AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

2. AMENDMENT/MODIFICATION NO. 91

3. EFFECTIVE DATE Same as Bk. 16C

4. REQUISITION/PURCHASE REQ. NO. N/A

5. PROJECT NO. *(If applicable)*

6. ISSUED BY CODE

NASA Shared Services Center
Procurement Office, Bldg. 1111
Stennis Space Center, MS 39529-6000
Attn: Michelle Dalmado

14. ADMINISTERED BY *(If other than Item 6)* CODE

8. NAME AND ADDRESS OF CONTRACTOR *(No. Street, county, State and ZIP: Code)*

COMPUTER SCIENCES CORPORATION
Information Technology & Science Solutions Division
7700 Hubble Drive
Lanham Seabrook, MD 20706

CODE FACILITY CODE

(4) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED *(SEE ITEM 11)*

X 10A. MODIFICATION OF CONTRACT/ORDER NO. NNX05AA01C

10B. DATED *(SEE ITEM 13)* May 17, 2005

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning one (1) copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATA SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and data specified.

12. ACCOUNTING AND APPROPRIATION DATA *(If required)*

N/A

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

14. A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: *(Specify authority)* THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES *(such as changes in paying office, appropriation date, etc.)* SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

X D. OTHER Specify type of modification and authority)
Bilateral IAW FAR 52.243-2 Changes – Cost Reimbursement

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return _2__ copies to the issuing office.

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

See Continuation Page

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

15A. NAME AND TITLE OF SIGNER *(Type or print)*
Jan Kellett, Sr. Contract Administrator

16A. NAME AND TITLE OF CONTRACTING OFFICER *(Type or print)*
Mike Skrmetti
Contracting Officer

15B. CONTRACTOR/OFFEROR
Jan Kellett
(Signature of person authorized to sign)

15C. DATE SIGNED 08/10/2010

16B. UNITED STATES OF AMERICA
BY Michael J. Skrmetti
(Signature of Contracting Officer)

16C. DATE SIGNED 8/12/10

RELEASED - Printed documents may be obsolete; validate prior to use.

BLOCK 14 CONTINUED, DESCRIPTION OF AMENDMENT/MODIFICATION.

A. The purpose of this modification is to incorporate Change Order #37 for Right Now and Change Order #38 for Fund Balance with Treasury (FBwT). The total Contract Value is adjusted as follows:

- Change Order # 37, Right Now
  Total Contract Increase: [redacted]

- Change Order #38, FBwT
  Total Contract Increase: [redacted]

- Adjustment for Award Fee Unearned (Award Period 9) as a result of FBwT
  Total Contract Decrease: [redacted]

TOTAL NET INCREASE: [redacted]

B. As a result of the changes in the above paragraph, total contract value is changed from [redacted] to [redacted]. Attachment No. 1 to this modification provides a replacement page for contract Section B.2, "Estimated Cost and Award Fee (NFS 1852.216-85) (SEP 1993)." A summary of total contract value is as follows:

1. CLIN 01 (Phase In) remains unchanged with [redacted] in total estimated cost and [redacted] in maximum available award fee for a total CPAF of [redacted]

2. CLIN 02 (Base Period), total estimated cost is increased from [redacted], by [redacted] to [redacted]. Maximum available award fee is increased from [redacted], by [redacted] to [redacted]. The total for CLIN 02 is increased from [redacted] by [redacted] to a new total NTE CPAF amount of [redacted].

3. CLINs 03 through 07 (Options 1 through 5), total estimated cost is increased from [redacted], by [redacted], to [redacted]. Maximum available award fee is increased from $[redacted], by [redacted] to [redacted]. The total for CLINs 03 through 07 is increased from $[redacted], by [redacted] to a new total NTE CPAF amount of $[redacted]

C. Contract Attachment J-1, PWS Pages 22 & 23 is hereby superseded by Attachment No. 2 to this modification.

D. Data Requirements List, DRDs, J-2, Pages 1-4 and Pages 35-37 are hereby superseded by Attachment No. 3 to this modification.

E. This change results in an award fee pool of [redacted] retroactive to Award Fee Period 9 (10/1/09 through 3/31/10) and shall be paid immediately. In accordance with the Fee Determining Official's (FDO) decision, [redacted] or [redacted] of the eligible award fee shall be disbursed upon execution of this modification. Modification 85 provides the FDO's decision for Award Fee Period 9 and is the authority for the action resulting from this contract change. This modification, including Paragraph B above reflects the reduction of [redacted] for unearned award fee.

F. List of Attachments to this document:
ATTACHMENT NO 1: Replacement Page 1, Contract Section B.1; 1 page
ATTACHMENT NO 2: Revised PWS, J-1, Pages 22 and 23 of 68; 2 pages
ATTACHMENT NO 3: Revised DRDs, J-2, Pages 1 thru 4 and pages 35 thru 37
ATTACHMENT NO 4: Revised Appendix A, Attachment J-5, Award Fee Table; 1 page

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

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PART I – THE SCHEDULE
SECTION B, SUPPLIES OR SERVICES AND PRICES/COSTS

B.1 SUPPLIES AND/OR SERVICES TO BE FURNISHED

(a) The Contractor shall provide the services in support of the NASA Shared Services Center (NSSC) as described in Section C of this contract and shall perform and/or deliver the following:

CLIN	Description	Reference	Schedule
01	Services in accordance with the PWS for Phase-in period	B.2, C.1	See F.2
02	Services in accordance with the PWS for Base period	B.2, C.1	See F.2
03	Services in accordance with the PWS for Option 1 period	B.2, C.1	See F.2
04	Services in accordance with the PWS for Option 2 period	B.2, C.1	See F.2
05	Services in accordance with the PWS for Option 3 period	B.2, C.1	See F.2
06	Services in accordance with the PWS for Option 4 period	B.2, C.1	See F.2
07	Services in accordance with the PWS for Option 5 period	B.2, C.1	See F.2

(End of Clause)

B.2 ESTIMATED COST AND AWARD FEE (NFS 1852.216-85)(SEP 1993)

(a) The estimated costs and award fees for each period of this contract are as follows:

Item No	Description	Estimated Cost	Max Available Award Fee	Total
CLIN 01	Phase-In	$ [redacted]	$ [redacted]	$ [redacted]
CLIN 02	Base CY 1	$ [redacted]	$ [redacted]	$ [redacted]
	Base CY 2	$ [redacted]	$ [redacted]	$ [redacted]
	Base CY 3	$ [redacted]	$ [redacted]	$ [redacted]
	Base CY 4	$ [redacted]	$ [redacted]	$ [redacted]
	Base CY 5	$ [redacted]	$ [redacted]	$ [redacted]
	Total Base	$ [redacted]	$ [redacted]	$ [redacted]
CLIN 03	Option 1 CY 6	$ [redacted]	$ [redacted]	$ [redacted]
CLIN 04	Option 2 CY 7	$ [redacted]	$ [redacted]	$ [redacted]
CLIN 05	Option 3 CY 8	$ [redacted]	$ [redacted]	$ [redacted]
CLIN 06	Option 4 CY 9	$ [redacted]	$ [redacted]	$ [redacted]
CLIN 07	Option 5 CY 10	$ [redacted]	$ [redacted]	$ [redacted]
	Total Options	$ [redacted]	$ [redacted]	$ [redacted]
Total Phase-In, Base and Options		$ [redacted]	$ [redacted]	$ [redacted]
Note	The periods of performance for periods 01-07 are included in contract clause F.2			

(End of Clause)

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APPENDIX A

EVALUATION PERIODS AND MAXIMUM AVAILABLE AWARD FEE

Period	Description	Start Date	End Date	Available Max	Award Fee Earned
1	Phase-In	9/1/2005	2/28/2006	$ [redacted]	$ [redacted]
2	Base	3/1/2006	9/30/2006	$ [redacted]	$ [redacted]
3		10/1/2006	3/31/2007	$ [redacted]	$ [redacted]
4	Base	4/1/2007	9/30/2007	$ [redacted]	$ [redacted]
5		10/1/2007	3/31/2008	$ [redacted]	$ [redacted]
6	Base	4/1/2008	9/30/2008	$ [redacted]	$ [redacted]
7		10/1/2008	3/31/2009	$ [redacted]	$ [redacted]
8	Base	4/1/2009	9/30/2009	$ [redacted]	$ [redacted]
9		10/1/2009	3/31/2010	$ [redacted]	$ [redacted]
10	Base	4/1/2010	9/30/2010	$ [redacted]	TBD
11	Option 1	10/1/2010	3/31/2011	$ [redacted]	TBD
12		4/1/2011	9/30/2011	$ [redacted]	TBD
13	Option 2	10/1/2011	3/31/2012	$ [redacted]	TBD
14		4/1/2012	9/30/2012	$ [redacted]	TBD
15	Option 3	10/1/2012	3/31/2013	$ [redacted]	TBD
16		4/1/2013	9/30/2013	$ [redacted]	TBD
17	Option 4	10/1/2013	3/31/2014	$ [redacted]	TBD
18		4/1/2014	9/30/2014	$ [redacted]	TBD
19	Option 5	10/1/2015	3/31/2015	$ [redacted]	TBD
20		4/1/2015	8/31/2015	$ [redacted]	TBD
Total				$ [redacted]	$ [redacted]

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3.1.3.2 Time & Attendance

The SP shall perform review and validation activities of time and attendance information for all NASA employees for submission to DOI. The SP shall perform the following activities that include, but are not limited to:

- Utilize NASA's WebTADS on-line system for NASA's civil service personnel.
- Validate receipt and proper certification of complete time and attendance information ('timecard') for each employee bi-weekly. Inform employees and/or certifying officials of missing timecards. Request assistance from NASA NSSC in the event the employee or certifying official is not available.
- Conduct statistical examination of erroneous time entry.
- Submit NASA's time and attendance data to the DOI for bi-weekly processing. Validate that the information has been accepted and will be processed by DOI. Inform NASA of the status of bi-weekly time and attendance processing prior to the deadline for receipt by DOI.
- Run, validate, and distribute time and attendance reports in accordance with DRD 3.1-1.
- Prepare and submit Time and Attendance Reports Processed Report (DRD 3.1-12).

3.1.4 Agency Fund Balance with Treasury (FBWT) and Financial Management System (FMS) 224 Reconciliation and Reporting

The SP shall perform all activities related to the reconciliation and reporting of the Agency FBWT and FMS 224 Statement of Transactions as stated in the FBWT Service Delivery Guide. Functions include but are not limited to:

- Daily-download and compile appropriate accounting system and Treasury reports in the current Agency reconciliation tool resulting in a daily FBWT reconciliation
- Daily-identify and research all Statement of Differences variances, update the current Statement of Differences documents, and post to the web
- Monthly-prepare and submit for civil service review and approval the FMS 224 package in the proper Treasury format, including all relevant supporting documentation, and transmit the approved FMS 224
- Compile various month end internal and external reports with supporting documentation and submit data for review and approval. Volume of reports includes one per month per Agency Location Code (ALC). Reports may include but are not limited to:
  - FMS 224 package
  - All FBWT Continuous Monitoring Program reconciliations as required in the most current agency guidelines
  - FBWT portion of the Federal Intergovernmental Database On-line (FIDO) Reports Statement of Difference report
  -
- Distribute various reports to Centers as necessary
- Compile and maintain all supporting documentation in accordance with Federal and Agency regulations to include FMR Volumes 6, 8, 9, 15 and 19 and Treasury Financial Manual Part 2-Chapters 3300 and 4300
- Support internal and external audits and reviews by compiling documents and data

3.1.5 • Travel Services

The SP shall provide travel reimbursement services for all authorized Agency travel, including domestic, foreign, local, extended temporary duty and change of station. NASA anticipates

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implementing an eTravel solution at time of transition. The SP shall use the NASA's travel system(s) in operation at time of transition. The software currently in use is Gelco's Travel Manager.

3.1.5.1 Domestic Travel Payments

The SP shall process travel vouchers for all authorized NASA travel from receipt of the voucher to final payment. A NASA Certifying Official will certify final payment. Reimbursements shall be processed in accordance with the Federal Travel Regulations, NASA FMRs (previously FMMs), IRS regulations and Treasury Prompt Payment requirements.

The service provider shall provide counseling services to government employees who will be performing extended temporary duty assignments of more than thirty (30) days in accordance with Federal Travel Regulations and NASA policy guidance.

The SP shall perform the following activities, which include, but are not limited to:

- Utilize NASA's automated travel voucher authorization and computation system to examine domestic travel payments and extended temporary duty reimbursements.
- Process disbursements into the SAP Core Financial module.
- Statistically examine domestic electronic and manual travel vouchers and local travel SF-1164 reimbursements (Claim for Reimbursement for Expenditures on Official Business).
- Retain vouchers and supporting documentation in accordance with GAO regulations and NASA policies and procedures.
- Examine, validate, and compute all and extended temporary duty vouchers.
- Inform customers of disallowed or rejected expenses and missing information, including the reason for the disallowance or rejection. Resolve disputed claims.
- Initiate an accounts receivable billing for over-payments and collections.
- Notify the traveler of any additional information that may be required to process the travel voucher.
- Validate traveler's direct deposit banking information.
- Inform travelers to submit receipts for vouchers that are selected for sampling and validate the vouchers.
- De-obligate unliquidated travel obligations for completed travel and, at least quarterly, review and reconcile outstanding unliquidated travel obligations.
- Compute taxable payments, including those to be reported on IRS Form 1099. Provide information to SP Payroll.
- Contact each NASA Center when additional funds are needed to process travel payments.
- Prepare and submit Semiannual Report of Payments Accepted from a Non-Federal Source Report. Center coordination will be required, in accordance with FMR 9700 (DRD 3.1-14).
- Prepare and submit Domestic Travel Vouchers Processed Report (DRD 3.1-15).

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NASA SHARED SERVICES CENTER

CONTRACT

ATTACHMENT J-2

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

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DATA REQUIREMENTS LIST

DRL NUMBER: NSSC-SP-01	REVISION Mods 2, 4, 16, 22 and 43
PROJECT/SYSTEM NASA Shared Services Center Contract	
CONTRACT NUMBER	PREPARATION DATE 20 July 2004
CONTRACTOR	TECHNICAL APPROVAL
ATTACHMENT NUMBER Section J, Attachment J-2	EXHIBIT NUMBER N/A

ITEM NO.	TITLE	CHANGE STATUS
2.1-1	Report, Equal Employment Opportunity	Rev. Mod 45
2.5-1	Report, Contract Performance (Metrics)	Rev. Mod 45
2.5-2	Plan, Performance Measurement	New Mod 22, Rev. Mod 45
2.5-3	Report, Performance and Utilization	New Mod 22
2.6-1	Briefing, Performance, Continuous Improvement Strategies, and Shared Services Leading Practices Review	New Mod 16, Rev. Mod 45
2.8-1	Report, Anomaly	
2.8-2	Plan, NSSC Integrated Emergency Preparedness	Rev. Mod 22
2.8-3	Plan, NSSC Integrated Emergency Situations and Contingency Operations	Rev. Mod 22
2.9-1	Plan, Risk Management	Rev. Mod 45
2.10-1	Plan, Quality Control	Rev. Mod 45
2.11-1	Report, Contractor Financial Management	Rev. Mod 45
2.11-2	Center Specific Cost Report	Rev. Mod 45
2.11-3	Contractor Accounting Calendar	Rev. Mod 4
2.11-4	Reports, Annual Phased Plan, Monthly Variance	Rev. Mod 4 and 45
2.11-5	Report, Annual Budget Plan	New Mod 45
2.11-6	Report, Quarterly A-76 Cost	New Mod 22, Rev. Mod 45
2.12-1	RESERVED	Rev. Mod 45
2.17-1	Report, Customer Satisfaction Assessment	Rev. Mod 22 and 45
2.17-2	Plan, Customer Satisfaction Assessment Report Survey	New Mod 22, Rev. Mod 45
2.17-3	Briefing, Baseline Customer Satisfaction Survey & Broad-based Performance Survey	New Mod 16, Rev. Mod 45
3.1-1	Report, Financial Management	
3.1-2	Plan, Internal Control	
3.1-3	Report, Develop SP Finance Performance Metrics	Rev. Mod 22 and 45
3.1-4	Report, Accounts Payable Payments Report	Rev. Mod 45
3.1-5	Report, Interest Paid and Discounts Earned	Rev. Mod 22 and 45
3.1-6	Report, Quarterly	Rev. Mod 45
3.1-7	Report, Accounts Receivable Metrics	Rev. Mod 45
3.1-8	Report, Collections	Rev. Mod 45
3.1-9	Report, Accounts Receivable Transferred to U. S. Treasury	Rev. Mod 45
3.1-10	Fund Balance With Treasury Reports	Del Mod 22, New Mod 45, Revised Mod 91

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3.1-11	Fund Balance With Treasury Reports - Federal Interagency Databases Online (FIDO)	Del Mod 22, New Mod 90
3.1-12	Fund Balance With Treasury Reports – FMS 224 reporting	Del Mod 22, New Mod 90
3.1-13	RESERVED	Del Mod 2
3.1-14	Report, Payments Accepted from a Non-Federal Source (Semi-annual)	Rev. Mod 45
3.1-15	RESERVED	Del Mod 22
3.1-16	RESERVED	Del Mod 22
3.1-17	RESERVED	Del Mod 22
3.1-18	RESERVED	Del Mod 22
3.1-19	Report, Annual Relocation	Rev. Mod 45
3.2-1	Metrics, Drug Testing Performance	
3.2-2	RESERVED (Moved to 3.3-5)	Rev. Mod 45
3.2-3	RESERVED	Del Mod 45
3.2-4	SES ECQs and CDP Cases	New Mod 45
3.3-1	Plan, Procurement Forms Standardization	Rev. Mod 22 and 45
3.3-2	Report, Grants Study	Rev. Mod 22 and 45
3.3-3	Report, SBIR/STTR Study	Rev. Mod 22 and 45
3.3-4	Handbook, NASA Contracting Intern Program (NCIP)	Rev. Mod 45
3.3-5	Report, NASA Suggested Revisions to 1102 Procurement Training Policy	Rev. Mod 45
3.4-1	Policy Development, Information Technology	
3.4-2	RESERVED	Del Mod 45
3.4-3	Plan, Configuration Management	
3.4-4	Report, IT Security Metrics Report	
3.4-5	RESERVED	Del Mod 45
3.4-6	Report, Vulnerability & Incident Analysis	
3.4-7	Plan, IT Security	Rev. Mod 45
3.4-8	RESERVED	Rev. Mod 22, Del Mod 45
3.4-9	New IT Systems Summary	Rev. Mod 4, Del Mod 45
3.7.4.1-1	Enterprise License Management Status Report	New Mod 45
3.7.4.1-2	Enterprise License Management Opportunity Report	New Mod 45
3.7.4.1-3	Enterprise License Management FY Action Plan	New Mod 45

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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 Performance Work Statement (PWS), 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	Electronic	C	Microfilm, Aperture Cards
B	Hardcopy for Signature	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

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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.

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DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL NSSC-SP-01					A. ITEM NO. 3.1-10
B. LINE ITEM TITLE: Fund Balance With Treasury Reports					
C. OPR.	D. TYPE	E. INSPECT/ ACCEPT	F. REQ.	G. INITIAL SUB.	H. AS OF DATE
NSSC	3	2	MO	May 1, 2010	COB 3 days before the 14th of the month

J. REMARKS:

FBWT Continuous Monitoring Program Reports are submitted on a monthly basis in accordance with current agency requirements in the NASA Continuous Monitoring Program (CMP) and the CMP Service Delivery Guide.

K. DISTRIBUTION	TOTALS	
	NO.	TYPE
NSSC Financial Accounting Branch	NA	A

DATA REQUIREMENT DESCRIPTION

1. TITLE	2. NUMBER
Reports, FBWT CMPs currently including 2a1~~a~~, , 2a2, 2a3, 2a6, 2d1, 2d2, 2d3, 12.1, 12.2, 12.3, 12.4.	DRD 3.1-10
Reports will be run from existing systems and submitted to the Chief, Financial Accounting Branch by internal established due dates.	4. DATE 02/5/09
	5. ORGANIZATION NSSC
7. INTERRELATIONSHIP Data available in the NSSC NASA Secure File Server satisfies this DR.	6. REFERENCES

8. PREPARATION INFORMATION

Format and content of the report shall be in accordance with current agency requirements in the NASA Continuous Monitoring Program (CMP) and the CMP Service Delivery Guide.

RELEASED - Printed documents may be obsolete; validate prior to use.

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL NSSC-SP-01					A. ITEM NO. 3.1-11
B. LINE ITEM TITLE: Fund Balance With Treasury Reports - Federal Interagency Databases Online (FIDO)					
C. OPR.	D. TYPE	E. INSPECT/ ACCEPT	F. REQ.	G. INITIAL SUB.	H. AS OF DATE
NSSC	3	2	MO	May 1, 2010	5th working day the following month

J. REMARKS:

Fund Balance With Treasury FIDO Metrics are submitted on a monthly basis according to current agency requirements in Financial Management Operating Procedures, Metric Tracking System (FIDO.gov) and the Fund Balance With Treasury Service Delivery Guide.

K. DISTRIBUTION	TOTALS	
	NO.	TYPE
NSSC Financial Accounting Branch	NA	A

DATA REQUIREMENT DESCRIPTION

1. TITLE	2. NUMBER
Metric #2a. Suspense Clearing (Net) Greater than 60 Days Old Metric #2b. Suspense Clearing (Absolute) Greater than 60 Days Old	DRD 3.1-11
Reports will be run from existing systems and submitted to the Chief, Financial Accounting Branch by internal established due dates contained in the Service Delivery Guide.	5. DATE 05/1/10
	5. ORGANIZATION NSSC
7. INTERRELATIONSHIP Data available in the NASA Audit Tracking System (NATS) satisfies this DR.	6. REFERENCES

8. PREPARATION INFORMATION

Format and content of the report shall be in accordance with current agency requirements in the Financial Management Operating Procedures, Metric Tracking System (FIDO.gov) and Fund Balance With Treasury Service Delivery Guide.

RELEASED - Printed documents may be obsolete; validate prior to use.

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL NSSC-SP-01	A. ITEM NO. 3.1-12

B. LINE ITEM TITLE:
Fund Balance With Treasury Reports – FMS 224 reporting

C. OPR.	D. TYPE	E. INSPECT/ ACCEPT	F. REQ.	G. INITIAL SUB.	H. AS OF DATE
NSSC	3	2	DA	May 1, 2010	Daily

J. REMARKS:
Fund Balance With Treasury (FBWT) FMS 224 reconciliation and reporting is completed on a daily basis beginning with the sixth business day each month and in accordance with current agency and federal requirements, and in accordance with the FBWT Service Delivery Guide.

K. DISTRIBUTION	TOTALS	
	NO.	TYPE
NSSC Financial Accounting Branch	NA	A

DATA REQUIREMENT DESCRIPTION

1. TITLE	2. NUMBER
Reconciliations, reports and spreadsheets are completed and submitted in accordance with the FBWT Service Delivery Guide.	DRD 3.1-12
Reports will be run from existing systems and submitted to the Chief, Financial Accounting Branch by internal established due dates.	6. DATE 03/1/10
	5. ORGANIZATION NSSC
7. INTERRELATIONSHIP Data available on the NSSC Web Site satisfies this DR.	6. REFERENCES

8. PREPARATION INFORMATION

Format and content of the documentation shall be in accordance with current agency and federal requirements, and in accordance with the FBWT Service Delivery Guide.

RELEASED - Printed documents may be obsolete; validate prior to use.