle Operations/Maintenance (3.2.2).....

25.1 Vehicle Operations

25.2 Locomotives and Railroad Facilities

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 1.3-10
B. LINE ITEM TITLE: WBS 1.3 – Financial Management					
C. OPR. CCSMO	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. REQ. A/R	G. INITIAL SUB. As Requested	H. AS OF DATE As Specified
J. REMARKS: Type "D": Electronic submittal. Product shall be compatible with MicroSoft Office suite of software.					
K. DISTRIBUTION CCSMO/Requesting Government Organization					TOTALS
					NO. TYPE
					Var D
DATA REQUIREMENT DESCRIPTION					
1. TITLE Job Order Estimates				2. NUMBER 1.3-10	
3. USE This document will be used by the Government for budgeting/planning purposes				4. DATE 1 July 2003	
				5. ORGANIZATION CCSMO	
7. INTERRELATIONSHIP				6. REFERENCES	
8. PREPARATION INFORMATION Estimated costs will be provided based on the cost charging policies applicable to requesting program/customer. All available sources of workload requirements shall be utilized in arriving and complete and accurate estimates to include, but not limited to, UDS (Universal Documentation System) Flight Data Sheet, Historical requirements, and other customer defined requirements. Data shall be provided by Program Funding Year for each Job Order Number (JON) at the RC/CC and EEIC level, and shall include estimated hours/dollars as appropriate. Estimates shall be fully loaded with all costs consistent with cost charging policies.					

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 1.3-11	
B. LINE ITEM TITLE: WBS 1.3, Financial Management						
C. OPR. CCSMO	D. TYPE 3	E. INSPECT/ ACCEPT	F. REQ. Mo	G. INITIAL SUB. 15 Days after month	H. AS OF DATE Preceding Month	
J. REMARKS: Type "D": Electronic submittal. Product shall be compatible with MicroSoft Office suite of software.						
K. DISTRIBUTION CCSMO					TOTALS	
					NO.	TYPE
					N/A	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Report, Reconciliation of Incurred Costs to Reported Costs				2. NUMBER 1.3-11		
3. USE This document will be used by the Government to analyze contract cost performance and ensure reconciliation of the contract cost data.				4. DATE 1 July 2003		
				5. ORGANIZATION		
7. INTERRELATIONSHIP				6. REFERENCES		
PREPARATION INFORMATION Contractor format is acceptable. Content of the report shall be to identify the value, nature, and source of direct incurred costs that have not been reported to the government in the JOCAS. Every effort shall be made to identify costs by government agency.						

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 1.3-12	
B. LINE ITEM TITLE: WBS 1.3, Financial Management						
C. OPR.	D. TYPE	E. INSPECT/ ACCEPT	F. REQ.	G. INITIAL SUB.	H. AS OF DATE	
CCSMO	3	6	Mo	30 days after incorporation into contract	See Block J	
J. REMARKS: Monthly report is due 20 working days after the close of the contractor's accounting period.						
K. DISTRIBUTION Electronic distribution via shared file.					TOTALS	
					NO. N/a	TYPE D
DATA REQUIREMENT DESCRIPTION						
1. TITLE				2. NUMBER		
Monthly Analysis of Actual to Planned Cost				1.3-12		
3. USE				4. DATE		
This report will be used by the Government to analyze variances between Operating Plan/NEC and actual performance.				Nov 6, 2003		
				5. ORGANIZATION		
7. INTERRELATIONSHIP				6. REFERENCES		
8. PREPARATION INFORMATION See attached format.						

DRD 1.3.12 SAMPLE FORMAT

JP Analyst:		CUM APRIL												
SGS Analyst:		WBS 2.1.1 FACILITIES PLANNING - TOTAL												
		FY 2003												
EEIC DESCRIPTION	EEIC	Plan Hrs	Plan \$	Actual Hrs	Actual \$	Var Hrs	Var \$	Plan Rate	Actual Rate	Rate Variance	Vol Variance	Rate Impact	Cum Var	
O/T	555J2	-	-	-	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	-	
O/T Premium	555J3	-	-	-	-	-	-	-	-	-	-	-	-	
REG	555J5	-	-	-	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	-	
TOTAL LABOR		-	-	-	-	-	-							
TOTAL FTE'S		-	-	-	-	-	-							
OVERTIME %		#DIV/0!		#DIV/0!		#DIV/0!								
INDIRECT	555J8	-	-	-	-	-	-							
TRAVEL	555JB	-	-	-	-	-	-							
LEASED VEHICLES	555JF	-	-	-	-	-	-							
OPERATING LEASES	555JH	-	-	-	-	-	-							
DEPRECIATION	555JP	-	-	-	-	-	-							
SUB-CONTRACTS	555JR	-	-	-	-	-	-							
TRAINING	555JS	-	-	-	-	-	-							
MISC ODC	555JT	-	-	-	-	-	-							
SUPPLY/MATERIELS	555JX	-	-	-	-	-	-							
NON-CAP EQUIPMENT	555JZ	-	-	-	-	-	-							
TOTAL NON-LABOR		-	-	-	-	-	-							
OVERHEAD	555J1	-	-	-	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!		
G&A	555J6	-	-	-	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!		
FEE	555J7	-	-	-	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!		
		-	-	-	-	-	-							
WBS TOTAL		-	-	-	-	-	-							
VARIANCE EXPLANATION:														
RATE:														
ODC:														
NEW CONTENT:														
CCRS:														

CONTRACT APPLICATION INFORMATION FOR DRL __ (Mod 135) _____					A. ITEM NO. 1.3-13 Rev. A
B. LINE ITEM TITLE: WBS 1.1, Management and Control					
C. OPR. CCSMO	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. SA or UR as needed	G. INITIAL SUB. 15 Nov 02	H. AS OF DATE 180/15
J. REMARKS: Negotiated as a consideration in the Contract Baseline modification. Reviews shall be conducted no less than semi-annually. Out-of-cycle reviews may be requested by the Government when circumstances warrant. Data shall be submitted no later than 15 Oct, 15 Nov and 15 May each year as specified on sample formats. Briefings shall be conducted within 2 weeks of data submittal for 15 Nov & 15 Apr reports. The second semi-annual review shall contain a comparison of actuals to negotiated contract values. End of year actuals (15 Oct data) shall be provided as a baseline comparison for estimates in the next fiscal year. Type "D" electronic versions shall be compatible with Microsoft Office.					
K. DISTRIBUTION					TOTALS
					NO. TYPE
CCSMO Business Office (1A and 1D) and Contracting Office (1A)					2 A
					1 D
DATA REQUIREMENT DESCRIPTION					
1. TITLE Report and Review, Prime and Subcontractor Contract Value (CV) Status				2. NUMBER 1.3-13	
3. USE Create and sustain an auditable trail for negotiated contract changes and internal contractor work alignments between the Government and the prime and from the prime to subs. Ensure negotiated changes are processed in a timely manner between all parties. Monitor actuals against CV and AOP/EAC. Provide an auditable baseline against which future requests for adjustment shall be evaluated.				4. DATE November 6, 2003	
				5. ORGANIZATION CCSMO	
7. INTERRELATIONSHIP				6. REFERENCES	
8. PREPARATION INFORMATION Sample formats with content and submission milestones are attached. Any Contractor format changes and /or briefing formats shall be partnered with the Government to ensure products and reviews meet the needs of both parties. Information shall include, but not be limited to, data in attached sample formats. The contractor may provide additional supporting documentation for clarity or substantiation. The contractor shall identify and explain internal alignments of work requirements and/or contract value between prime and subcontractor or subcontractor to subcontractor to include rationale, any impact, contract dollar value from and to, and any benefit to the Government as a result of the transfer.					

COMPARISON OF CONTRACT VALUE TO AOP							
As of Date: 9/30/03							
Through Modification #:xxx							
	Col B	Col C	COL D	COL E	COL F	COL G	COL I
	Previous Period						
CONTRACT TYPE TITLE	FY 03 ADJUSTED CONTRACT VALUE (as negotiated with the Government)	NOTES	FY03 CONTRACT CHANGE NET VALUE	FY 03 CONTRACT ADJUSTED VALUE	FY 03 AOP	VARIANCE (E-F)	VARIANCE EXPLANATION
PRIME:							
SGS							
Overhead							
G & A							
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	See attached spreadsheet
TEAM MEMBERS:							
CHS (FFP & IDIQ)							See attached spreadsheet
CMT (FFP/LOE)							See attached spreadsheet
FDC (FP/CPAF)							See attached spreadsheet
IDI (CPAF)							See attached spreadsheet
RPI (CPAF)							See attached spreadsheet
SAIC (CPAF/FFP/FPLOE)							See attached spreadsheet
WYLE (CPAF)							See attached spreadsheet
YANG (CPAF/FP)							See attached spreadsheet
TOTAL PRIME SUB			\$0	\$0	\$0	\$0	See attached spreadsheet
TOTAL SGS/PRIME SUB VARIANCE						\$0	
OTHER SUBCONTRACTOR MEMBERS:							
CONTRACT TYPE OTHER TITLE	FY 03 ADJUSTED CONTRACT VALUE (as REPORTED ON 4/15/03)			FY 03 CONTRACT VALUE	FY 03 AOP	VARIANCE (E-F)	VARIANCE EXPLANATION
NICKS (FFP/IDIQ)							See attached spreadsheet
MADISON							See attached spreadsheet
RED RIVER (FFP)							
OTHER							
TOTAL CV/AOP/VARIANCE W/O FEE	\$0		\$0	\$0	\$0	\$0	
EXPLANATIONS							

CONTRACT APPLICATION INFORMATION FOR DRL Mod 135					A. ITEM NO. 1.3-14	
B. LINE ITEM TITLE: WBS 1.1, Management and Control						
C. OPR. CCSMO	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. See sample formats for dates & content	G. INITIAL SUB. 15 Oct 02	H. AS OF DATE 180/30	
J. REMARKS: Negotiated as a consideration in the Contract Baseline modification. Reviews shall be conducted no less than semi-annually. Out-of-cycle reviews may be requested by the Government when an event or other circumstances warrant. Data shall be submitted no later than 15 Oct, 15 Nov, and 15 May each year. Briefings shall be conducted within 2 weeks of data submittal for 15 Nov & 15 Apr reports. Contractor planning estimates that deviate from contract value shall be explained in detail. Submittals and reviews shall cover a combination of current and previous FY data to ensure data for each FY is captured in its entirety. End of year actuals (15 Oct data) shall be provided as a baseline comparison for estimates in the next fiscal year. Type "D" electronic versions shall be compatible with Microsoft Office.						
K. DISTRIBUTION					TOTALS	
					NO.	TYPE
CCSMO Business Office (1A, 1B and 1D) and Contracting Office (1A)					2	A
					1	B
					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Report and Review, Direct and Indirect Rates				2. NUMBER 1.1-08		
3. USE To monitor trends for direct and indirect rate actuals against contract value to understand variances. To assess any cost/budget impacts for current and future contract years. To determine the basis for changes and to determine whether rate changes are within or outside the contractor's control.				4. DATE 08-01-2002		
				5. ORGANIZATION CCSMO		
7. INTERRELATIONSHIP				6. REFERENCES		
8. PREPARATION INFORMATION For each subelement listed below, the contractor shall identify the basis for any change, assess the estimated cost impact (up or down) by contract year, and provide rationale and a risk/cost analysis to justify cost increases that cannot be offset without impact to the Government for changes within their control. Sample formats with content & submission milestones are attached. Any Contractor format changes and/or briefing formats shall be partnered with the Government to ensure products and reviews meet the needs of both parties. Subelements and data to be reviewed shall include, but not be limited to, the following: INDIRECT RATES (see attached sample): Fringe Benefits/Non-Productive Pool Expenses: holiday, other paid absence, personal/sick leave, vacation Fringe Benefits/Payroll Pool Expenses: FICA SS, FICA medical, state unemployment, federal unemployment, workers compensation. Fringe benefits/Other Expenses: group insurance, insurance disability, life insurance, pension, company match 401K, tuition reimbursement, VEBA Trust. Total fringe benefit expense, total labor base, total fringe application rate. DIRECT RATES (see attached samples): Productive/non-productive hours, regular/overtime/premium hours, and average unloaded wage rate for SGS and, if available, for each subcontractor. Level of staffing by WBS. Other data to be provided includes the basis for labor rates (e.g. CBA, DOL, management action) and escalation factor(s) by labor category or skills code. Each reporting period, the report shall contain an itemized list of any wage rate changes since the previous report by labor category or skills code to reflect old and new unloaded labor rate with explanation of the basis of change and any impact or offsets to contract value. The Government reserves the right to drill down to WBS or labor category level for analysis. G&A RATE: Labor & non-labor elements (e.g. Northrup-Grumman Corp), Total G&A, G&A base, G&A rate. (see sample) OVERHEAD RATE (excluding Direct Reallocation): Labor and non-labor elements (e.g. equipment, subcontracts, miscellaneous other direct costs, supply/material). Total overhead value, overhead base, and overhead rate. (see sample)						

DR 1.1 - 14 Direct and Indirect Rates Report and Review	Page
GFY-03 Fringe - AOP to NEC Comparison	08-01
GFY-03 Fringe - Actuals to NEC Comparison	08-02
GFY-03 Overhead - AOP to NEC Comparison	08-03
GFY-03 Overhead - Actuals to NEC Comparison	08-04
GFY-03 G&A - AOP to NEC Comparison	08-05
GFY-03 G&A - Actuals to NEC Comparison	08-06
SGS and Subcontractor Wage Rate	08-07

OPR: "Name"

GFY-XX Fringe AOP to NEC Comparison

	Previous Period NEC	Changes Since Last Report	Updated NEC	Explanation
Pool 10 - Non Productive				
Holiday		0		
Vacation		0		
Personal/Sick Leave		0		
Sick Leave Accrued		0		
Other Paid Leave		0		
Severance		0		
Reserved		0		
Total Non-Productive Expense	0	0	0	
Pool 30 - Other				
Group Insurance		0		
Insurance Disability		0		
Insurance Life		0		
Pension		0		
Tuition Reimbursement		0		
Fringes - Other		0		
Uniform Allowance		0		
Total Other Fringe Expense	0	0	0	
Pool 20 - Payroll				
FICA SS		0		
FICA Medical		0		
State Unempl		0		
Fed Unemp		0		
Workers Comp		0		
Total Payroll Expense	0	0	0	
Total Labor Base	0	0	0	
Total Expense Pool	0	0	0	
Total Fringe Rate	#DIV/0!	0.00%	#DIV/0!	

**GFY-XX Overhead (excluding direct reallocation)
 Indirect Rate Review
 AOP to NEC Comparison**

Element	FY02 Actuals	NEC	FY03 AOP	Delta AOP less NEC	
Labor Total				0	
Non Labor					
Equipment				0	
Misc ODC				0	
Supply / Material				0	
Other Non Labor				0	
Subtotal	0	0	0	0	
Total Overhead	0	0	0	0	
Overhead Base				0	
Rate	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	

Notes:

-

GFY-XX Overhead (excluding direct reallocation)

Indirect Rate Review

Actuals to NEC Comparison

Element	NEC	Actuals Oct - Feb	ETC Mar - Sep	EAC	Delta EAC - NEC	Explanation
Labor Total					0	
Non Labor						
Equipment					0	
Misc ODC					0	
Supply / Material					0	
Other Non Labor					0	
Non Labor Subtotal					0	
Total Overhead	0	0	0	0	0	
Overhead Base					0	
Rate	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	

Notes:

-

**GFY-XX G&A
Indirect Rate Review
AOP to NEC Comparison**

	FY02 Actuals	NEC	Delta Actuals less NEC	FY03 AOP	Delta AOP less NEC	Explanation
Total G&A Expense					0	
Base					0	
G&A %	#DIV/0!	#DIV/0!	#DIV/0!	0.00%	#DIV/0!	

Note:

**GFY-XX G&A
Indirect Rate Review
Actuals to NEC Comparison**

	NEC	Actuals Oct - Feb	ETC Mar - Sep	EAC	Delta EAC - NEC	Explanation
Total G&A Expense						
Base	0					
G&A %	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 2.2-01
B. LINE ITEM TITLE: WBS 2.2, Infrastructure					
C. OPR.	D. TYPE	E. INSPECT/ ACCEPT	F. REQ.	G. INITIAL SUB.	H. AS OF DATE
JPMO	1	6	QU*/AR**	10/1/99	90/10
J. REMARKS: Type D is electronic format. Product shall be compatible with MicroSoft Office suite of software. Authorized users will be identified by the Joint Performance Management Office (JPMO) with level of access identified. *Quarterly submission shall be for Government approval. **As Required submission shall be for real-time information.					
K. DISTRIBUTION As approved by JPMO.					TOTALS
					NO. TYPE
					N/A D
DATA REQUIREMENT DESCRIPTION					
1. TITLE				2. NUMBER	
Report, Facilities, Systems, and Equipment Operations/Maintenance/Engineering/User Matrix				2.2-01	
3. USE				4. DATE	
This information will be used by the government and end customers to identify the Contractor's responsibilities for assigned facilities, systems, and equipment				12 Dec 97	
				5. ORGANIZATION	
7. INTERRELATIONSHIP				6. REFERENCES	
8. PREPARATION INFORMATION					
Document shall be updated within five working days of any change to the inventory. Contractor format is acceptable. As a minimum, where appropriate, the following information shall be provided:					
<ul style="list-style-type: none"> • Facility number and name • Systems • Equipment • Software • Accountable Agency • Interface(s) with others • O/M/E designator • System/Equipment designators (e.g. Serial number, Model number, Program model number) 					
Note: The Electronic OMEU and its associated software and databases shall become the property of the Government upon expiration of the contract.					

CONTRACT APPLICATION INFORMATION FOR DRL Mod 348 (CCR 05-49)					A. ITEM NO. 2.2-03	
B. LINE ITEM TITLE: Facilities Maintenance Cost Report						
C. OPR.	D. TYPE	E. INSPECT/ ACCEPT	F. FREQ.	G. INITIAL SUB.	H. AS OF DATE	
	3	1	AN	Dec.1, 2005		
J. REMARKS: Block K: Type "D" is electronic file format (Microsoft Excel) delivered via email or portable media.						
K. DISTRIBUTION					TOTALS	
					NO.	TYPE
JP-B/Infrastructure Lead					1	D
NASA/TA-D1/KSC Facilities Maintenance Program Manager					1	D
45 CES/CELO/Chief, Range Operations Element					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Facilities Maintenance Cost Report				2. NUMBER		
3. USE This document will be used by Government personnel to assess the Contractor's stewardship of each agency's real property and collateral equipment.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP WBS 2.2, DRD				6. REFERENCES NPG 8831.2		
8. PREPARATION INFORMATION The annual reports are expected to be delivered within two (2) months after the end of the fiscal year. Part I: Planned versus Actuals Report: Provide a report of the planned (estimated) costs versus the actual costs of the facility maintenance for each agency's real property and collateral equipment and provide the counts of planned WONs versus the actual accomplished WONs. - See Attachment A for content and format. - The facility maintenance work elements are defined in NPG 8831.2. - Provide separate reports for NASA and USAF/CE. Part II: Facility Maintenance Costs Report: (Preliminary format already agreed and discussed with the SGS OPR.) Provide a report of the "burdened" costs for each facility. - For Work Orders Type 1, Type 2C, Type 2I, Type 2PG, Type 3C, Type 3I, Type 4, Type 5, and Type 6 - And all future defined work Types that apply to Facility Maintenance. - For the facility maintenance work elements are defined in NPG 8831.2 except for "GC" (Ground Care). - Provide separate reports for NASA and USAF/CE. Note: The format and content of these reports will be coordinated with NASA/TA (Center Operations Directorate) as the understanding of what is necessary to make these reports useful evolves. Preliminary format already agreed and discussed with the SGS OPR.						

DRD 2.2-03 Attachment A: Part I format example:

**FY 2004
NASA Facilities Maintenance Annual Report
Cost and Work Orders
CR 2.2-03**

WORK ELEMENT		Cost (\$K)*		Work Orders (#)	
		Planned	Actual	Scheduled	Completed
1	Preventive Maintenance	\$3,677.82	\$4,718.64	17,438	14,735
2	Predictive Testing and Inspection	\$255.01	\$645.24	939	766
3	Grounds Care	\$3,631.81	\$4,109.69	1,773	1,751
4	Programmed Maintenance	\$30.85	\$41.78	69	52
5	Repair (non-CoF)	\$5,637.32	\$6,616.95	7,305	6,700
6	Trouble Calls	\$3,404.64	\$4,027.58	8,757	8,460
7	Replacement of Obsolete Items	\$0.07	\$4.88	12	10
8	Service Requests	\$3,878.65	\$3,865.86	1,089	794
9	Central Utility Plant O&M	\$1,689.19	\$1,968.92	48	43
		\$22,205.36	\$25,999.53	37430	33311
			117.1%		89.0%

PM
PT
GC
PG
RP
TC
RO
SR
CU

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 2.2-04
B. LINE ITEM TITLE: Five-Year Facility Maintenance and Facility Project Plans					
C. OPR. TA-D	D. TYPE 3	E. INSPECT/ ACCEPT 3	F. FREQ. AN	G. INITIAL SUB. See Block J	H. AS OF DATE
J. REMARKS: Block G: The report due date will be based on each agency's annual Program Operating Plan development schedule. Government will provide at least 30 days notice before due date. Block K: Type "D" is electronic via email or portable media, using Microsoft Excel.					
K. DISTRIBUTION					TOTALS
					NO. TYPE
JP-B/Infrastructure Lead					1 D
TA-D1/KSC Functional Manager for Facilities Maintenance					1 D
45 CES/CELO/Chief, Range Operations Element					1 D
DATA REQUIREMENT DESCRIPTION					
1. TITLE Five-Year Facility Maintenance and Facility Project Plans				2. NUMBER	
3. USE This document will be used by Government personnel to assess the Contractor's stewardship of each agency's real property and collateral equipment. It will also be used to develop the budget information required for the Program Operating Plan submittal.				4. DATE	
				5. ORGANIZATION	
7. INTERRELATIONSHIP WBS 2.0, DRD				6. REFERENCES NPG 8831.2, NPG 8820.2	
PREPARATION INFORMATION Part I: Five-year plan (budget-year plus 4 years) for Facilities Maintenance of assigned real property and collateral equipment, by maintenance work element, as defined in NPG 8831.2. Part II Five-year plan (budget-year plus 4 years) for facility projects >\$50,000, on assigned real property and collateral equipment, regardless of fund source. Content should include, but not be limited to, Unique Project Identification Number, Project Title, Facility Number, System(s) affected, estimated design cost, estimated implementation cost, proposed fund source, and year of implementation.					

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 2.2-05	
B. LINE ITEM TITLE: Backlog of Maintenance and Repair (BMAR)						
C. OPR. TA-D	D. TYPE 3	E. INSPECT/ ACCEPT 3	F. FREQ. AN	G. INITIAL SUB. Nov. 15, 2002	H. AS OF DATE 365/45	
J. REMARKS: Block K: Type "D" is electronic via email or portable media, using Microsoft Excel.						
K. DISTRIBUTION					TOTALS	
					NO.	
					TYPE	
JP-B/Infrastructure Lead					1	D
TA-D1/KSC Functional Manager for Facilities Maintenance					1	D
45 CES/CELO/Chief, Range Operations Element					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Backlog of Maintenance and Repair (BMAR)				2. NUMBER		
3. USE This document will be used by Government personnel to assess the Contractor's stewardship of assigned real property and collateral equipment. In addition, the KSC data will be used to populate the KSC Centerwide "Facility Condition Index--Modified" metric.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP WBS 2.2, DRD				6. REFERENCES NPG 8831.2		
8. PREPARATION INFORMATION						
<p>Provide, by real property number and name, the total (regardless of fund source) Backlog of Maintenance and Repair (BMAR) associated with each facility under J-BOSC maintenance responsibility. In addition, provide, by real property number and name, the total cost of any future planned maintenance and repair projects, regardless of fund source.</p> <p>In addition to this summary level data, the detailed content for each facility's BMAR and future requirements should be provided. Required data elements include, but are not limited to, Facility Number, Facility Name, Project/Task Title, Initial Need Year, Estimated Task/Project Cost, and Recommended Fund Source.</p> <p>Format to be partnered with Government.</p>						

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 2.2-06 Rev.D	
B. LINE ITEM TITLE: Facility Maintenance Execution Summary						
C. OPR. TA	D. TYPE 3	E. INSPECT/ ACCEPT 1	F. FREQ. Monthly /Annually	G. INITIAL SUB. Nov.15, 2007	H. AS OF DATE 09/30	
J. REMARKS: Block K: Type "D" is electronic via email or portable media, using Microsoft Excel. This Revision supercedes all previous versions and parts.						
K. DISTRIBUTION					TOTALS	
					NO.	TYPE
JP-B/Infrastructure Lead					1	D
KSC/NASA/TA - Functional Manager for Facilities Maintenance					1	D
45 CES/CELO/Chief, Range Operations Element					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Facility Maintenance Execution Summary				2. NUMBER		
3. USE This document will be used by Government personnel to assess the Contractor's stewardship of assigned real property and collateral equipment.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP WBS 2.2, DRD				6. REFERENCES NPR 8831.2D		
8. PREPARATION INFORMATION						
<p>1. Labor Hour Estimate: Spreadsheets available on line to customer depict the number of manhours to do 100% of the PMs (+PTs) that are needed for maintenance of our Facilities/Systems/Equipment as covered by WBS 2.2. Infrastructure for a current fiscal year.</p> <ul style="list-style-type: none"> - Summary worksheet of estimated annual labor hours by primary system - Detail worksheets (by primary system) showing, at a minimum: Equipment Number, PM Number, Job Plan Number, PM's Performance Frequency, Estimated Labor Hours, PM's Occurences per year. - in Excel workbook format, Annual (at the beginning of the Fiscal Year). <p>2. Deferral Pareto Charts: (Available on line to customer):</p> <p>2.1. PM Deferrals: - in Excel workbook format, Monthly.</p> <p>2.2. PM Deferrals: for the Critical/MEE/Code Compliant Systems-Equipment: - in Excel workbook format, Monthly.</p> <p>2.3. PT Deferrals: - in Excel workbook format, Monthly.</p> <p>3. Completed PMs: Charts available on line to customer show the number of PM/PTs Issued, "Adjusted" Issued, and Completed.</p> <ul style="list-style-type: none"> - in Excel workbook format, Monthly. - "Adjusted" Issued = Issued - "Can't Do" - "Should not Do" - Cancelled. Can't Do = AD, EU, OD. Shouldn't Do = IU, VS, RP. <p>3.1. Available on line to customers is a Bar-chart for the month's period grouped by primary systems.</p> <p>3.2. Available on line to customers is a Trend line chart that shows the total values for the previous 12 months (including the current month).</p>						

8. PREPARATION INFORMATION (continued)

4. **Completed PTs:** Charts available on line to customer show the number of PM/PTs Issued, "Adjusted" Issued, and Completed.

- in Excel workbook format, Monthly.
- "Adjusted" Issued = Issued - "Can't Do" - "Should not Do" - Cancelled.
 - Can't Do = AD, EU, OD.
 - Shouldn't Do = IU, VS, RP.

4.1. Available on line to customer is a Bar-chart for the month's period grouped by primary systems.

4.2. Available on line to customer is a Trend line chart that shows the total values for the previous 12 months (including the current month).

5. **6-Month Overdue:** Available on line to the customer is a listing of the Type1 PM maintenance tasks for Facility-Systems-Equipment.

- in Excel workbook format, Monthly.
- Data should be provided in list format.
- The listing needs to include all of the WONS that were Reported more than 6 months ago and are still Open or Completed.
- The listing needs to include the following fields (as a minimum): WON, Won Description, Reported Date, Completion Date, (current) Status.

6. **Lag Time from Submittal to Completed to Closed:** Available on line to the customer is a listing of the Type1 PM maintenance tasks for Facility-Systems-Equipment.

- in Excel workbook format, Monthly.
- Data should be provided in table format as well as depicted graphically (chart).
- The data will be for the previous **12** months.
- For each month, the data and charting needs to collect and display the following:
 - Number of "Reported WONS" (opened / issued).
 - The number of the "Reported WONS" that are now in the status of Closed (Maximo's Close and Can).
 - The number of the Reported WONS that are now in the status of Completed (Maximo's Comp and Cmplt)
 - The number of the Reported WONS that are now in the status of Deferred (Maximo's CDEF).
 - The number of the Reported WONS that are now still in the status of Open.

Rev.D additions:

7. Rescheduled PMs (Available on line to customer):

- Monthly, a listing and summary of the PMs that were Rescheduled.
- Listing: WON, Description, TCD, Rescheduled Completion date, Cause (External/Internal), Status.

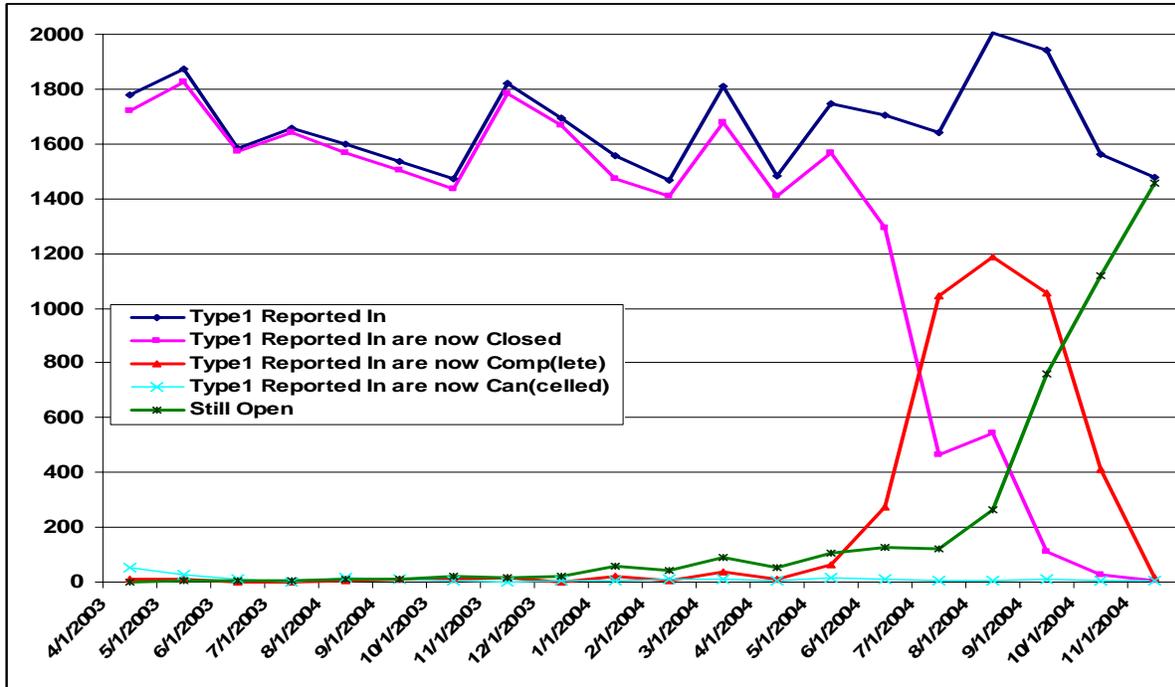
8. Data Entry (Available on line to customer):

- Monthly, a data entry summary of the completed PMs that were entered into Maximo.
 - Summary counts of how many were entered within the 7 day processing period after their scheduled completion.
 - Summary counts of how many were not entered within the 7 day processing period after their scheduled completion.

9. Consecutive Deferrals (Available on line to customer):

- Monthly, a listing of the PMs that had consecutive Deferrals.
- Listing of each PM's reoccurrence data of the WON, deferral code, deferral date, description, last successful accomplished PM.

Format to be partnered with the Government.



DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 2.2-07	
B. LINE ITEM TITLE: Facility and System Availability						
C. OPR. TA-D	D. TYPE 3	E. INSPECT/ ACCEPT Select	F. FREQ. QU	G. INITIAL SUB. August 15, 2002	H. AS OF DATE 90/30	
J. REMARKS: Block K: Type "D" is electronic via email or portable media, using Microsoft Excel.						
K. DISTRIBUTION					TOTALS	
					NO.	TYPE
JP-B/Infrastructure Lead					1	D
TA-D1/KSC Functional Manager for Facilities Maintenance					1	D
45 CES/CELO/Chief, Range Operations Element					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Facility and System Availability				2. NUMBER		
3. USE This document will be used by Government personnel to assess the Contractor's stewardship of assigned real property and collateral equipment.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP WBS 2.2				6. REFERENCES		
8. PREPARATION INFORMATION For the most recent quarter, provide a narrative listing of all unscheduled outages to assigned facilities or systems. All Unscheduled Outages shall be categorized as Major (definition), Moderate (defintion), Minor (defintion), or No Impact (defintion). For each of the Major and Moderate outages, quantify the cost of the downtime and the cost to repair. The unscheduled outages shall also be classified as a Class I Unscheduled Outage (outage due to action or inaction on the part of the contractor) or as a Class II Unscheduled Outage(outage was not within the control of the contractor).						

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 2.2-08	
B. LINE ITEM TITLE: WBS 2.2.1.3 Type 3C Project and Work Status Report						
C. OPR. JPMO	D. TYPE 3	E. INSPECT/ ACCEPT 3	F. REQ. MO	G. INITIAL SUB 10 FEB 2004	H. AS OF DATE 30/05	
J. REMARKS: A Report is required per J-BOSC WBS 2.2.1.3 Work Orders Type D Report Distribution shall be World Wide Web (WWW) Based and accessible through the SGS WWW Home Page.						
K. DISTRIBUTION					TOTALS	
					NO.	TYPE
DATA REQUIREMENT DESCRIPTION						
1.				2. NUMBER		
3. USE				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP				6. REFERENCES		
8. PREPARATION INFORMAT TYPE 3C PROJECT AND WORK STATUS REPORT (SEE DATA FIELDS REQUIRED BELOW)						

**Work Order Status Report
Data Fields Required**

As of Date:

--

General Data:

Project Number

--

Work Order Number (WON)

--

Contract Change Req (CCR)

--

Implementation Method

X

WON Title

	X
--	---

WON Type

--

WON Priority

--

Location

--

Funding Content

X

Scope of Work (SOW)

	X
--	---

Cust. Charge Number (CCN)

--

POC(s) Info:

Name Phone Cell Pager

CE Project Mgr

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SGS Project Mgr

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Construction Inspector

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Lead Designer

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Subcontract (S/C) Administrator

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SGS Lead Crew

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SGS System Maint Eng. (SME)

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SGS Lead Scheduler

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SGS Lead Foreman

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SGS Logistics Buyer

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Milestone Dates:

	Original	Revised	Actual	Comments
Rough Order Magnitude (ROM) Cmpl				X
Design (FDE) Start				X
Shop Review				X
Design (FDE) Complete				X
Material Required Delivery Date (RDD)				X
S/C IFB / RFP				X
S/C Pre-Bid Meeting / Site Walkdown				X
S/C Bid Opening				X
S/C Award				X
Pre-Construction meeting				X
NTP -Subcontract Start /Cstn Start				X
Final Inspection				X
Punchlist Complete				X
Scheduled Completion Date (SCD)				X

WON Data:

	Parent	Child	Child	Child	Child	Child
Parent/Children WON Hierarchy						
WON Status						

Cost Data:

	Qty.	Amount \$		Comments
Rough Order Magnitude (ROM)				X
Final Design Estimate (FDE)			% (+/-) from ROM	X
Original Subcontract Estimate				X
Subcontract Award			% (+/-) from Orig. S/C Estimate	X
Subcontract Addendums				X
Current Subcontract Amount			% (+/-) from S/C Award	X
Final FDE Amount			% (+/-) from S/C Award	X

	Approved	Actuals	% (+/-)	EAC
Authorized Funds				

Design/Constn Data:

	Complete	Act vs Funded	Labor Used	Materials Used	Const Sched Used
Construction Percentages (%)					
Design Percentages (%)				N/A	

Project Status:

Weekly Activity History		X
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CONTRACT APPLICATION INFORMATION FOR DRL Mod 348 (CCR 05-49)_					A. ITEM NO. 2.2-09	
B. LINE ITEM TITLE: Type 3 C Work Order Status Report						
C. OPR. 45 CES/CEL	D. TYPE 3	E. INSPECT/ ACCEPT 3	F. FREQ. MO	G. INITIAL SUB. 2 nd mo after mod 217 issued	H. AS OF DATE 30/05	
J. REMARKS: Type 3C Work Order Status Report is required per J-BOSC WBS 2.2.1.3 Work Orders. Type D Report Distribution to be in Microsoft Excel Format with sort capability on the columns and available on line via software tool such as DSS with query capability..						
K. DISTRIBUTION					TOTALS	
					NO.	
					TYPE	
JP-B Work Order Integrated Product Team Leader					1	D
TA-D1/KSC Facilities Division, Chief, Planning and Integration Branch					1	D
45 CES/CELO, 45 Civil Engineers, Chief, Cape Civil Engineer Operations Element					1	D
TA-A Resource Program Specialist, Management Integration Office					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Type 3C Work Order Status Report				2. NUMBER 2.2-09		
3. USE The Government requires this report to gain insight into the status of Type 3C Work. The 45th Civil Engineers and the KSC Facilities Division require insight into the status of work on a monthly basis.				4. DATE 8 Sept 2003		
				5. ORGANIZATION CCSMO		
7. INTERRELATIONSHIP This DRD does not impact or cause a conflict with other DRDs.				6. REFERENCES NBG 8820.2 AFI 32-1032		
8. PREPARATION INFORMATION The Report(s) shall consist of the following Columns. Each column shall have the following information for all funded Type 3C Work Orders. Column 1: Customer Number (ie. L5 = NASA Institutional) Column 2: CCN or JON (Customer Charge Number, Job Order Number) (as applicable) Column 3: Work Order Number Column4: Facility Number (Location) Column5: Title of Work Order Column6: Work Order Status (from Maximo) Column7: Priority Column8: Work (manhours) Percent Completed Column 9: Percent of Funds Expended Column10: Final Design Estimate Cost (FDE) Column 11: FDE Funding Description Column 12: FDE Funding Approved Date(for Reports #1,2,3) Column 13: Targeted Completion Date Column 14: Scheduled Completion Date (for Report #1) Column 15: Actual Completion (Finish) Date (for Report #2, #3), - Not Applicable to Report #4 Column16: Actual Amount (dollars) Expended (for Reports #2 and #3) Column 17: Actual Manhours Expended.						

DRD 2.2-09 : Part II/New Reports: Progress tracking of work completion for “Institutional” Type3Cs.

Report #1 will contain all of the Approved, Open work.

Report #2 will contain all of the Completed work.

(for Status codes of CMPLT, COMP)

Report #3 will contain all of the “Closed” work that was Completed during this Fiscal year.

(for Status codes of CLOSE and CAN)

Report #4 will contain all of the “Not Yet Approved” work.

The reports will be prepared separately by customers: NASA and USAF/CE.

The columns that are not applicable to the different reports will be ignored as empty in order to have one consistent format.

The deliverable reports will be in spreadsheet format using the current standard of (Microsoft’s) Excel.

The reported data will be for each Fiscal Year from which work was Approved and for the years that still have Tasks that have not had their “Actual” Costs “Closed” out.

Report #1: List of Approved Tasks.

This monthly report will list the following fields (as a minimum):

If there are subordinate WONs used to achieve these Tasks, they need to also be listed:

A separate tab-page will be included for each fiscal year being reported for.

- WON, Superior WON (Parent),WON description, Approval Date, Approved Amount, CCN, Current Status, Completion Date, Closure Date, and Actual Costs.

- For the primary approved WON, “WON” and “Superior WON” are equal.

Report #2: Chart of Completed versus Closed WONS.

A monthly trend chart needs to show the number of WONS from Report#1 that are in the status of Completed but are not yet Closed.

The chart needs to display the data from the last 24 months.

A separate trend-line needs to be used for each of the Fiscal Years being tracked on one chart.

The report shall also include the raw data: WON, Completion Date, Funding Year, etc..

Report #3: Chart of the Accumulation of Actual Costs versus Approved Amounts.

The monthly report chart needs to show the trend-line of the monthly accumulation of actual costs and of the approved amounts.

A pair of trend lines is need for each year that is still being reported upon in Report#1.

Report #4: Lists of the Actuals.

The first monthly listing is of the Type3Cs that have not yet been Closed (that had been Approved).

The second monthly listing is of the Type3Cs that have been Closed (that had been Approved).

The listing needs to contain the following fields:

- WON, “Parent WON” ,WON description, CCN/JON, Current Status, Completion Date (Actual Finish Date), Actual Costs, Status Date, Facility Code (Location), “Funding Year”, “Govt Fiscal Year” (cost accrual year of Actuals), .

- The data is Filtered to Agency Code=NASA, Customer Number = L5, etc..

Note: The CCN/JON charge codes that are applicable to these reports will be adjusted as new codes are developed. As of Jan.2005, the codes that are of interest are NINTYP3C, NHURRICANE, NBMAR3C, NBMAR3I.

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 2.2-11	
B. LINE ITEM TITLE: Cathodic Protection Booklet						
C. OPR. 45 CES/CEL	D. TYPE 3	E. INSPECT/ ACCEPT 3	F. FREQ. Yr	G. INITIAL SUB. 05 MAR 2004	H. AS OF DATE	
J. REMARKS: Type D Report Distribution to be in Microsoft Word and Excel						
K. DISTRIBUTION					TOTALS	
					NO.	TYPE
JP-B Work Order Integrated Product Team Leader					1	D
45 CES/CELO, 45 Civil Engineers, Chief, Cape Civil Engineer Operations Element					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Cathodic Protection Report				2. NUMBER 2.2-xx		
3. USE The Government requires this plan to gain insight into the condition of all cathodic protection systems at CCAFS and comply with an AF reporting requirement.				4. DATE 8 Sept 2003		
				5. ORGANIZATION CCSMO		
7. INTERRELATIONSHIP This DRD does not impact or cause a conflict with other DRDs.				6. REFERENCES AFI 32-1054 AFM 85-5		
8. PREPARATION INFORMATION The report shall be built using Microsoft word and Excel. It will be in the form of a booklet and will follow format and contents IAW AFM 85-5 and AFI 32-1054.						

CONTRACT APPLICATION INFORMATION FOR DRL Mod 348 (CCR 05-49)_					A. ITEM NO. 2.2-12
B. LINE ITEM TITLE: Deferred Maintenance Analysis Report					
C. OPR. TA-D	D. TYPE 3	E. INSPECT/ ACCEPT 3	F. FREQ. AN	G. INITIAL SUB. 15 Mar 06	H. AS OF DATE
J. REMARKS: Type D Report Distribution to be in Microsoft Excel Format with sort capability on the columns and delivered via E-Mail or portable media					
K. DISTRIBUTION				TOTALS	
				NO.	TYPE
JP-B/Infrastructure Lead				1	D
NASA/TA-D1/KSC Facilities Maintenance Program Manager				1	D
DATA REQUIREMENT DESCRIPTION					
1. TITLE Deferred Maintenance Analysis Report				2. NUMBER 2.2-09	
3. USE This document will be used by government personnel to assess the Contractor's stewardship of KSC's Real Property and collateral equipment				4. DATE 8 Sept 2003	
				5. ORGANIZATION CCSMO	
7. INTERRELATIONSHIP This DRD does not impact or cause a conflict with other DRDs.				6. REFERENCES NBG 8820.2 AFI 32-1032	
8. PREPARATION INFORMATION DRD 2.2-12: New: Analysis of the DMA report. A NASA only report. The DMA (Deferred Maintenance Analysis) Report is generated by NASA/OJX each year for all of the NASA Centers. The report provides us with a Condition Index value for nine (9) primary systems of a Facility. The basic requirement of this DRD is to produce a listing of the WONS (Type3, Type2) or PCNs that are in place to fix the systems that had a Condition Index equal to a "1" or a "2". This is an annual report that needs to be delivered within 2 months after the DMA Report is issued. The analysis will need to include the following (as a minimum): - Determine which facilities at KSC that JBOSC has maintenance responsibilities for. - Determine the current Status of the Facilities and Systems. - Associate the CMDS/OMEU subsystems that JBOSC has maintenance responsibility for to the systems of the DMA. - Incorporate the status of the systems from the FCAs in the reporting and determine if the data supercedes the DMA report's data. - Coordinate with the SMEs and Facility Managers to validate that there is a problem. The following analysis data will need to be reported (as a minimum): 1. Listing of Facility-DMA Systems-OMEU subsystems that have CI's equal to 1 or 2s that are JBOSC's responsibility. 2. Listing of the DMA system comments versus the FCA system comments. 3. Listing of the Facility-systems that do or don't get further analysis with an explanation based upon Status of the Facility or system (Inactive, etc.), the opinion of the SME and/or Facility Manager as to whether there truly is a problem, or FCA data. 4. Listing of the WONS for each Facility-system that has a validate maintenance problem. – Note: This will require the production of new WONS for the issues that are not already in the system. The report of WONS needs to include the following data (as a minimum): - Facility Number, DMA sytem, OMEU subsyste, WON, WON Description, Priority (current), "Type3C request priority order", and ROMS. - "Type3C request priority order": This is a prioritization order in which these would be submitted to a Type3C Board for additional funding. Note: The format and content of these reports will be coordinated with NASA/TA (Center Operations Directorate) as the understanding of what is necessary to make these reports useful evolves. Initial format already agreed and discussed with SGS OPR.					

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 3.2.4-01	
B. LINE ITEM TITLE: WBS 3.2.4, Propellants and Life Support						
C. OPR. JPMO	D. TYPE 4	E. INSPECT/ ACCEPT 6	F. REQ. See Block 8	G. INITIAL SUB. See Block 8	H. AS OF DATE See Block 8	
J. REMARKS: Type D is electronic submission. Contractor format is acceptable. Product shall be compatible with MicroSoft Office suite of software.						
K. DISTRIBUTION GG-C1-A LO-N2					TOTALS	
					NO.	TYPE
					N/A	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Reports, Propellant Analysis				2. NUMBER 3.2.4-01		
3. USE These reports are used as analytical tools to monitor funding requirements and mission usage.				4. DATE 12 Dec 97		
				5. ORGANIZATION		
7. INTERRELATIONSHIP				6. REFERENCES		
8. PREPARATION INFORMATION The following reports are required:						
<ol style="list-style-type: none"> 1. Propellant Cost Estimate Report - Reflects current month covering all fluids supplied by Air Force, Directorate of Aerospace Fuels Management and other Government Agencies. Costs include actual deliveries through the 14th and estimated deliveries for the remainder of the month. Previous month's estimate shall be revised to reflect current data. Report to be submitted on the 15th of each month. 2. Cost Tracking Report - Prepared monthly for STS and Payloads programs fluid related expenditures. The report compares to actual monthly expenditures against monthly and cumulative to-date Program Operating Plans and estimates. Also included is a variance explanation on the significant differences. Submittal date: 30/20. 						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL Mod 279					A. ITEM NO. 3.2.4-02	
B. LINE ITEM TITLE: WBS 3.2.4, Propellants and Life Support						
C. OPR. TA-E3	D. TYPE	E. INSPECT/ ACCEPT	F. FREQ. Monthly	G. INITIAL SUB. 4-01-05	H. AS OF DATE	
J. REMARKS:						
K. DISTRIBUTION					TOTALS	
TA-E3					NO.	TYPE
JP-B						
DATA REQUIREMENT DESCRIPTION						
1. TITLE Self Contained Atmospheric Protective Ensemble (SCAPE) Suit Performance and Reliability Report					2. NUMBER	
3. USE To gain insight into the performance and condition of Self Contained Atmospheric Protective Ensemble suits. To assess the effectiveness of SCAPE suit maintenance. To assess the reliability of suits in the field and to identify any risks involved in utilization of suits.					4. DATE	
					5. ORGANIZATION	
7. INTERRELATIONSHIP					6. REFERENCES	
<p>8. PREPARATION INFORMATION</p> <p>Provide a summary report to the SCAPE user community to include performance, reliability and infield damage. Data shall be collected, analyzed and reported for all SCAPE use, and shall include but not be limited to, the following:</p> <ol style="list-style-type: none"> 1. SCAPE Infield Damage and Infield Performance Reporting <ul style="list-style-type: none"> - Report provided to all users - Detailed reports provided to organizations with negative trends or damage rates that are significantly higher than average 2. SCAPE Suit Reliability Report <ul style="list-style-type: none"> - Data analysis, trending and reporting will be provided on the following: <ul style="list-style-type: none"> - Close Calls and Anomalies including investigations and corrective actions - Damage characterization and analysis - Exposures - Maintenance (repetitive component repairs) <p>Format of the summary report must be partnered with TA-E3.</p>						
KSC FORM 16-246 (REV. 1/82) COMPUTER GENERATED						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. 3.3-01 Rev A	
B. LINE ITEM TITLE: WBS 3.3, Information Technology						
C. OPR. JP MO	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. REQ. AR but not less than AN	G. INITIAL SUB. 1 Oct 98	H. AS OF DATE AR/30	
J. REMARKS: Type "D": Electronic submittal. Product shall be compatible with MicroSoft Office suite of software.						
K. DISTRIBUTION JP MO KSC/IT-D					TOTALS	
					NO.	TYPE
					N/A	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE Plan, IT Investment and Purchase				2. NUMBER 3.3-01		
3. USE Provides Government with annual and projected expenditures of Information Technology related equipment, supplies, and support.				4. DATE 12 Dec 97		
				5. ORGANIZATION		
7. INTERRELATIONSHIP				6. REFERENCES		
8. PREPARATION INFORMATION						
<u>FORMAT:</u>						
<ul style="list-style-type: none"> • Contractor format is acceptable. • The plan shall identify contract title and contract number and shall contain a table of contents. 						
<u>CONTENT:</u> The plan shall include the amount spent and planned to be spent on:						
<ul style="list-style-type: none"> • Equipment capital purchases • Other equipment purchases and leases • Software capital purchases • Other software purchases and leases • Services • Support services • Supplies • Intra-Government Payments • Intra-Government Collections 						
For fiscal years:						
<ul style="list-style-type: none"> • Prior • Current • Budget through Budget +4 						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL (Mod 407)					A. ITEM NO. 3.4.1-01	
B. LINE ITEM TITLE: WBS 3.4.1, Publications (Modification 58)						
C. OPR. JPMO	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. REQ. a = AR, b = MO, c = Every 4 months	G. INITIAL SUB. b = 4/22/99 c = 4-22-99	H. AS OF DATE b = 30/3 from recpt. c = 120/5 from recpt.	
J. REMARKS: a = Office Copier Justification to Install, Move or Upgrade b = Monthly Detail to Invoice Summary Sheets, submit 3 days from receipt. c = 4-Months Detail to Invoice Summary Sheets, submit 5 days from receipt.						
K. DISTRIBUTION IT-D1					TOTALS	
					NO.	TYPE
					1	A
DATA REQUIREMENT DESCRIPTION						
1. TITLE Reports, Office Copier Justification to Install, Move or Upgrade, Monthly and 4-Months Detail to Invoice Summary Sheets				2. NUMBER 3.4.1-01		
3. USE Reports are required to properly manage KSC's Copier Program				4. DATE 11 May 00		
				5. ORGANIZATION NASA/KSC IT-D1		
7. INTERRELATIONSHIP				6. REFERENCES NPD 1490.1G dtd 01/2006		
8. PREPARATION INFORMATION						
a. Office Copier Justification to Install, Move or Upgrade Report - The format for this report shall be KSC Form 28-51. Instructions for the completion of this form are on the reverse side of the form. a. Monthly Detail to Invoice Summary Sheets - The monthly invoice and meter reading sheets are provided by the Cost-Per-Copy (CPC) copier support contractor, and should be reconciled and submitted three days from their receipt. <ul style="list-style-type: none"> 1. Validate meter readings and cost for each copier. 1. Redline discrepancies and provide comments 1. Initial and forward for final processing. c. 4-Month Detail to Invoice Summary Sheets - The format for this report is provided by the CPC copier support contractor following a 4-month copier triannual review period. (Ref. NAS5-96077, "NASA-wide CPC Contract", para. 3.2, pg. 6&7). Reconcile and submit five days from receipt of summary sheets. <ul style="list-style-type: none"> 1. Validate the 4-Month average minimum volume and cost for each copier 1. Redline discrepancies, identify copiers for possible move, downgrade, or upgrade 1. Provide comments, initial and forward for final processing 						