National Aeronautics and Space Administration

Monthly Contractor Financial Management Report

Form Approved O.M.B. No. 2700-0003 Expires: 3/31/2016

2. REPORT FOR MONTH ENDING AND NUMBER OF WORKING DAYS

TO:

FROM:

3. CONTRACT VALUE

a. COST | b. FEE

1. DESCRIPTION OF CONTRACT

a. TYPE

b. CONTRACT NO. AND LATEST DEFINITIZED MODIFICATION NO.

4. FUND LIMITATION

c. SCOPE OF WORK

d. AUTHORIZED CONTRACTOR REPRESENTATIVE

Type name:

Signature:

DATE

5. BILLING

a. INVOICE AMTS. BILLED | b. TOTAL PYTS. REC'D.

6. REPORTING CATEGORY	7. COST INCURRED/HOURS WORKED				8. ESTIMATED COST/HOURS TO COMPLETE			9. ESTIMATED FINAL COST/HOURS		10. UNFILLED ORDERS OUTSTANDING
	DURING MONTH		CUM. TO DATE		DETAIL		BALANCE OF CONTRACT	CONTRACTOR ESTIMATE	CONTRACT VALUE	
	ACTUAL a.	PLANNED b.	ACTUAL c.	PLANNED d.	a.	b.	c.	a.	b.	

Baseline Plan Identification (Col. 7b & 7d): Revision No. _____, Dated _____

Instructions for Completing the
Monthly 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 from the NASA Contracting Officer, at http://nodis3.gsfc.nasa.gov/lib_docs.cfm?range=9%5B0,1,2,3,4,5,6,7%5D__, or the Superintendent of Documents, Government Printing Office. Washington, DC 20401. All data entered shall be as of the report date, unless stated otherwise below.

Forms - Forms will be obtained from the NASA Contracting Officer or http://server-mpo.arc.nasa.gov/Services/NEFS/ 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).

Submission - The NF 533M is due not later than 10 working days following the close of the contractor's monthly accounting period, unless otherwise specified in the contract (par. 3.3). For initial reports and other related items of significance, seepar.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 summary 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 accounting 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 fee. For cost-plus-incentive-fee contracts, enter the negotiated estimated cost and fee.
4. **Fund Limitation** - Enter the amount of total 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.
   b. Total Pyts. Rec'd. - Enter the total amount of payments received for the contract.
6. **Reporting Category** - Enter captions of reporting categories specified in the contract (par. 2.5.5).
7. **Cost Incurred/Hours Worked** - Cost and hour data will be reported in the categories specified in the contract.
   a. Actual During Month - Enter the total actual cost incurred/hours worked for the accounting month being reported (block 2).
   b. & 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 bottom of the report.
   c. Actual Cum. to Date - Enter the cumulative actual cost incurred/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 cumulative cost for each of all previous "schedules" or options and the total cumulative contract cost from inception.
8. **Estimated Cost/Hours to Complete** - Enter 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. The estimates will be for planning purposes only and not be binding on the contractor or NASA.
   a. Show 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 not 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 Cost/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).
   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 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 Narrative Remarks -

1. Narrative remarks on significant items materially affecting historical or projected cost or performance shall accompany each monthly report (e.g., see item 9b above and par. 3.6).
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 533Q and par. 3.6.5.
3. The NASA Contracting Officer may require changes authorized but not finalized be further subdivided as:
   a. Changes negotiated but not definitized
   b. Changes pending negotiation
   c. Changes pending 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				

Figure A

PRA Burden Statement

This information collection meets the requirements of 44 U.S.C. § 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget (OMB) control number. The OMB control number for this collection is 2700-0003 and expires on MM/DD/YYYY. We estimate that it will take 9 hours to read the instructions, gather the facts, and answer the questions. Send only comments relating to our time estimate to: shelley.j.meredith@nasa.gov