

NNSA POLICY

NAP 413.1

APPROVED: 06-03-19

EXPIRES: 06-03-22

DATA COLLECTION FOR COST ESTIMATING



**NATIONAL NUCLEAR SECURITY ADMINISTRATION
Office of Cost Estimating and Program Evaluation**

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DATA COLLECTION FOR COST ESTIMATING

1. PURPOSE. To define requirements and assign responsibilities for the collection of data items needed in support of cost estimating.
2. AUTHORITY. 50 United States Code (U.S.C.) 2411, Director for Cost Estimating and Program Evaluation, and 10 U.S.C. 499a, Collection, storage, and sharing of data relating to nuclear security enterprise and nuclear forces.
3. CANCELLATION. None.
4. APPLICABILITY.
 - a. Federal. This National Nuclear Security Administration (NNSA) Policy (NAP) applies to all federal elements.
 - b. Contractors. This NAP applies to all Management and Operating (M&O) contractors performing work under the NNSA.
 - c. Equivalency. In accordance with the responsibilities and authorities assigned by Executive Order 12344, codified at 50 U.S.C. 2406 and 2511, and to ensure consistency throughout the joint Navy/Department of Energy (DOE) Naval Nuclear Propulsion Program, the Deputy Administrator for Naval Reactors (Director) will implement and oversee requirements and practices pertaining to this Directive for activities under the Director's cognizance as deemed appropriate.
4. SUMMARY OF CHANGES. Not applicable.
5. BACKGROUND. 50 U.S.C. 2411 assigns the responsibility for conducting independent cost estimates on Major Atomic Energy Defense Acquisition Programs¹ (MAEDAPs) to the Director of Cost Estimating and Program Evaluation (CEPE). 50 U.S.C. 2537 requires the NNSA to submit independent cost estimates on these programs to the congressional defense committees and to the Nuclear Weapons Council.

The development of comprehensive, accurate, and credible cost estimates is dependent on historical cost, technical, and schedule data items. Examples of these data items include raw cost accounting data, earned value reports,² and integrated master schedules.³ CEPE routinely requests these data items from the program offices and the M&O contractors when conducting studies and cost estimates. To ensure that these data items are collected on a continuous basis to support future cost estimating requirements and updates, this policy outlining requirements and responsibilities has been established. This policy does

¹ The term *Major Atomic Energy Defense Acquisition Program* is defined in paragraph (h)(2) of 50 U.S.C. 2411. This definition is also provided in Appendix 2 of this NAP.

² See Appendix 2 for definition

³ See Appendix 2 for definition

not impose requirements to develop new data items. The specific data items described in the appendix and attachment already exist within either the program offices or the M&O contractors.

50 U.S.C. 2411 also assigns requirements for data collection and accessibility to the Director of CEPE. The data collection requirements outlined in this policy contribute to that statutory requirement.

6. REQUIREMENTS. This NAP details federal requirements (provided as Appendix 1) and establishes contractor requirements (provided as Attachment 1).
 - a. All MAEDA programs and projects must comply with the data requirements outlined in Appendix 1 and Attachment 1.
 - b. On an annual basis, the Director of CEPE and relevant program offices must reach written agreement as to which non-MAEDA programs or projects are subject to the reporting requirements outlined in Appendix 1 and Attachment 1.
 - c. Requirements for data collection must be designed and tailored to maximize data collection efficiency by both federal and M&O contractor staff. Alternative methods of data collection or process improvements designed to increase efficiency must be brought to the attention of the CEPE Director.
 - d. All data collected by CEPE must be made available to all elements of the nuclear security enterprise⁴ unless legal, proprietary, or security restrictions exist that prevent the sharing of data.
 - e. The Director of CEPE and program offices must share, in a timely manner, cost, programmatic, and technical data relating to programs and projects of the nuclear security enterprise and nuclear forces with the Department of Defense, Director of Cost Assessment and Program Evaluation (DOD/CAPE) unless legal, proprietary, or security restrictions exist that prevent the sharing of data. The Director of CEPE and program offices must provide data to DOD/CAPE only upon receipt of a written request for specific data from the Director of CAPE. The Director of CEPE may also provide Financial Integration data to DOD/CAPE.
7. RESPONSIBILITIES.
 - a. Director, Cost Estimating and Program Evaluation (CEPE):
 - (1) Establish lines of authority within CEPE for the direction and management of data collection.

⁴ The full legal definition of the term *nuclear security enterprise* can be found in 50 U.S.C. 2501.

- (2) Ensure that data collection efforts are in accordance with statutory requirements and are sufficient for cost estimating and cost analysis.
- (3) Establish the timeline (start and end point for data delivery for data collection) and the timespan (earliest as-of-date and latest as-of-date) of data required and communicate the timeline and timespan to the federal and contractor organizations responsible for delivering data.
- (4) Ensure that data is delivered on time from Federal Program Managers, Federal Project Directors, and M&O contractors.
- (5) Ensure that the data collected is authoritative, complete, and accurate for the purposes of cost estimating and program evaluation.
- (6) On an annual basis, reach written agreement with program offices as to which non-MAEDA programs or projects are subject to the reporting requirements outlined in Appendix 1 and Attachment 1.
- (7) Ensure that all data collected is made available to all elements of the nuclear security enterprise, provided that all legal, proprietary, and security requirements are met.

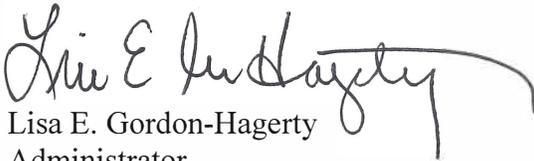
b. Federal Program Managers and Federal Project Directors:

- (1) Ensure the program/project control documentation is delivered on time to CEPE in accordance with Appendix 1.
- (2) Ensure the Earned Value Management reports are delivered on time to CEPE in accordance with Appendix 1.
- (3) Ensure the schedule data is delivered on time to CEPE in accordance with Appendix 1.

c. Field Office Contracting Officers will incorporate this NAP into the *List of Applicable Directives* identified in the Laws, Regulations, and Department of Energy (DOE) Directives clause of the M&O contracts for the nuclear security enterprise.

8. CONTACT. Director, Office of Cost Estimating and Program Evaluation, 202-586-6910.

BY ORDER OF THE ADMINISTRATOR:



Lisa E. Gordon-Hagerty
Administrator

Appendixes:

1. Requirements for Federal Programs Managers and Federal Project Directors
2. Definitions
3. References

Attachment:

1. Contractor Requirements Document (CRD)

APPENDIX 1: REQUIREMENTS FOR FEDERAL PROGRAM MANAGERS AND FEDERAL PROJECT DIRECTORS

1. INTRODUCTION. Through already existing management requirements and management best practices, program and project offices routinely create data items that are of use to cost estimators. This appendix identifies those data items and requires Federal Program Managers and Federal Project Directors to submit them to the Office of Cost Estimating and Program Evaluation (CEPE) according to a specific schedule.
2. REQUIREMENTS.
 - a. Submit all data items listed in Tables 1-1 (Program/Project Control Documentation), 1-2 (Earned Value Management Reports), and 1-3 (Schedule Information) according to the periodicity and format specified in the table. Upon review, CEPE will communicate to the Federal Program Managers and Federal Project Directors any errors or issues associated with submitted data items. Any corrected versions of the identified data items must be provided to CEPE.
 - b. Only data items that already exist within a program or project office are required to be submitted. The program or project should not create any data item solely for the purposes of satisfying the data collection requirements outlined in this NAP. Any data item listed in the tables that is not already produced through existing management requirements or management best practices must be identified to CEPE.
 - c. Where existing data sources/databases and data reports are able to satisfy any data item listed in Tables 1-1, 1-2 and 1-3, the Federal Program Manager and Federal Project Director must submit a proposal to CEPE. Proposals for streamlining data requirements through process improvement are also encouraged. Proposals must be in the form of a memo signed by the Federal Program Manager or Federal Project Director and submitted to the Director of CEPE and must include the following:
 - (1) Federal Program or Project Name;
 - (2) Data Item;
 - (3) Process steps, timeline, and resource requirement (measured in labor hours) for the Federal Program/Project Office to prepare and transmit the data item listed in (2);
 - (4) Process steps, timeline, and resource requirement (measured in labor hours) for the Federal Program/Project Office to prepare and transmit the proposed data item;
 - (5) Discussion of how the proposed data item will streamline the current process and still meet the requirement.

- d. Data providers must communicate with CEPE regarding delivery.

Table 1-1. **Program/Project Control Documentation**: Federal Programs must submit documentation to CEPE that describes the systems, processes, and methods the program uses to monitor and control cost and schedule. The following table outlines the data items, periodicity, and format to be submitted.

Data Item	Data Item Description	Periodicity	Format
Cost Management Plan (CMP) or equivalent.	Defines the overarching process used by the program to manage program cost and control negative effects on the cost baseline.	Initial + revisions within 30 days after completion.	Human-readable format (e.g., PDF).
Project Controls System Description (PCSD) or equivalent.	Describes the system of project controls tools to be employed by the program to establish and manage scope, schedule, and budget in accordance with target baselines.	Initial + revisions within 30 days after completion.	Human-readable format (e.g., PDF).
Project Controls Manual (PCM) or equivalent.	Defines the project controls system requirements and process steps for managing the program/project management software and how data is generated and transferred.	Initial + revisions within 30 days after completion.	Human-readable format (e.g., PDF).

Table 1-1: Program/Project Control Documentation

Table 1-2. **Earned Value Management (EVM) Reports:** Federal Programs or Projects with formal EVM requirements must submit to CEPE all EVM data produced in accordance with performance management requirements. The following table outlines the EVM items, periodicity, and format to be submitted.

Data Item	Data Item Description	Periodicity	Format
Cost Performance Report (CPR) or Integrated Program Management Report (IPMR) by Work Breakdown Structure Control Account, or Work Package.	Typically referred to as CPR or IPMR format 1. Reports performance data (Budgeted Cost of Work Scheduled, Budgeted Cost of Work Performed, and Actual Cost of Work Performed), Budget at Completion, Estimate at Completion, and Variance at Completion by reporting element for the current reporting period as well as cumulative to date. Also shows management reserve and undistributed budget.	Monthly; data will be submitted to CEPE no later than 45 days following month-end.	Numerical data will be submitted in any machine-readable format (e.g., XML, CSV, wInsight, etc.) the program or project office uses to generate the data.
CPR or IPMR by site or organizational structure.	Typically referred to as CPR or IPMR format 2. Reports the same data as format 1, except containing each site's or program's organizational structure.	Monthly; data will be submitted to CEPE no later than 45 days following month-end.	Numerical data will be submitted in any machine-readable format (e.g., XML, CSV, wInsight, etc.) the program or project office uses to generate the data.
Baseline.	Typically referred to as CPR or IPMR format 3. Provides the budgeted, time-phased baseline Budgeted Cost of Work Scheduled (BCWS) through program completion.	Monthly; data will be submitted to CEPE no later than 45 days following month-end.	Numerical data will be submitted in any machine-readable format (e.g., XML, CSV, wInsight, etc.) the program or project office uses to generate the data.

Data Item	Data Item Description	Periodicity	Format
Staffing.	Typically referred to as CPR or IPMR format 4. Staffing forecasts for site or organizational elements through program completion.	Monthly; data will be submitted to CEPE no later than 45 days following month-end.	Numerical data will be submitted in any machine-readable format (e.g., XML, CSV, wInsight, etc.) the program or project office uses to generate the data.
Variance Reports.	Typically referred to as CPR or IPMR format 5. Provides narrative explanation of key costs, schedule variances.	Monthly; data will be submitted to CEPE no later than 45 days following month-end.	Native (e.g., MS Excel) or human-readable format (e.g., PDF).
Change Control Log.	Provides a listing and description of all approved and pending baseline changes along with impacts to the baseline and management reserve.	Monthly; data will be submitted to CEPE no later than 45 days following month-end.	Numerical data will be submitted in any machine-readable format (e.g., XML, CSV, wInsight, etc.) the program or project office uses to generate the data.

Table 1-2: Earned Value Management Reports

Table 1-3. **Schedule Information:** Federal Programs or Projects must submit to CEPE information used to monitor and manage schedules. The following table outlines the schedule data items, periodicity, and format to be submitted.

Data Item	Data Item Description	Periodicity	Format
Tier 1, Tier 2, and Tier 3 Milestone Schedule.	Schedule of Major Events (Tier 1), Significant Accomplishments (Tier 2), and Key Events (Tier 3) marking the completion of each program phase and system-level and joint deliverables between the NNSA and outside agencies.	Quarterly; data will be submitted to CEPE no later than 45 days following month-end.	Native digital format used to generate the Milestone Schedule (e.g., MS Project, MS Excel, etc.).
Other People's Money (OPM) Milestone Schedule.	Schedule of other program key events that represent trigger points to indicate a function, capability, or component is ready for program use.	Quarterly; data will be submitted to CEPE no later than 45 days following month-end.	Native digital format used to generate the Milestone Schedule (e.g., MS Project, MS Excel, etc.).
Joint Integrated Master Schedule (JIMS).	Integrated schedule representing the minimum number of activities necessary to accurately depict the interrelationships between the NNSA schedule and other agency schedules (e.g., United States Air Force, United States Navy).	Quarterly; data will be submitted to CEPE no later than 45 days following month-end.	Native digital format used to generate the JIMS (e.g., MS Project, Primavera P6, etc.).
NNSA Integrated Master Schedule (NIMS).	Integrated schedule representing the minimum number of activities necessary to accurately depict the interrelationships between interrelated schedules within the nuclear security enterprise (e.g., M&O contractor schedules).	Quarterly; data will be submitted to CEPE no later than 45 days following month-end.	Native digital format used to generate the NIMS (e.g., MS Project, Primavera P6, etc.).
Site Schedules.	Integrated schedule representing the detailed site activities. At a minimum, activity data fields should include associated Work Breakdown Structure code and description, baseline and	Quarterly; data will be submitted to CEPE no later than 45 days following the end of the quarter.	Native digital format used to generate the site schedules (e.g., MS

	status start and end dates, and predecessor and successor activity code and description.		Project, Primavera P6, etc.).
Engineering Release (ER) Matrix and Change Log.	Outlines (for example) Design Engineering Release, Advance Engineering Release, Complete Engineering Release, and Qualification Engineering Release Production Agency need dates, Design Agency forecasted dates, and actual received dates by part number for end item components such as Major Components, along with any associated equipment such as cables, connectors, tools, and gages.	Quarterly; data will be submitted to CEPE no later than 45 days following end of the quarter.	Native digital format used to generate the ER Matrix (e.g., MS Word, MS Excel, etc.).
Inter-Site Milestone Alignment Tool (ISMAT).	Aligns significant events such as Baseline Design Review, Product Definition & Document Review, Final Design Review, Production Requirements Review, and First Production Unit between nuclear security enterprise sites for each program end item (such as Major Components).	Quarterly; Data will be submitted to CEPE no later than 45 days following the end of the quarter.	Native digital format used to generate the ER Matrix (e.g., MS Word, MS Excel, etc.).

Table 1-3: Schedule Information

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APPENDIX 2: DEFINITIONS

1. Acquisition Program – Of defined duration, a funded effort from conceptualization, initiation, design, development, test, contracting, production, deployment, logistics support, modification, and disposal to provide a new, improved, or continuing weapon and weapons system or other product to satisfy NNSA mission requirement or capability gap, intended for use in, or in support of, NNSA missions.
2. Actual Cost of Work Performed (ACWP) – The costs actually incurred and recorded in accomplishing work performed.
3. Budget at Completion (BAC) – The total authorized budget for accomplishing the project scope of work. It is equal to the sum of all allocated budget plus any undistributed budget (Management Reserve is not included). The Budget at Completion will form the Performance Measurement Baseline, as it is allocated and time-phased in accordance with project schedule requirements.
4. Baseline – A quantitative definition of cost, schedule, and technical performance that serves as a base or standard for measurement and control during the performance of an effort; the established plan against which the status of resources and the effort of the overall program, field program(s), project(s), task(s), or subtask(s) are measured, assessed, and controlled. Once established, baselines are subject to change control discipline.
5. Budgeted Cost for Work Performed (BCWP) – The value of completed work expressed in terms of the budget assigned to that work.
6. Budgeted Cost for Work Scheduled (BCWS) – Time-phased Budget Plan for work currently scheduled. Also referred to as Planned Value.
7. Capital Asset Project – A project with defined start and end points required in the acquisition of capital assets. The project acquisition cost of a capital asset includes both its purchase price and all other costs incurred to bring it to form and a location suitable for its intended use. It is independent of funding type. It excludes operating expense funded activities such as repair, maintenance, or alterations that are part of routine operations and maintenance functions and do not exceed the general plant project threshold.
8. Control Account (CA) – The point at which budgets (resource plans) and actual costs are accumulated and compared to earned value for management control purposes; a natural management point for planning and control that represents work assigned to one responsible organizational on one work breakdown structure element. .
9. Earned Value Management (EVM) – A project performance method that utilizes an integrated set of performance measurements (e.g., scope, schedule and budget) to assess and measure project performance and progress, and estimate cost and schedule impacts at completion.

10. Estimate at Completion (EAC) – Actual cost of work completed to date plus the predicted costs and schedule for finishing the remaining work. The current estimated total cost for project authorized work. EAC equals the actual cost to a point in time plus the estimated costs to completion. (EAC = ACWP + ETC)
11. Federal Program Manager (FPM) – An individual in the headquarters organizational element responsible for managing a program and, until designation of the FPD, its assigned projects. They ensure that all the projects are properly phased, funded over time, and that each project manager is meeting key milestones. They are the project manager's advocate, ensure proper resourcing, and facilitate the execution process. They predict programmatic risks and put mitigation strategies in place so that projects are not affected.
12. Federal Project Director – the individual certified under the Department's Project Management Career Development Program as responsible and accountable to the Project Management Executive or Program Secretarial Officer for project execution. Responsibilities include developing and maintaining the Project Execution Plan; managing project resources; establishing and implementing management systems, including performance measurement systems; and approving and implementing changes to project baselines.
13. Independent Cost Estimate (ICE) – A cost estimate prepared by an organization independent from the government line manager's authority and the contractor organization responsible for the project or program, using the same detailed technical and procurement information to develop the program or project estimate in accordance with the Government Accountability Office (GAO) best practices.
14. Independent Cost Review (ICR) – An evaluation of a program's or project's cost estimate that examines the reasonableness of the estimate quality, assumptions, and risks, also prepared by an organization independent from the government line manager's authority and the contractor organization responsible for the project or program.
15. Integrated Master Schedule (IMS) – A time-based schedule containing the networked, detailed tasks necessary to ensure successful program/contract execution.
16. Major Atomic Energy Defense Acquisition (MAEDA) Program – An atomic energy defense acquisition program of which the total project cost is more than \$500 million or the total lifetime cost is more than \$1 billion. The term *major atomic energy defense acquisition program* does not include a project covered by DOE Order 413.3B (or a successor order) for the acquisition of capital assets for atomic energy defense activities.
17. Management Reserve (MR) – An amount of the total contract budget withheld for management control purposes by the contractor. Management reserve is not part of the Performance Measurement Baseline.
18. Summary Level Planning Package (SLPP) – An aggregation of work for far-terms efforts which can be assigned to reporting level WBS elements but not to the control account level and are therefore not “undistributed budget”.

19. Undistributed Budget (UB) – A temporary holding account for authorized scope of work and its budget that has not been assigned to a control account or summary level planning package. This is a part of the PMB and is contractor controlled.
20. Variance at Completion (VAC) – The difference between the Budget at Completion and the Estimate at Completion ($VAC = BAC - EAC$).
21. Work Breakdown Structure (WBS) – A numeric structure incorporating logic to capture scope, cost, and schedule of work. The WBS mentioned in this document will be standardized and common across the nuclear security enterprise and will include Work for Others and other Department of Energy programs to identify total site costs and scope. A program WBS provides a framework for program and technical planning, cost estimating, resource allocations, performance measurements, and status reporting. The WBS should define the total system to be developed or produced; display the total system as a product-oriented family tree composed of hardware, software, services, data, and facilities; and relate the elements of work to each other and to the end product.

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APPENDIX 3: REFERENCES

- a. 50 U.S.C. 2406, *Deputy Administrator for Naval Reactors*
- a. 50 U.S.C. 2511, *Naval Nuclear Propulsion Program*
- b. 50 U.S.C. 2411, *Director for Cost Estimating and Program Evaluation*
- c. 50 U.S.C. 2537, *Selected Acquisition Reports and Independent Cost Estimates and Reviews of Certain Programs and Facilities*
- d. 50 U.S.C. 2501, *Definitions*
- e. Executive Order 12344, *Naval Nuclear Propulsion Program*
- f. DOE Order 413.3B, *Program and Project Management for the Acquisition of Capital Assets*
- g. NAP 28A, *Responsibilities for Independent Cost Estimates*, dated 1-10-17

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ATTACHMENT 1: CONTRACTOR REQUIREMENTS DOCUMENT (CRD)

NAP 413.1, *DATA COLLECTION FOR COST ESTIMATING*

1. **INTRODUCTION.** Through already existing government requirements or contractor management best practices, National Nuclear Security Administration (NNSA) Management and Operating (M&O) contractors routinely create data items that are of use to cost estimators. This attachment identifies those data items and requires the M&O contractors to submit them to the Office of Cost Estimating and Program Evaluation (CEPE) according to a specific schedule.
2. **REQUIREMENTS.** The following requirements apply to all MAEDA programs and projects. For all other (Non-MAEDA) programs or projects, the following requirements do not apply unless the Director of CEPE has 1) identified the Non-MAEDA program or project as a relevant source of data; 2) informed and engaged with the responsible federal or contractor organizations to discuss the data need.
 - a. Submit all data items listed in Tables 1-1 (Contractor Data Requirements) and 1-2 (Additional contractor data requirements applicable to Kansas City National Security Campus only) according to the periodicity and format specified in the table. CEPE will verify that the format and content meet the requirements. Upon review, CEPE will communicate to the M&O contractors and associated Federal Program or Project Manager any errors or issues associated with submitted data items. Any corrected versions of the identified data items must be provided to CEPE.
 - b. The M&O contractor must notify CEPE if any data item listed in Tables 1-1 and 1-2 is already delivered to the government per an existing government requirement according to the prescribed periodicity and format. CEPE will then contact the government office receiving the data item to verify that CEPE can gain access to the data item through that office.
 - c. With the exception of the material requirements summary (MRS), submit data items listed in Tables 1-1 and 1-2 as raw data extracts, using native categories and data structures, pulled directly from existing enterprise systems and other management tools. The M&O contractor should note that the CEPE prefers the data not to be mapped to any prescribed format. If the MRS data does not already exist, the M&O contractor is not required to create this item solely for the purposes of satisfying the data collection requirements outlined in this NAP.
 - d. The contractor is responsible for flowing down the requirements of this CRD to major subcontractors and vendors⁵ and ensuring that the major subcontractors and vendors comply with the requirements.

⁵ A major subcontractor or vendor is defined as any subcontractor or vendor estimated to exceed \$20M in costs over the life of the program.

- e. Proposals for streamlining data requirements (either through process improvement or alternative data sources) are encouraged. In order for a data streamlining proposal to be considered, the contractor must submit a signed memo to the Director, CEPE, providing the following details:
 - (1) Contractor name;
 - (2) Data item;
 - (3) *Current* process steps, timeline, and resource requirement (measured in labor hours) for the contractor to prepare and transmit the data item listed in (2);
 - (4) Process steps, timeline, and resource requirement (measured in labor hours) for the contractor to prepare and transmit the proposed data item;
 - (5) Discussion of how the proposed data item will streamline the current process and still meet the requirement.
- f. Data providers must communicate with CEPE regarding delivery.

3. RESPONSIBILITIES.

- a. Management and Operating (M&O) Contractors.
 - (1) Deliver charge code data and data dictionaries to CEPE as outlined in Table 1-1.
 - (2) Deliver site schedules and material requirements summaries to CEPE as outlined in Table 1-1.
- b. Kansas City National Security Campus M&O Contractor (in addition to the requirements listed in paragraph 3.a).
 - (1) Deliver Integrated Contractor Order (ICO) data and ICO Data Key to CEPE as outlined in Table 1-2.
 - (2) Deliver Quantity Data to CEPE as outlined in Table 1-2.

Table 1-1 Contractors must submit to CEPE actual cost information, and baseline and status schedule information. The following table outlines the required data items, periodicity, and format to be submitted.

Data Item	Data Item Description	Periodicity	Format
Charge Code Data.	Raw data extract from the contractor financial system encompassing both direct funded work as well as intersite transfers. The raw data extract forms the basis for actual costs reported in Earned Value Management, to include labor dollars and hours by native labor category, material and procurement dollars, and other dollars by native contractor cost category, and overhead dollars by native contractor labor or other category.	Monthly, reflecting month-end actuals; data will be submitted to CEPE no later than 45 days following month-end.	Text and numerical data will be submitted in any machine-readable format (e.g., XML, CSV, wInsight, etc.)
Cost Accounting Category Resource Code Dictionary.	Names associated with Project Code, Task Codes, Work Packages, Control Accounts, Work Breakdown Structure element, labor category, material category, or other category if not already included in the charge code data submission.	Monthly; data will be submitted to CEPE with the corresponding Charge Code Data.	Text and numerical data will be submitted in any machine-readable format (e.g., XML, CSV, wInsight, etc.)
Site Schedules.	Integrated schedule representing the detailed site activities. At a minimum, activity data fields should include associated Work Breakdown Structure code and description, baseline and status start and end dates, and predecessor and successor activity code and description.	Quarterly; data will be submitted to CEPE no later than 45 days following the end of the quarter.	Native digital format used to generate the site schedules (e.g., MS Project, Primavera P6, etc.).
Material Requirements Summary.	Provides dates and pedigree of components and assemblies (including reuse plans) needed for each test event.	Quarterly; data will be submitted to CEPE no later than 45 days following the end of the quarter.	Text and numerical data will be submitted in any machine-readable format (e.g., XLS, XML, CSV, etc.).

Table 1-1: Contractor data requirements applicable to all contractors

Table 1-2 KCNSC only must submit to CEPE actual Integrated Contractor Order (ICO) cost information, and quantity data. The following table outlines the required data items, periodicity, and format to be submitted.

Data Item	Data Item Description	Periodicity	Format
Charge Code Data for Integrated Contractor Orders (ICO) (Kansas City National Security Campus Only).	Raw data extract from the contractor financial system detailing labor hours, labor and overhead dollars, material, procurement, and other costs associated with work contracted to KCNSC via Integrated Contractor Orders (ICO). The name of the site contracting the ICO work to KCNSC must be identified.	Monthly, reflecting month-end actuals; data will be submitted to CEPE no later than 45 days following month-end.	Text and numerical data will be submitted in any machine-readable format (e.g., XML, CSV, wInsight, etc.)
Integrated Contractor Orders (ICO) Data Key (Kansas City National Security Campus Only).	Associates ICO project numbers to customer project order numbers and descriptions, part numbers and descriptions, and part number quantity and shipping dates.	Monthly; data will be submitted to CEPE with the corresponding ICO Data.	Text and numerical data will be submitted in any machine-readable format (e.g., XML, CSV, wInsight, etc.).
Production Quantity Data (Kansas City National Security Campus Only).	Lists quantity required and quantity remaining by component item identification number and description, by fiscal year.	Monthly; data will be submitted to CEPE no later than 45 days following month-end.	Text and numerical data will be submitted in any machine-readable format (e.g., XML, CSV, wInsight, etc.).

Table 1-2: Additional contractor data requirements applicable to KCNSC only