National Aeronaudics and Space Administration Monthly Contrac Management Report				tor Final	ncial		Form Appl O.M.B. No	roved 0. 2700-0003	PAGE OF PAGES  2. REPORT FOR MONTH ENDING AND NUMBER OF WORKING DAYS			
				FROM:	ND LATEST DEFINITIZ	ED MODIFICATION N	NO		a. COST \$	JUE		
1. DESCRIPTION OF CONTRACT	OF .				d. AUTHORÎZED CONTRACTOR REPRESENTÂTIVE (Signature)   DA'				a. KNVÖIČE AMTS. BI	L PYTS, REC'D.		
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6.	REPORTING CATEGORY	DURIN ACTUAL	G MONTH PLANNED	CUM, TO DATE  ACTUAL PLANNED			TAIL	BALANCE OF CONTRACT	COSTA	OURS	10. UNFILLED ORDERS	
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## Instructions for Completing the Monthly Contractor Financial Management Report

General - Paragraph references below are to the current edition of NPR U501.2, which includes additional instructions for completing NASA Form 533 (NF 533) reports. Copies of the NPR are available from the NASA Contracting Officer, at <a href="http://rodical.oscie.nasa.gov/lib.docs.chm?range=996580.1.2.3.4.5.6.7966D">http://rodical.oscie.nasa.gov/lib.docs.chm?range=996580.1.2.3.4.5.6.7966D</a> or the Superintendent of Documents, Government Printing Office. Washington, DC 20401. All data entered shall be as of the report date, unless stated

<u>Forms</u> - Forms will be obtained from the NASA Contracting Officer or <a href="http://server-moo.arc.nasa.gov/Services/NEFS/">http://server-moo.arc.nasa.gov/Services/NEFS/</a> by entering the NASA form number 533. Electronic reporting is preferred for transmitting data.

Security Classification - If information in the report is classified, appropriate security classification shall be given the report (par. 1.6).

Submission - The NF 533M is due not later than 10 working days following the close of the contractor's morthly accounting peri 3J unless otherwise specified in the contract (par. 3.3). For initial reports and other related items of significance, see par. 3.2 and the contract. The addressees and number of copies to be submitted will be specified by the contract or administrative instruction.

Amounts - Report whole dollars and hours (may be rounded to the nearest hundred or thousand dollars or tenths of thousands of hours, if directed by the NASA Contracting Officer, e.g., \$32,600 as \$33, or 462 hours as .5).

Form Preparation - Complete the form as follows:

To - Enter full name and address of the NASA Center and NASA Contracting Officer or other designated recipient.

From - Enter full name and address of the contractor and, if applicable, the contractor's subordinate organization

performing the contract.

1. Description of Contract.

- a. Type. Cost-Plus-Fixed-Fee, Cost-Plus-Incentive-Fee, etc.
  b. Contract No and Latest Definitized Modification No. Enter complete letter or contract symbol, number, and number of latest definitized modification.
  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.

  d. Authorized Contractor Representative (Signature) and Date the authorized contractor representative shall
- sign and date the summery page to reflect approval.

  2. Report for Month Ending and Number of Working Days Enter the ending date of the contractor's accounting
- month and the number of working days for that executing month.

  3. Contract Value.—Enter the total definitized cost (a) and fee (b) of all currently authorized work to be performed under the contract. Include dollar amounts through the latest definitized modification as noted in 1b above.

  For fixed price incentive contracts, enter the negotiated target cost and fea. For cost-plus-incentive-fee contracts, enter the proposition of the proposition enter the negotiated estimated cost and fue.

  Fund Limitation - Enter the amount of total funds obligated and latest corresponding contract modification number.

- 4. Fund Limitation Enter the amount of total rungs obagated area makes contemporating solutions.

  5. Billing:

  a. Invoice Arnts, Billed Enter the total amount of invoices billed against the contract and latest invoice number.

  b. Total Pyts, Rec'd. Enter the total amount of payments received for the contract.

  6. Reporting Catagory Enter captions of reporting categories specified in the contract (par. 2.5.5).

  7. Cost threurred/Hours Worked Cost and hour data will be reported in the easternish specified in the contract, a Actual During Month Enter the total actual cost incurred/hours worked for the accounting month being reported (lolock 2).

  b. 8.d. Planned Enter the planned cost for the month being reported in column 7b and cumulative to date in column 7d. The planned cost is obtained from the time-phased baseline plan which includes the original contract value plus authorized changes. Identify the baseline plan used by date and revision number at the bettom of the report.

- c. Actual Cum, to Date Enter the cumulative actual cost incurrud/hours worked. Where the cumulative data reported in this column is only for the current "schedule" or option, the report summary shall show the total sumulative cost for each of all previous "schedules" or options and the total cumulative contract cost for sumulative.
- inception.

  8. Estimated Cost/Hours to Complete Enter currant estimates for performing authorized work included in the most recently executed contract modification, plus additional authorized work (clinations to proceed) for which execution of modification is perioding. The ristimates will be for planning purposes only and not be binding on the contractor or NASA.

- or modifications is punding. The ristimates will be for planning purposes only and not be binding on the catectation or NASA.

  a. Short the most current estimate for the next month.

  b. Show the most current estimate for the month (or other appropriate period) following the month reported in column 8 a as directed by the NASA Contracting Officer.

  c. Enter cost/hour data for the balance of the contract hot including columns 8a and 8b. Where amounts reported in this column represent work which will exceed one fiscal year, a breakdown by fiscal year may be required.

  9. Estimated Final Coat/Hours:

  a. Contractor Estimate Enter the total estimated cost/hours for completion of the contracted effort (this will equal the sum of columns 7c, 8a, 8b, and 8c). Contract Value Enter the distribution of the Contract Value to the reporting categories. The total of this column shall agree with block 3, described above. Significant differences between columns 9a and 9b shall be explained in the "Contractor Narrative Remarks."

  10. Unfilled Orders Outstanding As directed by the NASA Contracting Officer, enter the total of unfilled orders outstanding (par. 3.3.2.4d.).

- Contractor Natrative Remarks 
  1. Narrative remarks on significant lams materially affecting historical or projected cost or performance shall accompany each monthly report (e.g., see itum 9b above and par. 3.5).

  2. Include a reconciliation from the original to the present contract value as reported in block 3. A sample format appears in the instructions on the back of NF 5309 and par. 3.6.5.

  3. The NASA Contracting Officer may require changes authorized but not finalized be further subclyided as:

  a. Changes negotiated but not definitized

  b. Changes pending espotiation

  c. Changes prinding estimation

  4. Identify effects of new change orders as set forth in par. 3.6.6 and Figure A below.

Subdivision of Work	Change Order Number									
	#	#	#	#						
Total										
1028										
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TO:	IFROM:						<del></del>							3. CONTRACT VALUE				
														a. COST b. FEE				
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	a. TYPE					b. CONTRACT NO. AND LATEST DEFINITIZED MODIFICATION NO.						4. FUND LIMITATION						
1. DESCRIPTION	c. SCOPE OF WORK					d. AUTHORIZED CONTRACTOR REPRESENTATIVE (Signeture)   DATE								\$				
OF CONTRACT																		
CONTRACT							d. AUTHORIZED CONTRACTOR REPRESENTATIVE (Signature)							a. !NVOICE A	5. B()	LLING		
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	7. COST INCURRED/ HOURS WORKED			Ţ			8. ESTIMATED COST/HOURS TO COMPLETE						9. ESTIMATED FINAL		<del>"</del>			
6. REPORTING CATEGORY	CUMU- LATIVE ACTUAL THROUGH		CUMUL LATIVE ESTI- MATE	MONTH	MONTH	момтн	QUARTER	CUMRTER	QUARTER	BALANCE DF	NEXT	BALANCE OF CONTRACT	TOTAL TO COMPLETE	COST//		10. ESTI- MATED	11. UNFILLED ORDERS	
	PRIOR MONTH B.	CUR- RENT MONTH ESTI- MATE b.	MATE TO DATE	B.	b.	, c.	d.	<b>a</b> .	f.	FY.	FY-		COMPLETE			COM- PLETION DATE	OUT- STANDING	
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## Instructions for Completing the Quarterly Contractor Financial Management Report

General - Paragraph references below are to the current edition of NPR 9501.2, which includes additional instructions for completing NASA Form 533 (NF 533) reports. Copies of the NPR are available at http://morits.asto.nasa.cov/bib.docs.cfm?range=9%590.1.2.3.4.5.6.7%50 \_\_\_\_\_, from the NASA Contracting Officer or the Superintencient of Documents, Government Printing Office. Washington, DC 20401. All data entered shall be as of the report fate, unless stated cities like below.

Forms - Forms will be obtained from the NASA Contracting Officer or <a href="http://www.nasa.gov/Services/NEFS/">http://www.nasa.gov/Services/NEFS/</a> by entering the NASA form number 533. Electronic reporting is preferred for transmitting data.

Security Classification - If information in the report is classified, appropriate security classification shall be given the report (par. 1.8)

<u>Submission</u> - The NF 533Q is due on a quarterly frequency not later than the 19th day of the month; preceding the quarter being projected based upon the Government fiscal year in columns 8.a, b, and c (par. 3.3.1.2). For initial reports and other relate items of significance, see par. 3.2 and the contract. The addressees and number of copies to be submitted will be specified by the contract or administrative instruction

Amounts - Report whole dollars and hours (may be rounded to the nearest hundred or thousand dollars or terths of thousands of hours, if clirected by the NASA Contracting Officer, e.g., \$32,600 as \$33, or 462 hours as .5).

Form Preparation - Complete the form as follows: To - Enter full name and address of the NASA Center and NASA Contracting Officer

or other designate I recipier.

From - Enter full name and address of the contractor and, if applicable, the contractor of the contractor and, if applicable, the contractor of the contractor of the contract.

Description of Contract:

- Description of Contract: a. Type Cost-Plus-Fixed-Fee, Cost-Plus-Incentive-Fee, etc. b. Contract No. and Latest Definitized Modification No. Enter complete letter
- b. Contract No. and Latest Definitized modification to No. Either complete letter or contract symbol, number, and number of latest definitized modification.
  c. Scope of Work. Enzer a brief discription of the contract effort. Identify the survice, project, system or subsystem and, where hardware is concerned, the quantity being producted or proposed for the contract.
  d. Authorized Contractor Representative (Signature) and Date the authorized contractor representative shall sign and date the summary page to reflect.
- contractor representative shall sign and uate the summary page.

  2. Report for Quarter Beginning Enter the beginning date of the quarter being projected in columns 8a, b and c and number of working days in the quarter.

  3. Contract Value Enter the total definitized cost (a) and fee (b) of all currently authorized work to be performed under the contract. Include dollar amounts through the latest definitized modification as noted in 1b above. For fixed price incentive contracts, enter the negotiated target tost and fee. For cost-plus-incentive-fee outracts, enter the negotiated estimated cost and fee.

  4. Fund Limitation Enter the total amount of funds obligated and latest corresponding contract modification number.

  5. Billing:

  a. Invoice Amts. Billed Enter the total amount of invoices billed against the contract and latest invoice number.

- contract and latest invoice number, b. Total Pyts, Red'd. Enter the total amount of payments received for the contract,

- 8. Reporting Category Enter captions of reporting categories specified in the contract (par. 2.5.5)
  7. Cost Incurred/Hours Worked:
  a. Enter the cumulative actual cost incurred/hours worked through the prior month. Where the cumulative data reported in this column is only for the current "schedule" or option, the report summay shall show the total cumulative cost for each of all previous "schedules" or options and the total cumulative contract cust from inception to date.

  b. Enter an estimate for the month in which the Leport is due (see "Submission" above).
- b. Enter an estimate for the momin in which this listory is the very season.

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

  8. Estimated CostMours to Complete (columns 8a through i) Enter the appliphtate month, quarter, and fiscal year designations in the column headings. Enter the current estimates for performing authorized work included in the most recently executed contract modification plus additional authorized work (directions to proceed) for which execution of modifications is pending. These estimates will be for planning purposes only and not be binding on the contractor or NASA. The sum of columns 8a through 81 will be entered in column 8j. If the totals reported in column 6, "Balance of Contract," represent work which will exceed more than one fiscal year, each fiscal year shall be identified and reported separately.

  9. Estimated Final CostMours:

  a. Contractor Estimate Enter the total estimated costMours for completion of the contract effort for each reporting category. This will equal the sum of columns 7c and 8j.

- contract effort for each reporting casegory. The sum squame of the reporting 7 and 8].

  b. Contract: Value Enter the distribution of the Contract Value to the reporting categories. The total of this column shall agree with block 3, described above. Significant offiserince between columns \$a\$ and \$b\$ shall be explained in the "Contractor Narrative Remarks."

  10. Estimated Completion Date As directed by the NASA Contracting Officer, enter the estimated completion date for each subdivision of vork. The dates shall not serve as notice to NASA of late delivery or acquiescence in such late delivery by NASA.
- delivery by NAS<sup>2</sup>.

  11. Unfilled Orders Outstanding As diricted by the NASA Contracting Officer, enter the total of unfilled orders outstanding as of the report date (par. 3.3.2.4d.).

Contract Number: Report Date: Original Contract Value (Excludes priced options) Options Exercised Cumulative Overruns/Underruns(-) Definitizations Other Supplemental Agreements (Show number and date Present Contract Value (Col. 9b, NF 533M/Q) Authorized Undefinitized Changes: (Show number and date) Subtotal (Value of all Authorized Work) Anticipated Future Overrun/ Underrun Contractor's Estimate (Col. 9a, NF 533M/Q) Unexercised Options

Figure A

Contractor Narrative Remarks Narrative comments submitted with the NF 533Q shall normally be limited to items materially affecting projected cost or performance which has not been addressed in preceding monthly narrative reports (par 3.6).

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

2. Include a reconciliation from the criginal to the present contract value as reported in tem 3. A sample format is set forth in par. 3.5.5 and Figure A.

3. The NASA Contracting Officer may require that changes authorized but not finalized be further subdivided as follows:

a. Changes pegiotated but not d.finitized
b. Changas pending setimation
c. Changes pending setimation
4. Identify effects of new change orders as set forth in par. 3.6.6 and Figure B.

Subdivision of Work	Change Order Number										
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