

# JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

1. DRD Title  Reports Required for Logistics	2. Date of current version  01/31/04	3. DRL Line Item No.  14	RFP/Contract No. (Procurement completes)  NNJ04050170R
4. Use <i>(Define need for, intended use of, and/or anticipated results of data)</i> These reports are required to determine the effectiveness of the Property Management System and as indicators of the volume of logistics activity. These reports will be forwarded to NASA Headquarters.		5. DRD Category: <i>(check one)</i> Technical X Administrative SR&QA	
6. References <i>(Optional)</i> NPR 4100, NASA Materials Inventory Management Manual JPG 5151.2 JSC Support Contractor Procedures & Guidelines	7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i>		

8. Preparation Information *(Include complete instructions for document preparation)*

Scope:

The following reports are required to be prepared when on site storage of \$75,000 for program stock in one location

1. Data Input for NASA Form 1324, Semi-annual Report of Personnel Property Management Operations

This semi-annual report defines the following line item data elements of 3/15 and 9/15 of each year:

- Material Inventory Status
- Material Inventory Activity
- Material Acquisition Activity
- Material Receiving Activity
- Logistics Personnel Resources Report

Reference: NHB 4100, NASA Materials Inventory Management Manual.  
 Due Dates: 3/25 and 9/25

2. Data Input for NASA FMD 1489, Semi-annual Analysis of fixed inventory Assets:

This semi- annual report defines the following monetary data elements as of 3/15 and 9/15 of each year.

Starting Price: Price of Receipts, Price of Issues, Ending Price

Note: This will be reported by each Object Class Code stocked in the storeroom. Separate reports are required for Stores, Program, and Standby stock ( see the JSC Stocks Stock Catalog prefaces for a detailed explanation of these codes).

Reference: NPG 4100, NASA Materials Inventory Management Manual.  
 Due Dates: 3/25 and 9/25

\*Forms for Data Input are available through JB3/Contract Property Management Branch web page at:

<http://www4.jsc.nasa.gov/scripts/org/ja/jb/jb3.cfm>

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## 3. NASA Form 1619, Physical Inventory of Materials Annual Report:

This annual report identifies the sampling inventory actions completed by the contractor. This report contains the following data by Object Class Code (see the JSC Stores Stock Catalog preface for a detailed explanation of these codes.)

- 3.a Line items and dollar value of items inventoried.
- 3.b Number of line items with variance
- 3.c Dollar value of discrepant items, including overage, shortage, and gross discrepancies.
- 3.d Identify whether inventory items are stores, program, or standby stock, and also identify the staff hours and dollar value expended in accomplishing and reconciling the inventory.
- 3.e A brief explanation of cause of discrepancies and actions to minimize the chance for recurrence.

Reference: NPG 4100, NASA Materials Inventory Management Manual.

Due Date: 9/25

Note: All the above are to treat Contractor- Acquired Material (CAM) and Government-Furnished Material as one lot.

## 4. Quarterly Report of Contractor-Acquired material (CAM)

This report will consist of two transfer documents (DD Form 1149) that identify material purchased and received by the Contractor for on-site use. The two documents will be differentiated as follows:

- 4.a Items bought for direct consumption on site.
- 4.b Items issued to storeroom(s) that will impact the dollar value of assets on hand.

The DD Form 1149 will be transferring accountability of these assets to NASA and will be accompanied by requisitions, issue documents, engineering work orders (if flight material destined for a bond room), or any other similar form approved for use by the JSC Property Administrator. The DD Form 1149 shall identify total number of line items and total value.

Reference: JPG 5151 (current version)

Due Date: 15 working days after the end of Fiscal Year Quarter.

(5 & 6 NOT STANDARD)

## 5. Annual Report of Exchange/Sale:

As defined by the NASA Property Administrator Transaction submitted 15 days after the end of each government fiscal/year

## 6. Financial reporting of NASA property in the custody of contractors, NASA Form (NF) 1018. The contractor shall submit annually a NF 1018 in accordance with NASA FARA Supplement clause 1852.245-73 ( Section G of the Contract) 1845.505-14, the instructions on the form and 1845-71. A copy shall also be sent to LF6, Cost Accounting, Reporting & Property Branch.

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