
To/From

The following table explains how to complete the To/From items.

<u>Item</u>	<u>Completion Instructions</u>
<i>To</i>	Address the form to your Contracting Officer or other designated person, including the name and address of the NASA Center.
<i>From</i>	Enter your company's name, address, and division, if you have one.

Item 1. Description of Contract

The following table explains how to complete item 1.

<u>Item</u>	<u>Completion Instructions</u>
<i>1a. Type</i>	Enter your type of contract (e.g., cost plus fixed fee, cost plus incentive, etc.).
<i>1b. Contract No. and Latest Definitized Modification No.</i>	Enter your contract number and the number of the most recent definitized modification to your contract.*
<i>1c. Scope Of Work</i>	Briefly identify the kind of work you do under this contract. For a hardware contract, note the quantity being procured or proposed.
<i>1d. Auth. Contr. Rep. (Signature) / Date</i>	The authorized contractor representative signs and dates the report to signify review and approval.

* A definitized contract modification is one in which cost has been negotiated.

Item 2. Report for Quarter Beginning

Enter the first month of the first quarter being projected on the report.

Item 3. Contract Value

In item 3a, Cost, and item 3b, Fee, enter the total cost and fee respectively of all currently authorized work to be performed under the contract. This includes all work negotiated in your latest contract modification. For incentive contracts, enter the negotiated target cost and target fee.

Item 4. Fund Limitation

Record the total amount NASA has obligated to spend on the contract as of the report date and your latest contract modification number.

Item 5. Billing

The following table explains how to complete item 5.

<u>Item</u>	<u>Completion Instructions</u>
<i>5a. Invoice Amts. Billed</i>	Note the total amount of invoices billed to NASA against the contract and write in the latest invoice number as of the report date.
<i>5b. Total Pys. Rec'd</i>	Enter the total amount of payments you have received from NASA as of the report date.

Item 6. Reporting Category

List the reporting categories specified in your contract.

Item 7. Cost Incurred / Hours Worked

The following table explains how to complete item 7. The elements you report (i.e., dollars, hours, or both) are defined in your contract.

<u>Item</u>	<u>Completion Instructions</u>
<i>7a. Cumulative Actual Through Prior Month</i>	Enter the actual accrued cumulative to date cost and/or hours beginning when the contract started and including the contractor's most recently completed accounting month.

- 7b. *Current Month Estimate* Enter the estimate for the month prior to the first month of the quarter being projected on the report (i.e., the estimate for the month in which the report is submitted).
- 7c. *Cumulative Estimate To Date* Enter the sum of items 7a and 7b.

Item 8. Estimated Cost / Hours to Complete

Item 8 deals with contractor estimates. All columns in item 8 are based on the government's fiscal year, which is October through September.

The following table explains how to complete item 8.

<u>Item</u>	<u>Completion Instructions</u>
8a. <i>Month</i>	Enter the estimated cost and/or hours for the same month as item 2.
8b. <i>Month</i>	Enter the estimated cost and/or hours for the month following 8a.
8c. <i>Month</i>	Enter the estimated cost and/or hours for the month following 8b.
8d. <i>Quarter</i>	Enter the estimated cost and/or hours for the quarter following 8c.
8e. <i>Quarter</i>	Enter the estimated cost and/or hours for the quarter following 8d.
8f. <i>Quarter</i>	Enter the estimated cost and/or hours for the quarter following 8e.
8g. <i>Balance of FY</i>	Enter the estimated cost and/or hours for the balance of the government's fiscal year (FY). (If the quarter for 8f ends in September, the balance will be zero.)
8h. <i>Next FY</i>	Enter the estimated cost and/or hours for the next FY.

8i. *Balance of Contract*

Enter the estimated cost and/or hours for the rest of the contract.

8j. *Total to Complete*

Enter the sum of items 8a through 8i.

The following chart depicts sample reporting periods and the appropriate column headings based on the government's FY.

Sample Reporting Periods	7. Cost Incurred Hours Worked		8. Estimated Cost/Hours to Complete								
	a. Cum. Actual End of Prior Month	b. Est. During Month	Month a.	Month b.	Month c.	Quarter d.	Quarter e.	Quarter f.	Balance of FY g.	Next FY h.	Balance of Contract i.
	c. Cum. to Date										
1. Qtr. Beg. October (NF533Q due Sep. 15)	a. Act. thru Aug.	b. Est. for Sep.	Oct.	Nov.	Dec.	Jan./Mar.	Apr./Jun.	Jul./Sep.	N/A	Complete as Headed Based on Govt. Fiscal Year (Oct. 1 - Sep. 30)	
2. Qtr. Beg. January (NF533Q due Dec. 15)	a. Act. thru Nov.	b. Est. for Dec.	Jan.	Feb.	Mar.	Apr./Jun.	Jul./Sep.	Oct./Dec.	Jan./Sep.		
3. Qtr. Beg. April (NF533Q due March 15)	a. Act. thru Feb.	b. Est. for March	Apr.	May	Jun.	Jul./Sep.	Oct./Dec.	Jan./Mar.	Apr./Sep.		
4. Qtr. Beg. July (NF533Q due June 15)	a. Act. thru May	b. Est. for June	Jul.	Aug.	Sep.	Oct./Dec.	Jan./Mar.	Apr./Jun.	Jul./Sep.		

Item 9. Estimated Final Cost / Hours

Item

Completion Instructions

9a. *Contractor Estimate*

Enter the sum of items 7c and 8j.

9b. *Contract Value*

Enter the negotiated contract value of the reporting elements plus any definitized contract modifications.

If there are significant differences between items 9a and 9b, you will need to explain why in the contractor remarks using the reconciliation of changes format.

If items 9a and 9b are different because of authorized modifications that have not been definitized, then these changes must also be identified in the contractor remarks.

Item 10. Estimated Completion Date

If directed to do so by the Contracting Officer, enter the proposed finish date for each subdivision of work.

Item 11. Unfilled Orders Outstanding

If directed to do so by the Contracting Officer, list the total cost of any equipment or services that you have ordered but not yet accepted as of the reporting date. Also, include any money obligated to a subcontractor for work the sub has not finished.

Amounts in item 11 are listed even if you have included the same amounts in item 8, Estimated Cost / Hours To Complete.

Contractor Remarks

Contractors must explain certain data within the NF533 in the contractor remarks.