

**AMENDMENT OF SOLICITATION/
MODIFICATION OF CONTRACT**

1. CONTRACT ID CODE

PAGE OF

1 2

2. AMENDMENT/MODIFICATION NO.
One (1)

3. EFFECTIVE DATE
See Block 16C

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

5. PROJECT NO. (If applicable)
MEDS

SUED BY CODE

215

7. ADMINISTERED BY (If other than Item 6)

CODE

215

ational Aeronautics & Space Administration
Goddard Space Flight Center
AETD/STAAC Procurement Office, Code 215
Greenbelt Road
Greenbelt, MD 20771

NASA Goddard Space Flight Center
Attention: Ms. Lorrie L. Eakin
Mail Code 215
Greenbelt Road
Greenbelt, MD 20771

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code)

QSS Group, Inc.
4500 Forbes Blvd., Suite 200
Lanham, MD 20706

CODE	FACILITY CODE
(X) 9A. AMENDMENT OF SOLICITATION NO.	9B. DATED (SEE ITEM 11)
X 10A. MODIFICATION OF CONTRACT/ORDER NO. NAS5-99124	10B. DATED (SEE ITEM 13) April 22, 1999

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

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

COUNTING AND APPROPRIATION DATA (If required)
NC: 237

N/A

PPC: GF

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

(X)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Basic Contract Authority
	d. OTHER (Specify type of modification and authority)

IMPORTANT: Contractor is not, is required to sign this document and return 4 copies to the issuing office.

4. description of amendment/modification (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this modification is to effect a supplemental agreement to change several of the contract's terms and conditions at no change to the contract's minimum guarantee or maximum value.

(See Attached Sheet)

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

A. NAME AND TITLE OF SIGNER (Type or print) EFFRY M. BANES BUSINESS MGR-MEDS		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Lorrie L. Eakin Contracting Officer	
B. CONTRACTOR/OFFEROR Effry M. Banes (Signature of person authorized to sign)	15C. DATE SIGNED 5/17/99	16B. UNITED STATES OF AMERICA BY Lorrie L. Eakin (Signature of Contracting Officer)	16C. DATE SIGNED 5/20/99

FILE COPY

MONTHLY AND QUARTERLY
FINANCIAL MANAGEMENT REPORTING REQUIREMENTS

General

Financial Management Reports shall be submitted by the Contractor on the NASA 533 series reports, in accordance with the instructions on the reverse of the forms, NASA Procedures and Guidelines NPG 9501.2C entitled "Procedures for Contractor Reporting of Correlated Cost and Performance Data," dated April 1996, and additional instructions issued by the Contracting Officer.

a. Level of Detail

The Contractor's 533 Reports shall contain a separate 533 sheet for each task order. The reports shall contain a breakdown of each task order by element of cost, i.e., direct labor hours/dollars, overhead, general & administrative (G&A), travel, equipment, material, and other direct costs. The report shall also include a summary of total contract costs.

b. Distribution

The Contractor shall distribute 533 reports to each addressee indicated in the Basic Contract Clause H.5, Monthly and Quarterly Financial Management Reports. These reports shall be distributed not later than the fifteenth (15th) calendar day following the month being reported.

c. Reporting Requirements

Each report shall provide hour and cost data for reporting categories as presented below:

Direct Labor Hours

Onsite

(List applicable labor categories)

Offsite

(List applicable labor categories)

Direct Labor Dollars

Onsite

(List applicable labor categories)

Offsite

(List applicable labor categories)

DIRECT LABOR HOURS

Straight Time Onsite

Straight Time Offsite

Straight Time ___site
Overtime Onsite
Overtime Offsite
Overtime ___site
Shift Onsite
Shift Offsite
Shift ___site
Total Prime's Hours
Teaming Subcontractor Hours
Subcontractor Hours
Total Labor Hours
LABOR DOLLARS
Direct Labor \$ Onsite
Direct Labor \$ Offsite
Direct Labor \$ ___site
Total Labor Dollars
Onsite Overhead
Offsite Overhead
___site Overhead
Total Overhead
OTHER DIRECT CHARGES
Materials
Local Travel
Travel
Overtime Premium
Miscellaneous
Total ODC
Subtotal Prime's Costs
TEAMING SUBCONTRACTORS
Company A
Company B
Total Subcontracts
SUBTOTAL
G&A
TOTAL COST
TARGET FEE
TOTAL COST PLUS TARGET FEE

The 533, for each individual task, shall report Direct Labor hours by labor category.

Other Special Reports

The Contractor shall submit, as required, special cost or manpower reports either in the areas of actuals, projections or both. These reports may take the form of labor, overhead, other direct charges, billing analyses or other business information. When required, specific instructions will be provided by the Contracting Officer.

Additional Requirements

Before the summary 533 sheet, the Contractor shall submit a financial summary containing a one-line summary for all tasks on the contracts. It shall include the following columns:

Task Number
Status
Cumulative to Date Actual \$
Cumulative to Date Actual \$ Plus Month 1 Planned \$
Contractor Estimate \$
Cumulative to Date Planned Hours
Cumulative to Date Actual On-Site Hours
Cumulative to Date Actual Off-Site Hours (Including Subs)

In addition to the hardcopy of the summary sheet, the Contractor shall provide the summary sheet on a 3.5" diskette in an Excel spreadsheet or Microsoft Access file.

(End of Attachment C)

AMENDMENT OF SOLICITATION/ MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF 1 2
2. AMENDMENT/MODIFICATION NO. Two (2)	3. EFFECTIVE DATE See Block 16C 215	4. REQUISITION/PURCHASE REQ. NO. 560-06547A	5. PROJECT NO. (If applicable) MEDS
ISSUED BY National Aeronautics & Space Administration Goddard Space Flight Center AETD/STAAC Procurement Office, Code 215 Greenbelt Road Greenbelt, MD 20771		7. ADMINISTERED BY (If other than Item 6) DCMC, Baltimore 217 E. Redwood Street, Suite 1800 Baltimore, MD 21202-5499	

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code)

QSS Group, Inc.
4500 Forbes Blvd., Suite 200
Lanham, MD 20706

CODE	FACILITY CODE
(X) 9A. AMENDMENT OF SOLICITATION NO.	9B. DATED (SEE ITEM 11)
X 10A. MODIFICATION OF CONTRACT/ORDER NO. NAS5-99124	10B. DATED (SEE ITEM 13) April 22, 1999

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

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

ACCOUNTING AND APPROPRIATION DATA (If required)
3/NC: 237

See Page 2 of 2

PPC: GF

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

(x)	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) FAR Clause 52.232-22, Limitation of Funds

E. IMPORTANT: Contractor is not, is required to sign this document and return 4 copies to the issuing office.

14. description of amendment/modification (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this modification is to provide an additional allotment of funds to the contract at no change to the contract's minimum guarantee or maximum value.

(See Attached Sheet)

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

15A. NAME AND TITLE OF SIGNER (Type or print)	18A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Lorrie L. Eakin, Contracting Officer
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	16B. UNITED STATES OF AMERICA BY <u>Lorrie L. Eakin</u> (Signature of Contracting Officer)
15C. DATE SIGNED	16C. DATE SIGNED 08/04/99

Contract NAS5-99124
Modification No. 2
Page 2 of 2

1. Revise Clause B.6 -- CONTRACT FUNDING to increase the allotment of funds as follows:

	<u>FROM</u>	<u>BY</u>	<u>TO</u>
Estimated Cost	\$4,566,210	\$4,566,210	\$ 9,132,420
Incentive Fee*	<u>433,790</u>	<u>433,790</u>	<u>867,580</u>
CPIF	\$5,000,000	\$5,000,000	\$10,000,000

* The maximum incentive fee negotiated for this contract is being incrementally funded (i.e., 9.5%).

The period of allotment is revised by this modification as follows:

From: May 24, 1999 To: September 10, 1999

2. ACCOUNTING AND APPROPRIATION DATA (Block 12 of SF-30):

B/NC: 237
PCN: 560-06547A(1C)
JON: 560-992-89-01-01
APP: 809/00110(99)
BLI: A300
OC: 56-2550
AMT: \$5,000,000
PPC: GF

All other terms and conditions of the contract remain unchanged.

QSS Group, Inc.'s concurrence with this action was provided via an electronic mail message from Mr. Jeffrey Banes, Business Manager, dated August 3, 1999.

(End of Mod. 2)

Contract NAS5-99124
Modification No. 3
Page 2 of 2

1. Revise Clause B.6 -- CONTRACT FUNDING to increase the allotment of funds as follows:

	<u>FROM</u>	<u>BY</u>	<u>TO</u>
Estimated Cost	\$ 9,132,420	\$4,064,862	\$13,197,282
Incentive Fee*	<u>867,580</u>	<u>386,162</u>	<u>1,253,742</u>
CPIF	\$10,000,000	\$4,451,024	\$14,451,024

* The maximum incentive fee negotiated for this contract is being incrementally funded (i.e., 9.5%).

The period of allotment is revised by this modification as follows:

From: September 10, 1999 To: December 15, 1999

2. ACCOUNTING AND APPROPRIATION DATA (Block 12 of SF-30):

B/NC: 237
PCN: 560-56092A(1C)
JON: 560-992-89-01-01
APP: 809/00110(99)
BLI: A300
OC: 56-2521
AMT: \$4,451,024
PPC: GF

All other terms and conditions of the contract remain unchanged.

QSS Group, Inc.'s concurrence with this action was provided via telephone conversation with Mr. Jeffry Banes, Business Manager, on November 4, 1999.

(End of Mod. 3)

AMENDMENT OF SOLICITATION/ MODIFICATION OF CONTRACT	1. CONTRACT ID CODE	PAGE OF 1 2
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2. AMENDMENT/MODIFICATION NO. Four (4)	3. EFFECTIVE DATE See Block 16C 215	4. REQUISITION/PURCHASE REQ. NO. 560-56094A	5. PROJECT NO. (If applicable) MEDS
ISSUED BY CODE National Aeronautics & Space Administration Goddard Space Flight Center AETD/STAAC Procurement Office, Code 215 Greenbelt Road Greenbelt, MD 20771		7. ADMINISTERED BY (If other than Item 6) CODE DCMC, Baltimore 217 E. Redwood Street, Suite 1800 Baltimore, MD 21202-5499	

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code)

QSS Group, Inc.
 4500 Forbes Blvd., Suite 200
 Lanham, MD 20706

CODE (X)	FACILITY CODE
9A. AMENDMENT OF SOLICITATION NO.	9B. DATED (SEE ITEM 11)
X 10A. MODIFICATION OF CONTRACT/ORDER NO. NAS5-99124	10B. DATED (SEE ITEM 13) April 22, 1999

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

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

COUNTING AND APPROPRIATION DATA (If required)
 NC: 237 See Page 2 of 2 PPC: GF

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

(X)	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) FAR Clause 52.232-22, Limitation of Funds

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

4. description of amendment/modification (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this modification is to provide an additional allotment of funds to the contract at no change to the contract's minimum guarantee or maximum value.

(See Attached Sheet)

(except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.)	
15A. NAME AND TITLE OF SIGNER (Type or print)	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Lorrie L. Eakin, Contracting Officer
15B. CONTRACTOR/OFFEROR _____ (Signature of person authorized to sign)	16B. UNITED STATES OF AMERICA BY <u>Lorrie L. Eakin</u> (Signature of Contracting Officer)
15C. DATE SIGNED	16C. DATE SIGNED 12/10/99

1. Revise Clause B.6 -- CONTRACT FUNDING to increase the allotment of funds as follows:

	<u>FROM</u>	<u>BY</u>	<u>TO</u>
Estimated Cost	\$13,197,282	\$14,931,667	\$28,128,949
Incentive Fee*	<u>1,253,742</u>	<u>1,418,508</u>	<u>2,672,250</u>
CPIF	\$14,451,024	\$16,350,175	\$30,801,199

* The maximum incentive fee negotiated for this contract is being incrementally funded (i.e., 9.5%).

The period of allotment is revised by this modification as follows:

From: December 15, 1999 To: July 31, 2000

2. ACCOUNTING AND APPROPRIATION DATA (Block 12 of SF-30):

B/NC: 237	B/NC: 237
PCN: 560-56094A(1C)	PCN: 560-56092A(1C)
JON: 560-992-89-01-01	JON: 560-992-89-01-01
APP: 800/10110(00)	APP: 809/00110(99)
BLI: A300	BLI: A300
OC: 56-2550	OC: 56-2521
AMT: \$24,000,000*	AMT: (\$4,451,024)**
PPC: GF	PPC: GF

B/NC: 237
PCN: 560-06547A(1C)
JON: 560-992-89-01-01
APP: 809/00110(99)
BLI: A300
OC: 56-2550
AMT: (\$3,198,801)***
PPC: GF

* Obligation of funds (FY 00).

** Total deobligation of funds (FY 99) that were originally obligated under Mod. 3.

*** Partial deobligation of funds (FY 99) that were originally obligated under Mod. 2

All other terms and conditions of the contract remain unchanged.

QSS Group, Inc.'s concurrence with this action was provided via telephone conversation with Mr. Jeffry Baner, Business Manager, on December 9, 1999.

(End of Mod. 4)

**AMENDMENT OF SOLICITATION/
MODIFICATION OF CONTRACT**

1. CONTRACT ID CODE

PAGE OF
1 2

2. AMENDMENT/MODIFICATION NO.
Four (4)

3. EFFECTIVE DATE
See Block 16C
215

4. REQUISITION/PURCHASE REQ. NO.
560-56094A

5. PROJECT NO. (If applicable)
MEDS

ISSUED BY CODE
National Aeronautics & Space Administration
Goddard Space Flight Center
AETD/STAAC Procurement Office, Code 215
Greenbelt Road
Greenbelt, MD 20771

7. ADMINISTERED BY (If other than Item 6) CODE
DCMC, Baltimore
217 E. Redwood Street, Suite 1800
Baltimore, MD 21202-5499

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code)

QSS Group, Inc.
4500 Forbes Blvd., Suite 200
Lanham, MD 20706

CODE	FACILITY CODE
(X) 9A. AMENDMENT OF SOLICITATION NO.	9B. DATED (SEE ITEM 11)
X 10A. MODIFICATION OF CONTRACT/ORDER NO. NASS-99124	10B. DATED (SEE ITEM 13) April 22, 1999

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

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

COUNTING AND APPROPRIATION DATA (If required)
NC: 237

See Page 2 of 2

PPC: GF

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

(x)	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) FAR Clause 52.232-22, Limitation of Funds

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

4. description of amendment/modification (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this modification is to provide an additional allotment of funds to the contract at no change to the contract's minimum guarantee or maximum value.

(See Attached Sheet)

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

9A. NAME AND TITLE OF SIGNER (Type or print)	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Lorrie L. Eakin, Contracting Officer
11B. CONTRACTOR/OFFEROR	15C. DATE SIGNED
(Signature of person authorized to sign)	16B. UNITED STATES OF AMERICA BY <u>Lorrie L. Eakin</u> (Signature of Contracting Officer)
	18C. DATE SIGNED 12/10/99

1. Revise Clause B.6 -- CONTRACT FUNDING to increase the allotment of funds as follows:

	<u>FROM</u>	<u>BY</u>	<u>TO</u>
Estimated Cost	\$13,197,282	\$14,931,667	\$28,128,949
Incentive Fee*	<u>1,253,742</u>	<u>1,418,508</u>	<u>2,672,250</u>
CPIF	\$14,451,024	\$16,350,175	\$30,801,199

* The maximum incentive fee negotiated for this contract is being incrementally funded (i.e., 9.5%).

The period of allotment is revised by this modification as follows:

From: December 15, 1999 To: July 31, 2000

2. ACCOUNTING AND APPROPRIATION DATA (Block 12 of SF-30):

B/NC: 237	B/NC: 237
PCN: 560-56094A(1C)	PCN: 560-56092A(1C)
JON: 560-992-89-01-01	JON: 560-992-89-01-01
APP: 800/10110(00)	APP: 809/00110(99)
BLI: A300	BLI: A300
OC: 56-2550	OC: 56-2521
AMT: \$24,000,000*	AMT: (\$4,451,024)**
PPC: GF	PPC: GF

B/NC: 237
 PCN: 560-06547A(1C)
 JON: 560-992-89-01-01
 APP: 809/00110(99)
 BLI: A300
 OC: 56-2550
 AMT: (\$3,198,801)***
 PPC: GF

* Obligation of funds (FY 00).

** Total deobligation of funds (FY 99) that were originally obligated under Mod. 3.

*** Partial deobligation of funds (FY 99) that were originally obligated under Mod. 2.

All other terms and conditions of the contract remain unchanged.

QSS Group, Inc.'s concurrence with this action was provided via telephone conversation with Mr. Jeffry Banes, Business Manager, on December 9, 1999.

AMENDMENT OF SOLICITATION/ MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF 1 6
AMENDMENT/MODIFICATION NO. ive (5)	3. EFFECTIVE DATE See Block 16C 215.	4. REQUISITION/PURCHASE REQ. NO. N/A	5. PROJECT NO. (If applicable) MEDS
ISSUED BY National Aeronautics & Space Administration Goddard Space Flight Center AETD/STAAC Procurement Office, Code 215 Greenbelt Road Greenbelt, MD 20771		7. ADMINISTERED BY (If other than Item 6) DCMC, Baltimore 217 E. Redwood Street, Suite 1800 Baltimore, MD 21202-5499	

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code)

QSS Group, Inc.
4500 Forbes Blvd., Suite 200
Lanham, MD 20706

CODE	FACILITY CODE
(X) 9A. AMENDMENT OF SOLICITATION NO.	9B. DATED (SEE ITEM 11) N/A
X 10A. MODIFICATION OF CONTRACT/ORDER NO. NAS5-99124	10B. DATED (SEE ITEM 13) April 22, 1999

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

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

ACCOUNTING AND APPROPRIATION DATA (If required)
B/NC: 237

N/A

PPC: GF

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

(x)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Basic Contract Authority
	d. OTHER (Specify type of modification and authority)

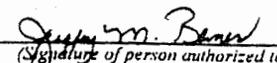
E. IMPORTANT: Contractor is not, is required to sign this document and return 3 copies to the issuing office.

14. description of amendment/modification (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this modification is to revise the contract's terms and conditions at no change to the contract's minimum guarantee or maximum value.

(See Attached Sheets)

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

15A. NAME AND TITLE OF SIGNER (Type or print) JEFFERY M. BANES BUSINESS MGR.		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Lorrie L. Eakin, Contracting Officer	
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED 4/20/00	16B. UNITED STATES OF AMERICA BY  (Signature of Contracting Officer)	16C. DATE SIGNED 5/3/00

1. Delete Clause B.2 -- LIMITATION OF INDIRECT COSTS in its entirety and substitute the following in lieu thereof:

B.2 LIMITATION OF INDIRECT COSTS (GSFC 52.231-90) (FEB 1995)

a. Within each of the Contractor's fiscal years, the Contractor shall not charge or be reimbursed by the Government, under this or any other Government contract, for indirect costs in excess of the individual indirect expense dollars derived by the application of the following indirect cost ceiling rates to the appropriate base(s) set forth below.

<u>Indirect Cost</u>	<u>Base of Application</u>	<u>Percentage</u>					
		<u>CFY* 1</u>	<u>CFY 2</u>	<u>CFY 3</u>	<u>CFY 4</u>	<u>CFY 5</u>	<u>CFY 6</u>
On-Site Overhead	On-Site Direct Labor						
Off-Site Overhead	Off-Site Direct Labor						
MoF Facility Charge	Non-QSS Direct Labor in MoF						
Subcontract Admin.	Subcontract Costs						
Material Handling	Material Costs						
G&A	Total Costs, Excluding Subcontracts						

* CFY = Contractor Fiscal Year

b. The limitations may be adjusted at the discretion of the Contracting Officer to the extent that increases to the Contractor's indirect costs are caused by:

(i) New or revised statutes and court decisions and/or written ruling or regulation by the Internal Revenue Service or any other taxing authority.

(ii) Wage determinations and/or regulations issued by the Department of Labor pursuant to the Service Contract Act of 1965, as amended.

c. A proposal for any adjustment under paragraph (b) must be in sufficient detail to establish that the cause of the amount of adjustment requested was solely due to the permitted conditions stated in the paragraph. It must be submitted no later than 60 days after the condition(s) become known, or should have become known, to the Contractor. The amount of adjustment, if any, is at the discretion of the Contracting Officer and shall not be subject to the Disputes clause.

(End of text)

2. Delete Clause C.2 -- REPORTS OF WORK in its entirety and substitute the following in lieu thereof:

C.2 REPORTS OF WORK

(a) Monthly progress reports. The Contractor shall submit separate monthly progress reports of all work accomplished covering all tasks active during each month of contract performance. Reports shall be in narrative form and brief and informal in content. They shall include a quantitative description of overall progress, an indication of any current problems, which may impede performance and proposed corrective action, and a discussion of the work to be performed during the next monthly reporting period.

(b) Final task report. The Contractor shall submit a final task report which documents and summarizes the results of the entire task work, including recommendations and conclusions based on the experience and results obtained. The final task report shall include tables, graphs, diagrams, curves, sketches, photographs, and drawings in sufficient detail to comprehensively explain the results achieved under the task. Also it shall include the estimated final incurred cost for the task.

(c) Submission. The Contractor shall submit the reports required by this clause follows:

[M=Monthly, F=Final]

<u>Copies</u>	<u>Report Type</u>	<u>Addressee</u>	<u>Mail Code</u>
1	M, F	Contracting Officer	215
1	M, F	Contracting Officer's Technical Representative (COTR)	560
1	M, F	Associate COTR	560

(d) Monthly reports shall be submitted by the 15th day of the month following the month being reported. If the contract is awarded beyond the middle of a month, the first monthly report shall cover the period from award until the end of the following month. The final task report shall be submitted within 15 working days after the end of the reporting month in which the effort under the task order is completed.

(End of text)

3. Delete Clause H.5, MONTHLY AND QUARTERLY FINANCIAL MANAGEMENT REPORT in its entirety and substitute the following in lieu thereof:

H.5 MONTHLY AND QUARTERLY FINANCIAL MANAGEMENT REPORTS

The Contractor shall submit NASA Financial Management Reports 533M and 533Q in hard copy and electronic format as detailed in the Contract Analysis and Tracking System (CATS)*, as required by the NASA Contractor Financial Management Reporting clause of this contract. The hard copy reports shall contain the categories as designated in Attachment C of this contract. The electronic format shall contain the categories as designated in Attachment D of this contract.

The Contracting Officer may direct changes in reporting requirements contained in Attachment C and Attachment D. These changes shall be in writing, and will constitute the basis for an equitable adjustment.

Hard copies of the reports shall be submitted to:

<u>Copies</u>	<u>Addressee</u>	<u>Code or Attention</u>
1	Contracting Officer	215
1	Associate COTR	560
1	Assistant Technical Representative	See Task Order
1	Financial Manager	501
1	Cognizant activity (when contract administration is delegated)	

* CATS reporting shall be submitted only to the Associate COTR, Code 560. The Workforce Report and ODC Report shall be provided only to the Associate COTR and Contracting Officer, Code 215.

(End of text)

4. Delete Clause H.13, KEY PERSONNEL AND FACILITIES, in its entirety and substitute the following in lieu thereof:

H.13 KEY PERSONNEL AND FACILITIES (18-52.235-71) (MAR 1989)

(a) The personnel and/or facilities listed below (or specified in the contract schedule) are considered essential to the work being performed under this contract. Before removing, replacing, or diverting any of the listed or specified personnel or facilities, the Contractor shall (1) notify the Contracting Officer reasonably in advance and (2) submit justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on this contract.

(b) The Contractor shall make no diversion without the Contracting Officer's written consent; provided, that the Contracting Officer may ratify in writing the change, and that ratification shall constitute Contracting Officer's consent required by this clause.

(c) The list of personnel and/or facilities (shown below or as specified in the contract schedule) may, with the consent of the contracting parties, be amended from time to time during the course of the contract to add or delete personnel and/or facilities.

Individual

Position/Title

Program Manager
Multidiscipline Eng. Group Manager
Systems Eng. & Integration Group Manager
Software Engineering Group Manager
Integration and Test Group Manager
Senior Systems Engineer
Senior Software Engineer
Performance Assurance Manager
Chief Staff Engineer*
Chief Staff Engineer*
Chief Staff Engineer*

* The duties/responsibilities, education, and experience requirements for the Chief Staff Engineer position are detailed in the Qualification Narrative submitted by the Contractor, as revised on March 13, 2000. Only personnel meeting the stated requirements of this position, per said narrative, may be categorized as a Chief Staff Engineer.

(End of clause)

5. Add Clause H.20, ADMINISTRATIVE CLOSEOUT OF CONTRACT TASK ORDERS, to the end of Section H as follows:

H.20 ADMINISTRATIVE CLOSEOUT OF CONTRACT TASK ORDERS

(a) The Contractor shall perform the necessary functions to administratively closeout all of the task orders issued under the contract. Upon completion of the task order's stated period of performance, the Contractor shall prepare, review, and provide, in accordance with Clause F.1, Delivery Schedule, of the contract, the following final reports:

- 1) Final Monthly Progress Report
- 2) Final Task Report
- 3) Final 533M Report
- 4) Final Miscellaneous Other Direct Charge Report
- 5) Final Workforce Report
- 6) Final Monthly On-Site Personnel Report
- 7) Associated, Final Contract Analysis & Tracking System
(CATS) Electronic Files

(b) For each task order, the Contractor shall estimate, subject to the limitations specified below, the costs associated with the above functions in accordance with Clause H.14, Task Ordering Procedure, of the contract. The Contractor shall estimate these costs within the task order's stated period of performance. Actual incurrence of these costs shall be allowed for a period of up to 20 days beyond the task order's stated period of performance.

(c) Limitations. Only the following contract labor categories are authorized for charging with respect to the above functions. Also, for each task order, the Contractor shall not estimate, charge, or be reimbursed by the Government, under this or any other Government contract, for direct labor costs in excess of the individual direct labor dollars derived by the application of the following Not-To-Exceed (NTE) direct labor hours to the appropriate direct labor rates found in Contract Attachment I for the associated Reporting Category.

	<u>Reporting Category</u>	<u>NTE Hours</u>
1.	Program Manager	2.5
2.	Group Manager	5
3.	Business Manager	5
4.	Administrative Assistant	10
5.	Resource Analyst	10
6.	Performance Assurance Manager	5

Other direct charges associated with the above functions are not authorized hereunder.

(d) Requests for additional authorization, beyond the categories and NTE hours identified above, shall be submitted by the Contractor, in writing, and approved by the Contracting Officer, via a written modification to the contract.

(e) This clause shall be incorporated into all first-tier subcontracts issued under the contract.

(End of text)

6. Clause J.1, LIST OF ATTACHMENTS, delete Attachments D and I in their entirety and substitute the following in lieu thereof:

<u>Attachment</u>	<u>Description</u>	<u>Date</u>	<u>No. of Pages</u>
D	Contract Analysis and Tracking System (CATS) Specification	February 2000	84
I	Direct Labor Rates, Indirect Cost Rates, and Fee Matrices	March 15, 2000	4

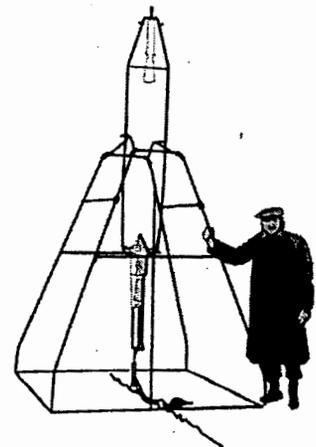
(End of Mod. 5)



**Specification for the
Electronic Reporting of
Contractor Cost and Performance
Data to the Electrical Systems Center's
Contract Analysis and Tracking System (CATS)**

**NASA Goddard Space Flight Center
Electrical Systems Center, Code 560
Greenbelt, MD 20771**

February 2000



CONTENTS

1.0	INTRODUCTION	1
1.1	Glossary	2
1.2	Revision Summary	3
2.0	FORM DESCRIPTIONS -- HARDCOPY FORMATS	4
2.1	NASA Form 533M.....	4
2.2	Contractor Workforce Report.....	17
2.3	Contractor Task Report (CTR).....	21
2.4	Narrative Attachments to the CTR.....	31
2.5	Monthly Technical Progress Report	33
2.6	Other Direct Costs (ODC) Report.....	35
2.7	NASA Form 533Q.....	38
3.0	ELECTRONIC INTERFACE SPECIFICATION	47
3.1	General File Specifications	47
3.2	Non-electronic Requirements	49
3.2.1	Reporting Categories.....	49
3.2.2	Job Categories	51
3.2.3	ODC Identifiers and Descriptions	52
3.2.4	Contractor Site Names	53
3.2.5	Contractor Fee Descriptions.....	53
3.2.6	Company Name.....	53
3.2.7	Operating Days.....	54
3.3	NASA Form 533M File Format	55
3.3.1	NF533M Contract Header.....	57
3.3.2	NF533M Contract Summary	58
3.3.3	NF533M Task Detail.....	60
3.3.4	NF533M End of File.....	62
3.4	Contractor Workforce Report.....	63
3.4.1	Workforce Report Contract Header	65
3.4.2	Workforce Report Detail	65
3.4.3	Workforce Report End of File	67
3.5	Contractor Task Report (CTR)	68
3.5.1	CTR Contract Header.....	70
3.5.2	CTR Task Header.....	70
3.5.3	CTR Task Detail	71
3.5.4	CTR Task Summary	72
3.5.5	CTR End of File	72
3.5.6	Narrative Attachments to the CTR.....	73
3.6	Monthly Technical Progress Report	74
3.7	Other Direct Costs (ODC) Report.....	75
3.7.1	ODC File Contract Header.....	77
3.7.2	ODC File Detail.....	77
3.7.3	ODC File End of File.....	78
3.8	NASA FORM 533Q File Format	79
3.8.1	NF533Q Contract Header.....	81
3.8.2	NF533Q Contract Summary	82
3.8.3	NF533Q Task Detail.....	83
3.8.4	NF533Q End of File.....	84

FIGURES

FIGURE 2.1-1	NASA Form 533M (Blank Form).....	11
FIGURE 2.1-1	NASA Form 533M (Blank Form, cont'd.)	12
FIGURE 2.1-2	NASA Form 533M (Contract Summary Example)	13
FIGURE 2.1-2	NASA Form 533M (Contract Summary Example, cont'd.).....	14
FIGURE 2.1-3	NASA Form 533M (Single Task Example)	15
FIGURE 2.1-3	NASA Form 533M (Single Task Example, cont'd.).....	16
FIGURE 2.2-1	Contractor Workforce Report (Blank Form).....	19
FIGURE 2.2-2	Contractor Workforce Report (Example)	20
FIGURE 2.3-1	Contractor Task Report (Blank Form).....	29
FIGURE 2.3-2	Contractor Task Report (Example)	30
FIGURE 2.4-1	Narrative Attachments to the CTR (Example)	32
FIGURE 2.5-1	Monthly Technical Progress Report (Example)	34
FIGURE 2.6-1	Other Direct Costs (ODC) Report (Blank Form).....	36
FIGURE 2.6-2	Other Direct Costs (ODC) Report (Example)	37
FIGURE 2.7-1	NASA Form 533Q (Blank Form).....	44
FIGURE 2.7-2	NASA Form 533Q (Contract Summary Example)	45
FIGURE 2.7-3	NASA Form 533Q (Contract Single Task Example).....	46
FIGURE 3.3-1	Top Level Format of the NF533M File	56
FIGURE 3.4-1	Top Level Format of the Contractor Workforce Report File.....	64
FIGURE 3.5-1	Top Level Format of the of Contractor Task Report File	69
FIGURE 3.6-1	Top Level Format of the ODC Report File	76
FIGURE 3.8-1	Top Level Format of the NF533Q File	80

TABLES

TABLE 3.2-1	Reporting Categories.....	49
TABLE 3.2-2	Job Categories.....	51
TABLE 3.2-3	Miscellaneous Other Direct Costs Categories.....	53

1.0 INTRODUCTION

This document describes formats for the series of reports which will be provided electronically by the contractor for Electrical Systems Center (Code 560) contracts. Several of the financial reports formats have been modified to include additional information. Contractors are required to submit these reports electronically to facilitate the transfer of the information to Code 560's Contract Analysis and Tracking System (CATS) database.

The following series of financial reports are required to be submitted by prime contractors and their team members on a recurring basis:

1. **NASA Form 533M** a monthly report which provides data on planned and actual costs and labor hours, short-term cost projections, estimates to complete, and contract task values.
2. **Contractor Workforce Report** a monthly report which provides a breakdown of hours worked by each employee on each task.
3. **Contractor Task Report** a report which details task budgets projected over the life of the task. The report is required when a task is initiated and modified, as well as anytime at which the variance between the task's CTR amount and total cost at completion exceeds the acceptable variance percentage stated in the contract.
4. **Narrative Attachments to the CTR** a supporting document to the Contractor Task Report which describes assumptions made by the contractor in developing the cost estimate, clarifications to the cost estimate, the contractor's Task Plan, etc.
5. **Monthly Technical Progress Report** a monthly narrative report for each active task describing overall progress, an indication of any current problems, and work to be performed during the next reporting period.
6. **ODC Report** a monthly report which provides detail breakdown of other direct costs (ODC) charged to individual tasks.
7. **NASA Form 533Q** a quarterly report, which provides data on planned and actual costs and labor hours, quarterly cost projections, estimates to complete, and contract task values.

Prime contractors and their team members are required to submit the above reports. The same format is to be used by the prime contractor and their team members; however, different information is expected for each.

This document contains descriptions, illustrations, and examples of the standard formats for hardcopy versions of the reports (see Section 2.0). **The reporting categories shown are typical categories. The number of categories is variable; categories may be added or removed to meet the reporting needs of a particular contract.** Also included are descriptions of the media specifications and file formats for electronic filing of these reports (see Section 3.0).

"Procedures for Contractor Reporting of Correlated Cost ", NPG 9501.2C, April 23, 1996, contains additional instructions.

CATS Interface Specification

1.1 Glossary

1 Page CTR	A CTR for a task that is less than or equal to 12 months.
2 Page CTR	A CTR for a task that is between 13 and 24 months.
3 Page CTR	A CTR for a task that is between 25 and 36 months.
Closed Task	A task whose performance period has ended and its 533 remaining plan <i>equals zero</i> (columns 8a, 8b, and 8c).
COTR	Contracting Officer's Technical Representative (sometimes Referred to as the contract's Technical Officer).
Inactive Task	A task whose performance period has ended but its 533 remaining plan is <i>not zero</i> (columns 8a, 8b, and 8c).
Job Category	Identifies a particular job skill, see Table 3.2-2.
Other Site	Contractor-provided facility (other than their primary offsite facility) such as manufacturing. Contractor will define their "other" sites.
Offsite	Primary contractor-provided facility supporting the contract.
Onsite	Government-provided facility.
Prime Contractor	Contractor responsible for the management of the contract. The prime contractor may have other contractors working on the contract either as team members or as subcontractors.
Reporting Category	Identifies a particular line item cost, see Table 3.2-1.
Team Member	Team member of the prime contractor.
White space	Spaces and/or Tabs separating fields in a record of a file.
<cr>	Carriage return.
<lf>	Line feed.

CATS Interface Specification

1.2 *Revision Summary*

The following summarizes the revisions to the former document "Specification for the Electronic Reporting of Contractor Cost and Performance Data to the Electrical Engineering Division's Contract Analysis and Tracking System", July 1998.

- Added direct labor sections to the 533 requirements.
- Added Non-electronic requirements.
- Clarified the requirements for handling an hourly rate change for job categories in the CTR.
- Added the ".doc" extension to the CTR Assumptions requirements.
- Specified valid contract type identifiers.
- Clarified file name requirements.

2.0 FORM DESCRIPTIONS -- HARDCOPY FORMATS

This section contains descriptions of the seven report forms: NF533M, a monthly report detailing planned and actual contract costs is discussed in Section 2.1. The Contractor Workforce Report is discussed in Section 2.2. The Contractor Task Report is discussed in Section 2.3, Narrative Attachments to the CTR is addressed in Section 2.4. The Monthly Technical Progress Report is discussed in Section 2.5. The Other Direct Costs (ODC) Report is discussed in Section 2.6. NF533Q, a quarterly report detailing planned and actual contract costs is discussed in Section 2.7.

2.1 NASA Form 533M

As stated in the Introduction, NF533M is a monthly report detailing planned and actual costs and labor hours, short-term cost projections, estimates to complete, and contract task values.

NF533M (for prime contractors and team members) contains a summary of labor hours, labor costs, overhead costs, other charges, and totals (realized and projected). Contractors are required to submit one NF533M each month (or contract accounting period). The NF533M consists of a summary of the overall contract and detail for each task.

Form NF533M is illustrated in Figures 2.1-1. The shaded areas of the form in the figure indicate the sections to be completed by the contractor.

An example of a completed NF533M containing a contract summary is included as Figures 2.1-2. An example of a completed NF533M containing information for a single task is included as Figures 2.1-3.

The following is a detailed description of the NF533M (Item # and Line # refers to Figure 2.1-1):

<u>Item #</u>	<u>Line #</u>	<u>Item</u>	<u>Description</u>
1.		Description of Contract	
1a.		Type of Contract	Cost-Plus-Award-Fee CPAF, Cost-Plus-Fixed-Fee CPFF, Cost-Plus-Incentive-Fee CPIF, etc.
1b.		Contract and Latest Amendment Number	Complete letter or contract symbol, number, and number of latest amendment. Subcontractors use the prime contract number.
1c.		Task No.	Task number (e.g. Task 155) if single task or SUMMARY if overall contract summary. If a team member report, task number must agree with prime contractor task number.
1d.		Task Mod.	Modification letter of current amendment (e.g. A, B, C, etc.). Leave blank if no amendment has been issued.
1e.		WBS No.	Work Breakdown Structure Number, if applicable, for a single task. Leave blank if overall contract summary.

CATS Interface Specification

<u>Item #</u>	<u>Line #</u>	<u>Item</u>	<u>Description</u>
1f.		Task Status	Status of the task: Active, Inactive, or Closed ¹ . Leave blank if overall contract summary.
1g.		% of Effort Complete	Contractor's assessment of the amount of the overall effort completed. Leave blank if overall contract summary.
1h.		Scope of Work	If Summary: the name of the contract. If single task: the Task Title as specified by the government from the Task Order, Request for Task Plan, etc.
1i.		Authorized Contractor Representative	The authorized contractor representative shall sign and date to reflect approval. (Date signifies date of approval.)
1j.		ATR Name	Name of the government's Authorized Technical Representative (ATR), also referred to as the task monitor. Leave blank if contract summary.
1k.		ATR Code	GSFC Organization Code for the ATR.
1l.		Date of Report	Date of report preparation.
2.		Report for Month Ending and Number of Operating Days	The ending date of the contractor's accounting month and the number of operating days (excluding weekends and holidays) for that accounting month.
3.		Contract Value	The total definitized cost (A) and fee (B) of all work to be performed under the contract, as of the report date, for the overall contract summary. Include dollar amounts through the latest definitized amendment as noted in 1b above. For all incentive contracts, enter the negotiated target cost and target fee. For single tasks, enter the Contractor Task Report (CTR) value.
4.		Funding Limitation	The total funding obligated and the latest corresponding contract amendment number, as of the report date, for the overall contract summary and individual tasks.
5.		Billing:	(Pertains to overall summary only.)
5A.		Invoice Amounts Billed	The total amount of invoices billed by the contractor against the contract and the latest invoice number as of the report date.
5B.		Total Payments Received	The total amount of payments received by the contractor for the contract as of the report date.

¹An Inactive task is one whose performance period has ended but its 533M remaining plan is *not zero* (columns 8a, 8b, and 8c).
A Closed task is one whose performance period has ended and its 533M remaining plan *equals zero* (columns 8a, 8b, and 8c).

CATS Interface Specification

<u>Item #</u>	<u>Line #</u>	<u>Item</u>	<u>Description</u>
6.		Reporting Category	Information required for the various categories under this heading depends on who is submitting the report, the prime contractor (P) or a team member (T). The number of reporting categories is flexible (see Section 3.2.1 and Table 3.2-1).
6.	1.	Direct Labor Hours (Detail by Site):	
6.	2.	Onsite ¹	Work performed at GSFC
6.	3.	Labor Category 1-n	Number of Onsite labor hours performed for each category (see Table 3.2-2)
6.	4.	Offsite ¹	Work performed at contractor's offsite facility (there may be up to 3 offsite facilities, repeat for each facility)
6.	5.	Labor Category 1-n	Number of Offsite labor hours performed for each category (see Table 3.2-2)
6.	6.	Direct Labor Dollars (Detail by Site):	
6.	7.	Onsite ¹	Work performed at GSFC
6.	8.	Labor Category 1-n	Cost of Onsite labor hours performed for each category (see Table 3.2-2)
6.	9.	Offsite ¹	Work performed at contractor's offsite facility (there may be up to 3 offsite facilities, repeat for each facility)
6.	10.	Labor Category 1-n	Cost of Offsite labor hours performed for each category (see Table 3.2-2)
6.	11.	Direct Labor Hours	Number of labor hours performed by the contractor submitting the report.
6.	12.	Straight-Time Onsite ¹	Direct straight-time labor hours performed onsite.
6.	13.	Straight-Time Other Sites ¹	Direct straight-time labor hours performed at an "other" site. If other sites are used, provide each site on a separate line.
6.	14.	Straight-Time Offsite ¹	Direct straight-time labor hours performed offsite.
6.	15.	Overtime Onsite ¹	Direct overtime labor hours performed onsite.
6.	16.	Overtime Other Sites ¹	Direct overtime labor hours performed at a remote site. If other sites are used, provide each site on a separate line.
6.	17.	Overtime Offsite ¹	Direct overtime labor hours performed offsite.
6.	18.	Total Contractor Hours	Total contractor labor hours (sum of the six Direct Labor Hour subheadings: Figure 2.1-1, Lines 12-17).

¹See glossary, Section 1.1

CATS Interface Specification

<u>Item #</u>	<u>Line #</u>	<u>Item</u>	<u>Description</u>
6.	19.	Subcontractor Hours	P - Total labor hours for all the prime's subcontractors (excluding team members). T - Total labor hours for all the team member's subcontractors.
6.	20.	Team Member Hours	P - Total labor hours by company for all the prime's team members. T - 0.
6.	21.	Total Hours	Total labor hours (sum of Total Contractor Hours, Subcontractor Hours and Team Member Hours: Figure 2.1-1, Lines 18-20).
6.	22.	Labor Dollars:	
6.	23.	Direct Labor \$ Onsite ¹	Cost of direct labor performed onsite.
6.	24.	Direct Labor \$ Other Sites ¹	Cost of direct labor performed at an "other" site. If other sites are used, provide each site on a separate line.
6.	25.	Direct Labor \$ Offsite ¹	Cost of direct labor performed offsite.
6.	26.	Total Labor \$	Total labor dollars (sum of Onsite, Remote Site, and Offsite Labor \$: Figure 2.1-1, Lines 23-25).
6.	27.	Onsite ¹ Overhead	Onsite Overhead costs.
6.	28.	Other Sites ¹ Overhead	Other Sites Overhead costs. If other sites are used, provide each site on a separate line.
6.	29.	Offsite ¹ Overhead	Offsite Overhead costs.
6.	30.	Total Overhead	Total overhead costs (sum of Onsite, Other sites, and Offsite overhead \$: Figure 2.1-1, lines 27-29).
6.	31.	Other Direct Charges:	Prime's charges only. Team member ODC's are reported on Line 42.
6.	32.	Material	Cost of material.
6.	33.	Travel	Cost of travel.
6.	34.	Overtime Premium	Overtime dollars generally carry no overhead.
6.	35.	Miscellaneous	Miscellaneous costs.
6.	36.	Other (description)	Costs associated with an additional specified ODC.
6.	37.	Total ODC	Total ODC for the prime contractor (sum of Material, Travel, Overtime Premium, Miscellaneous, and Other: Figure 2.1-1, Lines 32-36).
6.	38.	Subcontractor \$	P - Total dollars for all the prime's subcontractors (excluding team members). T - Total dollars for all the team members' subcontractors.

¹See glossary, Section 1.1

CATS Interface Specification

<u>Item #</u>	<u>Line #</u>	<u>Item</u>	<u>Description</u>
6.	39.	Team Member \$	P – Team members' total costs by company. T – 0. Delete this entry if team members' costs are not burdened by full G&A.
6.	40.	Subtotal	Subtotal of costs (sum of Total Labor \$, Overhead, and Total ODC (Figure 2.1-1, Lines 26, 30, 37, 38, and 39).
6.	41.	G&A	Contractor's General and Administrative costs.
6.	42.	Team Member \$	P - Team members' total costs. T - 0. Delete this entry if team members' cost are burdened by full G&A.
6.	43.	Team Member Handling Charge	P - Prime contractor's handling charges for the team member(s). (This could be the prime's G&A rate if "team member's cost" is included in the Prime's Base of Distribution for G&A.) T - 0. Delete this entry if team members' cost are burdened by full G&A.
6.	44.	Total Costs	Total costs (sum of Subtotal, G&A, Team Member \$, and Team Member Handling Charges: Figure 2.1-1, Lines 40-43).
6.	45.	Base Fee	Base fee dollars.
6.	46.	Fixed Fee	Fixed fee dollars.
6.	47.	Award Fee	Award fee dollars.
6.	48.	Total Cost + Fees	Total cost and fees (sum of Total Costs, Base Fee, Fixed Fee, and Award Fee: Figure 2.1-1, Lines 44-47).
7.		Cost Incurred and Hours Worked	All cost and hour data shall be reported by the relevant categories listed under Item 6 above.
7a.		Actual During Month	For a single task, total actual cost incurred and hours worked during the accounting month being reported. For the overall contract summary, this is the sum of the individual tasks. Reflect the period actual dates in the column heading.
7b.		Planned During Month	For a single task, the planned (budgeted) cost and hours during the accounting month being reported. This data must match what was reported in column 8a of the previous month's report. For the overall contract summary, this is the sum of the individual tasks. The planned cost includes the original contract value plus authorized charges. Reflect period actual dates in the column heading.
7c.		Actual Cumulative to Date	For a single task, the cumulative actual cost incurred and hours worked as of the accounting month being reported. For the overall contract summary, this is the sum of the individual tasks. Reflect the period actual end date in the column heading.

CATS Interface Specification

<u>Item #</u>	<u>Line #</u>	<u>Item</u>	<u>Description</u>
7d.		Planned Cumulative to Date	For a single task, the planned (budgeted) cumulative to date cost and hours for the accounting month being reported. The data must match the sum of what was reported in column 7d of the previous report. For the overall contract summary, this is the sum of the individual tasks. The planned cost and hours includes the original contract value plus authorized charges. The plan to date consists of the sum of the budgets all work authorized that is scheduled for completion through the accounting month being reported. When the CTR is revised, value is reset to equal Cumulative Actual (column 7c). Reflect period actual end date in the column heading.
8.		Estimate to Complete	The <i>current</i> estimated cost and hours for performing currently authorized work included in the most recent Task Assignment amendment. " <i>Current</i> " is defined as the most up-to-date estimate, not necessarily the CTR estimate for that period. The estimates are used for planning purposes only and will not be binding on either the contractor or NASA.
8a.		Month + 1	For a single task, <i>current</i> estimated cost and hours data during the first month following the accounting month being reported. For the overall contract summary, this is the sum of the individual tasks. Reflect period actual dates in the column heading.
8b.		Month + 2	For a single task, <i>current</i> estimated cost and hours data during the first month following the accounting month being reported. For the overall contract summary, this is the sum of the individual tasks. Reflect period actual dates in the column heading.
8c.		Balance of Contract	For a single task, <i>current</i> estimated cost and hours data during the balance of the task excluding columns 8a and 8b. Unused cost and hours from current/past periods, that will be used later, should be included here. For the overall contract summary, this is the sum of the individual tasks. Reflect period actual dates in the column heading.
9.		Estimated Final Cost and Hours:	
9a.		Contractor Estimate	For a single task, the total estimated cost and hours for completion of the contracted effort (the sum of columns 7c, 8a, 8b and 8c). For the overall contract summary, this is the sum of the individual tasks.
9b.		Contract Value	The distribution of the current CTR for a single task and latest contract amendment for the Contract Summary. The total of this column shall agree with Item 3 above. This value will not change unless the CTR has been revised and submitted to the government. For the overall contract summary, this value will not change unless a contract option has been exercised, a cost growth executed, etc. Significant differences between columns 9a and 9b shall be explained under Item 11, "Remarks".

CATS Interface Specification

<u>Item #</u>	<u>Line #</u>	<u>Item</u>	<u>Description</u>
10.		Unfilled Orders Outstanding	<p>The total of unfilled orders outstanding as of the accounting month being reported. "Unfilled Orders Outstanding" is defined as the difference between the cumulative costs incurred to date and the amounts obligated to any sellers, including subcontracts, open purchase orders, and any other firm orders issued by the contractor or its subcontractors. Unfilled orders outstanding for the prime contractor, team members, and subcontractors may consist of the following examples:</p> <ul style="list-style-type: none"> a. Open purchase orders, including negotiated changes, against which materials have not been received or services have not yet been rendered. b. The difference between a subcontractor's actual costs reported by the prime contractor and the fund limitations for the subcontractor.
11.		Remarks	<p>These should include:</p> <ul style="list-style-type: none"> a. Analytical remarks on significant items materially affecting historical or projected cost or performance. b. Breakdown of changes authorized but not finalized. c. New change orders.
12.		CTR Date	For a single task, preparation date of the CTR Estimate reflected in column 9b. For the overall contract summary, leave blank.
13.		Task Modification	Modification letter of task amendment reflected in CTR estimate in column 9b (e.g. A, B, C, etc.). Note: This may not be the same amendment reflected in 1d, above. Leave blank if no amendment has been issued.

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION Form 533M

Prime / Subcontractor / Team Member

TO: NASA Goddard Space Flight Center Greenbelt Road Greenbelt, MD 20771				FROM: Company Name Address City, State, Zip				2. Report For Month Ending and No. of Operational Days: (See P. 5, Item 2)		3. CONTRACT VALUE A. COST \$ (See P. 5, Item 3) B. FEE \$ (See P. 5, Item 3)	
1. DESCRIPTION OF CONTRACT		a. TYPE OF CONTRACT: (See P. 4, Item 1a)		b. CONTRACT NO: (See P. 4, Item 1b)		4. FUND LIMITATION A. COST \$ (See P. 5, Item 4) B. FEE \$ (See P. 5, Item 4)		5. BILLING A. INVOICE AMT BILLED \$ (See P. 5, Item 5) B. TOTAL PYTS RECEIVED \$ (See P. 5, Item 5)			
		c. TASK NO (See P. 4, Item 1c)	d. TASK AMDMT (See P. 4, Item 1d)	e. WBS NO (See P. 4, Item 1e)	f. TASK STATUS (See P. 5, Item 1f)	g. % OF EFFORT COMPLETE (See P. 5, Item 1g)					
		h. SCOPE OF WORK: (See P. 5, Item 1h)									
		i. AUTH. CONTRACT REP: (See P. 5, Item 1i)									
		j. ATR NAME: (See P. 5, Item 1j)		k. ATR CODE: (See P. 5, Item 1k)		l. DATE OF REPORT: (See P. 5, Item 1l)					
6. REPORTING CATEGORY (See P. 5, Item 6)		7. COST INCURRED / HOURS WORKED				8. ESTIMATE TO COMPLETE			9. ESTIMATED FINAL		10. Unfilled Orders Outstanding
		DURING MONTH		CUM TO DATE		DETAIL			COSTS / HOURS		
		Actual (Date) to (Date) a.	Planned (Date) to (Date) b.	Actual thru (Date) c.	Planned thru (Date) d.	Next Month (Date) to (Date) a.	Second Month (Date) to (Date) b.	(Date) to Balance of Contract c.	Contractor Estimate a.	Contract Value b.	
1 Direct Labor Hours (Detail by Site):		(See P. 8, Item 7a)	(See P. 8, Item 7b)	(See P. 8, Item 7c)	(See P. 9, Item 7d)	(See P. 9, Item 8a)	(See P. 9, Item 8b)	(See P. 9, Item 8c)	(See P. 9, Item 9a)	(See P. 9, Item 9b)	(See P. 10, Item 10)
2 Onsite											
3 Labor Category 1											
Labor Category 2											
Labor Category n											
4 Offsite											
5 Labor Category 1											
Labor Category 2											
Labor Category n											
6 Direct Labor Dollars (Detail by Site):											
7 Onsite											
8 Labor Category 1											
Labor Category 2											
Labor Category n											
9 Offsite											
10 Labor Category 1											
Labor Category 2											
Labor Category n											
11 Direct Labor Hours											
12 Straight-Time Onsite											
13 Straight-Time Other Site											
14 Straight-Time Offsite											
15 Overtime Onsite											
16 Overtime Other Site											
17 Overtime Offsite											
18 Total Contractor Hours											
19 Subcontractor Hours											
20 Team Member Hours											
21 TOTAL HOURS											
22 Labor Dollars											
23 Direct Labor \$ Onsite											
24 Direct Labor \$ Other Site											
25 Direct Labor \$ Offsite											
26 TOTAL LABOR \$											

FIGURE 2.1-1 NASA Form 533M (Blank Form)

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION Form 533M

Prime / Subcontractor / Team Member

2. Report For Month Ending and No. of Operational Days: (See P. 5, Item 2)

TO: NASA Goddard Space Flight Center Greenbelt Road Greenbelt, MD 20771			FROM: Company Name Address City, State, Zip			3. CONTRACT VALUE A. COST \$ (See P. 5, Item 3) B. FEE \$ (Item 3)					
1. DESCRIPTION OF CONTRACT	a. TYPE OF CONTRACT: (See P. 4, Item 1a)		b. CONTRACT NO: (See P. 4, Item 1b)		4. FUND LIMITATION A. COST \$ (See P. 5, Item 4) B. FEE \$ (Item 4)						
	c. TASK NO (See P. 4, Item 1c)	d. TASK AMDMT (See P. 4, Item 1d)	e. WBS NO (See P. 4, Item 1e)	f. TASK STATUS (See P. 5, Item 1f)	5. BILLING A. INVOICE AMT BILLED \$ (See P. 5, Item 5) B. TOTAL PYTS RECEIVED \$ (Item 5)						
	h. SCOPE OF WORK: (See P. 5, Item 1h)		i. AUTH. CONTRACT REP: (See P. 5, Item 1i)								
	j. ATR NAME: (See P. 5, Item 1j)		k. ATR CODE: (See P. 5, Item 1k)		l. DATE OF REPORT: (See P. 5, Item 1l)						
	7. COST INCURRED / HOURS WORKED			8. ESTIMATE TO COMPLETE			9. ESTIMATED FINAL		10. Unfiled Orders Outstanding		
DURING MONTH		CUM TO DATE		DETAIL		COSTS / HOURS					
Actual (Date) to (Date)		Planned (Date) to (Date)		Next Month (Date) to (Date)		Second Month (Date) to (Date)		Contractor Estimate a.		Contract Value b.	
a.		b.		c.		d.		e.		f.	
g.		h.		i.		j.		k.		l.	
m.		n.		o.		p.		q.		r.	
s.		t.		u.		v.		w.		x.	
y.		z.		aa.		ab.		ac.		ad.	
ae.		af.		ag.		ah.		ai.		aj.	
ak.		al.		am.		an.		ao.		ap.	
aq.		ar.		as.		at.		au.		av.	
aw.		ax.		ay.		az.		ba.		bb.	
bc.		bd.		be.		bf.		bg.		bh.	
bi.		bj.		bk.		bl.		bm.		bn.	
bo.		bp.		bq.		br.		bs.		bt.	
bu.		bv.		bw.		bx.		by.		bz.	
ca.		cb.		cc.		cd.		ce.		cf.	
cg.		ch.		ci.		cj.		ck.		cl.	
cm.		cn.		co.		cp.		cq.		cr.	
cs.		ct.		cu.		cv.		cw.		cx.	
cy.		cz.		ca.		cb.		cc.		cd.	
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co.		cp.		cq.		cr.		cs.		ct.	
cu.		cv.		cw.		cx.		cy.		cz.	
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cy.		cz.		ca.		cb.		cc.		cd.	
ce.		cf.		cg.		ch.		ci.		cj.	
ck.		cl.		cm.		cn.		co.		cp.	
cq.		cr.		cs.		ct.		cu.		cv.	
cw.		cx.		cy.		cz.		ca.		cb.	
cc.		cd.		ce.		cf.		cg.		ch.	
ci.		cj.		ck.		cl.		cm.		cn.	
co.		cp.		cq.		cr.		cs.		ct.	
cu.		cv.		cw.		cx.		cy.		cz.	
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cg.		ch.		ci.		cj.		ck.		cl.	
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cq.		cr.		cs.		ct.		cu.		cv.	
cw.		cx.		cy.		cz.		ca.		cb.	
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co.		cp.		cq.		cr.		cs.		ct.	
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cq.		cr.		cs.		ct.		cu.		cv.	
cw.		cx.		cy.		cz.		ca.		cb.	
cc.		cd.		ce.		cf.		cg.		ch.	
ci.		cj.		ck.		cl.		cm.		cn.	
co.		cp.		cq.		cr.		cs.		ct.	
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ck.		cl.		cm.		cn.		co.		cp.	
cq.		cr.		cs.		ct.		cu.		cv.	
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cq.		cr.		cs.		ct.		cu.		cv.	
cw.		cx.		cy.		cz.		ca.		cb.	
cc.		cd.		ce.		cf.		cg.		ch.	
ci.		cj.		ck.		cl.		cm.		cn.	
co.		cp.		cq.		cr.		cs.		ct.	
cu.		cv.		cw.		cx.		cy.		cz.	
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cg.		ch.		ci.		cj.		ck.		cl.	
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ck.		cl.		cm.		cn.		co.		cp.	
cq.		cr.		cs.		ct.		cu.		cv.	
cw.		cx.		cy.		cz.		ca.		cb.	
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ce.		cf.		cg.		ch.		ci.		cj.	
ck.		cl.		cm.		cn.		co.		cp.	
cq.		cr.		cs.		ct.		cu.		cv.	
cw.		cx.		cy.		cz.		ca.		cb.	
cc.		cd.		ce.		cf.		cg.		ch.	
ci.		cj.		ck.		cl.		cm.		cn.	
co.		cp.		cq.		cr.		cs.		ct.	
cu.		cv.		cw.		cx.		cy.		cz.	
ca.		cb.		cc.		cd.		ce.		cf.	

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION

Form 533M

Prime

2. Report For Month Ending and No. of Operational Days: September 30, 1992 (22 Days)

TO: NASA Goddard Space Flight Center
Greenbelt Road
Greenbelt, MD 20771

FROM: A1 Engineers, Inc.
1234 Fifth Street
Greenbelt, MD 20770

3. CONTRACT VALUE
A. COST \$ 76,471,650
B. FEE \$ 2,724,052

1. DESCRIPTION OF CONTRACT

a. TYPE OF CONTRACT: CPAF b. CONTRACT NO: NAS5-54321 Mod 21

c. TASK NO: d. TASK AMDMT: e. WBS NO: f. STATUS: g. % OF EFFORT COMPLETE

SUMMARY

h. SCOPE OF WORK: Engineering Support

i. AUTH. CONTRACT REP: J. Doe

j. ATR NAME: k. ATR CODE: l. DATE OF REPORT: 10/16/92

4. FUND LIMITATION
A. COST \$ 50,000,000
B. FEE \$ 2,000,000

5. BILLING
A. INVOICE AMT BILLED \$ 35,500,000
B. TOTAL PYTS RECEIVED \$ 33,900,100

6. REPORTING CATEGORY

7. COST INCURRED / HOURS WORKED

	DURING MONTH		CUM TO DATE		8. ESTIMATE TO COMPLETE		12/1/92 to Balance of Contract c.	9. ESTIMATED FINAL COSTS / HOURS		10. Unfilled Orders Outstanding
	Actual 9/1/92 to 9/30/92 a.	Planned 9/1/92 to 9/30/92 b.	Actual thru 9/30/92 c.	Planned thru 9/30/92 d.	Next Month 10/1/92 to 10/31/92 a.	Second Month 11/1/92 to 11/30/92 b.		Contractor Estimate a.	Contract Value b.	

	DURING MONTH		CUM TO DATE		8. ESTIMATE TO COMPLETE		12/1/92 to Balance of Contract c.	9. ESTIMATED FINAL COSTS / HOURS		10. Unfilled Orders Outstanding
	Actual 9/1/92 to 9/30/92 a.	Planned 9/1/92 to 9/30/92 b.	Actual thru 9/30/92 c.	Planned thru 9/30/92 d.	Next Month 10/1/92 to 10/31/92 a.	Second Month 11/1/92 to 11/30/92 b.		Contractor Estimate a.	Contract Value b.	
	Direct Labor Hours (Detail by Site):									
Onsite										
Group Manager	237	330	6,041	6,962	443	256	1,199	7,939	12,036	
Systems Engineer, Sr.	948	1,320	24,164	27,847	1,770	1,025	4,798	31,756	48,144	
Senior Staff Engineer	237	330	6,041	6,962	443	256	1,199	7,939	12,036	
Technical Writer	474	660	12,082	13,924	885	512	2,399	15,878	24,072	
Electrical Engineer	948	1,320	24,164	27,847	1,770	1,025	4,798	31,756	48,144	
Electrical Technician	474	660	12,082	13,924	885	512	2,399	15,878	24,072	
Software Engineer	948	1,320	24,164	27,847	1,770	1,025	4,798	31,756	48,144	
Quality Assurance Engineer	474	660	12,082	13,924	885	512	2,399	15,878	24,072	
Offsite										
Program Manager	1,288	1,535	25,961	29,550	1,598	1,044	4,593	33,195	34,109	
Administrative Assistant	859	1,023	17,308	19,700	1,065	696	3,062	22,130	22,740	
Resource Analyst	859	1,023	17,308	19,700	1,065	696	3,062	22,130	22,740	
Systems Engineer, Sr.	1,717	2,046	34,615	39,401	2,130	1,391	6,124	44,261	45,479	
Technical Writer	859	1,023	17,308	19,700	1,065	696	3,062	22,130	22,740	
Software Engineer	1,717	2,046	34,615	39,401	2,130	1,391	6,124	44,261	45,479	
Mission/Orbit Analyst	1,288	1,535	25,961	29,550	1,598	1,044	4,593	33,195	34,109	
Direct Labor Dollars (Detail by Site):										
Onsite										
Group Manager	10,299	12,849	175,239	135,033	23,044	18,133	49,300	265,717	307,083	
Systems Engineer, Sr.	41,197	51,396	700,958	540,131	92,175	72,533	197,201	1,062,867	1,228,332	
Senior Staff Engineer	10,299	12,849	175,239	135,033	23,044	18,133	49,300	265,717	307,083	
Technical Writer	20,599	25,698	350,479	270,065	46,088	36,267	98,601	531,434	614,166	
Electrical Engineer	41,197	51,396	700,958	540,131	92,175	72,533	197,201	1,062,867	1,228,332	
Electrical Technician	20,599	25,698	350,479	270,065	46,088	36,267	98,601	531,434	614,166	
Software Engineer	41,197	51,396	700,958	540,131	92,175	72,533	197,201	1,062,867	1,228,332	
Quality Assurance Engineer	20,599	25,698	350,479	270,065	46,088	36,267	98,601	531,434	614,166	
Offsite										
Program Manager	29,605	35,018	702,252	637,598	42,083	93,467	131,251	969,052	1,029,816	
Administrative Assistant	19,737	23,346	468,168	425,065	28,055	62,311	87,501	646,035	686,544	
Resource Analyst	19,737	23,346	468,168	425,065	28,055	62,311	87,501	646,035	686,544	
Systems Engineer, Sr.	39,473	46,691	936,336	850,130	56,110	124,622	175,001	1,292,070	1,373,088	
Technical Writer	19,737	23,346	468,168	425,065	28,055	62,311	87,501	646,035	686,544	
Software Engineer	39,473	46,691	936,336	850,130	56,110	124,622	175,001	1,292,070	1,373,088	
Mission/Orbit Analyst	29,605	35,018	702,252	637,598	42,083	93,467	131,251	969,052	1,029,816	
Direct Labor Hours										
Straight-Time Onsite	4,712	6,598	120,736	139,235	8,850	5,123	23,988	158,697	240,621	
Straight-Time Remote Site	0	0	0	0	0	0	0	0	0	
Straight-Time Offsite	8,500	10,231	170,280	196,853	10,650	6,957	30,621	218,508	223,940	
Overtime Onsite	29	0	85	0	0	0	0	85	100	
Overtime Remote Site	0	0	0	0	0	0	0	0	0	

FIGURE 2.1-2 NASA Form 533M (Contract Summary Example)

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION

Form 533M

Prime

TO: NASA Goddard Space Flight Center Greenbelt Road Greenbelt, MD 20771		FROM: A1 Engineers, Inc. 1234 Fifth Street Greenbelt, MD 20770		2. Report For Month Ending and No. of Operational Days: September 30, 1992 (22 Days)															
1. DESCRIPTION OF CONTRACT	a. TYPE OF CONTRACT: CPAF		b. CONTRACT NO: NAS5-54321 Mod 21			3. CONTRACT VALUE													
	c. TASK NO: SUMMARY		d. TASK AMDMT:		e. WBS NO:		4. FUND LIMITATION												
	h. SCOPE OF WORK: Engineering Support		f. STATUS:		g. % OF EFFORT COMPLETE		A. COST \$ 50,000,000												
	i. AUTH. CONTRACT REP: J. Doe		j. ATR NAME:		k. ATR CODE:		B. FEE \$ 2,000,000												
	l. DATE OF REPORT: 10/16/92		m. ESTIMATE TO COMPLETE		n. ESTIMATED FINAL		A. INVOICE AMT BILLED \$ 35,500,000												
6. REPORTING CATEGORY		7. COST INCURRED / HOURS WORKED		8. ESTIMATE TO COMPLETE		9. ESTIMATED FINAL		10. Unfilled Orders Outstanding											
		DURING MONTH		CUM TO DATE		COSTS / HOURS													
		Actual 9/1/92 to 9/30/92 a.		Planned 9/1/92 to 9/30/92 b.		Actual thru 9/30/92 c.		Planned thru 9/30/92 d.		Next Month 10/1/92 to 10/31/92 a.		Second Month 11/1/92 to 11/30/92 b.		12/1/92 to Balance of Contract c.		Contractor Estimate a.		Contract Value b.	
Overtime Offsite		85		0		2,795		150		0		0		0		2,795		3,456	
Total Contractor Hours		13,326		16,829		293,896		336,238		19,500		12,080		54,609		380,085		468,117	
Subcontractor Hours		3,569		3,520		137,556		316,452		3,011		8,551		21,009		170,127		280,601	
Team Member Hours		6,664		8,415		146,949		168,119		9,750		6,041		27,305		190,044		234,059	
TOTAL HOURS		23,559		28,764		578,401		820,809		32,261		26,672		102,923		740,256		982,777	
Labor Dollars																			
Direct Labor \$ Onsite		205,987		256,978		3,504,789		2,700,654		460,877		362,665		986,005		5,314,336		6,141,660	
Direct Labor \$ Remote Site		0		0		0		0		0		0		0		0		0	
Direct Labor \$ Offsite		197,365		233,456		4,681,681		4,250,650		280,551		623,110		875,006		6,460,348		6,865,441	
TOTAL LABOR \$		403,352		490,434		8,186,470		6,951,304		741,428		985,775		1,861,011		11,774,684		13,007,101	
Onsite Overhead		111,555		127,650		1,463,551		1,666,908		254,123		553,944		459,841		2,731,459		3,650,211	
Remote Site Overhead		0		0		0		0		0		0		0		0		0	
Offsite Overhead		156,444		213,921		3,987,220		3,003,351		243,632		579,512		804,621		5,614,985		576,266	
TOTAL OVERHEAD		267,999		341,571		5,450,771		4,670,259		497,755		1,133,456		1,264,462		8,346,444		4,226,477	
Other Direct Charges																			
Material		675,230		682,196		6,501,914		751,645		227,156		350,250		2,300,600		9,379,920		10,520,000	
Travel		10,560		5,390		113,941		95,223		3,250		1,500		29,500		148,191		160,000	
Overtime Premium		615		0		14,621		925		0		0		0		14,621		16,980	
Miscellaneous		55,480		180,630		760,305		1,525,996		1,500		250		65,980		828,035		920,000	
Other		0		0		0		0		0		0		0		0		0	
Total ODC		741,885		868,216		7,390,781		2,373,789		231,906		352,000		2,396,080		10,370,767		11,616,980	
Subcontractor \$		220,980		249,250		9,764,351		8,555,231		187,221		325,441		1,350,058		11,627,071		13,856,090	
Subtotal		1,634,216		1,949,471		30,792,373		22,550,583		1,658,310		2,796,672		6,871,611		42,118,966		42,706,648	
G&A		2,132		2,143		76,354		69,221		3,111		5,136		14,631		99,232		120,950	
Team Member \$		741,628		892,617		11,032,038		7,347,076		772,323		1,297,397		2,933,456		16,000,571		15,155,459	
Team Member Handling Charges		7,200		7,050		9,503		9,988		6,950		7,065		35,620		59,138		62,563	
Total Costs		2,385,176		2,851,281		41,910,268		29,976,868		2,440,694		4,106,270		9,855,318		58,277,907		58,045,620	
Base Fee		37,550		43,687		846,123		951,654		29,548		34,625		90,511		1,000,807		1,010,541	
Fixed Fee		0		0		0		0		0		0		0		0		0	
Award Fee		120,650		132,390		1,063,541		2,345,397		112,321		82,698		460,558		1,719,118		1,713,511	
TOTAL COST + FEES		2,543,376		3,027,358		43,819,932		33,273,919		2,582,563		4,223,593		10,406,387		60,997,832		60,769,672	

11. Remarks: This report includes data from the following new CTR's: Tasks 115, 139, and 156. 12. CTR Date: 13. Task Modification:

FIGURE 2.1-2 NASA Form 533M (Contract Summary Example, cont'd.)

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION

Form 533M

Prime

TO: NASA Goddard Space Flight Center Greenbelt Road Greenbelt, MD 20771		FROM: A1 Engineers 1234 Fifth Street Greenbelt, MD 20771			2. Report For Month Ending and No. of Operational Days: October 31, 1993 (21 Days)		3. CONTRACT VALUE A. COST \$ 12,745,275 B. FEE \$ 454,009			
1. DESCRIPTION OF CONTRACT	a. TYPE OF CONTRACT: CPAF		b. CONTRACT NO: NASS-40921 Mod 21			4. FUND LIMITATION COST and FEE \$ 15,500,000				
	c. TASK NO. 155	d. TASK MOD. B	e. WBS NO.	f. TASK STATUS Active	g. % OF EFFORT COMPLETE 25%					
	h. SCOPE OF WORK XTE IGSE		i. AUTH. CONTRACT REP J. Doe			5. BILLING A. INVOICE AMT BILLED \$ B. TOTAL PYTS RECEIVED \$				
	j. ATR NAME J. Smith	k. ATR CODE 566		l. DATE OF REPORT 11/10/93						
6. REPORTING CATEGORY	7. COST INCURRED / HOURS WORKED				8. ESTIMATE TO COMPLETE			9. ESTIMATED FINAL		10. Unfilled Orders Outstanding
	DURING MONTH		CUM TO DATE		DETAIL		COSTS / HOURS			
	Actual 10/1/93 to 10/31/93 a.	Planned 10/1/93 to 10/31/93 b.	Actual thru 10/31/93 c.	Planned thru 10/31/93 d.	Next Month 11/1/93 to 11/30/93 a.	Second Month 12/1/93 to 12/31/93 b.	1/1/94 to Balance of Contract c.	Contractor Estimate a.	Contract Value b.	
Direct Labor Hours (Detail by Site):										
Onsite										
Senior Staff Engineer	177	165	3,021	3,481	221	128	600	3,970	6,018	
Electrical Engineer	331	308	5,638	6,498	413	239	1,119	7,410	11,234	
Electronics Technician	260	242	4,430	5,105	325	188	880	5,822	8,827	
SR Software Engineer	414	385	7,048	8,122	516	299	1,399	9,262	14,042	
Offsite										
Program Manager	143	171	2,885	3,283	178	116	510	3,688	3,790	
Administrative Assistant	72	85	1,442	1,642	89	58	255	1,844	1,895	
Software Engineer	859	1,023	17,308	19,700	1,065	696	3,062	22,130	22,739	
Systems Engineer	358	426	7,212	8,209	444	290	1,276	9,221	9,475	
Direct Labor Dollars (Detail by Site):										
Onsite										
Senior Staff Engineer	5,150	6,425	87,620	67,516	11,522	9,067	24,650	132,858	153,542	
Electrical Engineer	9,613	11,992	163,557	126,031	21,508	16,924	46,014	248,002	286,611	
Electronics Technician	7,237	9,423	128,509	99,024	16,899	13,298	36,153	194,859	225,194	
SR Software Engineer	12,016	14,991	204,446	157,538	26,885	21,155	57,517	310,003	358,264	
Offsite										
Program Manager	3,289	3,891	78,028	70,844	4,676	10,385	14,583	107,673	114,424	
Administrative Assistant	1,645	1,945	39,014	35,422	2,338	5,193	7,292	53,836	57,212	
Software Engineer	19,736	23,345	468,168	425,065	28,055	62,311	87,500	646,035	686,544	
Systems Engineer	8,224	9,727	195,070	177,111	11,690	25,963	36,459	269,181	286,060	
Direct Labor Hours										
Straight-Time Onsite	1,178	1,100	20,123	23,206	1,475	854	3,998	26,450	40,104	
Straight-Time Remote Site	0	0	0	0	0	0	0	0	0	
Straight-Time Offsite	1,417	1,705	28,380	32,809	1,775	1,160	5,104	36,418	37,323	
Overtime Onsite	5	0	14	0	0	0	0	14	17	
Overtime Remote Site	0	0	0	0	0	0	0	0	0	
Overtime Offsite	14	0	466	25	0	0	0	0	0	
Total Contractor Hours	2,614	2,805	48,983	56,040	3,250	2,014	9,102	63,348	78,020	
Subcontractor Hours	595	587	22,926	52,742	502	1,425	584	25,437	46,767	
Team Member Hours	2,221	2,805	16,328	18,679	1,084	2,014	3,034	22,458	26,007	
TOTAL HOURS	5,430	6,197	88,237	127,461	4,836	5,453	12,720	111,243	150,794	
Labor Dollars										
Direct Labor \$ Onsite	34,331	42,830	584,132	450,109	76,813	60,444	164,334	885,723	1,023,610	
Direct Labor \$ Remote Site	0	0	0	0	0	0	0	0	0	
Direct Labor \$ Offsite	32,894	38,909	780,280	708,442	46,759	103,852	145,834	1,076,725	1,144,240	
TOTAL LABOR \$	67,225	81,739	1,364,412	1,158,551	123,572	164,296	310,168	1,962,448	2,167,850	
Onsite Overhead	18,539	23,128	315,431	243,059	41,479	32,640	88,740	478,290	552,749	
Remote Site Overhead	0	0	0	0	0	0	0	0	0	
Offsite Overhead	25,986	30,738	616,421	559,669	36,940	82,043	115,209	850,613	903,950	

FIGURE 2.1-3 NASA Form 533M (Single Task Example)

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION

Form 533M

Prime

TO: NASA Goddard Space Flight Center Greenbelt Road Greenbelt, MD 20771		FROM: A1 Engineers 1234 Fifth Street Greenbelt, MD 20771			2. Report For Month Ending and No. of Operational Days: October 31, 1993 (21 Days)		3. CONTRACT VALUE A. COST \$ 12,745,275 B. FEE \$ 454,009			
1. DESCRIPTION OF CONTRACT	a. TYPE OF CONTRACT: CPAF		b. CONTRACT NO: NAS5-40921 Mod 21		4. FUND LIMITATION COST and FEE \$ 15,500,000		5. BILLING A. INVOICE AMT BILLED \$ B. TOTAL PYTS RECEIVED \$			
	c. TASK NO. 155	d. TASK MOD. B	e. WBS NO.	f. TASK STATUS Active						g. % OF EFFORT COMPLETE 25%
	h. SCOPE OF WORK XTE IGSE		i. AUTH. CONTRACT REP J. Doe							
	j. ATR NAME J. Smith		k. ATR CODE 566	l. DATE OF REPORT 11/10/93						
6. REPORTING CATEGORY	7. COST INCURRED / HOURS WORKED				8. ESTIMATE TO COMPLETE			9. ESTIMATED FINAL COSTS / HOURS		10. Unfilled Orders Outstanding
	DURING MONTH		CUM TO DATE		DETAIL					
	Actual 10/1/93 to 10/31/93 a.	Planned 10/1/93 to 10/31/93 b.	Actual thru 10/31/93 c.	Planned thru 10/31/93 d.	Next Month 11/1/93 to 11/30/93 a.	Second Month 12/1/93 to 12/31/93 b.	1/1/94 to Balance of Contract c.	Contractor Estimate a.	Contract Value b.	
TOTAL OVERHEAD	44,525	53,866	931,852	802,728	78,419	114,683	203,949	1,328,903	1,456,699	
Other Direct Charges										
Material	112,538	113,699	1,083,652	125,274	37,859	58,375	383,433	1,563,320	1,753,333	15,000
Travel	1,760	898	18,990	15,871	542	250	4,917	24,699	26,667	
Overtime Premium	103	0	2,437	154	0	0	0	2,437	2,830	
Miscellaneous	9,247	30,105	126,718	254,333	250	42	10,997	138,006	153,333	
Other	0	0	0	0	0	0	0	0	0	
Total ODC	123,648	144,702	1,231,797	395,632	38,651	58,667	399,347	1,728,462	1,936,163	15,000
Subcontractor \$	36,830	41,542	1,627,392	1,425,872	31,204	54,240	225,010	1,937,845	2,309,348	15,000
Subtotal	272,228	321,849	5,155,453	3,782,783	271,846	391,886	1,138,474	6,957,658	7,870,060	15,000
G&A	13,611	16,092	257,773	189,139	13,592	19,594	56,924	347,883	393,503	
Team Member \$	83,513	98,109	1,242,683	824,930	84,224	254,528	319,712	2,001,149	1,956,209	
Team Member Handling Charges	2,088	2,453	31,067	20,623	2,106	6,363	7,993	50,029	48,905	
Total Costs	371,440	438,504	6,686,976	4,817,475	371,768	672,371	1,523,103	9,356,719	10,268,677	15,000
Base Fee	0	0	0	0	0	0	0	0	0	
Fixed Fee	0	0	0	0	0	0	0	0	0	
Award Fee	37,144	43,850	668,698	481,748	37,177	67,237	152,310	935,672	1,026,868	
TOTAL COST + FEES	408,584	482,354	7,355,674	5,299,223	408,944	739,608	1,675,413	10,292,391	11,295,545	15,000

11. Remarks: Underrun due to planned travel not being taken.

12. CTR Date: 7/15/93

13. Task Modification: B

FIGURE 2.1-3 NASA Form 533M (Single Task Example, cont'd.)

CATS Interface Specification

2.2 Contractor Workforce Report

The Contractor Workforce Report is a monthly summary of all contractor employees (both prime contractor and team members) that have worked on the contract during the reporting period. It consists of up to four sections: (1) on-site employees, (2) off-site employees, (3) other sites employees and (4) status changes. If a contractor does not have an "other" site, that site can be omitted. The site sections list the employees, by name, that have worked on the contract; their position category title; location; phone; organization code supported; skill code; the task number(s) supported; the number of hours charged to each task; and remarks. The data corresponds to and covers the same monthly accounting period as the NF533M Report.

The Contractor Workforce Report form is illustrated in Figure 2.2-1. An example of a completed Contractor Workforce Report is shown in Figure 2.2-2.

The following is a detailed description of the Contractor Workforce Report. (The Item # below refers to the circled number in Figure 2.2-1):

<u>Item #</u>	<u>Item</u>	<u>Description</u>
1.	Company Name	Name of prime contractor or team member submitting the report.
2.	Contract Number	The prime contract number.
3.	Address, City, State, Zip	
4.	Phone Number	Include area code with phone number.
5.	Period	The beginning and ending date of the contractor's accounting month (same period as NF533M report).
6.	Operating Hours	Number of operating hours for the accounting month (operating days, excluding weekends and holidays, times 8 hours/day).
7.	Prime or Teamr	Denotes who is submitting the report.
8.	Onsite ¹ Workforce	Lists the onsite ¹ personnel who worked on the contract during the accounting month.
9.	Employee Name	Complete name of the employee (Last, First, MI).
10.	Position Category	Job Category as defined in Table 3.3-2.
11.	Location	Onsite ¹ , Offsite ² , or Remote Site ³ location the employee is housed.
12.	Phone	Employee's phone number.
13.	Skill Code	Employee's skill code as used in LISTS: SE = Scientist/Engineer PA = Professional Administrative C = Clerical T = Technician
14.	Org	GSFC organization code supported.

¹See glossary, Section 1.1

CATS Interface Specification

<u>Item #</u>	<u>Item</u>	<u>Description</u>
15.	Task #	Task number(s) the employee worked on. Team members use the GSFC task number (do not include the prime's subtask number).
16.	Hours	Number of hours worked during the accounting month, to tenths of hours.
17.	Remarks	Remarks for the current period.
18.	Offsite ¹ Workforce	Lists (as described in Items 9-17 above) the Offsite ¹ personnel who worked on the contract during the accounting month
19.	Other Sites ¹ Workforce	Lists (as described in Items 9-17 above) Other Sites ¹ personnel who worked on the contract during the accounting month by site.
20.	Status Changes	Lists employees whose status has changed since the last report.

¹See glossary, Section 1.1

WORKFORCE REPORT

- ① Company Name ② Contract Number
 ③ Address, City, State, Zip
 ④ Phone Number
 ⑤ Period: (date) ⑥ Operating Hours: (number)
 ⑦ (Prime or Subcontractor/Team Member)

⑧ ONSITE WORKFORCE

Employee Name	Position Category	Location	Phone	Skill Code	Org.	Task #	Hours	Remarks
⑨	⑩	⑪	⑫	⑬	⑭	⑮	⑯	⑰

⑱ OFFSITE WORKFORCE

Employee Name	Position Category	Location	Phone	Skill Code	Org.	Task #	Hours	Remarks

⑲ OTHER SITE WORKFORCE

Employee Name	Position Category	Location	Phone	Skill Code	Org.	Task #	Hours	Remarks

⑳ STATUS CHANGES

Employee Name	Position Category	New Hire to Work at GSFC	ff-Site New Hire Req. GSFC Access	Offsite Employee Req. GSFC Access	Name Change	Left Employment	Moved Offsite	GSFC Access No Longer Reqd

FIGURE 2.2-1 Contractor Workforce Report (Blank Form)

WORKFORCE REPORT

A1 ENGINEERS, Inc. NAS5-12345

1234 Fifth Street, Greenbelt, MD 20770

Phone: (301) 123-4567 Fax: (301) 345-6789

Period: June 1-30, 1995 Operating Hours: 176

Prime

ONSITE WORKFORCE

Employee Name	Position Category	Location	Phone	Skill Code	Org.	Task #	Hours	Remarks
Anderson, John R.	Electrical Engineer	Bl. 11, Rm. E66	x1234	SE	450	23	24.5	Does not have badge on this contract
					451	56	61.0	
Davis, Mary A.	Materials Technician	Bl. 11, Rm. E2	x9012	T	733	121	176.0	
Foster, Edward P.	Systems Engineer	Bl. 16W, Rm. 42	x0550	SE	530	78-2	1.5	
					531	183	85.0	
					534	247	70.5	
Moore, Alan P.	Systems Engineer	Bl. 6, Rm. S112	x9876	SE	415	176	81.5	
					415	191	18.0	

OFFSITE WORKFORCE

Employee Name	Position Category	Location	Phone	Skill Code	Org.	Task #	Hours	Remarks
Collins, Harold E.	Electrical Engineer	Seabrook	123-2222	SE	722	150	67.5	
					722	181	21.0	
					723	202	70.5	
Johnson, James J.	C&DH Engineer	Beltsville	123-5555	SE	735	5	176.0	
Martin, Helen L.	Administrative Assistan	Seabrook	123-7777	PA	734	20	8.5	Name changed from North, Helen L.
Smith, Samuel S.	Sr. Thermal Technician	Seabrook	123-8888	T	724	18	21.5	
					724	92	52.0	
					724	144	45.5	
					724	216	2.5	

OTHER SITE WORKFORCE

Employee Name	Position Category	Location	Phone	Skill Code	Org.	Task #	Hours	Remarks

STATUS CHANGES

Employee Name	Position Category	New Hire to Work at GSFC	If Site New Hire Req. GSFC Access	Offsite Employee Req. GSFC Access	Name Change	Left Employment	Moved Offsite	GSFC Access No Longer Req'd
Ash, Alan K.	Electrical Engineer			X				
Edwards, Kevin L.	Harness Designer	X						
Hughes, Robert H.	Software Engineer					X		
Martin, Helen L.	Administrative Assistant				X			

FIGURE 2.2-2 Contractor Workforce Report (Example)

2.3 Contractor Task Report (CTR)

The Contractor Task Report (CTR) is a projection of costs over the *lifetime* of the task, and is presented when the task is first initiated and subsequently modified. The CTR contains the labor position categories, labor hours, and burdened costs for each month of the task's performance period. The Remarks portion of the CTR includes items such as the name of a subcontractor, description of materials charges planned, description of non-local travel charges planned, etc. Also included in the Remarks is the reason for the CTR, i.e., original baseline estimate, work added to scope, extension of performance period, etc.

The Contractor Task Report form is illustrated in Figure 2.3-1. An example of a completed Contractor Task Report is shown in Figure 2.3-2.

The following is a detailed description of the Contractor Task Report (refer to Figure 2.3-1):

<u>Item #</u>	<u>Line #</u>	<u>Item</u>	<u>Description</u>
1.		Contract Number	Complete letter or contract symbol, number, and number of latest amendment. Team members use the prime contract number.
2.		Contractor Name	Contractor name and address.
3.		Date	Date of CTR preparation.
4.		Originator	Name of contract employee responsible for the estimate information contained in the CTR.
5.		Place of Performance	Place of performance (e.g., NASA GSFC).
6.		ATR Name	Name of the government's Authorized Technical Representative, also referred to as the task monitor.
6a.		ATR Code	GSFC Organization Code for the ATR
7.		Task Title	Task title as specified by the government (from the Task Order, Request for Task Plan, etc.).
8.		Task Number	Task number as stated on the Task Order, GSFC 18-45. If a team member CTR, task assignment number shall agree with that of the prime contractor.
8A.		Task Modification	Modification letter of current amendment (e.g., A, B, C, etc.). Leave blank if no amendment has been issued.
9.		WBS Number	Work Breakdown Structure Number, if applicable.
10.		Task Start Date	Task start date as specified in the Task Order, GSFC 18-45.
11.		Continuation Y/N	Indicate whether task is a continuation, Y if another page follows.
12.		Task End Date	Task end date as specified in the Task Order, GSFC 18-45.

CATS Interface Specification

<u>Item #</u>	<u>Line #</u>	<u>Item</u>	<u>Description</u>
13.		Reporting Category:	Note: The number of reporting categories is flexible
13.	1.	Job Category n	Estimated number of hours for each of the prime's job categories planned, as specified in the contract.
13.	2.	Onsite ¹ Hours	Total of the prime's onsite hours for all job categories.
13.	3.	Other Sites ¹ Hours	Total of the prime's other site hours for all job categories. If other sites are used, provide each site on a separate line.
13.	4.	Offsite ¹ Hours	Total of the prime's offsite hours for all job categories.
13.	5.	Subcontractor n Hours	P - Estimated number of hours planned for each of the prime's subcontractors, by company name (excluding team members). T - Estimated number of hours planned for each of the team member's subcontractors, by company name.
13.	6.	Team Member n Hours	P - Estimated number of hours planned for each of the prime's team members, by company name. T - 0.
13.	7.	Total Hours	Total of all hours, (sum of Prime, Subcontractor, and Team Member Hours: Figure 2.3-1, Lines 2-6).
13.	8.	Material \$	Cost of material.
13.	9.	Travel \$	Cost of Travel.
13.	10.	Miscellaneous \$	Miscellaneous costs.
13.	11.	Subcontractor n \$	P - Total cost (dollars) for each of the prime's subcontractors, by company name (excluding team members). T - Total cost (dollars) for each of the team member's subcontractors, by company name.
13.	12.	Team Member \$	P - Labor cost (dollars) of labor hours for each of the prime's team members. T - 0.
13.	13.	Direct Labor \$	P - Labor cost (dollars) of labor hours for the prime. T - Labor cost (dollars) of labor hours for the team member.
13.	14.	Subtotal Cost	Total of unburdened costs (sum of Figure 2.3-1, Lines 8-13).
13.	15.	Total Burdened Costs	Total burdened costs projected (including Overhead, G&A, Team Member Handling, and Base/Fixed/Award Fee).

¹See glossary, Section 1.1

CATS Interface Specification

<u>Item #</u>	<u>Line #</u>	<u>Item</u>	<u>Description</u>
14.		Cost Estimate	
14a.		Month 1	Hours and costs projected for the first month of the task or first month following the previous accounting month if a revised estimate for an on-going task.
14b.		Month 2	Hours and costs projected for the second month of the task or second month following the previous accounting month if a revised estimate for an on-going task.
14l.		Month n	Hours and costs projected for the Nth month of the task or the Nth month following the previous accounting month if a revised estimate for an on-going task. Continue estimate on a 2nd page (or more) if estimate spans more than one year.
14m.		Total	Horizontal total of planned hours and costs (Figure 2.3-1, Lines 1-15).
15.		Rate/Hour	Hourly rate for each of the prime's planned job categories. If the estimated rate for a job category changes, provide an additional line for the job category with the new rate and planned hours for the rate.
16.		Estimated Cost	
16a.		Onsite ¹ Cost	Total onsite labor dollars for each of the prime's job categories (Figure 2.3-1, Line 1).
16b.		Other Site A ¹ Cost	Total other site A labor dollars for each of the prime's job categories (Figure 2.3-1, Line 1).
16c.		Offsite ¹ Cost	Total offsite labor dollars for each of the prime's job categories (Figure 2.3-1, Line 1).
16c.		Other Site B ¹ Cost	Total other site B labor dollars for each of the prime's job categories (Figure 2.3-1, Line 1).
17.		Cumulative Actual	Cumulative actual hours and dollars through the previous accounting period for each reporting category (Figure 2.3-1, Lines 1-12).
18.		Total Direct Labor	
18a.		Total Direct Labor Onsite ¹	Total onsite labor dollars (Figure 2.3-1, sum of Line 1a).
18b.		Total Direct Labor Other Site A ¹	Total other site A labor dollars (Figure 2.3-1, sum of Line 1b).
18c.		Total Direct Labor Offsite ¹	Total offsite labor dollars (Figure 2.3-1, sum of Line 1c).
18d.		Total Direct Labor Other Site B ¹	Total other site B labor dollars (Figure 2.3-1, sum of Line 1c).
18e.		Total Direct Labor Cum Actual thru (Date)	Total cumulative actual labor dollars through the previous accounting period. Reflect previous accounting period end date in the column heading.
19.		Overhead	Reflect the onsite, remote site, offsite, and other site overhead rates, as a percentage to tenths of percent.
19a.		Overhead Onsite ¹	Total onsite overhead dollars (overhead rate applied to total onsite direct labor dollars (Figure 2.3-1, Line 18a).

¹See glossary, Section 1.1

CATS Interface Specification

<u>Item #</u>	<u>Line #</u>	<u>Item</u>	<u>Description</u>
19b.		Overhead Other Site A ¹	Total other site A overhead dollars overhead rate applied to total other site A direct labor dollars (Figure 2.3-1, Line 18b).
19c.		Overhead Offsite ¹	Total offsite overhead dollars overhead rate applied to total offsite direct labor dollars (Figure 2.3-1, Line 18c).
19d.		Overhead Other Site B ¹	Total other site B overhead dollars overhead rate applied to total other site B direct labor dollars (Figure 2.3-1, Line 18c).
19e.		Overhead Cum Actual thru (Date)	Total cumulative actual overhead dollars through the previous accounting period. Reflect previous accounting period end date in the column heading.
20.		Overtime Premium	
20a.		Overtime Premium Onsite ¹	Total onsite overtime premium.
20b.		Overtime Premium Other Site A ¹	Total other site A overtime premium.
20c.		Overtime Premium Offsite ¹	Total offsite overtime premium.
20d.		Overtime Premium Other Site B ¹	Total other site B overtime premium.
20e.		Overtime Premium Cum Actual thru (Date)	Total cumulative actual overtime premium through the previous accounting period. Reflect previous accounting period end date in the column heading.
21.		Materials	
21d.		Materials	Total planned materials cost (Figure 2.3-1, sum of Line 8a-8l).
21e.		Materials Cum Actual thru (Date)	Total cumulative actual materials cost through the previous accounting period. Reflect previous accounting period end date in the column heading.
22.		Travel	
22d.		Travel	Total planned travel cost (Figure 2.3-1, sum of Line 9a-9l).
22e.		Travel Cum Actual thru (Date)	Total cumulative actual travel cost through the previous accounting period. Reflect previous accounting period end date in the column heading.
23.		Other	
23d.		Other	Total planned other ODC cost (Figure 2.3-1, sum of Line 10a-10l).
23e.		Other Cum Actual thru (Date)	Total cumulative actual other ODC cost through the previous accounting period. Reflect previous accounting period end date in the column heading.

¹See glossary, Section 1.1

CATS Interface Specification

<u>Item #</u>	<u>Line #</u>	<u>Item</u>	<u>Description</u>
24.		Subcontracts	
24d.		Subcontracts	Total planned subcontracts cost (Figure 2.3-1, sum of Line 11a-11l).
24e.		Subcontracts Cum Actual thru (Date)	Total cumulative actual subcontracts cost through the previous accounting period. Reflect previous accounting period end date in the column heading.
25.		Subtotal	
25a.		Subtotal Onsite ¹	Subtotal of onsite costs (Figure 2.3-1, sum of Lines 18a-24a).
25b.		Subtotal Other Site A ¹	Subtotal of other site A costs (Figure 2.3-1, sum of Lines 18b-24b).
25c.		Subtotal Offsite ¹	Subtotal of offsite costs (Figure 2.3-1, sum of Lines 18c-24c).
25d.		Subtotal Other Site B ¹	Subtotal of other site B costs (Figure 2.3-1, sum of Lines 18d-24d).
25e.		Subtotal Cum Actual thru (Date)	Subtotal of cumulative actual costs (Figure 2.3-1, sum of Lines 18e-24e). Reflect previous accounting period end date in the column heading.
26.		G&A	Reflect the G&A rate, as a percentage to tenths of percent.
26a.		G&A Onsite ¹	Total onsite G&A dollars (G&A rate applied to Subtotal On-Site Costs, Figure 2.3-1, Line 25a).
26b.		G&A Other Site A ¹	Total other site A G&A dollars (G&A rate applied to Subtotal Other Site A Costs, Figure 2.3-1, Line 25b).
26c.		G&A Offsite ¹	Total offsite G&A dollars (G&A rate applied to Subtotal Off-Site Costs, Figure 2.3-1, Line 25c).
26d.		G&A Other Site B ¹	Total other site B G&A dollars (G&A rate applied to Subtotal Other Site B Costs, Figure 2.3-1, Line 25d).
26e.		G&A Cum Actual thru (Date)	Total cumulative actual G&A dollars through the previous accounting period. Reflect previous accounting period end date in the column heading.
27.		Team Members	
27d.		Team Members	Total planned team members cost (Figure 2.3-1, sum of Line 12).
27e.		Team Members Cum Actual thru (Date)	Total cumulative actual team members cost through the previous accounting period. Reflect previous accounting period end date in the column heading.
28.		Team Members Handling	Reflect the Team Members Handling rate, as a percentage to tenths of percent. Leave blank if not used.
28d.		Team Members Handling	Total team members handling cost (team members handling rate rate applied against team members cost, Figure 2.3-1, Line 27c).
28e.		Team Members Handling Cum Actual thru (Date)	Total cumulative actual team members handling cost through the previous accounting period. Reflect previous accounting period end date in the column heading.

¹See glossary, Section 1.1

CATS Interface Specification

<u>Item #</u>	<u>Line #</u>	<u>Item</u>	<u>Description</u>
29.		Total Estimated Cost	
29a.		Total Estimated Cost Onsite ¹	Total onsite costs (Figure 2.3-1, sum of Lines 25a-28a).
29b.		Total Estimated Cost Other Site A ¹	Total other site A costs (Figure 2.3-1, sum of Lines 25b-28b).
29c.		Total Estimated Cost Offsite ¹	Total offsite costs (Figure 2.3-1, sum of Lines 25c-28c).
29d.		Total Estimated Cost Other Site B ¹	Total other site B costs (Figure 2.3-1, sum of Lines 25d-28d).
29e.		Total Estimated Cost Cum Actual thru (Date)	Total cumulative actual cost through the previous accounting period. Reflect previous accounting period end date in the column heading.
30.		Base Fee	Reflect the base fee rate, as a percentage to tenths of percent. Leave blank if not used.
30a.		Base Fee Onsite ¹	Onsite base fee dollars (base fee rate applied against Total Estimated Cost Onsite, Figure 2.3-1, Line 29a).
30b.		Base Fee Other Site A ¹	Other site A base fee dollars (base fee rate applied against Total Estimated Cost Other Site A, Figure 2.3-1, Line 29b).
30c.		Base Fee Offsite ¹	Offsite base fee dollars (base fee rate applied against Total Estimated Cost Offsite, Figure 2.3-1, Line 29c).
30d.		Base Fee Other Site B ¹	Other site B base fee dollars (base fee rate applied against Total Estimated Cost Other Site B, Figure 2.3-1, Line 29d).
30e.		Base Fee Cum Actual thru (Date)	Cumulative actual base fee dollars through the previous accounting period. Reflect previous accounting period end date in the column heading.
31.		Fixed Fee	Reflect the fixed fee rate, as a percentage to tenths of percent. Leave blank if not used.
31a.		Fixed Fee Onsite ¹	Onsite fixed fee dollars (fixed fee rate applied against Total Estimated Cost Onsite, Figure 2.3-1, Line 29a).
31b.		Fixed Fee Other Site A ¹	Other site A fixed fee dollars (fixed fee rate applied against Total Estimated Cost Other Site A, Figure 2.3-1, Line 29b).
31c.		Fixed Fee Offsite ¹	Offsite fixed fee dollars (fixed fee rate applied against Total Estimated Cost Offsite, Figure 2.3-1, Line 29c).
31d.		Fixed Fee Other Site B ¹	Other site B fixed fee dollars (fixed fee rate applied against Total Estimated Cost Other Site B, Figure 2.3-1, Line 29d).
31e.		Fixed Fee Cum Actual thru (Date)	Cumulative actual fixed fee dollars through the previous accounting period. Reflect previous accounting period end date in the column heading.

¹See glossary, Section 1.1

CATS Interface Specification

<u>Item #</u>	<u>Line #</u>	<u>Item</u>	<u>Description</u>
32.		Award Fee	Reflect the award fee rate, as a percentage to tenths of percent. Leave blank if not used.
32a.		Award Fee Onsite ¹	Onsite award fee dollars (award fee rate applied against Total Estimated Cost Onsite, Figure 2.3-1, Line 29a).
32b.		Award Fee Other Site A ¹	Other site A award fee dollars (award fee rate applied against Total Estimated Cost Other Site A, Figure 2.3-1, Line 29b).
32c.		Award Fee Offsite ¹	Offsite award fee dollars (award fee rate applied against Total Estimated Cost Offsite, Figure 2.3-1, Line 29c).
32d.		Award Fee Other Site B ¹	Other Site B award fee dollars (award fee rate applied against Total Estimated Cost Other Site B, Figure 2.3-1, Line 29d).
32e.		Award Fee Cum Actual thru (Date)	Cumulative actual award fee dollars through the previous accounting period. Reflect previous accounting period end date in the column heading.
33.		Estimated Cost Plus Fee	
33a.		Estimated Cost Plus Fee Onsite ¹	Total estimated onsite cost plus fee (Figure 2.3-1, Lines 29a-32a).
33b.		Estimated Cost Plus Fee Other Site A ¹	Total estimated other site A cost plus fee (Figure 2.3-1, Lines 29b-32b).
33c.		Estimated Cost Plus Fee Offsite ¹	Total estimated offsite cost plus fee (Figure 2.3-1, Lines 29c-32c).
33d.		Estimated Cost Plus Fee Other Site B ¹	Total estimated other site B cost plus fee (Figure 2.3-1, Lines 29d-32d).
33e.		Estimated Cost Plus Fee Cum Actual thru (Date)	Total cumulative actual cost through the previous accounting period. Reflect previous accounting period end date in the column heading.
34.		Total Estimated Cost	
34a.		Total Estimated Cost	Total estimated cost excluding cumulative actual to date. (Sum of Onsite, Other Site A, Offsite, and Other Site B Estimated Cost Plus Fee: Figure 2.3-1, Lines 33a-33d).
34b.		Total Estimated Cost Cumulative Actual thru (Date)	Total cumulative actual cost through the previous accounting period. Reflect previous accounting period end date in the column heading.
35.		Task Estimate Grand Total	Total estimated cost for the task. (Sum of Line 34a and 34b)

¹See glossary, Section 1.1

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION

Contractor Task Report

(Prime, Subcontractor, or Team Member)

1. CONTRACT NUMBER: (See P. 21, Item 1)				2. CONTRACTOR NAME: (See P. 21, Item 2)				3. DATE: (See P. 21, Item 3)			
4. ORIGINATOR: (See P. 21, Item 4)				5. PLACE OF PERFORMANCE: (See P. 21, Item 5)				6. GOVT. ATR NAME: (See P. 21, Item 6)		6a. ATR CODE: (See P. 21, Item 6a)	
7. TASK DESCRIPTION: (See P. 21, Item 7)				8. TASK NUMBER: (See P. 21, Item 8)		8A. TASK MOD: (See P. 21, Item 8A)		9. WBS NUMBER: (See P. 21, Item 9)		12. TASK END DATE: (See P. 21, Item 12)	
				10. TASK START DATE: (See P. 21, Item 10)				11. CONTINUATION (Y/N): (See P. 21, Item 11)			

13. REPORTING CATEGORY (See P. 22, Item 13)	14. COST ESTIMATE													15. \$ Rate/ Hour	16. ESTIMATED COST				17. Cum Actual thru (Date)
	a	b	c	d	e	f	g	h	i	j	k	l	m		a	b	c	d	
	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	TOTAL		Onsite	Other site A	Offsite	Other site B	
1 Job Category 1	See	See	See	See	See	See	See	See	See	See	See	See	See	See	See	See	See	See	
1 Job Category 2	See	See	See	See	See	See	See	See	See	See	See	See	See	See	See	See	See	See	
1 Job Category N	P. 21, Item 14a	P. 21, Item 14b	P. 21, Item 14c	P. 21, Item 14d	P. 21, Item 14e	P. 21, Item 14f	P. 21, Item 14g	P. 21, Item 14h	P. 21, Item 14i	P. 21, Item 14j	P. 21, Item 14k	P. 21, Item 14l	P. 21, Item 14m	P. 21, Item 15	P. 21, Item 16a	P. 21, Item 16b	P. 21, Item 16c	P. 21, Item 16d	P. 21, Item 17
2 Prime Onsite Hours																			
3 Prime Remote Site Hours																			
4 Prime Offsite Hours																			
5 Subcontractor: ABC Inc.																			
5 Subcontractor: DEF, Inc.																			
6 Team Member: G&H Engineers																			
7 TOTAL HOURS																			
8 Material \$																			
9 Travel \$																			
10 Miscellaneous/Other \$																			
11 Subcontractor \$: ABC Inc.																			
11 Subcontractor \$: DEF, Inc.																			
11 Subcontractor \$: GHI, Inc.																			
12 Team Member \$: G&H Engineers																			
13 Direct Labor \$																			
14 SUBTOTAL COST \$																			
TOTAL BURDENED COST \$ (including Overhead, G&A, and Fee)																			

36. Remarks: (See P. 28, Item 36)	18. Total Direct Labor (See P. 23, Item 18)
	18. Overhead: On-Site %, Other Site A %, Off-Site %, Other Site B (See P. 23, Item 19)
	20. Overtime Premium (See P. 24, Item 20)
	21. Materials (See P. 24, Item 21)
	22. Travel (See P. 24, Item 22)
	23. Other (See P. 24, Item 23)
	24. Subcontracts (See P. 25, Item 24)
	25. SUBTOTAL (See P. 25, Item 25)
	26. G&A (See P. 25, Item 26)
	27. Team Members (See P. 25, Item 27)
	28. Team Member Handling (See P. 25, Item 28)
	29. TOTAL ESTIMATED COST (See P. 26, Item 29)
	30. Base Fee (See P. 26, Item 30)
	31. Fixed Fee (See P. 26, Item 31)
	32. Award Fee (See P. 27, Item 32)
33. ESTIMATED COST PLUS AWARD FEE (See P. 27, Item 33)	
34. TOTAL ESTIMATED COST (See P. 27, Item 34)	
35. TASK ESTIMATE GRAND TOTAL (See P. 27, Item 35)	

FIGURE 2.3-1 Contractor Task Report (Blank Form)

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION

Contractor Task Report

(Prime)

1. CONTRACT NUMBER: NAS5-30123		2. CONTRACTOR NAME: A1 Engineers, 1234 Fifth Street, Greenbelt, MD 20770				3. DATE: October 15, 1990																																	
4. ORIGINATOR: J. SMITH		5. PLACE OF PERFORMANCE: NASA/Goddard Space Flight Center, Greenbelt, MD 20771				6. GOVT. ATR NAME: J. Johnson		6a. ATR CODE: 564																															
7. TASK DESCRIPTION: XTE IGSE		8. TASK NUMBER: 155		8a. TASK MOD: B		9. WBS NUMBER:																																	
		10. TASK START DATE: November 1, 1989		11. CONTINUATION (Y/N): Y		12. TASK END DATE: February 28, 1991																																	
13. REPORTING CATEGORY	14. COST ESTIMATE											15. \$ Rate/ Hour	16. ESTIMATED COST				17. Cum Actual thru 9/30/90																						
	a. OCT 90	b. NOV 90	c. DEC 90	d. JAN 91	e. FEB 91	f.	g.	h.	i.	j.	k.		l.	m. TOTAL	a. Onsite	b. Remsite		c. Offsite	d. Mnsite																				
Senior Systems Engineer	154	154	154	154	154								770	25.35	19,520																								
Senior Systems/Analyst	154	154	154	80	80								622	23.25	14,462																								
Program Analyst	154	154	40	40									388	21.75		8,439																							
Machinist	154	154											308	18.5			5,698																						
Prime Onsite Hours	154	154	154	154	154								770						18,852																				
Prime Remote Site Hours													0																										
Prime Offsite Hours	308	308	194	120	80								1,010							5,941																			
Subcontractor: ABC Inc.	165	165	165										825							502																			
Subcontractor: DEF, Inc.	165	165	165	165	165								292																										
Team Member: G&H Engineers	146	146											3,392							25,095																			
TOTAL HOURS	938	938	878	439	399																																		
Material \$		40,000		101,000									141,000							390,925																			
Travel \$	1,250												1,250							2,109																			
Miscellaneous/Other \$			500										500							28,911																			
Subcontractor \$: ABC Inc.	15,700	15,700	15,700										47,100							195,815																			
Subcontractor \$: DEF, Inc.	18,300	18,300	18,300	18,300	18,300								91,500																										
Subcontractor \$: GHI, Inc.													102,717																										
Team Member \$: G&H Engineers	53,742	48,975											42,420																										
Direct Labor \$	10,834	10,834	8,354	8,634	5,764								426,487																										
SUBTOTAL COST \$	99,828	133,809	42,854	125,934	24,064																																		
TOTAL BURDENED COST \$ (including Overhead, G&A, and Fee)	119,791	160,571	51,425	151,121	28,877								511,784																										
36. Remarks: POP extended 3 mos. (18. Total Direct Labor		19. Overhead On-Site: 34.5%, Remote Site: 34.5%, Off-Site: 74.0%, Manufacturing Site: 80		20. Overtime Premium		21. Materials		22. Travel		23. Other		24. Subcontracts		25. SUBTOTAL		26. G&A 10.0%		27. Team Members		28. Team Member Handling 4.5%		29. TOTAL ESTIMATED COST		30. Base Fee %		31. Fixed Fee %		32. Award Fee 6.0%		33. ESTIMATED COST PLUS AWARD FEE		34. TOTAL ESTIMATED COST		35. TASK ESTIMATE GRAND TOTAL			
Material purchases include PCA'S, Polymers, miscellaneous mechanical hardware and gasket materials.		6,734		4,989		6,245		4,558		201,293				141,000		390,925				250		2,109				500		195,815				138,600		28,911					
Travel: 1 trip in October to KSC to support Launch Readiness Review.		28,254		19,451		295,034		10,258		1,487,003																													
		2,625		1,945		29,503		1,026		148,700																													
		102,717		4,822																																			
		28,880		21,397		431,877		11,282		1,835,703																													
		1,733		1,284		25,913		677		98,142																													
		30,813		22,880		457,789		11,959		1,733,845																													
				523,041																																			

FIGURE 2.3-2 Contractor Task Report (Example)

CATS Interface Specification

2.4 Narrative Attachments to the CTR

The Narrative Attachments to the CTR are supporting documentation that the contractor provides with the CTR estimate. It describes assumptions made by the contractor in developing the cost estimate; clarifies what the estimate includes and excludes; documents items the contractor assumes will be furnished by the government; gives detail of Travel, Materials, and Miscellaneous ODCs; gives schedule information, etc.

The Narrative Attachments to the CTR may consist of narrative, graphical, and/or pictorial data. It contains header information identifying the contract, contractor, task number, preparation date of the CTR, and CTR value.

The Narrative Attachments to the CTR is illustrated in Figure 2.4-1.

CATS Interface Specification

A1 Engineering, Inc. NAS5-01234
CTR Narrative

Task 250: TAS-1 Flight Harness Fabrication
CTR Date: 3/8/95
CTR Value: \$29,302

1. The mock-up work will consist of assembling only. All payload mock-ups already exist and only require assembly.
2. All connectors will be supplied by GSFC.
3. The total number of cables to be fabricated will be 16. This includes two each of the cross bay cables.
4. The total number of connectors to be wired for the 16 cables will be 46.

FIGURE 2.4-1 Narrative Attachments to the CTR (Example)

CATS Interface Specification

2.5 Monthly Technical Progress Report

The Monthly Technical Progress Report is a narrative report for each active task which describes the work to be accomplished, a quantitative description of overall progress, an indication of any current problems which may impede performance and proposed corrective action taken, and a discussion of the work to be performed during the next monthly reporting period. The reporting period shall agree with the accounting period of the 533M Report. There shall be one consolidated report from the contractor team per active task.

The report consists of one or more pages and includes:

- Heading containing the company name, contract number, report period, task number, task description, and name and code of Goddard ATR
- Task Summary and Manpower
- Work Performed
- Work Planned
- Problems/Issues (Technical, Cost, Schedule), if applicable
- Unresolved Issues from Last Reporting Period, if applicable
- Significant Personnel Changes, if applicable
- Schedule and Percentage Complete (percentage complete refers to completed portion of the overall work to be accomplished, not portion of period of performance expended, unless a level-of-effort task)

The Monthly Technical Progress Report is illustrated in Figure 2.5-1.

MONTHLY TECHNICAL PROGRESS REPORT
for the period
July 1 - 31, 1995

Task No. 5
Description: Ejection System Electronics (HESE) Development
GSFC ATR: J. Smith, Code 566

Task Summary and Manpower

This task utilizes a part time senior electrical engineer and a half-time junior electrical engineer for design, development, and test of the Hitchhiker Ejection System Electronics (HESE) and its Electrical Ground Support Equipment (EGSE); packaging design/drafting personnel for mechanical and packaging design drawings; purchasing and shipping and receiving personnel for procuring parts and material; and manufacturing and quality assurance personnel for fabrication and assembly of the Flight HESE and its EGSE.

Work Performed

During this period, the EGSE design/packaging and drawings were completed and assembly of the HESE box has started with approximately 50% of the job completed.

Work Planned

- Begin generation of detail test procedures.
- Complete assembly of HESE box.
- Begin assembly of the Lower End Plate upon receipt of the connectors.
- Begin assembly of EGSE box and cables.

Problems/Issues (Technical, Cost, Schedule)

None.

Unresolved Issues from Last Reporting Period

None.

Significant Personnel Changes

None.

Schedule and Percentage Complete

All work is progressing as planned per the schedule Rev. C. This task is approximately 62% complete.

CATS Interface Specification

2.6 Other Direct Costs (ODC) Report

The Other Direct Costs (ODC) Report is a monthly report *detailing* the costs reported as ODC's on the NF533M Report such as Travel, Materials, Miscellaneous, etc. Detail shall be provided for each ODC Category on the NF533M. The ODC Report covers the same reporting period as the NF533M Report.

The Other Direct Costs Report format is shown in Figures 2.6-1. An example of a completed ODC Report is included as Figure 2.6-2. The following is a detailed description of the ODC Report (The Item # below refers to the circled number in Figure 2.6-1):

<u>Item #</u>	<u>Item</u>	<u>Description</u>
1.	Company Name	Name of prime contractor or team member submitting the report.
2.	Contract Number	The prime contract number.
3.	Reporting Period	The beginning and ending date of the contractor's accounting month (same period as 533M report).
4.	Task Number	The task number that the ODC was charged to.
5.	Task Monitor	The name of the Government ATR and their GSFC Org. Code.
Miscellaneous ODC		
6.	Category	The ODC Category, See Section 3.2.3 and Table 3.2-3.
7.	Detail	Explanation of the cost, e.g. hours, dates, etc.
8.	Amount	The dollar amount of the cost, (include cents)
9.	Total	The total Miscellaneous ODC for the reporting period
Travel ODC		
10.	Name	The name of the traveler, last name, first initial, MI
11.	Description	The travel dates and destination or "Local Travel"
12.	Miles	The miles traveled, if local travel
13.	Rate	The dollar/cents charge per mile, if local travel
14.	Amount	The cost of the travel
15.	Total	The total Travel ODC for the reporting period
Materials ODC		
16.	Description	The description of the item(s) including Purchase number, Invoice number, etc.
17.	Amount	The cost of the Material
18.	Total	The total Materials ODC for the reporting period

① Company Name (② Contract Number) ODC Detail

Period: ③

Task ④

Task Monitor: ⑤

Miscellaneous ODC

Category	Detail	Amount
⑥	⑦	⑧

Total Miscellaneous ODC: ⑨

Travel ODC

Name	Description	Miles	Rate	Amount
⑩	⑪	⑫	⑬	⑭

Total Travel ODC: ⑮

Materials ODC

Description	Amount
⑯	⑰

Total Materials ODC: ⑱

FIGURE 2.6-1 Other Direct Costs (ODC) Report (Blank Form)

A1 Engineers (NAS5-12345) ODC Detail

Period: 8/1/97 to 8/31/97

Task 41

Task Monitor: Leader, J. 562

Miscellaneous ODC

<u>Category</u>	<u>Detail</u>	<u>Amount</u>
Telephone Usage	11/21/97 - 12/20/97	5.10
CAE/CAD Charge	-1.0 hr	-3.16
Computer Charge	53.5 hrs	232.74
Copier Usage	214 copies	6.76
Federal Express	Inv.#0020446X	15.09
Total Miscellaneous ODC:		\$256.53

Travel ODC

<u>Name</u>	<u>Description</u>	<u>Miles</u>	<u>Rate</u>	<u>Amount</u>
Farve, B.	Local Travel	76	\$0.31	23.56
Smith, J.	PA: LSE Prod Mtg 12/2-5/97			571.64
Total Travel ODC:				\$595.20

Materials ODC

<u>Description</u>	<u>Amount</u>
PO097456 / INV# 8021373 Connectors	72.31
PO097479 / INV# 254236-00 Circuit Boards	929.24
Total Materials ODC:	1001.55

FIGURE 2.6-2 Other Direct Costs (ODC) Report (Example)

CATS Interface Specification

2.7 NASA Form 533Q

Form 533Q is a quarterly projection report which details and summarizes cost and labor hour estimates over the life of the contract. The rows of information to be provided (i.e., the reporting categories) are similar to those on the NASA Form 533M, but the columns differ.

Form 533Q is illustrated in Figures 2.7-1. The shaded areas of the form in the figure indicate the sections to be completed by the contractor.

An example of a completed Form 533Q containing a contract summary is included as Figures 2.7-2. An example of a completed Form 533Q containing information for a single task is included as Figures 2.7-3.

The following is a detailed description of NF533Q (Line # and Item # refers to Figure 2.3-1):

<u>Item #</u>	<u>Line #</u>	<u>Item</u>	<u>Description</u>
1.		Description of Contract	
1a.		Type of Contract	CPAF (Cost-Plus-Award-Fee), CPFF (Cost-Plus-Fixed-Fee), CPIF (Cost-Plus-Incentive-Fee), etc.
1b.		Contract and Latest Amendment Number	Complete letter or contract symbol, number, and number of latest amendment. Subcontractors use the prime contract number.
1c.		Authorized Contractor Representative	The authorized contractor representative shall sign and date to reflect approval. (Date signifies date of approval.)
1d.		Task No. and Mod	Task number and Mod (e.g. Task 155A) if a single task or SUMMARY if overall contract summary. If a team member report, task number must agree with prime contractor task number.
1e.		WBS No.	Work Breakdown Structure Number, if applicable, for a single task. Leave blank if overall contract summary.
1f.		Task Status	Status of the task: Active, Inactive or Closed ¹ . Leave blank if overall contract summary.
1g.		% of Effort Complete	Contractor's assessment of the amount of the overall effort completed. Leave blank if overall contract summary.
1h.		ATR Name	Name of the government's Authorized Technical Representative (ATR), also referred to as the task monitor. Leave blank if overall contract summary.
1i.		ATR GSFC Code	GSFC Organization code of the ATR

¹An Inactive task is one whose performance period has ended but its 533 remaining plan is *not zero* (columns 8a, 8b, and 8c). A Closed task is one whose performance period has ended and its 533 remaining plan *equals zero* (columns 8a, 8b, and 8c).

CATS Interface Specification

<u>Item #</u>	<u>Line #</u>	<u>Item</u>	<u>Description</u>
1j.		Scope of Work	If Summary: the name of the contract. If single task: the Task Title as specified by the government from the Task Order, Request for Task Plan, etc.
1k.		Date of Report	Date of report preparation.
2.		Report for Quarter Beginning	The beginning date of the quarter being projected in columns 8a, 8b, and 8c, and the number of operating days in the quarter.
3.		Contract Value	The total definitized cost (A) and fee (B) of all work to be performed under the contract as of the report date, for the overall contract summary. Include dollar amounts through the latest amendment as noted in 1b above. For all incentive contracts, enter the negotiated target cost and target fee. For single tasks, enter the Contractor Task Report (CTR) value.
4.		Funding Limitation	The total funding obligated and the latest corresponding contract amendment number, as of the report date, for the overall contract summary and individual tasks.
5.		Billing:	
5A.		Invoice Amounts Billed	The total amount of invoices billed (dollars) by the contractor against the contract and the latest invoice number as of the report date.
5B.		Total Payments Received	The total amount of payments received (dollars) by the contractor for the contract as of the report date.
6.		Reporting Category	Information required for the various categories under this heading depends on who is submitting the report, the prime contractor (P) or a team member (T). The number of reporting categories is flexible (see Table 3.2-1).
6.	1.	Direct Labor Hours	Number of labor hours performed by the contractor submitting the report.
6.	2.	Straight-Time Onsite ¹	Direct straight-time labor (hours) performed onsite.
6.	3.	Straight-Time Other Site ¹	Direct straight-time labor (hours) performed at an "other" site. If other sites are used, provide each site on a separate line.
6.	4.	Straight-Time Offsite ¹	Direct straight-time labor (hours) performed offsite.
6.	5.	Overtime Onsite ¹	Direct overtime labor (hours) performed onsite.
6.	6.	Overtime Other Site ¹	Direct overtime labor (hours) performed at an "other" site. If other sites are used, provide each site on a separate line.
6.	7.	Overtime Offsite ¹	Direct overtime labor (hours) performed offsite.
6.	8.	Total Contractor Hours	Total contractor labor hours (sum of the six Direct Labor Hour subheadings: Figure 2.3-1, Lines 2-7).

¹See glossary, Section 1.1

CATS Interface Specification

<u>Item #</u>	<u>Line #</u>	<u>Item</u>	<u>Description</u>
6.	9.	Subcontractor Hours	P - Total hours for all the prime's subcontractors (excluding team members). T - Total labor hours for all the team member's subcontractors.
6.	10.	Team Member Hours	P - Total hours for all the prime's team members. T - 0.
6.	11.	Total Hours	Total labor hours (sum of Total Contractor Hours, Subcontractor Hours, and Team Member Hours (Figure 2.3-1, Lines 8-10).
6.	12.	Labor Dollars	
6.	13.	Direct Labor \$ Onsite ¹	Cost of direct labor performed onsite.
6.	14.	Direct Labor \$ Other Site ¹	Cost of direct labor performed at an "other" site.
6.	15.	Direct Labor \$ Offsite ¹	Cost of direct labor performed offsite.
6.	16.	Total Labor \$	Total labor dollars (sum of Onsite and Offsite Labor \$: Figure 2.3-1, Lines 13-15).
6.	17.	Onsite ¹ Overhead	Onsite Overhead costs.
6.	18.	Other Site ¹ Overhead	Other Site Overhead costs.
6.	19.	Offsite ¹ Overhead	Offsite Overhead costs.
6.	19a.	Total Overhead	Total overhead costs (sum of lines 17-19, Figure 2.7-1)
6.	20.	Other Direct Charges:	Prime's charges only. Team member's ODC's are reported on Line 30.
6.	21.	Material	Cost of material.
6.	22.	Travel	Cost of travel.
6.	23.	Overtime Premium	Overtime dollars generally carry no overhead.
6.	24.	Miscellaneous	Miscellaneous costs.
6.	25.	Other (description)	Costs associated with an additional specified ODC.
6.	26.	Total ODC	Total ODC for the contractor (Figure 2.3-1, Lines 21-25).
6.	27a.	Subcontractor \$	P - Total dollars for all prime's subcontractors (excluding team members). T - Total dollars for all team member's subcontractors
6.	27b.	Team Member \$	P - Team members total costs. T - 0. Delete this entry if team member costs are not burdened by full G&A.

¹See glossary, Section 1.1

CATS Interface Specification

<u>Item #</u>	<u>Line #</u>	<u>Item</u>	<u>Description</u>
6.	28.	Subtotal	Subtotal of Costs (sum of Total Labor \$, Overhead, and Total ODC: Figure 2.3-1, Lines 16, 19a, 26, 27a, and 27b).
6.	29.	G&A	Contractor's General and Administrative costs.
6.	30.	Team Member \$	P - Team members' total costs. T - 0. Delete this entry if team member costs are burdened by full G&A.
6.	31.	Team Member Handling Charges	P - Prime contractor's handling charges for the team member(s). (This could be the Prime's G&A rate if "team members cost" is included in Prime's Base of Distribution for G&A.) T - 0. Delete this entry if team member costs are burdened by full G&A.
6.	32.	Total Costs	Total costs (sum of Subtotal, G&A, Team Member \$, and Team Member Handling Charges: Figure 2.3-1, Lines 28-30).
6.	33.	Base Fee	Base fee dollars.
6.	34.	Fixed Fee	Fixed fee dollars.
6.	35.	Award Fee	Award fee dollars.
6.	36.	Total Cost + Fees	Total cost and fees (sum of Total Costs, Base Fee, Fixed Fee, and Award Fee: Figure 2.3-1, Lines 31-35).
7.		Cost Incurred and Hours Worked	To accommodate the requirement that NASA receive this report prior to the quarter being forecast, column 7 shall include cumulative actual cost as reported on the monthly cost reports through the second month of the prior quarter (7a), plus an estimate for the last month of this quarter (7b).
7a.		Cumulative Through Prior Month	The cumulative actual cost incurred and hours worked through the first two months of the quarter preceding the quarter projected in columns 8a, 8b, and 8c.
7b.		Current Month Estimate	Estimate, from the current CTR, of cost and hours for the month in which the report is due.
7c.		Cumulative Estimate to Date	The sum of columns 7a and 7b.
8.		Estimated Cost and Hours to Complete	The current estimates, from the current CTR, for performing currently authorized work included in the most recent Task Assignment amendment. The estimates are used for planning purposes only and will not be binding on either the contractor or NASA. The sum of columns 8a through 8i is entered in column 8j. If the totals reported in column 8i, "Balance of Contract", exceed more than one fiscal year, each year should be identified and reported separately under "Contractor's Remarks".
8a.		Month + 1	Estimated cost and hour data, from the current CTR, for the first month of the quarter being projected.

CATS Interface Specification

<u>Item #</u>	<u>Line #</u>	<u>Item</u>	<u>Description</u>
8b.		Month + 2	Estimated cost and hour data, from the current CTR, for the second month of the quarter being projected.
8c.		Month + 3	Estimated cost and hour data, from the current CTR, for the third month of the quarter being projected.
8d.		Quarter + 1	Estimated cost and hour data, from the current CTR, for the first quarter following the quarter being projected in columns 8a, 8b, and 8c.
8e.		Quarter + 2	Estimated cost and hour data, from the current CTR, for the second quarter following the quarter being projected in columns 8a, 8b, and 8c.
8f.		Quarter + 3	Estimated cost and hour data, from the current CTR, for the third quarter following the quarter being projected in columns 8a, 8b, and 8c.
8g.		Balance of Fiscal Year	Estimated cost and hour data, from the current CTR, for the remainder of the fiscal year containing the quarter detailed in column 8f.
8h.		Next Fiscal Year	Estimated cost and hour data, from the current CTR, for the fiscal year following the fiscal year discussed in column 8g.
8i.		Balance of Contract	Estimated cost and hour data, from the current CTR, for the balance of the contract not including columns 8a through 8h.
8j.		Total To Complete	Sum of columns 8a through 8i.
9.		Estimated Final Cost and Hours	
9a.		Contractor Estimate	The total estimated cost and hours for completion of the contracted effort (the sum of columns 7c, and 8j).
9b.		Contract Value	The distribution of the current CTR for a single task and latest contract amendment for the contract summary. The total of this column shall agree with Item 3 above. Significant differences between columns 9a and 9b shall be explained under Item 12, "Remarks". When there are no changes from prior reports submitted, the data may be omitted if the contractor and the NASA contracting officer jointly agree.
10.		Estimated Completion Date	The estimated completion date for the task. Leave blank for summary reports.
11.		Unfilled Orders Outstanding	The total of unfilled orders outstanding as of the report date. "Unfilled Orders Outstanding" is defined as the difference between the cumulative costs incurred to date and the amounts obligated to any sellers, including contracts, open purchase orders, and any other firm orders issued by the contractor or its subcontractors. Unfilled orders outstanding for the prime contractor, team members, and subcontractors may consist of the following examples: <ul style="list-style-type: none"> a. Open purchase orders, including negotiated changes, against which materials have not been received or services have not yet been rendered. b. The difference between a subcontractor's actual costs reported by the prime contractor and the fund limitations for the subcontractor.

CATS Interface Specification

<u>Item #</u>	<u>Line #</u>	<u>Item</u>	<u>Description</u>
12.		Remarks	<p>The narrative report submitted with the quarterly cost projection report should normally be limited to those items materially affecting projected cost or performance which have not been addressed in the preceding monthly reports. These could include:</p> <ul style="list-style-type: none">a. Significant items materially affecting cost; e.g., technical and schedule problems, changes in plans, incurred over/under runs, etc.b. Breakdown of changes authorized but not finalized.c. New change orders.d. etc.

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION Form 533Q Financial Report

Prime/Subcontractor/Team Member

2. Report For Quarter Beginning (See P. 39, Item 2)

TO: NASA Goddard Space Flight Center Greenbelt Road Greenbelt, MD 20771				FROM: Company Name Address State, City, Zip				3. CONTRACT VALUE A. COST \$ (See P. 39) B. FEE \$ (Item 3)			
1. DESCRIPTION CONTRACT		a. TYPE OF CONTRACT <small>(See P. 38, Item 1a)</small>		b. CONTRACT AND LATEST AMMENDED NO. <small>(See P. 38, Item 1b)</small>			c. AUTH CONT REP <small>(See P. 38, Item 1c)</small>			4. FUND LIMITATION A. COST \$ (See P. 39) B. FEE \$ (Item 4)	
		d. TASK NO AND MOD <small>(See P. 38, Item 1d)</small>	e. WBS NO <small>(P. 38, Item 1e)</small>	f. TASK STATUS <small>(See P. 38, Item 1f)</small>		g. % OF EFFORT COMPLETE <small>(See P. 38, Item 1g)</small>		h. ATR NAME <small>(See P. 38, Item 1h)</small>		i. ATR CODE <small>(See P. 38, Item 1i)</small>	
		j. SCOPE OF WORK <small>(See P. 38, Item 1j)</small>						k. DATE OF REPORT <small>(See P. 38, Item 1k)</small>			5. BILLING A. INVOICE AMT BILLED \$ (See P. 39) B. TOTAL PYTS RECEIVED \$ (Item 5)

6. REPORTING CATEGORY <small>(See P. 39, Item 6)</small>	7. COST INCURRED / HOURS WORKED			8. ESTIMATED COST / HOURS TO COMPLETE									9. EST. FINAL COST / HOURS		10. EST. COMPL DATE <small>(Date P. 42)</small>	11. UNFILLED ORDERS OUTSTANDING
	CUM THRU PRIOR MONTH <small>(Date)</small>	CURRENT MONTH ESTIMATE <small>(Date-Date)</small>	CUM ESTIMATE TO DATE <small>(Date)</small>	MONTH +1 <small>(Date-Date)</small>	MONTH +2 <small>(Date-Date)</small>	MONTH +3 <small>(Date-Date)</small>	QUARTER +1 <small>(Date-Date)</small>	QUARTER +2 <small>(Date-Date)</small>	QUARTER +3 <small>(Date-Date)</small>	BALANCE OF FY <small>(Date-Date)</small>	NEXT FY <small>(Date-Date)</small>	BALANCE OF CONTRACT i.	TOTAL TO COMPLETE j.	CONTRACTOR ESTIMATE a.	CONTRACT VALUE b.	
	a	b	c	a	b	c	d	e	f	g	h	i	j	a	b	
1 Direct Labor Hours																
2 Straight-Time Onsite																
3 Straight-Time Other Site																
4 Straight-Time Offsite																
5 Overtime Onsite																
6 Overtime Other Site																
7 Overtime Offsite																
8 Total Contractor Hours																
9 Subcontractor Hours																
10 Team Member Hours																
11 TOTAL HOURS																
12 Labor Dollars																
13 Direct Labor \$ Onsite																
14 Direct Labor \$ Other Site																
15 Direct Labor \$ Offsite																
16 TOTAL LABOR \$	See P. 41, Item 7a	See P. 41, Item 7b	See P. 41, Item 7c	See P. 41, Item 8a	See P. 42, Item 8b	See P. 42, Item 8c	See P. 42, Item 8d	See P. 42, Item 8e	See P. 42, Item 8f	See P. 42, Item 8g	See P. 42, Item 8h	See P. 42, Item 8i	See P. 42, Item 8j	See P. 42, Item 9a	See P. 42, Item 9b	See P. 42, Item 11
17 Onsite Overhead																
18 Other Site Overhead																
19 Offsite Overhead																
19a TOTAL OVERHEAD																
20 Other Direct Charges																
21 Material																
22 Travel																
23 Overtime Premium																
24 Miscellaneous																
25 Other																
26 TOTAL ODC																
27a Subcontractor \$																
27b Team Member \$																
28 Subtotal																
29 G&A																
30 Team Member \$																
31 Team Member Handling Charges																
32 Total Costs																
33 Base Fee																
34 Fixed Fee																
35 Award Fee																
36 TOTAL COST + FEES																

12. Remarks: (See P. 49, Item 12)

FIGURE 2.7-1 NASA Form 533Q (Blank Form)

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION Form 533Q Financial Report

(Prime)

2. Report For Quarter Beginning July 1, 1992

TO: NASA Goddard Space Flight Center
Greenbell Road
Greenbell, MD 20771

FROM: A1 Engineers, Inc.
1234 Fifth Street
Greenbelt, MD 20770

3. CONTRACT VALUE
A. COST \$ 128,638,151
B. FEE \$ 3,990,963

1. DESCRIPTION CONTRACT

a. TYPE OF CONTRACT CPAF
b. CONTRACT AND LATEST AMMENDED NO. NAS5-30123 Mod 21
c. AUTH CONT REP J. Doe

d. TASK NO. AND MOD SUMMARY
e. WBS NO. 100.3
f. TASK STATUS
g. % OF EFFORT COMPLETE
h. ATR NAME
i. ATR CODE

j. SCOPE OF WORK SYSTEMS ENGINEERING
k. DATE OF REPORT September 4, 1992

4. FUND LIMITATION
A. COST \$ 50,000,000
B. FEE \$ 2,500,000

5. BILLING
A. INVOICE AMT BILLED \$ 39,550,000
B. TOTAL PYTS RECEIVED \$ 37,950,000

6. REPORTING CATEGORY	7. COST INCURRED / HOURS WORKED			8. ESTIMATED COST / HOURS TO COMPLETE									9. EST. FINAL COST / HOURS			10. EST. COMPL DATE	11. UNFILED ORDERS OUTSTANDING			
	CUM THRU PRIOR MONTH 5/31/92	CURRENT MONTH ESTIMATE 6/1/92-6/30/92	CUM ESTIMATE TO DATE 6/30/92	MONTH +1 7/1/92-7/31/92	MONTH +2 8/1/92-8/31/92	MONTH +3 9/1/92-9/30/92	QUARTER +1 0/1/92-12/31/92	QUARTER +2 1/1/93-3/31/93	QUARTER +3 4/1/93-6/30/93	BALANCE OF FY 7/1/93-9/30/93	NEXT FY 10/1/93-9/30/94	BALANCE OF CONTRACT	TOTAL TO COMPLETE	CONTRACTOR ESTIMATE	CONTRACT VALUE					
	a.	b.	c.	a.	b.	c.	d.	e.	f.	g.	h.	i.	j.	a.	b.					
Direct Labor Hours																				
Straight-Time Onsite	276,437	6,065	282,502	6,670	6,704	5,908	7,354	844	0	0	0	0	0	0	27,478	309,980	320,564			
Straight-Time Remote Site	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Straight-Time Offsite	422,662	7,327	429,989	7,378	6,730	5,506	10,301	1,552	0	0	0	0	0	0	31,467	461,456	560,450			
Overtime Onsite	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Overtime Remote Site	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Overtime Offsite	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Total Contractor Hours	699,099	13,392	712,491	14,048	13,434	11,412	17,655	2,396	0	0	0	0	0	0	58,945	771,436	881,014			
Subcontractor Hours	141,569	3,678	145,660	4,673	3,838	4,561	4,454	7,401	0	0	0	0	0	0	24,927	170,587	288,950			
Team Member Hours	150,966	21,161	154,644	4,191	3,491	3,025	31,306	336	0	0	0	0	0	0	42,349	196,993	260,540			
TOTAL HOURS	991,634	38,231	1,012,795	22,912	21,466	18,275	53,415	10,133	0	0	0	0	0	0	126,221	1,139,016	1,430,504			
Labor Dollars																				
Direct Labor \$ Onsite	5,442,025	134,266	5,576,291	156,223	156,703	136,624	160,817	19,874	0	0	0	0	0	0	630,241	6,206,532	650,450			
Direct Labor \$ Remote Site	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Direct Labor \$ Offsite	8,225,172	148,532	8,373,704	183,718	168,317	134,931	238,085	39,977	0	0	0	0	0	0	0	0	0			
TOTAL LABOR \$	13,667,197	282,798	13,949,995	339,941	325,020	271,555	398,902	59,851	0	0	0	0	0	0	765,028	9,138,732	10,580			
Onsite Overhead	1,122,971	42,173	1,175,144	50,708	49,895	44,093	40,494	5,524	0	0	0	0	0	0	1,395,269	15,345,264	661,030			
Remote Site Overhead	0	0	0	0	0	0	0	0	0	0	0	0	0	0	190,714	1,365,858	150,650			
Offsite Overhead	6,120,343	105,578	6,249,919	110,278	115,841	108,716	107,705	20,877	0	0	0	0	0	0	463,415	6,713,334	789,123			
TOTAL OVERHEAD	7,243,314	147,749	7,425,063	160,984	165,736	152,809	148,199	26,401	0	0	0	0	0	0	654,129	8,079,192	939,773			
Other Direct Charges																				
Material	4,614,111	128,065	4,742,176	96,709	107,700	80,107	123,220	212,136	0	0	0	0	0	0	819,872	5,362,048	5,145,080	175,500		
Travel	722,792	8,370	731,162	26,530	8,570	6,700	14,335	3,511	0	0	0	0	0	0	59,646	790,808	812,698			
Overtime Premium	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Miscellaneous	970,005	29,544	999,599	18,836	14,284	16,760	27,008	6,755	0	0	0	0	0	0	83,643	1,083,242	1,150,630			
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
TOTAL ODC	6,306,908	165,979	6,472,937	142,075	130,554	103,567	164,563	222,402	0	0	0	0	0	0	763,161	7,236,098	7,108,408	175,500		
Subcontractor \$	8,676,394	218,932	8,895,326	211,011	245,981	200,141	375,311	272,419	0	0	0	0	0	0	1,304,863	10,200,189	11,230,512	175,500		
Subtotal	35,893,813	815,458	36,743,321	854,011	867,291	728,072	1,086,975	581,073	0	0	0	0	0	0	4,117,422	40,860,743	19,939,723			
G&A	2,745,753	61,125	2,789,878	78,290	58,839	51,250	95,458	37,324	0	0	0	0	0	0	317,161	57,574,007	48,568,159			
Team Member \$	6,849,570	148,484	6,998,054	169,148	150,537	143,277	208,485	17,898	0	0	0	0	0	0	689,355	5,382,048	5,897,123			
Team Member Hndling Chrges	77,560	5,877	90,546	5,831	4,972	4,632	7,653	529	0	0	0	0	0	0	23,617	53,726,933	54,236,146			
Total Costs	45,566,896	1,030,944	46,621,799	1,105,280	1,079,639	927,231	1,398,581	636,824	0	0	0	0	0	0	5,147,555	157,523,731	128,641,151	175,500		
Base Fee	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Fixed Fee	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Award Fee	209,265	501,683	454,123	254,897	246,546	231,874	321,645	405,412	0	0	0	0	0	0	0	0	0			
TOTAL COST + FEES	45,775,961	1,532,627	47,075,922	1,360,177	1,326,185	1,159,105	1,720,226	1,042,236	0	0	0	0	0	0	1,460,374	248,824,811	251,493,482			

12. Remarks: This report includes data from the following new CTR's: 239, 364, and 490.

FIGURE 2.7-2 NASA Form 533Q (Contract Summary Example)

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION

Form 533Q Financial Report

(Prime)

TO: NASA Goddard Space Flight Center
Greenbelt Road
Greenbelt, MD 20771

FROM: A1 Engineers, Inc.
1234 Fifth Street
Greenbelt, MD 20770

2. Report For Quarter Beginning July 1, 1992

1. DESCRIPTION CONTRACT	a. TYPE OF CONTRACT CPAF	b. CONTRACT AND LATEST AMMENDED NO. NASS-30123 Mod 21			c. AUTH CONT REP J. Doe		4. FUND LIMITATION	
	d. TASK NO. AND MOD 155	e. WBS NO. 100.3	f. TASK STATUS ACTIVE	g. % OF EFFORT COMPLETE 35%	h. ATR NAME J. Smith	i. ATR CODE 580	A. COST \$ 74,500,000	B. FEE \$
	j. SCOPE OF WORK XTE IGSE					k. DATE OF REPORT September 2, 1992		5. BILLING
							A. INVOICE AMT BILLED \$	B. TOTAL PYTS RECEIVED \$

6. REPORTING CATEGORY	7. COST INCURRED / HOURS WORKED			8. ESTIMATED COST / HOURS TO COMPLETE									9. EST. FINAL COST / HOURS		10. EST. COMPL DATE 03/31/93	11. UNFILLED ORDERS OUTSTANDING		
	CUM THRU PRIOR MONTH 5/31/92	CURRENT MONTH ESTIMATE 6/1/92-6/30/92	CUM ESTIMATE TO DATE 6/30/92	MONTH +1 7/1/92-7/31/92	MONTH +2 8/1/92-8/31/92	MONTH +3 9/1/92-9/30/92	QUARTER +1 10/1/92-12/31/92	QUARTER +2 1/1/93-3/31/93	QUARTER +3 4/1/93-6/30/93	BALANCE OF FY 7/1/93-9/30/93	NEXT FY 10/1/93-9/30/94	BALANCE OF CONTRACT	TOTAL TO COMPLETE	CONTRACTOR ESTIMATE			CONTRACT VALUE	
	a.	b.	c.	a.	b.	c.	d.	e.	f.	g.	h.	i.	j.	a.			b.	
Direct Labor Hours																		
Straight-Time Onsite	46,073	1,011	47,084	1,112	1,117	984	1,226	141	0	0	0	0	4,580	51,663	53,427			
Straight-Time Remote Site	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Straight-Time Offsite	70,444	1,221	71,665	1,230	1,122	918	1,717	259	0	0	0	0	5,245	76,909	93,408			
Overtime Onsite	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Overtime Remote Site	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Overtime Offsite	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Total Contractor Hours	116,517	2,232	118,749	2,342	2,239	1,902	2,943	400	0	0	0	0	9,825	128,572	146,835			
Subcontractor Hours	23,595	613	24,277	779	760	640	742	1,234	0	0	0	0	4,155	28,431	48,158			
Team Member Hours	25,161	3,527	25,774	699	582	504	5,218	58	0	0	0	0	7,058	32,832	43,423			
TOTAL HOURS	165,273	6,372	168,800	3,820	3,581	3,046	8,903	1,690	0	0	0	0	21,038	189,835	238,418			
Labor Dollars																		
Direct Labor \$ Onsite	907,004	22,378	929,382	26,037	26,117	22,771	26,803	3,312	0	0	0	0	105,040	1,034,422	108,408			
Direct Labor \$ Remote Site	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Direct Labor \$ Offsite	1,370,862	24,755	1,395,617	30,620	28,053	22,489	39,681	6,653	0	0	0	0	127,505	1,523,122	1,763			
TOTAL LABOR \$	2,277,866	282,798	13,949,995	339,941	325,020	271,555	398,902	59,851	0	0	0	0	232,545	2,557,544	110,172			
Onsite Overhead	187,162	7,029	195,857	8,451	8,316	7,349	6,749	921	0	0	0	0	31,786	227,643	25,108			
Remote Site Overhead	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Offsite Overhead	1,020,057	17,596	1,041,653	18,379	19,307	18,119	17,951	3,480	0	0	0	0	77,236	1,118,889	131,521			
TOTAL OVERHEAD	1,207,219	24,625	1,237,510	26,830	27,623	25,468	24,700	4,401	0	0	0	0	109,022	1,346,532	156,629			
Other Direct Charges																		
Material	769,019	21,344	790,363	16,118	17,950	13,351	20,537	35,356	0	0	0	0	103,312	893,675	857,513		29,250	
Travel	120,465	1,395	121,860	4,422	1,428	1,117	2,389	585	0	0	0	0	9,941	131,801	135,450			
Overtime Premium	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Miscellaneous	161,668	4,924	166,600	3,139	2,381	2,793	4,501	1,126	0	0	0	0	13,941	180,540	191,772			
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
TOTAL ODC	1,051,152	27,663	1,078,823	23,679	21,759	17,261	27,427	37,067	0	0	0	0	127,194	1,206,016	1,184,735		29,250	
Subcontractor \$	1,446,066	36,489	1,482,554	35,169	40,997	33,357	62,552	45,403	0	0	0	0	217,477	1,700,032	1,871,752		29,250	
Subtotal	5,982,303	371,575	17,748,882	425,619	415,399	347,641	513,581	146,722	0	0	0	0	686,238	6,810,124	3,323,288			
G&A	457,826	10,188	464,980	12,715	9,473	8,542	15,910	6,221	0	0	0	0	763,473	7,929,013	8,094,693			
Team Member \$	1,141,595	24,747	1,166,342	28,191	25,090	23,880	34,749	2,983	0	0	0	0	103,312	893,675	982,354			
Team Member Handling Charges	12,927	980	15,091	972	829	772	1,276	88	0	0	0	0	876,726	8,954,489	9,039,358			
Total Costs	7,594,451	407,490	19,395,295	467,497	450,791	380,835	565,516	156,014	0	0	0	0	2,429,749	24,587,301	21,439,693		29,250	
Base Fee	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Fixed Fee	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Award Fee	48,378	116,947	109,021	42,483	41,091	38,646	86,941	100,902	0	0	0	0	4,069,946	41,470,802	41,915,580			
TOTAL COST + FEES	7,642,829	524,437	19,504,316	509,980	491,882	419,481	652,457	256,916	0	0	0	0	6,499,695	66,058,103	63,355,273		29,250	

12. Remarks: 92 onsite hours were inadvertently charged as offsite; will be corrected on next 533 report.

FIGURE 2.7-3 NASA Form 533Q (Contract Single Task Example)

CATS Interface Specification

File Structure: A File is a sequence of ASCII text records. Records may contain multiple entries per record, with "white space" (space(s) or tab(s)) separating each entry. The last entry of every line shall be followed by a <cr><lf>. There shall not be any **extra blank** records between the data records except as specified by blank or spare records. In the sections that follow, the **Record #** column specifies the order and the number of records in the file section.

**Data Field
Specification:**

CHAR data elements:

- shall not contain any leading or trailing blanks

NUMERIC data elements:

- are not limited as to the size of the number
- shall not contain any embedded commas, ()'s or \$ symbols
- may contain the decimal point character "."
- negative numbers shall be preceded by minus (-) sign and shall not be in parenthesis

DATE Data Elements:

- Shall support the Century transition to the year 2000
- Four digit years are acceptable
- 2 digit years shall represent the year/century as follows:
 - 00 - 49 represents year 2000 - 2049
 - 50 - 99 represents year 1950 - 1999

Blank records are allowed (for example in the Summary portions).
Provide a 0 value for all Spare records.

**Task Number
Format:**

Task numbers shall be formatted as follows: tttt-sss

Where: tttt = the task number, supply leading zeros (e.g. 0001, 0117, etc.)

sss = the subtask number, supply leading zeros and include the dash (-)
(e.g. 0002-002, 0184-011, etc.)

If there is no subtask, **OMIT** the -sss.

3.2 Non-electronic Requirements

The requirements in this section are to be furnished by the contractor (both prime and team members) at the beginning of the contract. They are referenced in the descriptions of the electronic file formats.

3.2.1 Reporting Categories

Table 3.2-1 lists an example of pre-defined Reporting Category Identifiers. This list applies to the NF533M, and CTR Files. Each Identifier shall be unique and limited to eight (8) characters. These are example categories. The COTR and the contractor's official representative (prime and team members) for each contract shall agree upon additional categories.

TABLE 3.2-1 Reporting Categories

<u>Identifier</u>	<u>Units</u>	<u>Description</u>
ADJ	Dollars	Adjustment
AF	Dollars	Award Fee
AFL	Dollars	Award Fee: Labor
AFMAT	Dollars	Award Fee: Materials
BF	Dollars	Base Fee
LDCON	Dollars	Contractor Labor \$
LDOF	Dollars	Direct Labor Offsite
LDON	Dollars	Direct Labor Onsite
LDRS	Dollars	Direct Labor Remote Site
LDENG	Dollars	Direct Labor: Engineering
LDMFG	Dollars	Direct Labor: Manufacturing
LDQA	Dollars	Direct Labor: Quality Assurance
FCCM	Dollars	Facilities Cost of Money (FCCM)
FP	Dollars	Firm Fixed Price Items
FF	Dollars	Fixed Fee
G&A	Dollars	G & A
G&AMF	Dollars	G&A Manufacturing
G&AODC	Dollars	G&A on ODC
LLDOF	Dollars	Loaded Labor Offsite
LLDON	Dollars	Loaded Labor Onsite
MATRL	Dollars	MATERIAL \$
MFMB	Dollars	MFG Material Burdens
VAX	Dollars	ODC: CAD/VAX
LTRAV	Dollars	ODC: Local Travel
MAIN	Dollars	ODC: Maintenance
MAT	Dollars	ODC: Materials
VAXMF	Dollars	ODC: Mfg CAD/VAX
MATMF	Dollars	ODC: Mfg Materials
MISCMF	Dollars	ODC: Mfg Other
TRAVMF	Dollars	ODC: Mfg Travel
NLTRAV	Dollars	ODC: Non-Local Travel
MISC	Dollars	ODC: Other
TRAV	Dollars	ODC: Travel
ODC	Dollars	OTHER \$

CATS Interface Specification

TABLE 3.2-1
(continued)

OHOF	Dollars	Overhead Offsite
OHON	Dollars	Overhead Onsite
OHRS	Dollars	Overhead Remote Site
OHCON	Dollars	Overhead: Contractors
OHENG	Dollars	Overhead: Engineering
OHMFG	Dollars	Overhead: Manufacturing
OHMAT	Dollars	Overhead: Material
OHQA	Dollars	Overhead: Quality Assurance
OVP	Dollars	Overtime Premium
SUBS	Dollars	SUBS \$
SUBT	Dollars	SUBTOTAL
SD	Dollars	Subcontractor \$
TOBUR	Dollars	TOTAL BURDENED COST
TOTCON	Dollars	TOTAL CONTRACT
TOTC	Dollars	TOTAL COST
TOTCF	Dollars	TOTAL COST & FEE
TOTG&A	Dollars	TOTAL G&A
TOTLD	Dollars	TOTAL LABOR
TOTLDS	Dollars	TOTAL LABOR (w/Sub)
TOTLLD	Dollars	TOTAL LOADED LABOR
TLODC	Dollars	TOTAL LOADED ODC
TODCMF	Dollars	TOTAL MFG ODC
TOTODC	Dollars	TOTAL ODC
TOTOH	Dollars	TOTAL OVERHEAD
TOTPC	Dollars	TOTAL PRODUCTION COST
TRAVL	Dollars	TRAVEL \$
TMHC	Dollars	Team Member Handling Charges
OFHRS	Hours	OFF-SITE HOURS
ONHRS	Hours	ON-SITE HOURS
OVOF	Hours	Overtime Offsite
OVON	Hours	Overtime Onsite
OVRs	Hours	Overtime Remote Site
OVMF	Hours	Overtime: Manufacturing
REHRS	Hours	REMOTE-SITE HOURS
SUBHR	Hours	SUB HOURS
STOF	Hours	Straight Time Offsite
STON	Hours	Straight Time Onsite
STRS	Hours	Straight Time Remote Site
STCON	Hours	Straight Time: Contractors
STENG	Hours	Straight Time: Engineering
STMFG	Hours	Straight Time: Manufacturing
STQA	Hours	Straight Time: Quality Assurance
SH	Hours	Subcontractor Hours
TOTLH	Hours	TOTAL DIRECT LABOR HOURS
TOTLHS	Hours	TOTAL DIRECT LABOR HOURS (w/Sub)
TOHRS	Hours	TOTAL HOURS
TOTPCH	Hours	TOTAL LABOR HOURS
TH	Hours	Team Member Hours

CATS Interface Specification

3.2.2 Job Categories

Table 3.2-2 lists an example of pre-defined Job Category Identifiers. This list applies to the NF533M for Direct Labor entries, and CTR Files for direct labor estimates. Each Identifier shall be unique and limited to eight (8) characters. The COTR for each contract and the contractor's representative (prime and team members) shall agree upon additional categories.

TABLE 3.2-2 Job Categories

<u>Identifier</u>	<u>Description</u>
AK	ADMINISTRATIVE ASSISTANT
IA	ADP OPERATOR
IE	ADP SYSTEMS ENGINEER
JA	C&DH ENGINEER
Ji	COMMUNICATIONS ENGINEER
AC	CONFIGURATION MGMT CLERK
MA	CONFIGURATION MGMT SPECIALIST
JX	CONTAMINATION CONTROL ENGINEER
EB	ELECTRICAL CAD/DRAFTSMAN TECH
ED	ELECTRICAL DESIGNER
HE	ELECTRICAL ENGINEER
JK	ELECTRONICS PACKAGING ENGINEER
TB	ELECTRONICS TECHNICIAN
JC	EMC/EMI ENGINEER
JG	GSE ENGINEER
JJ	HARNESS DESIGNER
JE	INTEGRATION & TEST ENGINEER
JZ	JR CONTAMINATION CONTROL ENGR
HD	JR ELECTRICAL ENGINEER
TA	JR ELECTRONICS TECH/ASSEMBLER
HK	JR MECHANICAL ENGINEER
TI	JR MECHANICAL TECH/ASSEMBLER
TE	MACHINIST
JM	MATERIALS ENGINEER
TG	MATERIALS TECHNICIAN
EM	MECHANICAL CAD/DRAFTING TECH
HL	MECHANICAL ENGINEER
JR	MECHANICAL PACKAGING ENGINEER
TJ	MECHANICAL TECHNICIAN
JL	PARTS ENGINEER
KB	PRODUCT ASSURANCE MANAGER
MM	PROGRAM MANAGER
IC	PROGRAMMER
ME	PROJECT COORDINATOR/SCHEDULER
ML	PROJECT MANAGER (ELECTRICAL)
MC	PROJECT MANAGER (MECHANICAL)
MS	PROJECT MANAGER (SOFTWARE)
QI	QUALITY CONTROL INSPECTOR
QM	QUALITY CONTROL MANAGER
KA	SAFETY ENGINEER
HO	SOFTWARE ENGINEER
JB	SR C&DH ENGINEER

TABLE 3.2-2
(continued)

JH	SR COMMUNICATIONS ENGINEER
MF	SR CONFIGURATION MGMT SPECIALIST
JW	SR CONTAMINATION CONTROL ENGR
HF	SR ELECTRICAL ENGINEER
TC	SR ELECTRONICS TECHNICIAN
JF	SR GSE ENGINEER
JD	SR INTEGRATION & TEST ENGINEER
TH	SR MATERIALS TECHNICIAN
HM	SR MECHANICAL ENGINEER
TK	SR MECHANICAL TECHNICIAN
HP	SR SOFTWARE ENGINEER
JQ	SR STRESS ANALYSIS ENGINEER
JP	SR STRUCTURAL ANALYSIS ENGINEER
JN	SR SYSTEMS ENGINEER
JY	SR SYSTEMS SAFETY ENGINEER
WC	SR TECHNICAL WRITER
JS	SR THERMAL ENGINEER
TO	SR THERMAL TECHNICIAN
IG	SYSTEMS ANALYST
JO	SYSTEMS ENGINEER
AE	TECHNICAL TYPIST/SECRETARY
WB	TECHNICAL WRITER
JU	THERMAL DEVELOPMENT ENGINEER
JT	THERMAL ENGINEER
JV	THERMAL SYSTEMS ENGINEER
TN	THERMAL TECHNICIAN

3.2.3 ODC Identifiers and Descriptions

The prime contractor and their team members shall provide descriptions of their Miscellaneous Other Direct Costs (ODC) categories that are used in reporting contract cost data. Table 3.2-3 lists some example Identifiers to be used in the ODC Report File to identify the Miscellaneous ODC categories. The COTR for the contract and the contractor's representative will agree upon additional identifiers when required. The ODC descriptions shall contain three items for each category as follows:

1. ODC Identifier, limited to eight (8) characters
2. ODC short description limited to 48 characters
3. ODC long description, in paragraph format, describing more fully the charge.

Example:

Identifier:	SHIP
Short Description:	Federal Express and UPS
Long Description:	In support of a particular task, the cost of specialized packaging and shipping of items for long-distance movement by commercial truck or airfreight.

TABLE 3.2-3 Miscellaneous Other Direct Costs Categories

<u>Identifier</u>	<u>Description</u>
CAE/CAD	CAE/CAD Charge
COMP	Computer Charge
COPIER	Copier Usage
EPXLAB	Epoxy Lab Usage Charge
HIS	Information Handling System
MACH	Machine Shop Usage Charge
MISC	Miscellaneous
PO	Purchase Order
RFTEST	RF Test Equipment Usage Charge
SHIP	Federal Express and UPS
SOLDER	Soldering Charge
SUPPLY	Packaging/Supplies Charge
TEL	Telephone Usage
THERM	Thermal Chamber Usage Charge

3.2.4 Contractor Site Names

Prime contractor and team members shall specify their work site names and identifiers. Up to four (4) sites may be specified. The site identifier is limited to eight (8) characters. The first site identifier shall be **Onsite** to specify work performed onsite at GSFC. The other sites shall identify the contractors offsite facilities. The site identifiers are used on the CTR, 533, and WF forms. Typical site names and identifiers are:

Onsite	On site at GSFC
Offsite	Contractor's primary off site facility
Mnfsite	Manufacturing facility (contractor's alternate offsite facility)

3.2.5 Contractor Fee Descriptions

Each contractor and team member shall provide their fee loading descriptions. The fee descriptions correspond to lines 26 through 32 of the CTR form. These lines vary depending on the contract and represent G&A and other fees. Typical examples follow:

26. Materials Handling	26. G&A
27. G&A	27. Team Members
28. Team Members	28. Team Member Handling
29. Subcontract Admin.	29. TOTAL ESTIMATED COST
30. TOTAL ESTIMATED COST	30. Base Fee
31. Task Fee	31. Fixed Fee
32. Contract Fee	32. Award Fee

3.2.6 Company Name

The contractor and the government shall agree on the name of the company. This company name shall be used consistently throughout all CATS requirements.

CATS Interface Specification

3.2.7 Operating Days

The contractor shall provide the number of operating days to be worked for each accounting month of the contract period. Operating days are defined as normal contractor working days, Monday through Friday excluding contractor observed holidays. The input shall be in the form of a list of months and corresponding workdays. The date for the month shall be in the format m/d/yy with the day representing the last day of the accounting month. For example, the following is a typical list for the three months of December 1999 through February 2000.

<u>Month Ending</u>	<u>Number of Days</u>	
12/31/99	21	(Excludes 12/25/99 and 12/31/99)
1/31/00	20	(Excludes 1/17/00)
2/29/00	20	(Excludes 2/21/00)

CATS Interface Specification

3.3 NASA Form 533M File Format

File Specification: NASA Form 533M shall be submitted as an ASCII flat file, one file per contract, per month. Each file shall contain the following items:

1. Contract Header: This section contains information identifying the contract, describing the scope of the contract, and identifying the reporting period.
2. Contract Summary: This section contains the information from Items 7, 8, 9, and 10 of the NF533M for the contract summary (see Section 2.1). This is the cost and hours data for the contract overall.
3. Task Detail: This section contains the Task Header and the information from Items 7, 8, 9, and 10 of the NF533M for each task. This section repeats for each task in the report as necessary. Include Closed¹ Tasks that do not have charges for the current month.
4. End of File: This is the end of the file for this reporting month.

NOTE: Each file shall contain the summary information and task information for a complete contract. In other words, a file will not correspond to a single NF533M hard copy form, but rather will contain all the information provided by the multiple hard copy reports for each contract.

Reporting Categories shall be provided in the order specified in Section 2.1.

Figure 3.3-1 depicts the Top Level File Specification for Electronic Submission of the NF533M Report.

¹A Closed task is one whose performance period has ended and its NF533M remaining plan equals zero (columns 8a, 8b, and 8c).

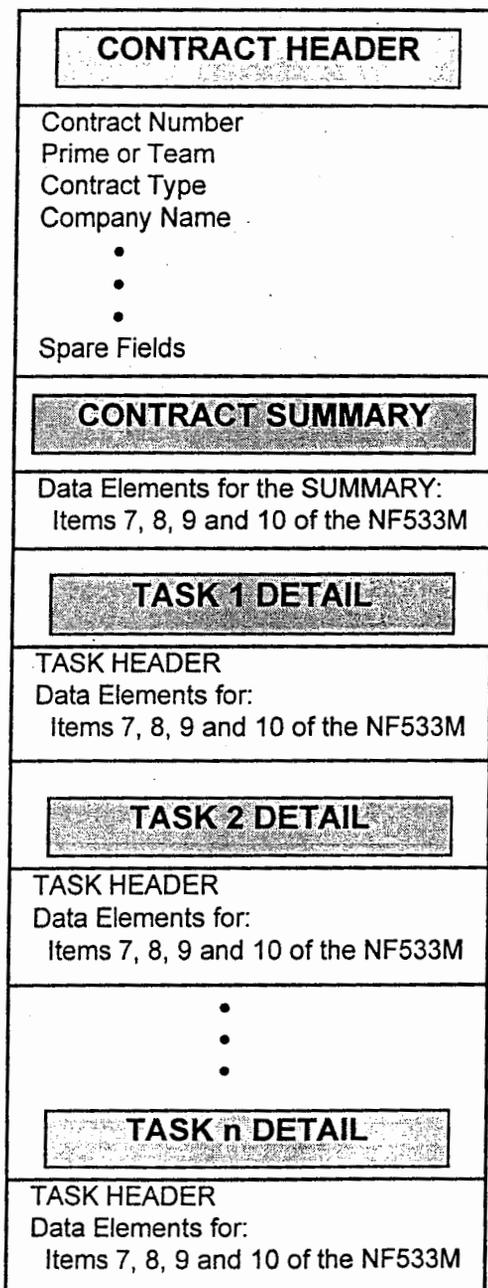


FIGURE 3.3-1 Top Level Format of the NF533M File

CATS Interface Specification

3.3.1 NF533M Contract Header

This section of the NF533M file describes the contract and general information for the NF533M report including the financial information.

<u>Data Element</u>	<u>Record #</u>	<u>Format</u>	<u>Example</u>	<u>Comments</u>
Contract Number & Mod	1	CHAR 20	NAS5-54321	
PRIME or TEAM	2	CHAR 6	PRIME	Denotes who is submitting the report. Field shall contain Prime or Team as appropriate.
Type of Contract	3	CHAR 8	CPFF	Valid are CPAF, CPFF, CPIF
Company Name	4	CHAR 40	A1 Engineers Inc.	Name of prime contractor or team member.
Company Street Address	5	CHAR 40	1234 Fifth Street	Street Address.
Company City Address	6	CHAR 40	Greenbelt, MD 20770	City, State, and Zip.
Task Number	7	CHAR 16	SUMMARY	Always contains SUMMARY.
WBS Number	8	CHAR 16	100.3	WBS number, if applicable.
Task Status	9	CHAR 1		Blank for SUMMARY.
Percent Complete	10	NUMERIC		Blank for SUMMARY.
Scope of Work, Contract Title	11	CHAR 80	Support Services	Full Name of the Contract
Authorized Contract Rep	12	CHAR 32	John Doe	Contractor's representative.
ATR Name	13	CHAR 32		Blank for SUMMARY.
ATR's GSFC Org Code	14	CHAR 32		Blank for SUMMARY.
Date of Report	15	CHAR 8	10/16/92	mm/dd/yy.
Period Ending	16	CHAR 8	09/30/92	mm/dd/yy.
Number of Operational Days	17	NUMERIC	22	
Contract Value, Cost	18	NUMERIC	dddd.cc	Do not include \$ or , symbols!
Contract Value, Fee	19	NUMERIC	dddd.cc	Do not include \$ or , symbols!
Fund Limitation, Cost	20	NUMERIC	dddd.cc	Do not include \$ or , symbols!
Fund Limitation, Fee	21	NUMERIC	dddd.cc	Do not include \$ or , symbols!
Invoice Amount Billed	22	NUMERIC	dddd.cc	Do not include \$ or , symbols!
Total Payments Received	23	NUMERIC	dddd.cc	Do not include \$ or , symbols!
From Date for Column 7a	24	CHAR 8	09/01/92	mm/dd/yy.
To Date for Column 7a	25	CHAR 8	09/30/92	mm/dd/yy.
From Date for Column 7b	26	CHAR 8	09/01/92	mm/dd/yy.
To Date for Column 7b	27	CHAR 8	09/30/92	mm/dd/yy.
Thru Date for Column 7c	28	CHAR 8	09/30/92	mm/dd/yy.
Thru Date for Column 7d	29	CHAR 8	09/30/92	mm/dd/yy.
From Date for Column 8a	30	CHAR 8	10/01/92	mm/dd/yy.

CATS Interface Specification

<u>Data Element</u>	<u>Record #</u>	<u>Format</u>	<u>Example</u>	<u>Comments</u>
To Date for Column 8a	31	CHAR 8	10/31/92	mm/dd/yy.
From Date for Column 8b	32	CHAR 8	11/01/92	mm/dd/yy.
To Date for Column 8b	33	CHAR 8	11/30/92	mm/dd/yy.
Balance Date for Column 8c	34	CHAR 8	12/01/92	mm/dd/yy.
Remarks	35	CHAR 100		
Number of Tasks	36	NUMERIC	19	Number of Tasks included in this file not including SUMMARY data.
Prime's Period Ending Date	37	CHAR 8	9/30/92	mm/dd/yy
Number of Work Sites	38	NUMERIC	3	Number of sites included in contract summary If not required, specify 0.
SPARE	23 records		0	These items are not used at the present time. The file shall contain 0 for these fields.

3.3.2 NF533M Contract Summary

This section of the NF533M file contains the information for the data portion of the report that represents the SUMMARY data for the contract for the reporting month. There are three (3) subsections of the Contract Summary: 1) Direct Labor Hours, 2) Direct Labor Dollars, and 3) Summary Reporting Categories.

1. Direct Labor Hours

This section contains direct labor hours for each contractor site (the number of sites is provided on Record 38 in the Contract Header). For each site, provide a record with the Site Name. Site names shall be the same as the site names used on CTR's and Workforce Reports (see Section 3.2.4). The site name record shall be followed with a record for each reporting category in the report for that site. Each record shall be formatted with 11 fields. The first field shall contain the Job Category and the remaining 10 fields shall contain the data for each of the columns in the NF533M for items 7-10. If all ten (10) values for the category are zero, the record may be omitted from the file; however, the END record is required. See Table 3.2-2 for suggested Job Category Identifiers. The site records shall be formatted as follows:

```
Site Name
Job_ID 7a 7b 7c 7d 8a 8b 8c 9a 9b 10<cr><lf>
```

END

2. Direct Labor Dollars

This section contains direct labor dollars for each contractor site (the number of sites is provided on Record 38 in the Contract Header). For each site, provide a record with the Site Name. Site names shall be the same as the site names used on CTR's and Workforce Reports (see Section 3.2.4). The site name record shall be followed with a record for each reporting category in the report for that site. Each record

CATS Interface Specification

shall be formatted with 11 fields. The first field shall contain the Job Category and the remaining 10 fields shall contain the data for each of the columns in the NF533M for items 7-10. If all ten (10) values for the category are zero, the record may be omitted from the file; however, the END record is required. See Table 3.2-2 for suggested Job Category Identifiers. The site records shall be formatted as follows:

```
Site Name  
Job_ID 7a 7b 7c 7d 8a 8b 8c 9a 9b 10<cr><lf>
```

```
END
```

3. Summary Reporting Categories

The next x records, where x is the number of lines under columns 7 through 10, contain one row of data per record as it appears on the NF533M. Each record shall consist of 11 fields. The first field shall contain the Reporting Category Code and the remaining 10 fields shall contain the data for each of the columns in the NF533M for items 7-10. If all ten (10) values for the category are zero, the record may be omitted from the file; however, the END record is required. See Table 3.2-1 for pre-defined Reporting Category Identifiers. The records shall be formatted as follows:

```
REP_CAT 7a 7b 7c 7d 8a 8b 8c 9a 9b 10<cr><lf>
```

Followed by an END of section record: END<cr><lf>

Reporting Categories shall be provided in the order specified in Section 2.1.

EXAMPLE:

```
STON 160 160 940 975 160 160 1000 1100 1100 0<cr><lf>           Straight Time Onsite Hours  
STOF 80 80 160 160 80 80 500 500 500 0<cr><lf>           Straight Time Offsite Hours  
  
TOTCF 25000 25000 300000 300000 25000 25000 600000 600000 60000 0<cr><lf> Total Cost and Fee  
END<cr><lf>                               Last Record for Summary
```

CATS Interface Specification

3.3.3 NF533M Task Detail

This section of the NF533M file contains the Task Header. This is the information for each individual task of the contract. The format is repeated for each task in the report.

First Task of the Report

<u>Data Element</u>	<u>Record #</u>	<u>Format</u>	<u>Example</u>	<u>Comments</u>
<u>TASK HEADER</u>				
Task Number	1	CHAR 16	0155	Must match CTR Task No.
Task Modification	2	CHAR 1	A	Alphabetic amendment letter (e.g. A, B, C, etc.). Leave blank if no amendment has been issued.
WBS Number	3	CHAR 16	100.3	WBS number, if applicable.
Task Status	4	CHAR 1	A	A=Active task, C=Closed task, or I=Inactive task ¹ .
Percent Complete	5	NUMERIC	25	Do not include the % character.
Task Title	6	CHAR 80	XTE IGSE	Task Title as specified by the government (from the Task Order, Request for Task Plan, etc.)
Authorized Contract Rep	7	CHAR 32	John Doe	Contractor's representative.
ATR Name	8	CHAR 32	J. Smith	Gov't. Assistant Tech. Rep.
ATR's GSFC Org code	9	CHAR 32	563	ATR's organization code.
Date of Report	10	CHAR 8	11/10/93	mm/dd/yy.
Period Ending	11	CHAR 8	10/31/93	mm/dd/yy.
Number of Operational Days	12	NUMERIC	21	Operating days in the contractor's Accounting period being reported.
Contract Value, Cost	13	NUMERIC	dddd.cc	Do not include \$ or , symbols!
Contract Value, Fee	14	NUMERIC	dddd.cc	Do not include \$ or , symbols!
Fund Limitation, Cost	15	NUMERIC	dddd.cc	Do not include \$ or , symbols!
Fund Limitation, Fee	16	NUMERIC	dddd.cc	Do not include \$ or , symbols!
Invoice Amount Billed	17	NUMERIC	Blank for individual tasks.	
Total Payments Received	18	NUMERIC	Blank for individual tasks.	
From Date for Column 7a	19	CHAR 8	10/01/93	mm/dd/yy.
To Date for Column 7a	20	CHAR 8	10/31/93	mm/dd/yy.
From Date for Column 7b	21	CHAR 8	10/01/93	mm/dd/yy.
To Date for Column 7b	22	CHAR 8	10/31/93	mm/dd/yy.
Thru Date for Column 7c	23	CHAR 8	10/31/93	mm/dd/yy.
Thru Date for Column 7d	24	CHAR 8	10/31/93	mm/dd/yy.

¹An Inactive task is one whose performance period has ended but its NF533M remaining plan is *not zero* (columns 8a, 8b, and 8c). A Closed task is one whose performance period has ended and its NF533M remaining plan *equals zero* (columns 8a, 8b, and 8c).

CATS Interface Specification

<u>Data Element</u>	<u>Record #</u>	<u>Format</u>	<u>Example</u>	<u>Comments</u>
From Date for Column 8a	25	CHAR 8	11/01/93	mm/dd/yy.
To Date for Column 8a	26	CHAR 8	11/30/93	mm/dd/yy.
From Date for Column 8b	27	CHAR 8	12/01/93	mm/dd/yy.
To Date for Column 8b	28	CHAR 8	12/31/93	mm/dd/yy.
Balance Date for Column 8c	29	CHAR 8	01/01/94	mm/dd/yy.
Remarks	30	CHAR 100		
Date of Referenced CTR	31	CHAR 8	04/11/94	mm/dd/yy.
Task Modification of Referenced CTR	32	CHAR 1	A	Alphabetic amendment letter (e.g. A, B, C, etc.). Leave blank if no amendment has been issued.
Prime's Period Ending Date	33	CHAR 8	9/30/92	mm/dd/yy
Number of Work Sites	34	NUMERIC	3	Number of sites included in contract summary If not required, specify 0.
SPARE	8 records	0		These items are not used at the present time. The file shall contain 0 for these fields.

Data Elements for First Task of the Report

There are three (3) subsections of the Data Elements: 1) Direct Labor Hours, 2) Direct Labor Dollars, and 3) Summary Reporting Categories.

1. Direct Labor Hours

This section contains direct labor hours for each contractor site (the number of sites is provided on record 34 after the Prime's Period Ending Date record in the Task Header). For each site, provide a record with the Site Name. Site names shall be the same as the site names used on CTR's and Workforce Reports (see Section 3.2.4). The site name record shall be followed with a record for each reporting category in the report for that site. Each record shall be formatted with 11 fields. The first field shall contain the Job Category and the remaining 10 fields shall contain the data for each of the columns in the NF533M for items 7-10. If all ten (10) values for the category are zero, the record may be omitted from the file; however, the END record is required. See Table 3.2-2 for suggested Job Category Identifiers. The site records shall be formatted as follows:

```

Site Name
Job_ID 7a 7b 7c 7d 8a 8b 8c 9a 9b 10<cr><lf>
.
.
END

```

CATS Interface Specification

2. Direct Labor Dollars

This section contains direct labor dollars for each contractor site (the number of sites is provided on record 34 after the Prime's Period Ending Date record in the Task Header). For each site, provide a record with the Site Name. Site names shall be the same as the site names used on CTR's and Workforce Reports (see Section 3.2.4). The site name record shall be followed with a record for each reporting category in the report for that site. Each record shall be formatted with 11 fields. The first field shall contain the Job Category and the remaining 10 fields shall contain the data for each of the columns in the NF533M for items 7-10. If all ten (10) values for the category are zero, the record may be omitted from the file; however, the END record is required. See Table 3.2-2 for suggested Job Category Identifiers. The site records shall be formatted as follows:

```
Site Name  
Job_ID 7a 7b 7c 7d 8a 8b 8c 9a 9b 10<cr><lf>
```

```
END
```

3. Summary Reporting Categories

The next x records, where x is the number of lines under columns 7 through 10, contain one row of data per record as it appears on the NF533M. Each record shall consist of 11 fields. The first field shall contain the Reporting Category Code and the remaining 10 fields shall contain the data for each of the columns in the NF533M for items 7-10. If all ten (10) values for the category are zero, the record may be omitted from the file; however, the END record is required. See Table 3.2-1 for pre-defined Reporting Category Identifiers. The records shall be formatted as follows:

```
REP_ID 7a 7b 7c 7d 8a 8b 8c 9a 9b 10<cr><lf>
```

```
Followed by an END of section record: END<cr><lf>
```

Reporting Categories shall be provided in the order specified in Section 2.1.

EXAMPLE:

```
STON 160 160 940 975 160 160 1000 1100 1100 0<cr><lf>      Straight Time Onsite Hours
```

```
END<cr><lf>
```

Last Record for Task #1

Repeat Section 3.3.3, *First Task of the Report*, for each task under the contract.

3.3.4 NF533M End of File

The END<cr><lf> record for the last task is the end of the file.

CATS Interface Specification

3.4 Contractor Workforce Report

File Specification: The Contractor Workforce Report shall be submitted as an ASCII flat file, one file per contract per reporting period (the reporting period shall agree with NF533M reporting period). Each file contains the following items:

1. Contract Header: This section contains information identifying the contract, identifying the reporting period and number of sites included in the file.
3. Workforce Detail: This section contains the information for each site location with the hours worked by each person on each task.
4. End of File: This is the end of the file for this reporting month.

NOTE: Each file will contain the workforce information and personnel information for a complete company. There shall be a separate file for the Prime contractor and each team member.

Figure 3.4-1 shows the top level structure of the Contractor Workforce Report file format.

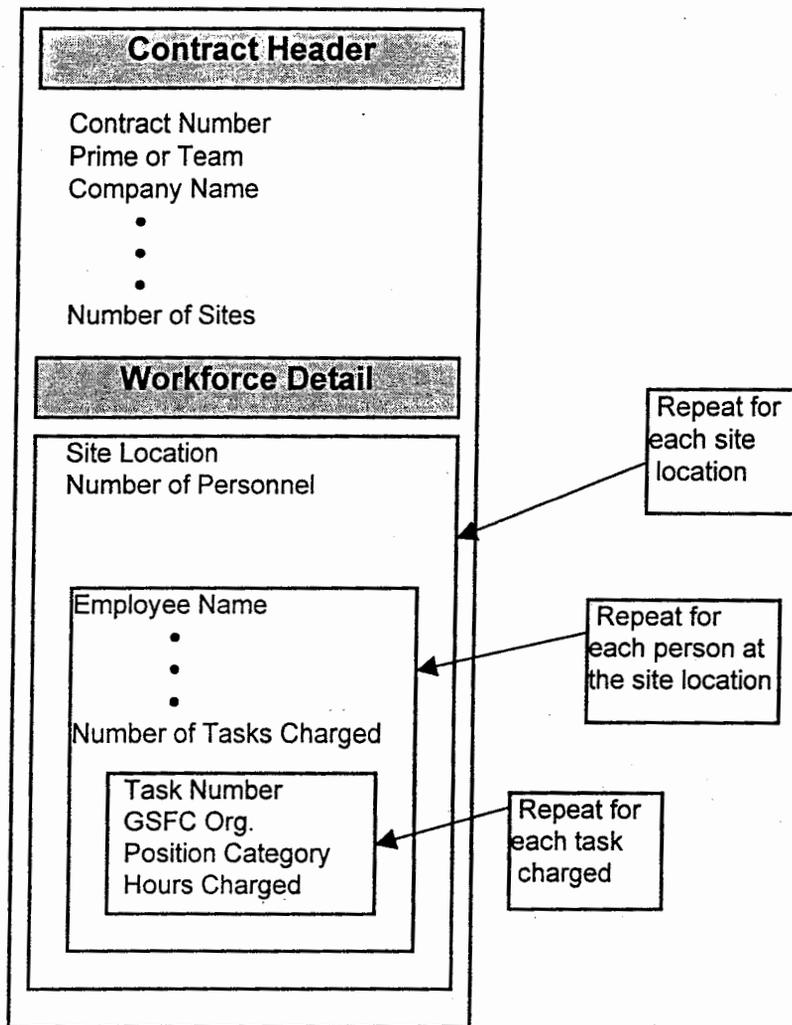


FIGURE 3.4-1 Top Level Format of the Contractor Workforce Report File

CATS Interface Specification

3.4.1 Workforce Report Contract Header

This section of the Workforce Report file contains information describing the contract and the reporting period.

<u>Data Element</u>	<u>Record #</u>	<u>Format</u>	<u>Example</u>	<u>Comments</u>
Contract Number	1	CHAR 20	NAS5-30123	
PRIME or TEAM	2	CHAR 6	PRIME	Denotes who is submitting the report. Field shall contain Prime or Team
Company Name	3	CHAR 40	A1 Engineers Inc.	Name of prime contractor or team member
Report Start Date	4	DATE	2/1/92	Format mm/dd/yy
Report End Date	5	DATE	2/29/92	Format mm/dd/yy. Last day of the accounting period being reported
Prime Contractor's Period End Date	6	DATE	2/29/92	Format mm/dd/yy. Last day of the prime's associated accounting period
Number of Site Locations	7	NUMBER	3	Site Locations shall be the same as those established in Section 3.2.4.

3.4.2 Workforce Report Detail

This section contains the detail data. It repeats for each Site Location included in the file.

<u>Data Element</u>	<u>Record #</u>	<u>Format</u>	<u>Example</u>	<u>Comments</u>
Work Site Location	1	CHAR 8	Onsite ¹	Shall be the same as those established in Section 3.2.4.
Number of Operating Hours for the reporting month	2	NUMBER	176	Number of operating days (excluding weekends and holidays) in the accounting period times 8 hours/day.
Number personnel reported for this site	3	NUMBER	25	Number of personnel included in this work site

The following records repeat for each person reported at this work site:

Employee Name	1	CHAR 40	Doe, John M.	Last, First MI.
Building No. or Name	2	CHAR 20	16W	GSFC Building No., Company Location or Remote Location
Room Number	3	CHAR 10	N115	Include interior rooms, e.g., S116-A

¹ See Glossary, Section 1.1

CATS Interface Specification

<u>Data Element</u>	<u>Record #</u>	<u>Format</u>	<u>Example</u>	<u>Comments</u>
Telephone No.	4	CHAR 20	61233	5 digits for GSFC, else include area code and full number
Skill Class	5	CHAR 2	SE	Skill class as used in LISTS: SE = Scientist/Engineer PA = Professional Administrative C = Clerical T = Technician
Remarks	6	CHAR 50	New Employee	Only include events for the current month
Number of tasks charged	7	NUMBER	3	Number of tasks charged by this person on this contract

The following records repeat for each task charged by this person:

Task Number	1	CHAR 16	0025-011	Task Number as defined in Section 3.1.
GSFC Supported Organization Code	2	CHAR 10	733.4	GSFC organization code that is being supported for this task
Contract Position Category	3	CHAR 8	HE	Job Category ID as defined in Table 3.2-2
Hours Charged	4	NUMBER	39.5	Hours charged this month on the above task, to tenths of hours

For example, the following shows a file with 2 sites, 1 employee offsite with 1 task and 2 employees onsite with 2 tasks and 1 task respectively:

<u>File Contents</u>	<u>Description</u>
NAS5-12345	Contract No
PRIME	
A1 Engineers, Inc	
2/1/92	
2/29/92	
2/29/92	
2	2 Site Locations
Offsite	Site 1
168	21 operating days times 8 hours/day, President's Day not Observed
1	1 person for this site
Doe, John M.	
A1 Hq	
Rm 3	
301-345-1234	
SE	Scientist/Engineer
New Hire 2/1/92	
1	1 Task Charged

CATS Interface Specification

<u>File Contents</u>	<u>Description</u>
0155	Task Number
562	Supports Code 562 on task 155
HE	Job Category ID for Electrical Engineer
168	168 hours worked on task 155 by this employee
Onsite	Site 2
160	20 operating days times 8 hour/day, Holiday not worked
2	2 Employees for this site
Denver, John	First Employee
11	
E124	
61234	
SE	Skill Code
	Remarks
2	2 Tasks for first employee
0033-002	First Task
561	Supports Code 561 on task 33-2
HE	
80	80 hours worked on Task 33-2
0033-003	Second Task
566	Supports Code 566 on task 33-3
SE	
80	80 hours worked on Task 33-3
Smith, John	Second Employee
11	
E135	
67890	
T	
1	One task for second employee
0009	
564	
TB	
160	
END	End of File

3.4.3 Workforce Report End of File

The End of the Workforce file is denoted by an END record as follows:

END<cr><lf>

CATS Interface Specification

3.5 Contractor Task Report (CTR)

File Specification: The Contractor Task Report (CTR) shall be submitted as an ASCII flat file and may contain multiple tasks. Each file shall contain the following items:

1. Contract Header: This section contains information identifying the contract, whether the contractor is a prime contractor or team member, and the Company Name.
2. Task Header: This section contains information identifying the task description.
3. Task Detail: This section contains the information from the cost estimate, Items 14-17, from the Contractor Task Report for each task.
4. Task Summary: This section contains the summary information from lines 18 through 35 of the CTR.
5. End of File: This is the end of the file for this CTR file.

Reporting Categories shall be provided in the order specified in Section 2.3.

Figure 3.5-1 shows the top level structure of the CTR File Format.

Narrative Attachments: If there are narrative attachments to the CTR (Task Plans, assumptions, etc.) made by the contractor in developing the cost estimate, or clarifications to the estimate, they are to be submitted in a Microsoft Word file, Version 6.0 or higher, with a separate file for each CTR. The specification for this file is described in Section 3.5.6.

CATS Interface Specification

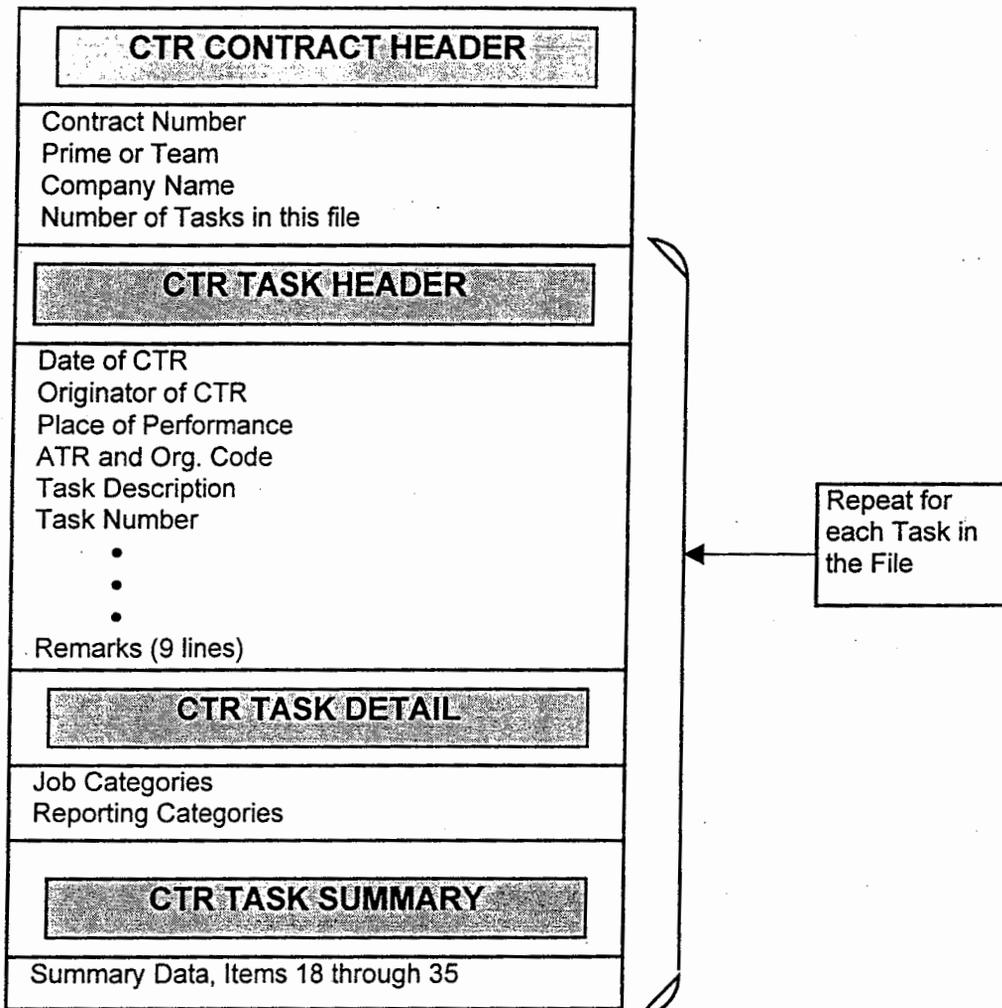


FIGURE 3.5-1 Top Level Format of the of Contractor Task Report File

CATS Interface Specification

3.5.1 CTR Contract Header

<u>Data Element</u>	<u>Record #</u>	<u>Format</u>	<u>Example</u>	<u>Comments</u>
Contract Number & Mod	1	CHAR 20	NAS5-30123	
PRIME or TEAM	2	CHAR 6	PRIME	Denotes who is submitting the report. Field shall contain Prime or Team as appropriate.
Company Name	3	CHAR 40	A1 Engineers Inc.	Name of prime contractor or team member.
Number of Tasks in this file	4	NUMERIC	15	Number of tasks in this file. Count 2 and 3 page CTR's as 1 task

The following sections repeat for each task (2 and 3 page CTR's will repeat 2 and 3 times respectively).

3.5.2 CTR Task Header

<u>Data Element</u>	<u>Record #</u>	<u>Format</u>	<u>Example</u>	<u>Comments</u>
Date of CTR	1	CHAR 8	05/15/93	Must agree with the date on the hard copy delivered to the government.
Originator of CTR	2	CHAR 32	J. Smith	Contractor point of contact.
Place of Performance	3	CHAR 32	Greenbelt, Md	
ATR's Name	4	CHAR 32	J. Johnson, 734	Government Assistant Tech. Rep.
ATR's GSFC Org Code	5	CHAR 32	J. Johnson, 734	Assistant Tech. Rep. organization code
Task Title	6	CHAR 80	XTE IGSE	Task Title as specified by the government (from the Task Order, Request for Task Plan, etc.)
Task Number	7	CHAR 16	0155	
Task Modification	8	CHAR 1	A	Alphabetic amendment letter (e.g. A,B,C, etc.). Leave blank if no amendment has been issued.
WBS Number	9	CHAR 16	487.1.2	WBS number, if applicable.
Task Start Date	10	CHAR 8	11/01/89	mm/dd/yy.
Task Continuation	11	CHAR 1	Y	Task length indication: 25-36 months = Y (3 Page CTR) 13-24 months = Y (2 Page CTR) 1-12 months = N (1 Page CTR)
Task End Date	12	CHAR 8	02/28/91	mm/dd/yy.
First month of CTR	13	CHAR 8	10/01/90	First plan month for which CTR applies. If Original Baseline, the 1 st month of the task. If a revised estimate, the month following the Cum Actual Thru month.
Cum. Actual Thru Date	14	CHAR 8	09/30/90	mm/dd/yy. Date for Column 17.
Overhead Percentages	15	NUMERIC	0.389 0.389 0.775 0.77	Provide the four rates from Item 19.

CATS Interface Specification

<u>Data Element</u>	<u>Record #</u>	<u>Format</u>	<u>Example</u>	<u>Comments</u>
G & A Percentage	16	NUMERIC	0.10	G&A rate from Item 26.
Team Member Handling	17	NUMERIC	0.045	Rate from Item 28.
Base Fee	18	NUMERIC	0	Rate from Item 30
Fixed Fee	19	NUMERIC	0.071	Rate from Item 31.
Award Fee	20	NUMERIC	0.06	Rate from Item 32.
Reason for CTR *	21	CHAR 50		Reason for CTR from Item 36.
Assumptions present flag	22	CHAR 1	N	Contains Y if a Narrative Attachment File is included for this CTR, else contains N. Narrative Attachments are a separate Microsoft Word File. (See 3.5.6)
Remarks	9 records	CHAR 50	Sub is HSTX	Remarks lines from Item 36.

***Typical CTR Reason Examples:**

Baseline Task:	Original Baseline
Task 100, amendment A to extend period of performance by 3 months:	POP extended 3 mos. (100 A)
Revision of Rejected CTR:	Rev. of rejected m/d/yy CTR.

3.5.3 CTR Task Detail

The next x records, where x is the number of lines representing the Job Categories used in the task, contain one row of data per record as it appears on the CTR. (See Table 3.2-2 for Job Category Identifiers.) Each record shall consist of 19 fields. The first field shall contain the Job Category Code and the remaining 18 fields shall contain the data for each of the columns in the CTR Items 14-16. Item 14 contains 13 columns with columns a-l for the twelve months of the CTR and column 14m for the Total Hours for the Job Category. Column 15 is for the Rate (dollars/hour) for the Job Category. Columns 16a, b, c, and d are the computed total dollars for the Job Category. A zero (0.0) value shall be entered for the unused column(s). Note: The rate is a decimal value with fractional values accepted with the decimal point included. There is no entry required for the Cumulative Actual column, Item 17. If the Rate (Column 15) changes between months, provide an additional line for the job category with the new rate and planned hours for that rate. The position category shall be repeated when the labor rate changes and/or the site changes. (Example: If the Electrical Engineer occurs onsite and offsite in 2 contract years (with 2 different hourly rates), 4 lines for the Electrical Engineer will be provided.

For the first page of a two-page CTR and the first and second pages of a three-page CTR, the data for columns 14m, and 16 shall be entered as zero. These columns are only used for the last page of the CTR. (For a one-page CTR, the first page is the last page). The records shall be formatted as follows:

JOB_ID 14a 14b 14c 14d 14e 14f 14g 14h 14i 14j 14k 14l 14m 15 16a 16b 16c 16d<cr><lf>

**Reporting Categories shall be provided in the order specified in Section 2.3.
For multiple page CTRs, the Reporting Categories shall be the same on each page.**

EXAMPLE:

HE 154 154 154 154 154 154 154 154 154 154 154 154 1848 1.4531 2680 0 0 0<cr><lf>

END<cr><lf>

CATS Interface Specification

The next *y* records, where *y* is the number of Operating Reporting Categories in the task, contain one row of data per record as it appears on the CTR. Each record shall consist of 20 fields. The first field shall contain the Reporting Category Code and the remaining 19 fields shall contain the data for each of the columns in the CTR. (See Table 3.2-1 for pre-defined Reporting Category Identifiers.) Data for items 14a-14m, 15, 16a-16d, and 17 shall be included (**Item 15 as well as other fields in columns 16 shall be included as a zero**).

For the first page of a two-page CTR and the first and second pages of a three-page CTR, the data for columns 14m, 15, 16, and 17 shall be entered as zero. These columns are only used for the last page of the CTR. (For a one-page CTR, the first page is the last page). The records shall be formatted as follows:

```
REP_CAT 14a 14b 14c 14d 14e 14f 14g 14h 14i 14j 14k 14l 14m 0 16a 16b 16c 16d 17<cr><lf>
```

Followed by an END of section record: END<cr><lf>

**Reporting Categories shall be provided in the order specified in Section 2.3.
For multiple page CTRs, the Reporting Categories shall be the same on each page.**

EXAMPLE:

```
MAT 500 500 500 500 500 500 500 500 500 500 500 500 500 500 6000 0 6000 0 0 0 0<cr><lf>
```

```
END<cr><lf>
```

3.5.4 CTR Task Summary

This section of the file contains the data for Items 18 through 35 of the CTR. There shall be one record for each of the 18 Items. With the exception of Items 34 and 35 which will have 2 and 1 entries, respectively,

For the first page of a two-page CTR and the first and second pages of a three-page CTR, the data for columns 16 and 17 shall be entered as zeros. These columns are only used for the last page of the CTR. (For a one-page CTR, the first page is the last page).

The CTR Task Summary records shall be formatted as follows:

Each record shall contain 5 entries corresponding to Columns 16a, 16b, 16c, 16d and 17 formatted as follows:

```
16a 16b 16c 16d 17<cr><lf>
```

Followed by an END of section record: END<cr><lf>

```
EXAMPLE: 2400.5 100.0 35000.0 0.0 1500.0<cr><lf>
```

Repeat Section 3.5.2 through 3.5.4 for each task under the contract.

3.5.5 CTR End of File

The END<cr><lf> record for the last summary entry is the end of the file.

3.5.6 Narrative Attachments to the CTR

The Narrative Attachments file(s), (Assumptions/Clarifications, Task Plan), will be included with the CTR **ONLY** if there are narrative attachments that are associated with the CTR. A separate Microsoft Word, Version 6.0 or higher, file shall be submitted for each CTR that has narrative attachments associated with it. There shall be one file containing all the narrative attachments to the CTR (including prime and team members). The file shall be saved in Page Layout View.

The filename for each narrative attachment file for a CTR shall be formatted as follows:

tttt-sss.mod.doc

Where:

tttt = the task number

sss = the subtask number, if applicable

.mod = the task modification/amendment letter, if the first CTR
leave the 1st period off and do not include the mod.

.doc = standard Word file extension

If a subtask report, a hyphen (-) shall be included
between the task and subtask.

Do not include internal contract numbers (e.g., 9335)
in the filename.

Examples:

0025-011.E.doc is the narrative attachment for task 25, subtask
11, Mod E

0066.C.doc is the narrative attachment for task 66 Mod C

0201.doc is the narrative attachment for task 201 original
baseline

CATS Interface Specification

3.6 Monthly Technical Progress Report

Monthly Technical Progress Reports shall be submitted for each active task. One consolidated report (prime and team members) shall be submitted per task. Multiple reports may be on the same diskette and multiple diskettes may be used when necessary.

Media Specification: IBM PC compatible
3.5" diskette
High density

Diskette Label: A label shall be affixed to the diskette(s) containing the following information:

- contract number (e.g., NAS5-xxxxx)
- company name
- report type: Monthly Technical Progress Report
- period start and end date
- diskette number (e.g., 1 of 2)

File Specification:

- All files shall be in Microsoft Word Version 6.0 or higher
- File shall be saved in Page Layout View at 100% view size.
- There shall not be more than one separate file for each task
- When *more than one subtask* is included in the same file, one copy of the file shall be provided and the filename shall include only the main task number.
Example: One file includes the report for Tasks 25-1, 25-2, and 25-3.
Provide one file named 0025.DOC.
- When *one subtask* is included in the file, the filename shall include the task number and subtask number.
Example: One file includes the report for Task 31-1 only.
Provide one file named 0031-001.DOC.

File Naming Spec: Files shall be named using the following template: tttt-sss.DOC, where:

- tttt = the task number
- sss = the subtask number, if applicable

Provide leading zeros where needed.
If a subtask report, a hyphen (-) shall be included between the task and subtask.
If there is no subtask, omit the -sss.
Do not include internal contract numbers in the filename.

Example:

0002.DOC	is the report for Task 2
0025.DOC	is the report for Subtasks 25-1, 25-2, and 25-3
0031-001.DOC	is the report for Subtask 31-1

CATS Interface Specification

3.7 Other Direct Costs (ODC) Report

File Specification: The Other Direct Costs (ODC) Report shall be submitted as an ASCII flat file, one file per contract per reporting period (the reporting period shall agree with NF533M reporting period). Each file contains the following items:

1. Contract Header: This section contains information identifying the contract, identifying the reporting period and number of tasks included in the file.
2. ODC Detail: This section contains the information for each task with the ODC charges by type, Miscellaneous, Travel, and Materials.
4. End of File: This is the end of the file for this reporting month.

NOTE: Each file will contain the ODC information for a complete company. There shall be a separate file for the prime contractor and each team member.

Figure 3.7-1 shows the top level structure of the Other Direct Costs (ODC) Report file format.

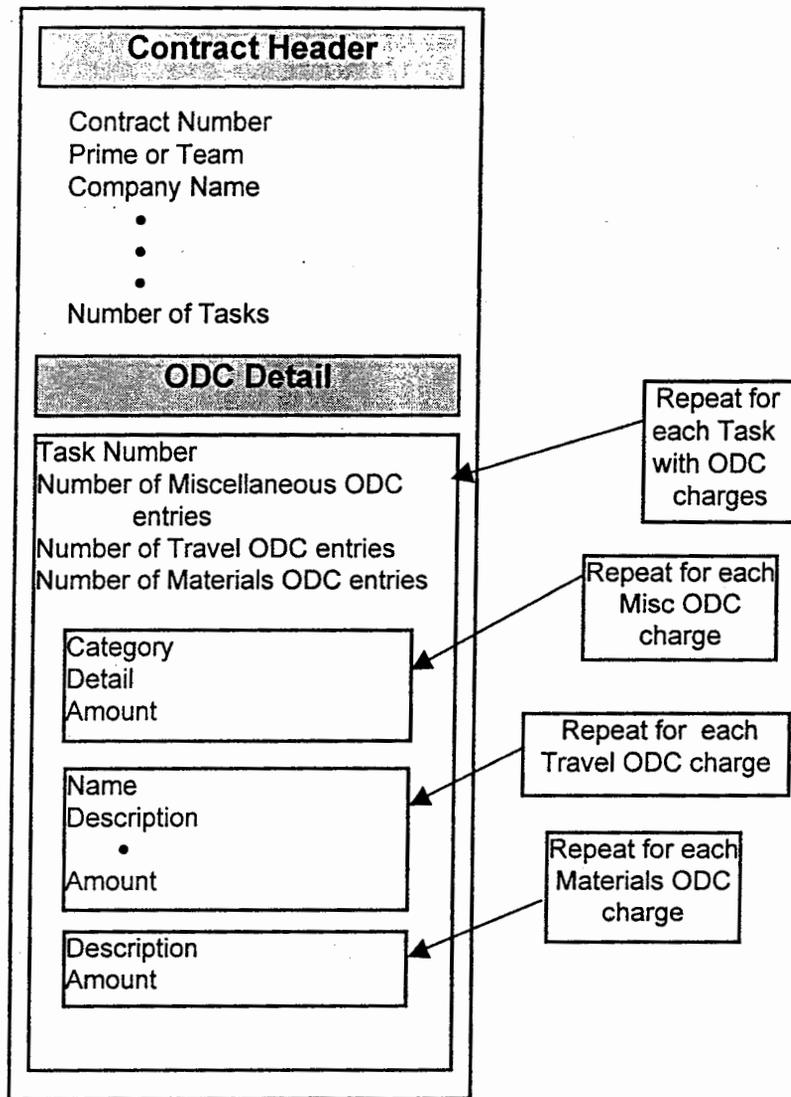


FIGURE 3.6-1 Top Level Format of the ODC Report File

CATS Interface Specification

3.7.1 ODC File Contract Header

This section of the ODC Report file contains information describing the contract and the reporting period.

<u>Data Element</u>	<u>Record #</u>	<u>Format</u>	<u>Example</u>	<u>Comments</u>
Contract Number	1	CHAR 20	NAS5-30123	
PRIME or TEAM	2	CHAR 6	PRIME	Denotes who is submitting the report. Field shall contain Prime or Team
Company Name	3	CHAR 40	A1 Engineers Inc.	Name of prime contractor, or team member
Report Start Date	4	DATE	2/1/92	Format mm/dd/yy
Report End Date	5	DATE	2/29/92	Format mm/dd/yy. Last day of the accounting period being reported
Prime Contractor's Period End Date	6	DATE	2/29/92	Format mm/dd/yy. Last day of the prime's associated accounting period
Number of Tasks	7	NUMBER	31	Number of tasks with ODC charges included in this file

3.7.2 ODC File Detail

This section contains the detail data. It repeats for each Task included in the file.

<u>Data Element</u>	<u>Record #</u>	<u>Format</u>	<u>Example</u>	<u>Comments</u>
Task Number	1	CHAR 8	0025-002	Task Number
Number of Miscellaneous ODC entries	2	NUMBER	3	Number of entries for this task, if None, enter zero (0)
Number of Travel ODC entries	3	NUMBER	3	Number of entries for this task, if None, enter zero (0)
Number of Materials ODC entries	4	NUMBER	3	Number of entries for this task, if None, enter zero (0)

The following three records repeat for each Miscellaneous ODC entry, if there are no Miscellaneous ODC entries, there are no records.

<u>Data Element</u>	<u>Record #</u>	<u>Format</u>	<u>Example</u>	<u>Comments</u>
ODC category id	1	CHAR 8	COPIER	ODC category identifier, See Table 3.6-1.
ODC Detail Description	2	CHAR 48	214 Copies	
ODC Amount	3	NUMBER	6.76	Dollars and cents

CATS Interface Specification

The following five records repeat for each Travel ODC entry, if there are no Travel ODC entries, there are no records.

Provide one entry per trip for non-local travel, combining all costs (e.g. airfare, per diem, car, etc).

<u>Data Element</u>	<u>Record #</u>	<u>Format</u>	<u>Example</u>	<u>Comments</u>
Traveler's Name	1	CHAR 32	Doe, John	Last name, first name, MI
Travel Description	2	CHAR 48	Local Travel Boston, MA 2/2-4/99	
Travel Miles	2	NUMBER	76	Provide for Local Travel, otherwise zero, round up tenths
Mileage Rate	2	NUMBER	0.31	Provide for Local Travel, otherwise zero, cost per mile
Travel Amount	3	NUMBER	23.56	Dollars and cents

The following two records repeat for each Materials ODC entry, if there are no Materials ODC entries, there are no records.

<u>Data Element</u>	<u>Record #</u>	<u>Format</u>	<u>Example</u>	<u>Comments</u>
Material Description	2	CHAR 48	PO971456	PO #, Invoice #, etc.
Material Amount	2	NUMBER	141.98	Dollars and cents

3.7.3 ODC File End of File

Provide an END<cr><lf> record as the last record of the file.

CATS Interface Specification

3.8 NASA FORM 533Q File Format

File Specification: NASA Form 533Q shall be submitted as an ASCII flat file, one file per contract per quarter. Each file should contain the following items:

1. Contract Header: This section contains information identifying the contract, describing the scope of the contract and identifying the reporting period.
2. Contract Summary: This section contains the information from Items 7 to 10 of the 533Q Summary report (see section 2.7). This is the cost and hours data for the contract overall.
3. Task Detail: This section contains the information from Items 7 to 10 of the 533Q for each task.
4. End of File: This is the end of the file for this reporting quarter.

NOTE: Each file shall contain the summary information and task information for a complete contract. In other words, a file will not correspond to a single 533Q hardcopy form, but rather will contain all the information provided by the multiple hardcopy reports for each contract.

Reporting Categories shall be provided in the order specified in Section 2.7.

Figure 3.8-1 depicts the Top Level File Structure for electronic submission of the NF533Q Report.

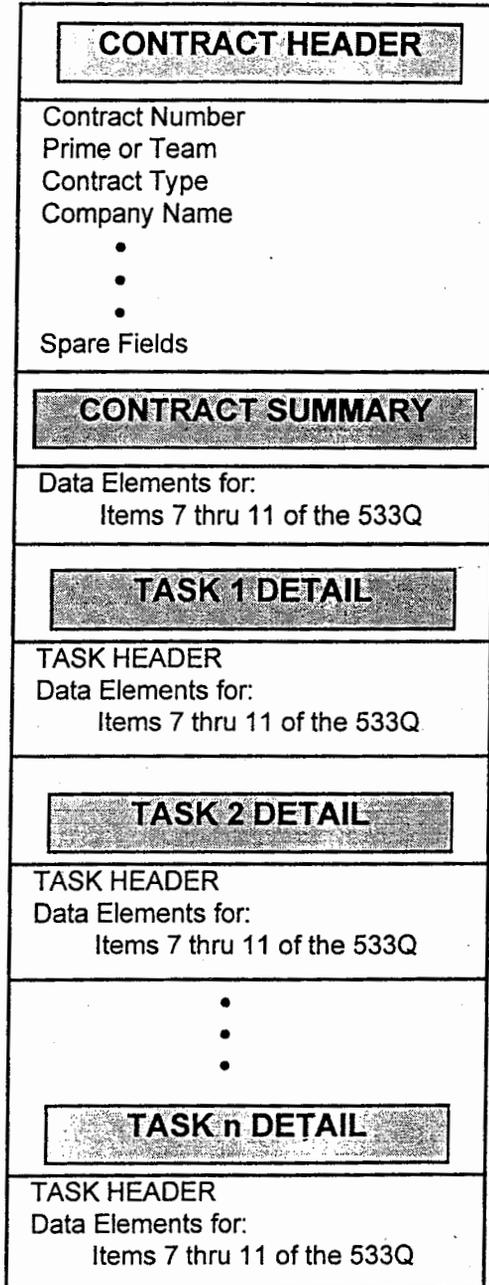


FIGURE 3.8-1 Top Level Format of the NF533Q File

CATS Interface Specification

3.8.1 NF533Q Contract Header

This section of the NF533Q File describes the contract and general information for the NF533Q report including financial information.

<u>Data Element</u>	<u>Record #</u>	<u>Format</u>	<u>Example</u>	<u>Comments</u>
Contract Number & Mod	1	CHAR 20	NAS5-30123	
PRIME or TEAM	2	CHAR 6	PRIME	Denotes who is submitting the report. Field shall contain Prime or Team
Type of Contract	3	CHAR 8	CPFF	Valid are CPAF, CPFF, CPIF
Company Name	4	CHAR 40	A1 Engineers Inc.	Name of prime contractor or team member
Company Street Address	5	CHAR 40	1234 Fifth Street	Street Address.
Company City Address	6	CHAR 40	Greenbelt, MD 20770	City, State, Zip.
Task Number	7	CHAR 16	SUMMARY	Always contains SUMMARY.
WBS Number	8	CHAR 16	100.3	WBS number, if applicable.
Task Status	9	CHAR 1		Blank for SUMMARY.
Percent Complete	10	NUMERIC		Blank for SUMMARY.
Scope of Work	11	CHAR 40	Multidisciplinary Engineering Development Services	Full Name of the Contract Title
Authorized Contract Rep	12	CHAR 32	John Doe	Contractor's representative.
ATR Name	13	CHAR 32	100.3	Blank for SUMMARY.
ATR's GSFC Org Code	14	CHAR 32		Blank for SUMMARY.
Date of Quarterly Report	15	CHAR 8	09/04/92	mm/dd/yy.
Quarter Beginning Date	16	CHAR 8	07/01/92	mm/dd/yy.
Prime's Quarter Begin Date	17	CHAR 8	7/1/92	mm/dd/yy
Contract Value, Cost	18	NUMERIC	dddd.cc	Do not include \$ or , symbols!
Contract Value, Fee	19	NUMERIC	dddd.cc	Do not include \$ or , symbols!
Fund Limitation, Cost	20	NUMERIC	dddd.cc	Do not include \$ or , symbols!
Fund Limitation, Fee	21	NUMERIC	dddd.cc	Do not include \$ or , symbols!
Invoice Amount Billed	22	NUMERIC	dddd.cc	Do not include \$ or , symbols!
Total Payments Received	23	NUMERIC	dddd.cc	Do not include \$ or , symbols!
Date for Column 7a	24	CHAR 8	05/31/92	mm/dd/yy.
From Date for Column 7b	25	CHAR 8	06/01/92	mm/dd/yy.
To Date for Column 7b	26	CHAR 8	06/30/92	mm/dd/yy.
Date for Column 7c	27	CHAR 8	06/30/92	mm/dd/yy.
From Date for Column 8a	28	CHAR 8	07/01/92	mm/dd/yy.

CATS Interface Specification

<u>Data Element</u>	<u>Record #</u>	<u>Format</u>	<u>Example</u>	<u>Comments</u>
To Date for Column 8a	29	CHAR 8	07/31/92	mm/dd/yy.
From Date for Column 8b	30	CHAR 8	08/01/92	mm/dd/yy.
To Date for Column 8b	31	CHAR 8	08/31/92	mm/dd/yy.
From Date for Column 8c	32	CHAR 8	09/01/92	mm/dd/yy.
To Date for Column 8c	33	CHAR 8	09/30/92	mm/dd/yy.
From Date for Column 8d	34	CHAR 8	10/01/92	mm/dd/yy.
To Date for Column 8d	35	CHAR 8	12/31/92	mm/dd/yy.
From Date for Column 8e	36	CHAR 8	01/01/93	mm/dd/yy.
To Date for Column 8e	37	CHAR 8	03/31/93	mm/dd/yy.
From Date for Column 8f	38	CHAR 8	04/01/93	mm/dd/yy.
To Date for Column 8f	39	CHAR 8	06/30/93	mm/dd/yy.
From Date for Column 8g	40	CHAR 8	07/01/93	mm/dd/yy.
To Date for Column 8g	41	CHAR 8	09/30/93	mm/dd/yy.
From Date for Column 8h	42	CHAR 8	10/01/93	mm/dd/yy.
To Date for Column 8h	43	CHAR 8	09/30/94	mm/dd/yy.
Estimated Completion Date	44	CHAR 8	10/31/94	mm/dd/yy.
Remarks	45	CHAR 100		
Number of Tasks	46	NUMERIC	19	
SPARE	20 records	0		These items are not used at the present time. The file shall contain 0 for these fields.

3.8.2 NF533Q Contract Summary

The next x records, where x is the number of lines under columns 7 through 11, contain one row of data per record as it appears on the 533Q. Each record shall consist of 17 fields. The first field shall contain the Reporting Category Code and the remaining 16 fields shall contain the data for each of the columns in the 533Q items 7-11. If all 16 values for the category are zero, the record may be omitted from the file; however, the END record is required. See Table 3.2-1 for pre-defined Reporting Category identifiers. The records shall be formatted as follows:

```
OP_CAT 7a 7b 7c 8a 8b 8c 8d 8e 8f 8g 8h 8i 8j 9a 9b 11<cr><lf>
Followed by an END of section record:
END<cr><lf>
```

Reporting Categories shall be provided in the order specified in Section 2.7.

EXAMPLE:

```
STON 2764 6065 2825 6670 6704 5906 7354 844 0 0 0 0 27478 3099 3205 0<cr><lf> Straight
Time Onsite
```

```
END<cr><lf>
```

Last Record for Summary

CATS Interface Specification

3.8.3 NF533Q Task Detail

This section of the NF533Q file contains the information for each individual task of the contract. The format is repeated for each task in the report.

First Task of the Report

<u>Data Element</u>	<u>Record #</u>	<u>Format</u>	<u>Example</u>	<u>Comments</u>
<u>TASK HEADER</u>				
Task Number	1	CHAR 16	155	Must match CTR Task No.
Task Modification	2	CHAR 1	B	Alphabetic amendment letter (e.g. A, B, C, etc.) Leave blank if no amendment has been issued.
WBS Number	3	CHAR 16	100.3	WBS number, if applicable.
Task Status	4	CHAR 1	A	A=Active Task, C=Closed Task, or I=Inactive Task ¹ .
Percent Complete	5	NUMERIC	35	Do not use the % character.
Task Title	6	CHAR 40	XTE IGSE	Task Title as specified by the government (from the Task Order, Request for Task Plan, etc.)
Authorized Contract Rep	7	CHAR 32	John Doe	Contractor's representative.
ATR Name	8	CHAR 16	J. Smith	Government Assistant Tech. Rep.
ATR's GSFC Org Code	9	CHAR 32	560	ATR's organization code
Date of Report	10	CHAR 8	09/02/92	mm/dd/yy.
Quarter Beginning Date	11	CHAR 8	07/01/92	mm/dd/yy.
Prime's Quarter Begin Date	12	CHAR 8	07/01/92	mm/dd/yy.
Contract Value, Cost	13	NUMERIC	dddd.cc	Do not include \$ or , symbols!
Contract Value, Fee	14	NUMERIC	dddd.cc	Do not include \$ or , symbols!
Fund Limitation, Cost	15	NUMERIC	dddd.cc	Do not include \$ or , symbols!
Fund Limitation, Fee	16	NUMERIC	dddd.cc	Do not include \$ or , symbols!
Invoice Amount Billed	17	NUMERIC		Blank for individual tasks.
Total Payments Received	18	NUMERIC		Blank for individual tasks.
Date for Column 7a	19	CHAR 8	05/31/92	mm/dd/yy.
From Date for Column 7b	20	CHAR 8	06/01/92	mm/dd/yy.
To Date for Column 7b	21	CHAR 8	06/30/92	mm/dd/yy.
Date for Column 7c	22	CHAR 8	06/30/92	mm/dd/yy.
From Date for Column 8a	23	CHAR 8	07/01/92	mm/dd/yy.

¹An Inactive task is one whose performance period has ended but its 533 remaining plan is *not zero* (columns 8a, 8b, and 8c). A Closed task is one whose performance period has ended and its 533 remaining plan *equals zero* (columns 8a, 8b, and 8c).

CATS Interface Specification

<u>Data Element</u>	<u>Record #</u>	<u>Format</u>	<u>Example</u>	<u>Comments</u>
To Date for Column 8a	24	CHAR 8	07/31/92	mm/dd/yy.
From Date for Column 8b	25	CHAR 8	08/01/92	mm/dd/yy.
To Date for Column 8b	26	CHAR 8	08/31/92	mm/dd/yy.
From Date for Column 8c	27	CHAR 8	09/01/92	mm/dd/yy.
To Date for Column 8c	28	CHAR 8	09/30/92	mm/dd/yy.
From Date for Column 8d	29	CHAR 8	10/01/92	mm/dd/yy.
To Date for Column 8d	30	CHAR 8	12/31/92	mm/dd/yy.
From Date for Column 8e	31	CHAR 8	01/01/93	mm/dd/yy.
To Date for Column 8e	32	CHAR 8	03/31/93	mm/dd/yy.
From Date for Column 8f	33	CHAR 8	04/01/93	mm/dd/yy.
To Date for Column 8f	34	CHAR 8	06/30/93	mm/dd/yy.
From Date for Column 8g	35	CHAR 8	07/01/93	mm/dd/yy.
To Date for Column 8g	36	CHAR 8	09/30/93	mm/dd/yy.
From Date for Column 8h	37	CHAR 8	10/01/93	mm/dd/yy.
To Date for Column 8h	38	CHAR 8	09/30/94	mm/dd/yy.
Estimated Completion Date	39	CHAR 8	09/30/94	mm/dd/yy.
Remarks	40	CHAR 100		
SPARE	10 records	0		These items are not used at the present time. The file shall contain 0 for these fields.

Data Elements for Task #1

The next x records, where x is the number of lines under columns 7 through 11, contain one row of data per record as it appears on the 533Q. Each record shall consist of 17 fields. The first field shall contain the Reporting Category Code and the remaining 16 fields shall contain the data for each of the columns in the 533Q items 7-11. If all 16 values for the category are zero, the record may be omitted from the file; however, the END record is required. See Table 3.2-1 pre-defined Reporting Category identifiers. The records shall be formatted as follows:

OP_CAT 7a 7b 7c 8a 8b 8c 8d 8e 8f 8g 8h 8i 8j 9a 9b 10<cr><lf>

Followed by an END of section record:

END<cr><lf>

Reporting Categories shall be provided in the order specified in Section 2.1.

EXAMPLE:

STON 2764 6065 2825 6670 6704 5906 7354 844 0 0 0 27478 3099 3205 0<cr><lf> Straight
Time Onsite
END<cr><lf> Last Record for Summary

Repeat Section 3.8.3, First Task of the Report for each task under the contract.

3.8.4 NF533Q End of File

The END<cr><lf> record for the last task is the end of the file.

NAS5-99124
Attachment I

ATTACHMENT I

DIRECT LABOR RATES, INDIRECT COSTS, AND TASK FEE MATRICES

(MARCH 15, 2000)

QSS QUALIFICATION NARRATIVE MARCH 13, 2000

80. Chief Staff Engineer

Description – The Chief Staff engineer is a world-renowned expert in his/her primary field of expertise with extensive knowledge in the development and implementation of end-to-end space and ground hardware and software systems. His/her duties include: support of complex and/or technologically challenging tasks including the leadership in generating the Task Plan and Work Control Plan, providing guidance during the task implementation, conducting technology assessments and making recommendations for technology insertions, making trade study assessments, and recommendations, supporting CDR and PDR, and reviewing deliverables; providing technical consultation advice to Task Managers regarding design issues, development and test approaches, and test result assessments; leading teams established by the Program Manager to conduct investigations of programmatic or task-level problems and to make recommendations for recovery plans; and providing recommendations regarding Mission Assurance Program Implementation considerations.

Provides world-renowned expertise in space and/or ground hardware and/or software systems analysis, design, development, integration, test, validation, and orbital operations.

Education – A Bachelor of Science degree or equivalent education and experience in Engineering, Computer Science or Mathematics from an accredited institution.

Experience – Thirty (30) years of space/ground system design and development experience including at least fifteen (15) years of experience analyzing system and performance requirements. Individual should have an extensive knowledge in the development and/or implementation of space ground hardware and/or software systems.

No.	Labor Categories	Non- ion + Expe Exempt Position	CFY 1 Hourly Rate	CFY 2 Hourly Rate	CFY 3 Hourly Rate	CFY 4 Hourly Rate	CFY 5 Hourly Rate	CFY 6 Hourly Rate
1	Group Manager (Dis. Eng.)	BS+10						Provided By Team Member
2	Group Manager (SW)	BS+10						Provided By Team Member
3	Group Manager (Sys. Eng.)*	BS+10						
4	Performance Assurance Mgr*	BS+10						
5	Program Manager*	BS+15						
ADMINISTRATION								
6	Administrative Assistant	HS+4						Yes
7	Technical Typist	HS+0						Yes
8	Documentation/Pres. Spec.	AA+3						
9	Resource Analyst	BA+2						
10	Business Manager	BS+7						
11	Coordinator/Scheduler	AA+2						
12	Technical Writer	BA+2						Yes
SYSTEMS ENGINEERING								
13	Ground Systems Engineer	BS+10						
14	Scientist	PhD+10						
15	Comm. Systems Engineer	BS+10						
16	Power System Engineer	BS+10						
17	Senior Staff Engineer	BS+15						
18	Systems Engineer	BS+5						
19	Systems Engineer, Sr.	BS+10						
DISCIPLINE ENGINEERING								
20	GN&C Eng.	BS+10						
21	C&DH Eng.	BS+5						
22	Communications Engineer	BS+5						
23	Contamination Cntl Eng.	BS+5						
24	Controls Analyst	BS+5						
25	Cryogenics Eng.	BS+4						
26	Detector/Instrument Engineer	BS+10						
27	Electrical Engineer	BS+4						
28	Electrical Engineer, Jr.	BS+1						
29	Electrical Engineer, Sr.	BS+10						
30	EMI/EMC Eng.	BS+4						
31	Environmental Test Eng.	BS+5						
32	GSE Engineer	BS+3						
33	Integration and Test Eng.	BS+5						
34	Manufacturing Eng.	BS+5						
35	Mech. Eng.	BS+3						
36	Mech. Eng, Jr.	BS+1						
37	Mech. Eng, Sr.	BS+10						
38	Optical Analyst	BS+10						
39	Electro-Optics Engineer	BS+5						
40	Packaging Engineer	BS+3						
41	Propulsion Engineer	BS+5						
42	Radiation Engineer	BS+4						
43	Semiconductor Devel. Eng.	BS+10						
44	Thermal Engineer	BS+5						
ELECTRO/AVS								
45	Contamination Cntl Tech.	HS+5						Yes
46	Detector Technician	AA+5						Yes
47	CAD/Draftsman	HS+5						Yes
48	EEE Parts Anal. Tech.	AA+1						Yes
49	Electrical Assembler	HS+5						Yes
50	Electrical/Electronic Designer	HS+5						Yes
51	Electrical/Electronic Technician	HS+5						Yes
52	Electrical Technician, Jr.	HS+2						Yes
53	Harness Designer	HS+5						Yes
54	Junior Assembler	HS+1						Yes
55	Machinist	HS+5						Yes
56	Machinist, Sr.	HS+10						Yes
57	Manufacturing Mngr	BS+10						
58	Material Technician	HS+3						Yes
59	Mech. Designer	HS+5						Yes

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60	Mechanical Technician	HS+5	Yes
61	Mech. Tech., Jr.	HS+2	Yes
62	Optical Technician	AA+3	Yes
63	Radiation Technician	AA+5	Yes
64	Thermal Tech.	HS+3	Yes
SOFTWARE ENGINEERING			
65	Computer Systems Eng.	BS+5	
66	Data Analyst/Software	BS+0	
67	Flight SW Engineer	BS+5	
68	Flight SW Engineer, Sr.	BS+10	
69	Flt. Operations Sys. Eng.	BS+5	
70	Mission/Orbit Analyst	BS+10	
71	Software Engineer	BS+4	
72	Software Engineer, Jr.	BS+1	
73	Software Engineer, Sr.	BS+10	
SAFETY/RELIABILITY/MISSION ASSURANCE			
74	Configuration Mngt Spec.	AA+2	
75	QA Inspector	HS+2	Yes
76	Parts/Materials Engineer	BS+2	
77	Quality Assurance Engineer	BS+5	
78	Reliability Eng.	BS+5	
79	Safety Engineer	BS+5	
CHIEF			
80	Chief Staff Engineer	BS+30	

*Actual Labor Rates Apply to These Key Positions

A shift premium not to exceed 8% for a second shift and 10% for a third shift over the above standard rates is provided for in this schedule. Shift premiums shall be rare in occurrence and will be negotiated on a task by task basis.

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RFP5-58392/237

ATTACHMENT I
INDIRECT COST RATE MATRIX

QSS GROUP, INC.
MARCH 15, 2000

Indirect Expenses	CFY 1	CFY 2	CFY 3	CFY 4	CFY 5	CFY 6
On-Site Overhead						
Off-Site Overhead						
MoF Charge						
Subcontract Admin.						
G&A						
Material Handling						

Note: The descriptions of the components included in the QSS proposed indirect pools are cited in Section 1.0, Cost Proposal Narrative, of this proposal volume.

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RFP5-58392/237

**Attachment I
Incentive Fee Matrix**

QSS Group, Inc.
September 2, 1998

TASK FEE MATRIX (for all Task Orders):

The following incentive fee structures will be used for establishing incentive fees for all task orders issued under this five-year contract. Five structures are provided, including the fifth structure which will provide for rare instances when one of the pre-determined four structures will not provide the best products in a timely, efficient and cost effective manner.

Fee Structure No. 1:

COST	10%
SCHEDULE	15%
TECHNICAL	75%

Fee Structure No.2:

COST	50%
SCHEDULE	25%
TECHNICAL	25%

Fee Structure No. 3:

COST	25%
SCHEDULE	25%
TECHNICAL	50%

Fee Structure No. 4:

COST	25%
SCHEDULE	50%
TECHNICAL	25%

Fee Structure No. 5:

COST	___ % To Be Determined at time of task order issuance
SCHEDULE	___ % To Be Determined at time of task order issuance
TECHNICAL	___ % To Be Determined at time of task order issuance

Offerors shall propose, as a target incentive, a Task-Level Incentive Fee for task-level performance to be earned in accordance with the Incentive Fee Plan of the contract. The target fee proposed for each task order shall not exceed 6.5% of the total estimated target cost.

CONTRACT-LEVEL INCENTIVE FEE:

Overall Cost Performance	25.0%
Overall Schedule Performance	12.5%
Overall Technical Performance	12.5%
Overall Contract Performance	50.0%

Offerors shall propose, as a positive incentive, a Contract-Level Incentive Fee for contract-level performance to be earned in accordance with the Incentive Fee Plan of the contract. The contract-level fee proposed for each task order shall not exceed 3.0% of the total estimated target cost.

MAXIMUM INCENTIVE FEE:

The maximum incentive fee shall be the sum of the task-level fee and contract-level fee as proposed by the Offerors. **The maximum incentive fee is 9.5%.**