NASA Procedural Requirements

NPR 9501.2D
Effective Date: May 23, 2001
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COMPLIANCE IS MANDATORY

Printable Format (PDF)

Request Notification of Change (NASA Only)

Subject: NASA Contractor Financial Management Reporting (Revalidated w/Change 1 02/16/2006)

Responsible Office: Policy and Business Integration Office

| TOC | ChangeHistory | Preface | Chp1 | Chp2 | Chp3 | AppdxA | ALL |

Appendix A. Sample NASA Contractor Financial Management Reports, NF 533M and NF 533Q

NASA Form 533M

PAGE _____ OF _____ PAGES

National Aeronautics and Space Administration

Monthly Contractor Financial Management Report

Form Approved
O.M.B. No. 2700-0003

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 *(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			
	ACTUAL a.	PLANNED b.	ACTUAL c.	PLANNED d.	a.	b.	c.	CONTRACTOR ESTIMATE a.	CONTRACT VALUE b.	

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

NASA FORM 533M AUG 96 PREVIOUS EDITIONS ARE OBSOLETE. RCS 10PUBL0004 17

INSTRUCTIONS FOR COMPLETING NASA FORM 533M

General - Paragraph references below are to the current edition of NPG 9501.2, which includes additional instructions for completing NASA Form 533 reports. Copies of the NPG are available from the NASA Contracting Officer 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. When directed or approved by the NASA Contracting Officer, electronic data interchange may be used for transmitting the data.

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

Submission - The NASA Form 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. For initial reports and other related items of significance, see par. 301 and the contract. The addresses 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, as directed by the NASA Contracting Officer, e.g., $32,600 as $33 or 462 hours as .5).

Form Headings - Complete as follows:

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

2. From - Enter the full name and address of the contractor and, if applicable, the 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 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 incentive contracts, enter the negotiated target cost and fee.

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

5. Billing:

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

b. Total Payments Received - Enter the total amount of payments received for the contract.

6. Reporting Category - Enter the captions of the reporting categories specified in the contract (par. 204).

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 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. The estimates will be for planning purposes only and will not be binding on either the contractor or NASA.

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

b. As directed by the NASA Contracting Officer, show the most current estimate for the appropriate period.

c. Enter the cost/hour data for the balance of the contract not including columns 8a and 8b. Where amounts reported in this column 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 should 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 item 3, 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. 302).

11. Contractor Narrative Remarks:

a. 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. 305).

b. Include a reconciliation from the original to the present contract value as reported in item 3. A sample format is set forth in the instructions on the back of NASA Form 533Q and par. 305.

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

(1) Changes negotiated but not definitized

(2) Changes pending negotiation

(3) Changes pending estimation.

d. Identify effects of new change orders as set forth below.

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

Total				

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

NASA Form 533Q

PAGE _____ OF _____ PAGES

National Aeronautics and Space Administration

Quarterly Contractor Financial Management Report

Form Approved O.M.B. No. 2700-0003

2. REPORT FOR QUARTER BEGINNING

TO:

FROM:

3. CONTRACT VALUE
a. COST $ | b. FEE $

1. DESCRIPTION OF CONTRACT
a. TYPE | b. CONTRACT NO. AND LATEST DEFINITIZED MODIFICATION NO.
c. SCOPE OF WORK | d. AUTHORIZED CONTRACTOR REPRESENTATIVE (Signature) | DATE

4. FUND LIMITATION $

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. ESTIMATED COMPLETION DATE	11. UNFILLED ORDERS OUTSTANDING
	CUMULATIVE ACTUAL THROUGH PRIOR MONTH a.	CURRENT MONTH ESTIMATE b.	CUMULATIVE ESTIMATE TO DATE c.	MONTH a.	MONTH b.	MONTH c.	QUARTER d.	QUARTER e.	QUARTER f.	BALANCE OF FY- g.	NEXT FY- h.	BALANCE OF CONTRACT i.	TOTAL TO COMPLETE j.	CONTRACTOR ESTIMATE a.	CONTRACT VALUE b.		

NASA FORM 533Q AUG 96 PREVIOUS EDITIONS ARE OBSOLETE. RCS 10PUBL00417

INSTRUCTIONS FOR COMPLETING NASA FORM 533Q

General - Paragraph references below are to the current edition of NPG 9501.2, which includes additional instructions for completing NASA Form 533 reports. Copies of the NPG are available from the NASA Contracting Officer 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. When directed or approved by the NASA Contracting Officer, electronic data interchange may be used for transmitting the data.

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

Submission - The NASA Form 533Q is due on a quarterly frequency not later than the 15th day of the month preceding the quarter being projected based upon the Government's fiscal year in columns 8a, b and c (see par. 303). For initial reports and other related items of significance, see par. 301 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, as directed by the NASA Contracting Officer, e.g., $32,600 as $33 or 462 hours as .5).

Form Headings - Complete as follows:

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

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

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

2. Report for Quarter Beginning - Enter the beginning date of the quarter being projected in columns 8a, b and c and the 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 all incentive contracts, enter the negotiated target cost and fee.

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

5. Billing:

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

b. Total Payments Received - Enter the total amount of payments received for the contract.

6. Reporting Category - Enter the captions of the reporting categories specified in the contract (par. 204).

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 summary shall show the total cumulative cost for each of all previous "schedules" or options and the total cumulative contract cost from inception to date.

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 authorized work included in the most recently executed con-

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 Narrative Remarks."

10. Estimated Completion Date - As directed by the NASA Contracting Officer, enter the estimated completion date for each subdivision of work. The entry shall not serve as a notice to NASA of late delivery or acquiescence in such late delivery by NASA.

11. Unfilled Orders Outstanding - As directed by the NASA Contracting Officer, enter the total of unfilled orders outstanding as of the report date (par. 302).

12. Contractor Narrative Remarks - The narrative comments 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 (par. 305).

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

b. Include a reconciliation from the original to the present contract value as reported in Item 3. A sample format is set forth in par. 305 and Figure A below.

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

(1) Changes negotiated but not definitized

(2) Changes pending negotiation

(3) Changes pending estimation

d. Identify effects of new change orders as set forth in par. 305 and Figure B below.

Reconciliation of Changes

Contract Number: _____ Report Date: _____

Original Contract Value (Excludes priced options) _____

Options Exercised _____

Cumulative Overrun/ Underrun (-) 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 Estimate (Col. 9a NF 533M/Q) _____

Unexercised Options _____

Under Consideration but not Authorized _____

Figure A

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

tract modification plus additional authorized work (directions to proceed) for which execution of modifications is pending. These estimates will be 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.

Total				

Figure B

Figure B

| TOC | ChangeHistory | Preface | Chp1 | Chp2 | Chp3 | AppdxA | ALL |

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