EXHIBIT 1

DEEP SPACE NETWORK OPERATIONS AND MAINTENANCE CONTRACT

CONTRACT DATA REQUIREMENTS LIST (CDRL)
CONTRACT NO. TBD

DOCUMENT CHANGE LOG

Date	Sections Changed	Reason for Change	Revision
2/13/2003	Entire Document		Rev 0 draft
3/06/2003	Entire Document	Incorporates information that became available after the draft was published, such as proposal addenda or responses to requests for clarification.	Rev 0
3/21/2003	DRD M004, M005, and M006	Minor changes for clarification; no substantive changes.	Rev 1

EXHIBIT 1: DELIVERABLE DOCUMENTATION

The documentation deliverable under this Contract is summarized in the following Contract Data Requirements List (CDRL), which identifies the items to be delivered, when delivery is required, the quantity and type of each item, and the frequency of issue. The Data Requirement Description (DRD) forms referenced in the CDRL describe the specific requirements for the item(s) to be delivered, reference documents, and other instructions as to content, format and preparation.

The following shall apply to all submittals:

Non-Design Document Identification

The Contractor shall display on the cover or title page of all deliverable non-design documentation (all documents except drawings and specifications) the following minimum information:

1. Document title
2. Contractor's name
3. Contract number
4. Document number (JPL and/or Contractor assigned)
5. Subsystem or support equipment name
6. Approval signatures - Contractor and JPL; two (2) spaces for JPL signatures
7. Project identification: Deep Space Network Operations and Maintenance, CEF-567818
8. Documents containing information pertaining to a subsystem or its support equipment shall use the applicable subsystem or support equipment reference designation number
9. Date of issue or publication
10. CDRL line item and DRD numbers
11. Revision or change identification

CDRL alphanumerically listed by the following disciplines:

- M Management
- OPS Operations

The following data type designations are used for all DRD's:

- 1 Document requires JPL approval.
- 2 Document requires JPL concurrence
- 3 Document requires Contractor approval or concurrence.

TABLE OF DRDS

DRD#	Title	Date
Management		
M001	Contract Transition Plan	
M002	Schedules	
M003	Work Breakdown Structure and Dictionary	
M004	Baseline Cost Estimate	
M005	NASA Financial Reports	
M006	Performance Assessment Reports	
M007	Wage/Salary and Fringe Benefit Data	
M008	Program Status Reviews and Reports	
M009	Safety, Health, and Environmental Plan	
M010	Systems Safety Plan	
M011	Emergency Preparedness and Disaster Recovery Plan	
M012	Security Management Plan	
M013	Administrative Information Technology Security Plan	
M014	Real Property Plan	
M015	Government Property Management Plan	
M016	Program Integration Plan	
M017	Risk Management Plan	
M018	Annual Operating Plan (AOP)	
M019	Facility Project Reporting Requirements	
M020	Training and Certification Plan	
M021	Performance Metrics	
Operations		
OPS001	Mission Event Readiness Review Materials	
OPS002	Network Operations Plan	
OPS003	Network and Services Utilization Data	
OPS004	Technical Reports	
OPS005	Compatibility Test Reports	

CONTRACT TRANSITION PLAN

Data Requirements Description

DRD No.	M001	**Issue**	RFP
Data Type	1	**Date Revised**	

Description/Use
Document the Contractor's Transition Plan.

Distribution
Formatting and distribution per the Contracting Negotiator's letter.

Initial Submission
Draft with proposal; final version at contract award.

Submission Frequency
Updates as required.

Data Preparation Information

Scope

1. The DSN Operations and Maintenance Transition Plan provides plans for the transfer of all anticipated operations activities to the contractor along with supporting logic and rationale.

Applicable Documents

1. None

Contents

1. The Transition plan shall describe the overall plan for transition. As a minimum, it shall address:
   a. Schedule with key milestones
   b. Approach and rationale for implementing the plans, procedures, and processes required for performance of the contract, including property, personnel, facilities, and security
   c. Metrics used to determine progress for contract transition
   d. Property control transfer
   e. Facilities responsibility transfer
   f. Licenses and permits transfer
   g. Operations continuity
   h. Security considerations
   i. Classified document control transfer
   j. Risk mitigation strategy

k. Configuration management considerations
l. Safety, Health, and Environmental responsibility transfer

SCHEDULES

Data Requirements Description

DRD No.	M002	**Issue**	RFP
Data Type	1	**Date Revised**	

Description/Use
Track performance of the work specified in the contract.

Distribution
Formatting and distribution per the Contracting Negotiator's letter.

Initial Submission
Draft 60 days after assumption of responsibility.

Submission Frequency
Report is due not later than (10) working days following the close of the contractor's monthly accounting period, unless otherwise specified in the contract.

Data Preparation Information

Scope

1. The Contractor shall prepare resource loaded schedules that portray the plan for accomplishing all of the activities necessary to meet the requirements of the Statement of Work within the time constraints imposed by the performance and delivery schedule of the contract. The schedules shall include activities of subcontractors and all documentation deliverables required in this exhibit. All schedule items shall be traceable to the WBS.
2. After approval of the Initial schedules by the DSMS Operations Program Office, the schedules shall be baselined. Changes to these schedules shall be approved by the CTM. Monthly updates to the schedules shall reflect any progress the contractor has made toward accomplishing the scheduled activities.

Applicable Documents

1. Task Description Document

Contents

1. The detailed schedule shall portray the following information for each of the contractor's lowest-level activities
   a. Activity description
   b. WBS cross-reference number
   c. Planned start date
   d. Planned completion date

e. Forecast start date
f. Forecast completion Date
g. Actual start date
h. Actual completion date
i. Critical path shall be defined by a distinctive marking
j. Resources

2. The contractor shall be responsible for establishing the schedule interdependencies among the lowest-level activities.

WORK BREAKDOWN STRUCTURE (WBS) AND DICTIONARY

Data Requirements Description

DRD No. M003 **Issue** RFP

Data Type **Date Revised**

Description/Use

The Work Breakdown Structure (WBS) and Dictionary establishes the basic framework within which all effort necessary to meet the requirements of the Contract is identified and defined. It provides the logical structure for planning and controlling costs

Distribution

Formatting and distribution per the Contracting Negotiator's letter.

Initial Submission

Draft version with proposal; final at assumption of responsibility.

Submission Frequency

Initial, with updates as required.

Data Preparation Information

Scope

1. The purpose of the Work Breakdown Structure is to provide a logical framework that organizes program budgets and schedules. It shall be presented in both tabular and graphic form.

Applicable Documents

1. None.

Contents

1. The lowest level of the WBS shall correspond to at least the lowest level at which work scheduled, work accomplished and actual costs can be compared. This level shall be agreed upon during contract negotiations. The WBS shall be coded to establish the relationship among all of its levels. The established coding shall be used to identify each particular WBS Item on all program budgets, schedules and financial reports. The WBS shall indicate which Items require monthly financial reporting.
2. A WBS Dictionary shall be prepared to define each Item of the WBS. These definitions shall describe the work to be performed, the criteria for completing the work, the organization responsible for the work and the major deliverable(s) involved (if applicable).

Maintenance

After the initial delivery, changes shall be incorporated as required for negotiated contract changes.

BASELINE COST ESTIMATE

Data Requirements Description

DRD No.	M004	**Issue**	RFP
Data Type	1	**Date Revised**	

Description/Use

The Baseline Cost Estimate is a time-phased cost and schedule plan for the entire length of Contract performance. It is the key element of financial planning and management of the Contract and is used as the basis for performance measurement.

Distribution

Formatting and distribution per the Contracting Negotiator's letter.

Initial Submission

With proposal; final with Final Proposal Revision

Submission Frequency

As required by the JPL Contract Negotiator.

Data Preparation Information

Scope

1. The Baseline Cost Estimate submitted by the Contractor establishes the cost plan associated with the work scheduled for performance measurement.

Applicable Documents

1. None.

Contents

1. The initial total baseline cost estimate shall reflect the original negotiated contract cost value and shall serve as a confirmation of negotiations. A revision to the baseline cost estimate shall reflect all negotiated and definitized changes. There shall be a baseline estimate for each report item (Level 2) of the Work Breakdown Structure summarized at the total program. If the Contractor uses .a management reserve approach, the management reserve shall be identified as a separate report item. Each report item baseline shall be broken down into cost elements through G&A and time-phased by month.
    a. For all authorized and negotiated changes there shall be time-phased by month, cost estimate for all new or affected Report Items similar to those required for the original contract in order that the baseline shall be current.
    b. The baseline cost estimate shall be revised as a result of a negotiated change in scope.

Maintenance

After the initial delivery, changes shall be incorporated as required for negotiated contract changes.

NASA 533 FINANCIAL REPORTS

Data Requirements Description

DRD No.	M005	**Issue**	RFP
Data Type	1	**Date Revised**	

Description/Use
The Financial Reports provide cost status for Contract monitoring and control.

Distribution
Formatting and distribution per the Contracting Negotiator's letter.

Initial Submission
NASA Form 533M – No later than 30 days after incurrence of cost.
NASA Form 533Q - No later than 90 days after incurrence of cost.

Submission Frequency
533M – Monthly, no later than the 10th operating day following the close of the contractor's accounting period.
533Q- Quarterly, no later than the 15th day of the calendar month preceding the quarter being reported.

Data Preparation Information

Scope

1. The Report shall provide data on accumulated costs and funding projections for the contract.

Applicable Documents

1. NPG 9501.2
2. NASA Form 533M
3. NASA Form 533Q

Contents

1. The NASA Form 533M report shall be completed in accordance with instructions in NPG 9501.2. A 533M shall be prepared at Level 2 of the WBS. Reporting categories on each 533M shall be the elements of cost (e.g. labor hours, labor dollars, overhead, material, subcontracts, other direct cost, G&A, cost of money) and profit or fee.
2. The NASA Form 533Q report shall be completed in accordance with instructions in NPG 9501.2, adjusted for a monthly submittal. A 533Q shall be prepared at Level 2 of the WBS. Reporting categories on each 533Q shall correspond with those required for the 533M. The NASA Form 533Q is due on a quarterly frequency not later than the 15th day of the month preceding the quarter being reported in columns 8.a, 8.b. and 8.c. (e.g. The report for quarter beginning July is due no later than June 15).

PERFORMANCE ASSESSMENT REPORTS

Data Requirements Description

DRD No.	M006	**Issue**	RFP
Data Type	2	**Date Revised**	

Description/Use

The Performance Assessment Report will provide data for measurement of the cost and schedule status, and cost performance of the Contractor.

Distribution

Formatting and distribution per the Contracting Negotiator's letter.

Initial Submission

30 days after contract award.

Submission Frequency

Report due not later than 10 working days following the close of the Contractor's monthly accounting period, unless otherwise specified in the contract.

Data Preparation Information

Scope

1. The Monthly Performance Assessment Report submitted by the Contractor will provide as assessment of contract performance and provide visibility on DSMS Operations costs to the DSMS Operations Program Office.

Applicable Documents

1. Task Descriptive Document

Contents

1. The Contractor shall use a monthly cost tracking report system. Detail data that supports the information reported in the performance assessment reports shall be retained at the Contractor's facility and made available for JPL review and audit.
2. Variance Analysis Reports

   The contractor shall provide planned vs. actual data, plus variance in dollars and percentage at the lowest level of the WBS. The reports shall be summarized at successively higher levels of the WBS, including the total program level. Include a narrative variance analysis with supporting detail at Level 4. The data shall include monthly and cumulative values for the following cost items:

   a. Direct Labor Cost
   b. Direct Material and Other Direct Costs

c. Other Costs including indirect costs and G&A
d. Total costs.
e. Workforce (FTE's)

3. Cost and Schedule Status Report

   The contractor shall provide an assessment of the cost and schedule status based on the schedule required in DRD M002. A variance analysis shall be included with the report and include the impact and any corrective actions at the appropriate schedule activity level.

4. Funding Reports

   The contractor shall provide incremental funding requirements profile (Assume Quarterly Funding Increments) vs actual funds provided.

5. Estimate to Complete Projection

   The contractor shall provide an estimate to complete projection at Level 1 of the WBS and include variance analysis from the baseline plan.

6. Baseline Plan Deviation

   The contractor shall provide the deviation from the baseline plan and the current negotiated contract value and an explanation for the deviation.

WAGE/SALARY AND FRINGE BENEFIT DATA

Data Requirements Description

DRD No.	M007	**Issue**	RFP
Data Type	3	**Date Revised**	

Description/Use

The Wage/Salary and Fringe Benefit Data will be used by the Contract Negotiator and the Industrial Labor Relations Office to provide the necessary data for submittal of Standard Form (SF) 98, Notice of Intention to Make a Service Contract and Response to Notice, to the Department of Labor, and to assist in the monitoring of Service Contract Act compliance.

Distribution

Formatting and distribution per the Contracting Negotiator's letter.

Initial Submission

With proposal.

Submission Frequency

Annually, on September 30

Data Preparation Information

Scope

1. The Wage/Salary and Fringe Benefit Data must be submitted by the contractor, and any subcontractors, which are subject to the provisions of the Service Contract Act, to the Contracting Federal Agency. In accordance with FAR regulations 22.1007 and 22.1008, the Contract Negotiator is required to submit a SF 98 to the Department of Labor, Wage and Hour Division.

Applicable Documents

1. FAR 22.1007
2. FAR 22.1008
3. FAR 52.222-41

Contents

1. The Wage/Salary and Fringe Benefit Data shall contain the data included in the enclosed DRD forms, titled "Wage/Salary Rate Information", "Fringe Benefit for Service Employees", and Fringe Benefits per Collective Bargaining Agreement". The Wage/Salary Rate Information shall contain a listing of all exempt and nonexempt labor classifications working on the contract. Separate forms shall be utilized for classifications working in different geographic areas and for each subcontractor. Wage determination numbers, appropriate labor organization names, and subcontractor names, must be reflected. All nonexempt labor classifications must be matched to

wage determination classes or to CBA classifications for represented classes. Annotate exempt or nonexempt and union or nonunion. The current hourly rates shall reflect the actual lowest and highest paid employees, along with a computed average rate. State the number of employees working in each labor category. Separate Fringe Benefit forms shall be completed for non-represented classifications and for each separate CBA. A separate form must be completed for the prime and each subcontractor. Three copies of each Collective Bargaining Agreements are required.

Format

1. The Wage/Salary and Fringe Benefit Data shall be in a format substantially the same as enclosed with this DRD. (Forms 2, 3, and 3A)

Maintenance

Reissue annually.

FORM 2

WORK SHEET FOR SF-98 DATA
WAGE RATE INFORMATION

CONTRACTORS LABOR CLASSIFICATION	WAGE DETERMINATION CLASSIFICATION	EXEMPT OF NONEXEMPT	UNION OR NONUNION	CURRENT HOURLY RATE	MYE NO OF EMPLOYEES

Illustration of required data:

Project Manager	Not Required	E	N	$25.00	1
Supervisor	Not Required	E	N	$20.00	1
Electrical Engineer	Not Required	E	N	$16.50 - $20.00	3
Technician, Jr	Elect Tech Main 1	N	U	$12.78 - $15.50	12
Technician, Sr	Elect Tech Main II	N	U	$18.20 - $20.00	4
Secretary	Secretary I	N	N	$11.11 - $12.50	2
File Clerk	General Clerk II	N	N	$8.29	1
Clerical Data Entry	Word Processor I	N	N	$9.25 - $10.90	3

Submit data in the above illustrated format for all labor classifications used, or planned to be used, on this contract.
All contractor labor classifications must be matched to wage determination classes listed in CBA's represented classes or classes shown in WD 94-2516 for nonrepresented classes.

CONTRACTORS LABOR CLASSIFICATION	WAGE DETERMINATION CLASSIFICATION	EXEMPT OF NONEXEMPT	UNION OR NONUNION	CURRENT HOURLY RATE	MYE NO OF EMPLOYEES

FORM 3

FRINGE BENEFITS PER COLLECTIVE BARGAINING AGREEMENT

For period from _____ to _____

Contractor:

Contract Number:

Number of employees in bargaining unit _____

Total number of employees on contract _____

1. Shift Differential: (Describe any pay over and above base rates for 2nd, 3rd, weekend, or other shifts.)

2. Health and Welfare Items and Other Fringe Items: (Indicate whether or not coverage is provided to employees and state current average hourly cost per employee covered by a Collective Bargaining Agreement.)

Item	**Coverage Provided (Yes or No)**	**Average Hourly Cost**
a. Life Insurance		
b. Accidental Death		
c. Disability		
d. Medical and Hospital		
e. Dental		
f. Retirement Plan		
g. Savings/Thrift Plan		
h. Sick Leave		
i. Tuition		
j. Other (Describe)		
TOTAL		

3. Paid Absences:

	Service Requirement	Days per Year
a. Vacation		
b. Holiday		
c. Sick Leave		
d. Jury Leave		
e. Funeral Leave		
f. Military Leave		
g. Other (Describe)		

4. Severance Pay: (Briefly describe terms and amounts.)

5. Other Fringe Benefits: (Describe any other fringe benefits not included above, and show average hourly cost.)

6. Premium Pay: (Discuss all premium pay provisions not previously shown on this form.)

_____ _____

Signature of Company Representative Date

FORM 3A

Page 1 of 1

FRINGE BENEFITS FOR SERVICE EMPLOYEES

For Period from _____ to _____

Contractor:

Number of nonexempt employees on contract: _____

Total number of employees on contract: _____

1. Health and Welfare Items and Other Fringe Items:
(Indicate whether or not coverage is provided to employees and state current average hourly cost per service employee.)

Item	**Coverage Provided**	**Average Hourly Cost**
a. Life Insurance		
b. Accidental Death		
c. Disability		
d. Medical & Hospital		
e. Dental		
f. Retirement Plan		
g. Savings/Thrift Plan		
h. Sick Leave		
i. Tuition Reimbursement		
j. Other (Describe)		

2. Paid Absences

	Service Requirement	**Days per Year**
a. Vacation		
b. Holidays		
c. Sick Leave		
d. Jury Leave		
e. Funeral Leave		
f. Military Leave		
g. Other (Describe)		

_____ _____

Signature of Company Representative Date

PROGRAM MANAGEMENT REVIEWS (PMR) AND REPORTS

Data Requirements Description

DRD No.	M008	**Issue**	RFP
Data Type	3	**Date Revised**	

Description/Use
Define requirements for supporting status reviews and generating reports.

Distribution
DSMS Operations Program Office

Initial Submission
30 days after contract award

Submission Frequency
Weekly and Monthly

Data Preparation Information

Scope

1. Report status of Contractor activities in performing contractual obligations.

Applicable Documents

1. None

Contents

1. Report contents shall be as follows:
   a. Weekly Reports shall include the following:
      i. Major accomplishments.
      ii. Missed milestones.
      iii. Critical events supported.
      iv. Implementation of engineering changes.
      v. Any metrics applicable to the reporting period.
      vi. Plans for next reporting period
      vii. Major issues and concerns.
   b. The PMR package shall include the following:
      i. Requirements Status
      ii. Metrics
      iii. Key Engineering Changes
      iv. Action Item Status
      v. Major Accomplishments; Missed Accomplishments; Critical Events Forecast

vi. Schedule Status; Budget Status; Workforce Status
vii. Procurement Status; Subcontractor Status
viii. Plans for Next Month
ix. Major issues & Concerns
x. Updated action Item status summary.

Format

1. PMR: DSMS Specified format. Weekly: Contractor format is acceptable.

SAFETY, HEALTH, AND ENVIRONMENTAL PLANS

Data Requirements Description

DRD No.	M009	**Issue**	RFP
Data Type	1	**Date Revised**	

Description/Use
Describes the Contractor's Safety, Health, and Environmental Plans

Distribution
Formatting and distribution per the Contracting Negotiator's letter. Contractor format is acceptable; electronic availability required.

Initial Submission
Draft version 30 days after contract award.

Submission Frequency
Annually, as required by this DRD, or upon request

Data Preparation Information

Scope

1. Describes the Contractor's approach to establishing, managing, maintaining effective Safety, Health and Environmental Programs to protect personnel, equipment and the environment.
    a. Policy. Safety, Health, and Environmental policy statements will be included in the plan.
    b. Authority and Accountability. The plans will state that they will be maintained as required to be consistent with applicable NASA requirements and contractual direction as well as applicable JPL requirements and Federal, state, and local regulations. The plans will include a statement from the Contractor Manager or designated program officials indicating that the plans will be implemented as approved by JPL, and that the program official will take personal responsibility for their implementation.
    c. Management Structure. Clearly define line and staff responsibilities for safety, health, and environmental protection. Identify any other personnel or organizations that provide safety, health or environmental services or exercise any form of control or assurance in these areas. State the means of communication and interface concerning related issues used by line, staff, and others (such as documentation, concurrence requirements, committee structure, multi-employer sharing of the work site or other special responsibilities and support). The JPL cognizant offices are the JPL Environmental Affairs Program

Office, the Occupational Safety Program Office, and the Systems Safety Program office.

d. Safety, Health, and Environmental Programs Management. Identify all personnel assignments and basic techniques to be applied to accomplish these program goals. As a minimum, the following details shall be provided:

   i. Assignment of specific roles and responsibilities to individuals by title. The following information will be provided as a minimum: Designated Safety and Health and Environmental Officials (or equivalent). Identify by title the official(s) responsible for implementation of these plans.

   ii. Identification of methods to ensure that written procedures are developed for all hazardous operations, including testing, maintenance, repairs, and handling of hazardous materials and hazardous waste. Wherever possible, JPL procedures shall be used. Procedures will be developed in a format suitable for use as safety documentation (such as a safety manual).

   iii. Describe the Contractor's training program including identification of responsibility for training employees to assure understanding of safe work practices, hazard recognition, and appropriate responses including protective and/or emergency countermeasures. Address management techniques used to identify and utilize training resources (such as asbestos worker training/certification, hazard communication, etc.) as appropriate with particular emphasis on programs designed for the multi-employer work environment on NASA property.

   iv. Assignments, procedures, and frequency for regular inspection and evaluation or work areas for hazards and accountability for implementation of corrective measures. The Contractor has the option, in lieu of this detail, to identify policies and procedures with the stipulation that the results (including findings) of inspections conducted on NASA property or involving Government furnished property will be documented in Contractor self evaluations, risk evaluations, or the monthly Accident/Incident Summary reports.

   v. Identification of methods to ensure the reporting and investigation of mishaps and close calls and corrective actions implemented to prevent recurrence. Discuss use of NASA Form 1627 and alternate forms used by Contractor with emphasis on timely notification of JPL; investigation procedures; exercise or jurisdiction over a mishap investigation involving JPL, Contractor and other subcontractor personnel; follow up of corrective actions; communication of lessons learned to JPL; and solutions to minimize duplications in reporting and documentation including use of alternate forms, etc. Discuss requirements for immediately

notifying JPL cognizant offices—including Office 930—of injuries, fires, hazardous materials releases, and other emergencies.

vi. Establishment of administrative procedures and responsibilities for emergency preparedness plans and procedures.

vii. Participation in the review, updating, and modifications of safety requirements identified in this plan including any referenced documents therein. This review activity will be implemented at the direction of the CTM, as coordinated with Office 530 manager, and in accordance with established NASA directives and procedures.

viii. Management techniques and criteria used to determine the need for safety engineering tasks and the methods for identification and control of hazards associated with work performed. All safety engineering products which address operations, equipment, etc., on NASA property will be subject to JPL review and concurrence.

e. Procurement and Contract Safety. Identify procedures used to assure that procurements are reviewed for safety considerations and that specifications contain appropriate safety criteria and instructions. Set forth authority and responsibility to assure that safety tasks are clearly stated in subcontracts.

f. Hazardous Materials, Hazardous Items, and Hazardous Waste

i. Hazardous Material. State what controls over procurement, storage, issuance, and use of hazardous materials are currently in place. Describe method by which material safety data will be provided to JPL. Describe method of establishing, maintaining, and reporting monthly to JPL cognizant offices on inventories of chemicals.

ii. Potentially Hazardous Items. Describe how the controls over procurement, storage, issuance, and use of potentially hazardous items operate. Identify any training/certification requirements as appropriate. State method by which hazards associated with potentially hazardous items will be documented and provided to the CTM and JPL cognizant offices. Potentially Hazardous Items are defined as “An end item, element, system, subsystem, article, or component with the potential for exposure of personnel, facilities, equipment, or the environment to hazards arising from performance of work, use, handling, manufacturing, packaging, transportation, storage, inspection, or disposal.”

iii. Hazardous Waste. Set forth controls over the generation, storage, handling, and disposal of hazardous waste. Identify training/certification requirements as appropriate. Where possible, JPL procedures shall be used.

g. Hazardous Operations. Establish methods for notification of personnel when hazardous operations are to be performed in their facilities or

when hazardous conditions are found to exist during the course of this contract. Develop and maintain a list of hazardous operations to be performed during the life of this contract. The list of hazardous operations will be provided to JPL as part of the Safety Plan for review and approval. JPL and the Contractor will decide jointly which operations are to be considered hazardous, with JPL as the final authority. Before hazardous operations commence, the Contractor will develop a schedule to perform the following and submit it for JPL concurrence:

i. Hazardous Operations Procedures. Written hazardous operations procedures will be developed and approved for all hazardous operations with particular emphasis on identifying the job safety steps required. The Contractor may implement this requirement as follows:

ii. Identify Contractor policies and procedures for management and implementation of hazardous operations procedures together with a statement that JPL will have access on request to any Contractor data necessary to verify implementation; or,

iii. in lieu of the Contractor management and development of such procedures, identify the method whereby the Contractor will identify and submit such procedures to the CTM and JPL cognizant offices for review and approval.

h. Training and Certification. A training and certification program will be developed and implemented for personnel involved in hazardous operations such as confined space entry and lockout/tagout. Set forth procedures for training and certification of personnel who will perform tasks, which have been determined to be hazardous by the Contractor. Certifications shall include documentation that training requirements and physical conditions have been satisfied by one or more of the following: physical examination, testing, on-the-job performance, etc. All training materials and training records will be provided for JPL review on request.

i. Hazardous Operations Permits. Identify the following permits:

i. Operations Involving Toxic Materials or Health Hazards. Set forth method by which onsite work exposures related to potentially toxic or health hazardous chemical or physical agents will be identified. Such operations must be evaluated by the JPL Occupational Health Office and must be properly controlled as advised by the same. The CTM must be notified prior to initiation of any new or modified operation potentially hazardous to health.

ii. Operations Involving Hazardous Waste. Identify procedures used to manage hazardous waste from point of generation through disposal. Whenever possible, JPL procedures shall be used. Clearly identify divisions of responsibility between Contractor and JPL for hazardous waste generated throughout the life of the

contract. Operations, which occur, on GDSCC and other Contractor-controlled property must be evaluated by the JPL Environmental Affairs Office and must be properly controlled as advised by same. The CTM and JPL Environmental Affairs Office must be notified prior to initiation of any new or modified hazardous waste operation performed pursuant to this Contract.

iii. Operations Involving New or Modified Emissions/Discharges to the Environment. Set forth methods for identifying new or modified emissions/discharges and coordinating results with the CTM and JPL Environmental Affairs Office. Emphasis shall be placed on providing for sufficient lead-time for processing permits through the appropriate state agency and/or the Environmental Protection Agency.

j. Fire Prevention. Set forth administrative requirements and procedures for control of and regularly scheduled inspections for fire and explosion hazards.

k. Pollution Prevention. Set forth procedures to minimize or eliminate environmental pollution. Address management of hazardous materials; substitution of non-hazardous or less hazardous materials for hazardous materials; proper segregation of hazardous wastes from non-hazardous wastes; and other methods required by local, regional, state and federal authorities. Indicate compliance with NASA and agency requirements.

l. Protective Equipment. Set forth procedures for obtaining, inspecting, and maintaining protective equipment, as required, or reference written procedure pertaining to this subject. Describe approach to training personnel in the proper use and care of protective equipment. Set forth methods for keeping records of such inspections and maintenance programs.

m. Risk Evaluation. The Contractor shall state responsibility and procedures to determine the significance, intrinsic worth, and criticality of the Contractor operations in a manner that proper risk management techniques can be applied and notable safety risk reported to the appropriate Health, Safety, and Environmental program offices. The Contractor will discuss ranking the risk in a severity classification. Risk evaluation will apply to the operations and products of the Contractor’s operation. The approach to identifying and implementing specific risk evaluation tasks, managing the risks, and documenting the results will be discussed. The cognizant JPL offices will concur with the Contractor’s risk determination.

n. Self Evaluations and Reporting. Set forth responsibilities and methods for internal audits and evaluations of the overall safety, health, and environmental program. Identify personnel who conduct the audit and evaluation, to which the report is made, and the frequency (at least

annually) with which it is performed. These evaluations shall include subcontracted tasks

o. Site Specific Requirements. Address the following for all work performed at any location pursuant to this Contract.

i. Safety, Health and Environmental Standards Enforcement. Describe the means to be employed to monitor and enforce these standards. The plans shall include the Contractor's standards and criteria for imposing safety, health and environmental standards upon its subcontractors and JPL subcontractors of any tier, and JPL personnel working at a Contractor-operated facility. Plans and procedures for monitoring compliance with such standards shall be submitted. Standards. The following safety, health and environmental standards, specifications, issuances, and reporting requirements are prescribed:

1.o.i.1. General Standards and Specifications: The Contractor shall comply with applicable provisions of the Occupational Safety and Health Standards of the Occupational Safety and Health Act of 1970, Rules and Regulations of the Department of Labor issued pursuant thereto and regulations of states provided for under the Act. The Contractor is required to comply with safety requirements established by the State of California but will use NPD 8710.2, NASA Safety and Health Program Policy, as a general policy guide.

1.o.i.2. Environmental Matters: Environmental controls shall be in accordance with applicable NASA and other Federal, State, and local regulatory requirements and in accordance with applicable Executive Orders of the President. The Contractor shall comply with NPD 8500.1 NASA Environmental Management.

1.o.i.3. Safety and Health Matters: The Contractor shall develop an injury and illness prevention program (IIPP), per CCR Title 8, General Industry Safety Order, Section 3203. The program shall be reviewed and approved by JPL cognizant offices and the CTM. The Contractor shall also prepare a site-specific safety plan. The Contractor shall furnish reports within 24 hours of individual incidents, accidents, or property damage. Reporting shall be per NPG 8621.1.

ii. Illness, Incident, and Injury Experience Reports. The following illness, incident, and injury experience reports are prescribed:

1.o.ii.1. Experience Reports: The Contractor shall annually prepare and submit to the JPL cognizant offices and the CTM reports of occupational related illness, incidents, injury, and lost-time experience.

1.o.ii.2. Investigative Reports: The Contractor shall furnish reports of investigation of individual incidents or accidents

in formats approved by the CTM, provided, however, that the Contractor shall not be required to furnish personally identifiable information concerning Contractor or subcontractor employees.

1.o.ii.3. The Contractor shall immediately notify and furnish such other reports as the CTM and Contract Negotiator determine to be related to the Contractors' safety and health program and its experiences hereunder.

1.o.ii.4. Nothing herein shall be construed as diminishing the Government's rights pursuant to this contract.

Applicable Documents

1. DOL OSHA Standards, 29 CFR 1910 & 1926
2. CCR Title 8 General Industrial Safety Orders
3. CFR 1910.1096 Federal/OSHA on Ionizing Radiation Exposure
4. CFR 1910.97 Occupational Safety and Health Standards, Occupational and Environmental Control, Non-Ionizing Radiation
5. NPG 1800.1 NASA Occupational Health Program
6. NPG 1820.1 Hearing Conservation
7. NPG 8820.3 Pollution Prevention
8. NPG 8830.1 Affirmative Procurement Plan for Environmentally Preferable Products
9. NPG 8580.1 Implementing the National Environmental Policy Act and Executive Order 12114.
10. NPD 1820.1 NASA Environmental Health Program
11. NPD 8500.1 NASA Environmental Management
12. NPD 8621.1 NASA Mishap and Close-Call Reporting, Investigating, and Recordkeeping Policy
13. NPD 8700.1 NASA Policy for Safety and Mission Success
14. NPD 8710.2 NASA Safety and Health Program Policy
15. NPD 8710.5 NASA Safety Policy for Pressure Vessels and Pressurized Systems
16. NFPA Fire Code (NFPA Standards)
17. Resource Conservation and Recovery Act (RCRA) and associated local-agency requirements
18. Clean Air Act and associated local-agency requirements
19. Endangered Species Act
20. National Historic Preservation Act
21. Executive Orders

Contents

1. Cover page to include signatures of Contractor's project manager and designated safety official (if different); CTM and Contract Negotiator.

2. Table of Contents
3. Body of plan as required (Contractor's format acceptable).

Maintenance

Reissues upon request.

SYSTEM SAFETY PLAN

Data Requirements Description

DRD No.	M010	**Issue**	RFP
Data Type	1	**Date Revised**	

Description/Use
Describes the System Safety Plan (SSP) to be used at GDSCC that will be used to assess all activities for hazards to personnel, critical hardware and facilities.

Distribution
Formatting and distribution per the Contracting Negotiator's letter.

Initial Submission
Draft 30 days after contract award. Final at assumption of responsibility.

Submission Frequency
Annual review, with updates as required.

Data Preparation Information

Scope

1. The elements of a System Safety Plan (SSP) as outlined below are generic; refer to the appropriate applicable references listed above for specific program requirements. The elements of this plan shall include: testing, operations, system modification, implementation, and maintenance; assessment of hazards to personnel, hardware and facilities in each of these activities; risk management process; and monitoring of all activities performed on site.

Source Documents

1. The initial issue of the documents cited herein (including those of any applicable amendments and revisions) shall be as reflected in the contract schedule.

Applicable Documents

1. NPD 8700.1 NASA Policy for Safety and Mission Success
2. NPD 8710.1 Emergency Preparedness Program
3. NPD 8710.2 NASA Safety and Health Program Policy
4. NPG 8715.2 NASA Emergency Preparedness Procedures and Guidelines

Contents

1. Contractor format is acceptable; electronic format and availability as required by CTM.
2. System Safety Engineering Organization. The SSP shall describe:

a. The system safety organization or function within the organization of the contract including charts to show the organizational and functional relationships and lines of communication.

b. The responsibility, authority, and accountability of system safety personnel and other Contractor organizational elements (including subcontractors) involved in the system safety effort. Identify the authority in regard to resolution of all identified hazards. Include the title, address, and telephone number of the System Safety Manager.

c. The staffing of the system safety organization including workforce loading and qualifications of assigned key personnel.

d. The procedures by which the Contractor will integrate and coordinate the system safety efforts. Include methods of dissemination of system safety requirements to action organizations and subcontractors; coordination of subcontractors' system safety programs; integration of hazard analyses; management and engineering reviews; program status reporting; and the identities and charters of any system safety groups.

e. The process through which Contractor management decisions will be made to include notification and subsequent actions for the following: critical and catastrophic hazards; corrective actions taken; mishaps or malfunctions; waivers to safety requirements; and program deviations.

f. The interfaces between the system safety organization and all other applicable disciplines such as Engineering, Occupational Safety and Health, Reliability, Quality Assurance, Medical Support (JPL, Contractor, subcontractor).

3. System Safety Requirements. The SSP shall:

a. Describe or reference the methods that will be used to identify and apply hazard control requirements and criteria for the operation of equipment, software, and facilities. List the safety standards and system specifications that are the sources of system safety requirements with which the Contractor either is required to comply or intends to adopt as a requirement.

b. Describe the risk assessment procedures including the hazard severity categories, hazard probability (or frequency) levels, and the precedence to be followed in satisfying safety requirements. State any qualitative or quantitative measures of system safety that the Contractor will meet, including a description of the acceptable risk levels. Include system safety definitions that are in addition to those in NASA documents.

c. Describe the management controls that shall be used to ensure compliance or justify waivers and deviations with general design and operational safety criteria and the closed loop procedures to ensure hazard resolution and control.

4. Hazard Analyses. The SSP shall describe:

a. The analysis techniques and format that will be used in qualitative and quantitative analysis to identify hazards, their causes and effects, and recommended corrective actions.
b. The depth to which each analysis technique will be used within the system, operation, or scenario being analyzed. This description will include identification of hazards associated with the system, subsystem, components, personnel, support equipment, government furnished equipment, facilities, and their interrelationships in the logistics support, training, maintenance, transportability, operational environments, and phase out or disposal.
c. The integration of subcontractor hazard analyses and techniques within the Contractor hazard analyses.
d. The techniques to be used to establish a single closed loop tracking system.

5. System Safety Data. The SSP shall:
   a. Describe the approach for researching, disseminating, and analyzing pertinent historical hazard or mishap data.
   b. Identify system safety related reports and describe the processes for delivery to JPL and the retention of data by the Contractor.
6. Safety Verification and Audits. The plan shall describe:
   a. Procedures for ensuring that the objectives and requirements of the system safety plan have been adequately demonstrated and implemented.
   b. Procedures for ensuring feedback of system safety-pertinent information for management and engineering review and analysis.
   c. The review procedures established by the Contractor's system safety organization to ensure safe conduct of hazardous tests.
7. Training. Describe techniques and procedures to be used by the Contractor to ensure that the objectives and requirements of the system safety plan are implemented in training for engineers, technicians, operators, and support (including maintenance) personnel.

Maintenance

Changes shall be incorporated by change pages or complete reissue.

EMERGENCY PREPAREDNESS AND DISASTER RECOVERY PLAN

Data Requirements Description

DRD No.	M011	**Issue**	RFP
Data Type	1	**Date Revised**	

Description/Use
To describe the Contractor's approach for emergency preparedness and disaster recovery.

Distribution
Formatting and electronic distribution per the Contract Negotiator's letter.

Initial Submission
30 days after assumption of responsibility.

Submission Frequency
Updates as required

Data Preparation Information

Scope

1. The Disaster Recovery Plan shall identify critical facilities/systems that require backup or alternate sites.

Applicable Documents

1. NPD 8710.2 NASA Safety and Health Program Policy
2. NPD 8710.1 Emergency Preparedness Program
3. NPG 8715.2 and Guidelines NASA Emergency Preparedness Procedures
4. DSMS 801-202 DSMS Operations Contingency Plan

Contents

1. The Disaster Recovery Plan shall include, as applicable, the following: a risk analysis of all critical facilities/systems; identification of specific equipment/facilities that require backup or alternate sites; identification of backup strategies; emergency response plans; backup facility/alternate sites operating plans.

Maintenance
Changes shall be incorporated by change pages or complete reissue.

SECURITY MANAGEMENT PLAN

Data Requirements Description

DRD No.	M012	**Issue**	
Data Type	1	**Date Revised**	

Description/Use
The Security Management Plan will describe the Contractor's approach for meeting and maintaining security throughout the facilities under its control.

Distribution
Formatting and electronic distribution per the Contract Negotiator's letter.

Initial Submission
Draft 30 days after contract award; final at assumption of responsibility.

Submission Frequency
Initial, with updates as required.

Data Preparation Information

Scope

1. The plan will address the security requirements for facilities, systems, equipment, personnel, information, and communications, as well as and Secure Operations Procedures. This plan establishes the security procedures, Government/Contractor relationships and assigns responsibilities for all physical, personnel, and IT security required for the activity specified in the TDD. The plan is applicable to both Contractor and subcontractor personnel.

Applicable Documents

1. FAR 52.204-2
2. NISPOM National Industrial Security Program Operating Manual
3. Executive Order 12958: National Security Information
4. National Security Decision Memorandum (NSDM) 119
5. Export Administration Regulations (EAR)
6. NPD 1600.2 NASA Security Policy
7. NPG 1620.1 Security Procedures and Guidelines
8. NPD 2810.1 Security of Information Technology
9. Presidential Decision Directives
10. International Traffic and Arms Regulation (ITAR)
11. JPL D-7155 JPL IT Security Requirements for Computer Systems

12. JPL D-7223 JPL IT Security Requirements for Computer Users
13. JPL D-23140 DSMS IT Security Policy
14. JPL D-17896 DSMS IT Security Requirements

Contents

1. The management structure, processes and reporting requirements, techniques and formats must be established, defined, and documented to ensure adequate visibility and insight for the JPL Security Office and the CTM. The Security Management Plan shall include:
    a. A description of the Contractor's security management structure and assignment of responsibilities.
    b. The approach for integrating security requirements into functions as described in the TDD, including interfacing with subcontractors.
    c. Identification of the security interfaces with JPL, NASA, DOD, and other government agencies, and subcontractors.
    d. Compliance with NPG 1620.1, Security Procedures and Guidelines and the NASA Resources Protection (NRP) Program.
    e. Description of the reporting and logging processes, procedures, and mechanisms for security related incidents.
    f. Description of visitor control at GDSCC including escort of foreign nationals (without national agency checks) and logging of all visitors.
    g. Description of the security baseline configuration management program.
    h. The methodology for obtaining certifications and re-certifications.
    i. Process for developing security implementation plans as requested by JPL for new/expanded systems/facilities and security programs.

Note: The IT Security Plan shall be a separate DRD.

Maintenance

Changes shall be incorporated by change pages or complete reissue.

ADMINISTRATIVE IT SECURITY PLAN

Data Requirements Description

DRD No.	M013	**Issue**	RFP
Data Type	1	**Date Revised**	

Description/Use
Describes the contractor's administrative IT security plan.

Distribution
Formatting and electronic distribution per Contract Negotiator's letter.

Initial Submission
Draft 60 days after contract award; final at assumption of responsibility.

Submission Frequency
IT asset inventory updates quarterly; Annual IT Security Plan review by JPL and DSMS IT Security at fiscal year end; Submission of IT Security Plan for Approval to Process by JPL and DSMS IT Security every three years (NASA requirement). Next Approval to Process cycle is in FY04.

Data Preparation Information

Scope

1. The IT Security Plan shall include all nonflight, Contractor-owned IP devices (routers, switches, workstations, printers, remote access).

Applicable Documents

1. JPL D-23140, DSMS Information Technology Security Policy
2. JPL D-17896, DSMS Information Technology Security Requirements for Computer Systems
3. JPL D-7155, JPL IT Security Requirements for Computer Systems
4. JPL D-7223, JPL IT Security Requirements

Contents

1. Contents in compliance with the preceding applicable documents.

Maintenance
Changes shall be incorporated by change pages, complete reissue, or electronic equivalent.

REAL PROPERTY MANAGEMENT PLAN

Data Requirements Description

DRD No.	M014	**Issue**	RFP
Data Type	14	**Date Revised**	

Description/Use

The Real Property Management Plan will be used to provide insight into the Contractor's approach for managing real property responsibilities.

Distribution

Per the CTM's direction.

Initial Submission

Draft 30 days after assumption of responsibility.

Submission Frequency

Updated by August 1 of each year.

Data Preparation Information

Scope

1. The Real Property Management Plan shall describe the Contractor's approach to managing facility responsibilities pursuant to this Contract. It shall include a 5-year plan that identifies the facility projects required, regardless of ultimate fund source, for each year for the five fiscal years beginning three years from the commencement date of the current fiscal year. This plan shall document Contractor processes and implementation approach for real property management to include environmental compliance and restoration requirements.

Applicable Documents

1. NPD 7730.1 Approval Authorities for Facilities Projects
2. NPD 8800.14 Policy for Real Property Management
3. NPD 8820.1 Design and Construction of Facilities
4. NPG 8800.15 Real Estate Management Program Implementation Manual
5. NPG 8820.2 Facility Project Implementation Handbook

Contents

1. The plan shall identify the Contractor approach to the coordination of real property responsibilities and budget priorities to optimize maintenance, repair, and replacement projects for facilities and facility systems and environmental compliance and restoration requirements across GDSCC. Provide a real property management plan that will encompass facility space

utilization planning and integrated facility project planning and reporting requirements. The management structure, processes and reporting requirements, techniques and formats must be established and/or defined and documented to insure adequate visibility and insight for the DSMS Operations Program Office.
The plan shall also address the following:

a. Process for environmental assessments and permit applications for constructed and modified facilities and processes.
b. Process to insure facility system and as-built drawings are kept current for Contractor generated changes and all changes are incorporated as required. Contractor shall self-audit the drawing process with the results reported annually.
c. Incorporation of local Government facility project approval process and standardization requirements that are in place at GDSCC, if the proposed facility project could have impact on Fort Irwin.
d. Propose general guidelines to establish boundaries or limits of acceptable facility actions that may be accomplished without CTM involvement. These guidelines must be approved by the CTM prior to use.
e. Process and management structure to implement facility projects.
f. Completion milestone definitions for management and reporting of projects.
g. Procedure to allow for in-progress audit and final evaluation of project completion and documentation.
h. Plan for conducting a facility condition assessment.
i. Process for the regular submittal of updates to the real property records.

Maintenance

Updated annually or as required by change page or new revision.

GOVERNMENT PROPERTY MANAGEMENT PLAN

Data Requirements Description

DRD No. M015 **Issue** RFP
Data Type 14 **Date Revised**

Description/Use
Text

Distribution
To describe the method of administering Government property.

Initial Submission
Draft 60 days after assumption of responsibility.

Submission Frequency
Initial, with updates as required.

Data Preparation Information

Scope

1. The Government Property Management plan defines the Contractor's use, maintenance, repair, protection, and preservation of Government property. It shall describe the Contractor's approach to receiving, handling, stocking, maintaining, protecting, issuing, and dispositioning Government property.

Applicable Documents

1. Federal Acquisition Regulation (FAR) Part 45
2. NASA FAR Supplement (NFS) Part 1845
3. NPG 4100.1 NASA Materials Inventory Management Manual
4. NPG 4200.1 NASA Equipment Management Manual
5. NPD 7500.1 Program and Projects Logistics Policy
6. NPD 8800.14 Policy for Real Property Management

Contents

1. This plan shall consist of those procedures that constitute the Contractor's Property Management Manual and shall include at a minimum the following categories:

a. Property Management
b. Acquisition
c. Receiving
d. Identification
e. Records
f. Movement
g. Storage
h. Physical Inventories
i. Reports
j. Consumption
k. Utilization
l. Maintenance Records with Financial
m. Subcontractor Control Records
n. Disposition
o. Contractor Closeout
p. Reconcile Contractor
q. Disposal

Maintenance

Changes shall be incorporated by change pages or complete reissue.

PROGRAM INTEGRATION PLAN

Data Requirements Description

DRD No.	M016	**Issue**	RFP
Data Type	1	**Date Revised**	

Description/Use

Used to document the Contractor's plan integrating the resources required for preparing for mission events, supporting major implementation activities, and performing contractual activities in a cost effective way. Also provides the Contractor's strategic plan for future years' activities.

Distribution

Formatting and electronic distribution per the JPL CTM's direction.

Initial Submission

Draft 30 days after assumption of responsibility; final 60 days after assumption of responsibility.

Submission Frequency

Annual update, as part of the POP process.

Data Preparation Information

Scope

1. The Program Integration Plan describes the Contractor's annual plan and schedule for supporting all contractual activities and provides a strategic plan for future years' activities.

Applicable Documents

1. None

Contents

1. The Program Integration Plan shall describe how the Contractor will integrate resources across the contract to ensure that all required mission events, implementation support requirements and other activities are to be performed. The Contractor shall:
   a. Provide a detailed schedule and plan for the current fiscal year (and all years for which the information is available) which includes milestones for key mission activities, critical mission events, and implementation activities along with contractor activities required to support them such as reviews , tests, training and documents, resource assignments and costs.
   b. Provide a strategic plan, spanning at least the two fiscal years after the current POP fiscal year, which will include activities to be supported, schedules, personnel and other resource requirements and costs..

Maintenance

Update as required.

RISK MANAGEMENT PLAN

Data Requirements Description

DRD No.	M017	**Issue**	
Data Type	1	**Date Revised**	

Description/Use
Document the contractor's Risk Management Plan.

Distribution
Formatting and electronic distribution per Contracting Negotiator's letter.

Initial Submission
Draft 45 days after assumption of responsibility; final 90 days after assumption of responsibility.

Submission Frequency
Update the plan quarterly.

Data Preparation Information

Scope

1. The Risk Management Plan provides a process for identifying, evaluating, and reporting risks.

Applicable Documents

1. NPG 8000.4 Risk Management Procedures and Guidelines
2. JPL D-15951 Risk Management Handbook for JPL Projects

Contents

1. The Risk Management Plan shall include at least the following:
   a. An analysis of the state of the DSN at regular intervals to identify risks.
   b. A prioritized list of risks and anticipated risks.
   c. Strategies to mitigate or remediate these risks.
   d. Implementation plan approved by the DSMS Operations Program Office.
   e. Plan for documenting closure of risk items.
   f. A lessons-learned database.

Maintenance
Update quarterly.

ANNUAL OPERATING PLAN

Data Requirements Description

DRD No.	M018	**Issue**	RFP
Data Type	1	**Date Revised**	

Description/Use
Document the Contractor's plan to perform contractual obligations.

Distribution
Formatting and electronic distribution per the JPL CTM's direction.

Initial Submission
Draft 60 days after contract award; final upon assumption of responsibility.

Submission Frequency
Each year, a first draft 30 calendar days after the receipt of the CTM's written technical and cost guidelines for preparing the Annual Operating Plan. The CTM will provide the guidelines annually in March. The final AOP shall be provided upon completion of final negotiations.

Data Preparation Information

Scope

1. The Annual Operating Plans (AOPs) developed by the Contractor and approved by the DSMS Operations Program Office Manager and CTM shall be an umbrella document intended to encompass and integrate the entire scope of the Contract requirements. The AOP shall include current FY, plus a five-year projection.

Applicable Documents

1. None.

Contents

1. The AOPs shall include, but not necessarily be limited to, the following:
   a. An Executive Summary that addresses the management structure being applied to this Contract, the major goals of the coming year and the major recommendations being proposed in the AOP.
   b. A detailed technical discussion, in the format of the TDD, following the structure of the work breakdown structure (WBS).
   c. A thorough discussion, with supporting rationale, of each proposed addition of new Tasks or the modification/deletion of existing tasks.
   d. A complete cost plan at the lowest WBS level, including labor at the full time equivalent (FTE) level, hourly rates, materials, G&A, and ODC in the detail required by the DSMS Operations Program Office.

e. A discussion of proposed process improvements projected for the coming year.
f. A detailed discussion of the proposed savings.
g. An update of all plans and reports since the last AOP submission.
h. Five-year cost projection.

Maintenance

Update as required.

FACILITY PROJECT REPORTING REQUIREMENTS

Data Requirements Description

DRD No.	M019	**Issue**	RFP
Data Type	2	**Date Revised**	

Description/Use

The facility project reports will be used to provide insight into the scope, cost, schedule, and performance of facility projects.

Distribution

Per the CTM's direction.

Initial Submission

Not applicable.

Submission Frequency

As required.

Data Preparation Information

Scope

1. The project requirements documents shall be provided in sufficient detail to allow for an independent cost estimate of all scope and related issues identified to accomplish the project. The other project documentation shall be submitted for each facility project as required.

Applicable Documents

1. NPD 7730.1 Approval Authorities for Facilities Projects
2. NPD 8800.14 Policy for Real Property Management
3. NPG 8800.15 Real Estate Management Program Implementation Manual
4. NPD 8820.1 Design and Construction of Facilities
5. NPG 8820.2 Facility Project Implementation Handbook

Contents

1. The Contractor shall submit facility project documentation and reporting as follows:
   a. Facility projects greater than $50K and less than $500K (for documentation purposes).
   b. NASA Form 1509 and 1510 (prior to project start).
   c. Facility projects greater than $500K.
   d. Facility project description, justification and cost estimate (NASA Form 1509, 1510) annually and as required for revisions/updates).

e. Project requirements document (include all requirements and costs associated with a completed project).
f. Flash bid reports (NASA Form 1579) (after bid opening).
g. Facilities Project Implementation Schedule (after award of project).
h. Final acceptance certificate including a recap of all funding (after project completion).
i. Facility projects greater than $5M (in addition to the above reporting requirements).
j. Project Management Plan (prior to design start).
k.
l. Facility Project Pre-Advertisement Review Checklist (NASA Form 1580) (after design completion/prior to advertisement).
m. A Facilities Construction Completion Report shall be submitted no later than thirty (30) days following the financial completion of the facility project and transferred to appropriate Center's real property records for accountability.

Maintenance

Project documentation shall be updated as required.

TRAINING AND CERTIFICATION PLAN

Data Requirements Description

DRD No.	M020	**Issue**	RFP
Data Type	2	**Date Revised**	

Description/Use

The Training and Certification Plan is used to document the details of the Contractor's plan to provide a trained and certified workforce to perform activities pursuant to this contract.

Distribution

Formatting and electronic distribution per the JPL CTM's direction.

Initial Submission

Draft with proposal; final 60 days after contract award.

Submission Frequency

Updates as required.

Data Preparation Information

Scope

1. The Training and Certification Plan describes the Contractor's plan to train and certify its workforce. This plan includes both general training (safety, security, ethics, etc.) and specific training and certification.

Applicable Documents

1. None.

Contents

1. The Training and Certification Plan shall describe how the Contractor intends to ensure that its personnel are thoroughly trained and certified to perform their assigned tasks. The Contractor shall:
   a. Describe the training and certification process for operations personnel, including link controllers, tracking support specialists, operations chief, and other real-time operations personnel; mission support engineers; and test engineers.
   b. Describe the training and certification process to ensure that maintenance personnel are qualified to maintain and repair all assigned equipment, facilities and tooling.
   c. Describe the training and certification process to ensure that personnel are qualified to operate the assigned equipment including heavy vehicles.

d. Describe the training and certification process to ensure that personnel are qualified to work under special work conditions (confined space, elevated work platforms, etc.).

Maintenance

Update as required.

PERFORMANCE METRICS

Data Requirements Description

DRD No.	M021	**Issue**	RFP
Data Type	2	**Date Revised**	

Description/Use
Performance metrics used to assess DSN system performance, network utilization, and quality of customer service.

Distribution
Formatting and electronic distribution per the CTM's direction.

Initial Submission
30 days after assumption of responsibility.

Submission Frequency
Monthly, by the 15th of the month following the reporting period, or by special request of the CTM.

Data Preparation Information

Scope

1. Metrics required to assess system performance, network utilization and quality of customer service, including link analysis, FTS analysis, special reports and performance trends.

Applicable Documents

1. None.

Contents

1. Provide metrics such as those that describe system availability (i.e., numbers of DRs by subsystem and DSS, lost data, degraded data, network utilization by hours and percentages).

Maintenance
Update monthly.

MISSION EVENT READINESS REVIEW MATERIALS

Data Requirements Description

DRD No.	OPS001	**Issue**	RFP
Data Type	1	**Date Revised**	

Description/Use
Document the contractor's Mission Event Readiness Review requirements.

Distribution
Formatting and electronic distribution per the DSN Operations Manager.

Initial Submission
First scheduled MERR after the assumption of responsibility.

Submission Frequency
A draft 15 working days and a final 5 working days before the first scheduled MERR.

Data Preparation Information

Scope

1. Provide information concerning DSMS configuration, spacecraft configuration, trajectory data, link analysis, sequence of events, and the Contractor's assessment of the DSMS readiness to support a mission critical event.

Applicable Documents

1. DSMS 841-001

Contents

1. The report provides the status of mission-related personnel training and highlights any problems and their corrective action. It shall also give the status of mission-related testing and highlight any system or subsystem problems and their corrective actions. Any schedule conflicts shall also be identified. Finally, the report shall state the contractor's assessment of the DSMS readiness to support the mission.

Maintenance
Update as required by the MERR board or DSMS Operation Program Office.

NETWORK OPERATIONS PLAN

Data Requirements Description

DRD No. OPS002 **Issue** RFP
Data Type 1 **Date Revised**

Description/Use
Documents the planning data, configurations, and procedures necessary to support all phases of each mission.

Distribution
Formatting and electronic distribution as specified by the Contractor and as concurred by the DSMS Operations Manager.

Initial Submission
Draft version 10 working days before the first test and training activity or 180 calendar days before the first MERR, as agreed to by the DSMS Operations Program Office.

Submission Frequency
A revised document is to be submitted whenever there are changes exceeding the threshold specified in DSMS 810-001. The document is updated as required through end of mission.

Data Preparation Information

Scope

1. This report is to cover all operational elements of the DSMS, including the overseas tracking stations located in Canberra and Madrid.

Applicable Documents

1. Detailed Mission Requirements (DMR) document

Contents

1. Mission description, mission unique system configurations, critical event planning, procedures and training plans, analysis and supporting data link margins based on spacecraft and ground station capabilities. It shall also include nominal and contingency plans and procedures for all spacecraft mission phases.

Maintenance
Changes shall be incorporated by change pages or complete reissue.

NETWORK AND SERVICES UTILIZATION DATA

Data Requirements Description

DRD No.	OPS003	**Issue**	RFP
Data Type	N/A	**Date Revised**	

Description/Use

This document contains a description and the Contractor's collection and presentation of network and services utilization data of the Deep Space Network (DSN).

Distribution

Hard copies and electronic distribution and formatting as required/specified by the RAPSO Manager.

Initial Submission

30 days after assumption of responsibility.

Submission Frequency

Utilization data updated monthly within 5 working days of the end of the reporting month.

Data Preparation Information

Scope

1. To capture the utilization of the DSN by customer, subnet, and antenna on a monthly basis.

Applicable Documents

1. None.

Contents

1. Contains utilization data associated with scheduled and actual DSN usage for each customer.

Maintenance

1. Changes shall be incorporated by change pages or complete reissue.
   - **a.** A monthly radiometric report that has the following column headings: Project Name (Customer), Number of Tracks, Predicted Signal Levels (70-m, dbm), Declination (Degree), Right Ascension (Degree), Sun Earth Probe Angel (Degree), Distance From Earth (mil. Km.), Distance From Sun (mil. Km.)Round Trip Light Time (RTLT)
   - **b.** A monthly subnet utilization report by antenna across the top with the following columns, Work Code, Project Name, and for each antenna in the subnet, Hours Used by the Project and Percent usage for the month.
   - **c.** A monthly pie chart report for each subnet (34-HEF, 34-BWG1, 34-BWG2, 70-Meter, and 26-Meter) and the whole DSN that shows

utilization on the subnet or on the DSN for the month by Work Category.

d. A monthly stacked-bar-chart report showing by Project (customer) usage hours of the DSN with each subnet used in a different color.

e. A monthly bar chart report showing total hours from the most tracked to the least tracked project.

f. A year-to-date tracking report by month in the FY on each subnet for each customer. The structure shall have the months in the FY across the top with the customer down the length of the report. Each customer shall be classified as either HEO, LEO, or DS, and shall have their utilization hours further sub-divided by subnet (26M, HEF, BWG, HSBW, or 70M). Totals by subnet for each customer for the year shall be included.

g. A monthly report highlighting events and work that occurred during the month and work or events expected in the coming month.

TECHNICAL REPORTS

Data Requirements Description

DRD No. OPS004 **Issue** RFP
Data Type As specified **Date Revised**

Description/Use
To provide periodic reports for evaluation of the technical status of the DSN.

Distribution
Formatting and electronic distribution per the requestor.

Initial Submission
As requested.

Submission Frequency
As requested.

Data Preparation Information

Scope

1. Establishes the activity reporting for the Contractor's progress and accomplishments as well as performance and utilization of facilities/systems.

Applicable Documents

1. None.

Contents

1. Regular DRD Technical Reports

	Title	Frequency	Type	WBS
1	Significant Events	Weekly	2	1.1 Contract Management
2	System Safety Status of Findings in Response to Audits	As Required	2	1.1.4 System Safety
3	Annual and Special Energy and Environmental	Annually and as Required	1	2.1.5 Energy and Water Management
4	Facilities Functional Performance Metrics	Monthly		2.5 Facilities and Infrastructure Maintenance and Construction/Modification
5	Daily Status Report	Daily	2	3.1.1.1 Real-Time Operations Control and Monitoring
6	Circuit Performance/Usage	Monthly	2	3.1.1.3 Central Communications

				Terminal Operations
7	Network Maintenance Capabilities/Equipment Status	Annually	2	3.2.4 Network Maintenance Support
8	Network Spare Status a. Antenna Maintenance b. Data Systems	Monthly	2	4.1 DSN Engineering
9	Antenna Microwave System Performance	Monthly	2	4.1.3 Antenna Microwave Network Engineering

2. Other technical reports as requested and approved by the CTM.

Maintenance

Changes shall be incorporated by change pages or complete reissue.

COMPATIBILITY TEST REPORTS

Data Requirements Description

DRD No.	OPS005	**Issue**	RFP
Data Type	1	**Date Revised**	

Description/Use

Document the results of spacecraft RF compatibility tests with DTF-21, CTT-22, or MIL-71

Distribution

Formatting and electronic distribution as specified by the Contractor and as concurred by the DSMS Operations Manager.

Initial Submission

As required, 30 calendar days after the completion of testing.

Submission Frequency

Update as required by retests

Data Preparation Information

Scope

1. Includes all results of spacecraft compatibility testing as documented in 814-005 (DSN Flight Interface Compatibility Test Design Handbook, SVE Policies and Practices) and the Project compatibility test plan.

Applicable Documents

1. DSMS 814-005
2. Project compatibility test plans.

Contents

1. Summaries of all test activities in both graphical and text format. The document shall include: the tests performed, test criteria, and actual results.

Maintenance

Update as required by retests.