PROCUREMENT
DATA REQUIREMENT DESCRIPTION

TITLE
Contractor Financial Mgmt. Reports (CFMR)
Monthly (533M)
Quarterly (533Q)

NUMBER SDRL313
DATE 5/01/09
REVISION NEW

SUBMITTAL SCHEDULE
Initial submittal – see below, updates – see below

APPROVAL TYPE
_X_ Product Lead ___QE

Approval: _______________
Review: _____X_____

REFERENCE
DOCUMENTS
OSC TM-8910E
ANSI/EIA-748
NASA Financial Management
Requirements Volume 19

DESCRIPTION/PURPOSE
The Supplier will submit CFMRs per the requirements below.

SCOPE/PREPARATION INSTRUCTIONS

CONTENT –
The CFMRs will be a contractual requirement as set forth in the Sellers Data Requirements List (SDRL). Risk level shall be determined using the below scoring matrix.

The NASA 533 Series Financial Management Reports are designed to provide comprehensive data on contractor performance in a variety of formats for analysis by the NASA Finance Office. The series consists of a monthly report (533M), and a quarterly report (533Q). The 533M report is generally required for all NASA contracts with a value of over $500,000 and duration of one year or more. Both the 533M and 533Q are required on contracts with a value of $1,000,000 without consideration of the duration of the contract.

The 533s show actual cost compared to negotiated contract costs. The burn rate analysis reports compare actual costs (from the Contractor 533’s) to the budget allocation for the fiscal year. Comparisons of labor and ODC plans vs. actuals are shown in each of the reporting areas. Funding allocations and projected requirements are also shown. Also, for purposes of tracking chargebacks, costs to be recovered from other divisions are defined and tracked throughout the year.

NASA Form 533 reports should be structured to facilitate accrual accounting in accordance with NASA’s Agency Wide Coding Structure (AWCS), in categories that directly relate to the proper funding appropriations. Reporting structures should be designed to also provide cost data in the program/functional management classifications by which NASA managers relate in-house activity.

Financial Management Report, NASA Form 533M, shall be submitted monthly not later than ten (10) working days following the end of the month. Financial Management Report, NASA Form 533Q, shall be submitted quarterly not later than ten (10) working days following the end of the quarter. Tasks shall be reported at the level identified in the
instructions for preparation in NPR 9501.2D, NASA Contractor Financial Management Reporting.

All submittals should be electronically submitted in the designated formats, unless a tailored format is contractually approved by Orbital. The American National Standards Institute (ANSI) X12 standard (transaction set 839), or the United Nations Electronic Data Interchange For Commerce, Administration and Transport (EDIFACT) equivalent, will be used for EDI transmission.

A waiver may be granted contractually by Orbital, if the circumstances dictate.

(1) Use of the NASA Contractor Financial Management Reports, the NASA form 533 series, is required on cost-type, price redetermination, and fixed-price incentive contracts when the following dollar, period of performance, and scope criteria are met:

<table>
<thead>
<tr>
<th>Contract value/scope</th>
<th>Period of performance</th>
<th>533M</th>
<th>533Q</th>
</tr>
</thead>
<tbody>
<tr>
<td>$500K to $999K</td>
<td>1 year or more</td>
<td>Required</td>
<td>Optional.</td>
</tr>
<tr>
<td>$1,000,000 and over</td>
<td>Less than 1 year</td>
<td>Required</td>
<td>Optional.</td>
</tr>
<tr>
<td>$1,000,000 and over</td>
<td>1 year or more</td>
<td>Required</td>
<td>Required.</td>
</tr>
<tr>
<td>$20,000,000 and over</td>
<td>1 year or more</td>
<td>Required</td>
<td>Required.</td>
</tr>
</tbody>
</table>

(2) When it is probable that a contract will ultimately meet the criteria in paragraph (b)(1) of this section through change orders, supplemental agreements, etc., the reporting requirement must be implemented in the contract based on the estimated final contract value at the time of award.
### Monthly Contractor Financial Management Report

<table>
<thead>
<tr>
<th>Contract No.</th>
<th>Description of Contract</th>
<th>Planned</th>
<th>Actual</th>
<th>Balance of Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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For Quarterly Contractor Financial Management Report

<table>
<thead>
<tr>
<th>Contract No.</th>
<th>Description of Contract</th>
<th>Planned</th>
<th>Actual</th>
<th>Balance of Contract</th>
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**Signatures**

PDRD Owner:  
Supply Chain:  
Supplier Quality Assurance:  
Mission Assurance:  

Date: 6/1/09  
Date: 5/26/09  
Date: 6-01-09  
Date: 6-02-09