

INSTRUCTIONS

General -- All paragraph references below refer to the current edition of NHB 9501.2, which includes additional instructions for completing NASA Form 533 reports. Copies of the Handbook are available through the NASA Contracting Officer or from the Superintendent of Documents, Government Printing Office, Washington, DC 20401.

Forms -- Forms will be obtained by the contractor through the contracting officer. When directed or approved by the contracting, other means than the NASA 533 format may be used for transmitting the data required by these instructions; e.g., punched cards, tapes or electronic transmissions.

Security Classification -- If the information in the report is classified, appropriate security classification shall be given the report (see par. 107).

Submission -- The NASA Form 533Q report is due in the office of the addressee on a quarterly frequency (i.e., calendar quarter or other designated 3-month interval) not later than the 15th day of the month preceding the quarter being projected in columns 8a, b and c. For initial reports and other related items of significance, see par. 300-5, 302 and the contract. The addresses and number of copies to be submitted will be as specified by the contract or an administrative instruction.

Amounts -- Report dollar amounts in even thousands and hours in tenths of thousands (e.g., \$32,600 as \$33 or 462 hours as .5).

Form Headings -- The form headings shall be completed as follows:

1. To -- Enter the full name and address of the NASA field installation and contracting officer or other designated recipient.
2. From -- Enter the full name and address of the contractor and, if applicable, the contractor's division performing the contract.

Preparation:

1. Description of Contract:
 - a. Type -- Cost-Plus-Fixed-Fee, Cost-Plus-Incentive-Fee, etc.
 - b. Contract No. and Latest Definitized Amendment No. -- Enter complete letter or contract symbol, number, and number of latest definitized amendment.
 - c. Scope of Work -- Enter a brief description of the contract effort. Identify the service, project, system or subsystem and, where hardware is concerned, the quantity being procured or proposed for the contract.
 - d. Authorized Contractor Representative (*Signature*) and Date -- The authorized contractor representative shall sign and date to reflect approval. When such representative is other than the project manager, the project manager shall also sign to signify review of the content. Date shall signify date of approval and signature of report.
2. Report for Quarter Beginning -- Enter the beginning date of the quarter being projected in columns 8a, b and c and the number of operating days in the quarter..
3. Contract Value -- Enter the total definitized cost (a) and fee (b) of all work to be performed under the contract as of the report date. 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.
4. Fund Limitation -- Enter the total funding obligated and the latest corresponding contract amendment number as of the report date.
5. Billing:
 - a. Invoice Amounts Billed -- Enter the total amount of invoices billed by the contractor against the contract and the latest invoice number as of the report date.
 - b. Total Payments Received -- Enter the total amount of payments received by the contractor for the contract as of the report date.

6. Reporting Category -- Enter the captions of the reporting categories specified in the contract (see par. 302-3).

7. Cost Incurred/Hours Worked:

a. Enter the cumulative actual cost incurred/hours worked through the first two months of the quarter preceding the quarter projected in columns 8a, b and c. Where the cumulative data reported in the column is only for the current "schedule," the report should be annotated to show the total cumulative cost for all previous "schedules."

b. Enter an estimate for the month in which the report is due (see "Submission" above).

c. Enter the sum of columns 7a and b.

8. Estimated Cost/Hours to Complete (columns 8a through i) -- Enter the appropriate month, quarter and fiscal year designations in the column headings. Enter the current estimates for performing currently authorized work which is included in the most recently executed contract amendment plus additional authorized work (directions to proceed) for which execution of amendments is pending. These estimates will be used for planning purposes only and will not be binding on either the contractor or NASA. The sum of columns 8a through i will be entered in column 8j. If the totals reported in column 8i, "Balance of Contract," exceed more than one fiscal year, each fiscal year shall be identified and reported separately.

9. Estimated Final Cost/Hours:

a. Contractor Estimate -- Enter the total estimated cost/hours for completion of the contracted effort for each reporting category. This should equal the sum of columns 7c and 8j.

b. Contract Value -- Enter the distribution of the Contract Value to the reporting categories. The total of this column shall agree with item 3, above. Significant differences between columns 9a and 9b shall be explained in the "Contractor's Remarks." When there are no changes from the prior reports submitted, the data may be omitted if the contractor and the NASA contracting officer jointly agree.

10. Estimated Completion Date -- Enter the estimated completion date for each sub-division of the work if a correlated cost schedule activity is not required. The entry shall not serve as a notice to NASA of late delivery or as acquiescence in such late delivery by NASA.

11. Unfilled Orders Outstanding -- Enter the total of unfilled orders outstanding as of the report date (see par. 302-6).

12. Contractor's Remarks -- The narrative report submitted with the quarterly cost projection report shall normally be limited to those items materially affecting projected cost or performance which have not been addressed in the preceding monthly narrative reports (see par. 304).

a. Explain any significant items affective cost; e.g., technical and schedule problems, changes in plans, incurred over/under runs, etc.

b. Include a reconciliation from the original contract value (Original Negotiated Baseline) to the present contract value as reported in item 3. A sample format is set forth in Figure A below.

c. The NASA field installation may require changes authorized but not finalized to be further subdivided as follows:

- (1) Changes negotiated but not definitized
- (2) Changes pending negotiation
- (3) Changes pending quotation

d. Report new change orders per sample format set forth in Figure B below.

Original Contract Value	\$ _____
Supplemental Agreement (Identify: i.e., inclusive modification numbers)	_____
Present Contract Value (Col. 9b)	\$ _____
Changes Authorized But Not Finalized (identify items as to change order no.)	\$ _____
Anticipated Over (Under) Run	_____
Contractor Estimate (Col. 9a)	

New Change Orders Identified to Subdivision of Work				
Change Order No.				
Subdivision of Work	Amount			
Total				