# CONTRACT DATA REQUIREMENTS LIST

**Form Approved OMB No 0704-0188**

Public reporting burden for this collection of information is estimated to average 440 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.

| A. CONTRACT LINE ITEM NO. 0002 | B. EXHIBIT | C. CATEGORY: TDP ____ TM ____ OTHER X |
|---|---|---|

| D. SYSTEM/ITEM Research and Analysis | E. CONTRACT/PR NO. | F. CONTRACTOR SAIC |
|---|---|---|

| 1. DATA ITEM NO. A001 | 2. TITLE OF DATA ITEM Contractor's progress, status and management report | 3. SUBTITLE Periodic Status Reports |
|---|---|---|

| 4. AUTHORITY (Data Acquisition Document No.) DI-MGMT-80227 | S. CONTRACT REFERENCE C.6.1. | 6. REQUIRING OFFICE DTI-S |
|---|---|---|

**17. PRICE GROUP**

**18. ESTIMATED TOTAL PRICE**

| 7. DO 250 REQ | 9. DIST STATEMENT REQUIRED | 10. FREQUENCY BI-MO | 12. DATE OF FIRST SUBMISSION 5 DARC | 14. DISTRIBUTION | | |
|---|---|---|---|---|---|---|
| 8. APP CODE A | | 11. AS OF DATE 0 | 13. DATE OF SUBSEQUENT SUBMISSION | a. ADDRESSEE | Draft | Final Reg / Repro |

16. REMARKS

Ref Block: Contractor will provide draft report 5 DARP. Draft will be returned within 7 working days.

| a. ADDRESSEE | Draft | Reg | Repro |
|---|---|---|---|
| DTI-S | 1 | 2 | |
| | | | |
| 15. TOTAL ➤ | 1 | 2 | |

| 1. DATA ITEM NO. A002 | 2. TITLE OF DATA ITEM | 3. SUBTITLE Final Technical Report |
|---|---|---|

| 4. AUTHORITY (Data Acquisition Document No.) DI-MISC-80508 | S. CONTRACT REFERENCE (S.O.W.) C.6.1. | 6. REQUIRING OFFICE DTI-S |
|---|---|---|

**17. PRICE GROUP**

**18. ESTIMATED TOTAL PRICE**

| 7. DO 250 REQ | 9. DIST STATEMENT REQUIRED | 10. FREQUENCY ONE/R | 12. DATE OF FIRST SUBMISSION See block 16 | 14. DISTRIBUTION | | |
|---|---|---|---|---|---|---|
| 8. APP CODE A | | 11. AS OF DATE 0 | 13. DATE OF SUBSEQUENT SUBMISSION | a. ADDRESSEE | Draft | Final Reg / Repro |

16. REMARKS Ref Block 12: Contents of this report will encompass A001 plus any remaining contract period. Contractor will provide draft report 5 DARP. Draft will be returned within 7 working days.

| a. ADDRESSEE | Draft | Reg | Repro |
|---|---|---|---|
| DTI-S | 2 | 6 | |
| | | | |
| 15. TOTAL ➤ | 2 | 6 | |

| 1. DATA ITEM NO. | 2. TITLE OF DATA ITEM | 3. SUBTITLE |
|---|---|---|

| 4. AUTHORITY (Data Acquisition Document No.) | S. CONTRACT REFERENCE | 6. REQUIRING OFFICE |
|---|---|---|

**17. PRICE GROUP**

**18. ESTIMATED TOTAL PRICE**

| 7. DO 250 REQ | 9. DIST STATEMENT REQUIRED | 10. FREQUENCY | 12. DATE OF FIRST SUBMISSION | 14. DISTRIBUTION | | |
|---|---|---|---|---|---|---|
| 8. APP CODE | | 11. AS OF DATE | 13. DATE OF SUBSEQUENT SUBMISSION | a. ADDRESSEE | Draft | Final Reg / Repro |

16. REMARKS

| 15. TOTAL ➤ | | | |
|---|---|---|---|

| 1. DATA ITEM NO. | 2. TITLE OF DATA ITEM | 3. SUBTITLE |
|---|---|---|

| 4. AUTHORITY (Data Acquisition Document No.) | S. CONTRACT REFERENCE | 6. REQUIRING OFFICE |
|---|---|---|

**17. PRICE GROUP**

**18. ESTIMATED TOTAL PRICE**

| 7. DO 250 REQ | 9. DIST STATEMENT REQUIRED | 10. FREQUENCY | 12. DATE OF FIRST SUBMISSION | 14. DISTRIBUTION | | |
|---|---|---|---|---|---|---|
| 8. APP CODE | | 11. AS OF DATE | 13. DATE OF SUBSEQUENT SUBMISSION | a. ADDRESSEE | Draft | Final Reg / Repro |

16. REMARKS

| 15. TOTAL ➤ | | | |
|---|---|---|---|

SG1J          SG1J

| G. PREPARED BY | H. DATE 21 Apr 93 | I. APPROVED BY | J. DATE |
|---|---|---|---|

Enclosure 9

# INSTRUCTIONS FOR COMPLETING DD FORM 1423
*(See DoD 5010.12-M for detailed instructions.)*

## FOR GOVERNMENT PERSONNEL

**Item A.** Self-explanatory.

**Item B.** Self-explanatory.

**Item C.** Mark (X) appropriate category: TDP - Technical Data Package; TM - Technical Manual; Other - other category of data, such as "Provisioning," "Configuration Management", etc.

**Item D.** Enter name of system/item being acquired that data will support.

**Item E.** Self-explanatory (to be filled in after contract award).

**Item F.** Self-explanatory (to be filled in after contract award).

**Item G.** Signature of preparer of CDRL.

**Item H.** Date CDRL was prepared.

**Item I.** Signature of CDRL approval authority.

**Item J.** Date CDRL was approved.

**Item 1.** See DoD FAR Supplement Subpart 4.71 for proper numbering.

**Item 2.** Enter title as it appears on data acquisition document cited in Item 4.

**Item 3.** Enter subtitle of data item for further definition of data item (optional entry).

**Item 4.** Enter Data Item Description (DID) number, military specification number, or military standard number listed in DoD 5010.12-L (AMSDL), or one-time DID number, that defines data content and format requirements.

**Item 5.** Enter reference to tasking in contract that generates requirement for the data item (e.g., Statement of Work paragraph number).

**Item 6.** Enter technical office responsible for ensuring adequacy of the data item.

**Item 7.** Specify requirement for inspection/acceptance of the data item by the Government.

**Item 8.** Specify requirement for approval of a draft before preparation of the final data item.

**Item 9.** For technical data, specify requirement for contractor to mark the appropriate distribution statement on the data (ref. DoDD 5230.24).

**Item 10.** Specify number of times data items are to be delivered.

**Item 11.** Specify as-of date of data item, when applicable.

**Item 12.** Specify when first submittal is required.

**Item 13.** Specify when subsequent submittals are required, when applicable.

**Item 14.** Enter addressees and number of draft/final copies to be delivered to each addressee. Explain reproducible copies in Item 16.

**Item 15.** Enter total number of draft/final copies to be delivered.

**Item 16.** Use for additional/clarifying information for Items 1 through 15. Examples are: Tailoring of documents cited in Item 4; Clarification of submittal dates in Items 12 and 13; Explanation of reproducible copies in Item 14.; Desired medium for delivery of the data item.

## FOR THE CONTRACTOR

**Item 17.** Specify appropriate price group from one of the following groups of effort in developing estimated prices for each data item listed on the DD Form 1423.

a. **Group I.** Definition - Data which is not otherwise essential to the contractor's performance of the primary contracted effort (production, development, testing, and administration) but which is required by DD Form 1423.

Estimated Price - Costs to be included under Group I are those applicable to preparing and assembling the data item in conformance with Government requirements, and the administration and other expenses related to reproducing and delivering such data items to the Government.

b. **Group II.** Definition - Data which is essential to the performance of the primary contracted effort but the contractor is required to perform additional work to conform to Government requirements with regard to depth of content, format, frequency of submittal, preparation, control, or quality of the data item.

Estimated Price - Costs to be included under Group II are those incurred over and above the cost of the essential data item without conforming to Government requirements, and the administrative and other expenses related to reproducing and delivering such data item to the Government.

c. **Group III.** Definition - Data which the contractor must develop for his internal use in performance of the primary contracted effort and does not require any substantial change to conform to Government requirements with regard to depth of content, format, frequency of submittal, preparation, control, and quality of the data item.

Estimated Price - Costs to be included under Group III are the administrative and other expenses related to reproducing and delivering such data item to the Government.

d. **Group IV.** Definition - Data which is developed by the contractor as part of his normal operating procedures and his effort in supplying these data to the Government is minimal.

Estimated Price - Group IV items should normally be shown on the DD Form 1423 at no cost.

**Item 18.** For each data item, enter an amount equal to that portion of the total price which is estimated to be attributable to the production or development for the Government of that item of data. These estimated data prices shall be developed only from those costs which will be incurred as a direct result of the requirement to supply the data, over and above those costs which would otherwise be incurred in performance of the contract if no data were required. The estimated data prices shall not include any amount for rights in data. The Government's right to use the data shall be governed by the pertinent provisions of the contract.

| 2. TITLE | 1. IDENTIFICATION NUMBER |
|---|---|
| Technical Report - Study/Services | DI-MISC-80508 |

**3. DESCRIPTION/PURPOSE**

3.1  A technical report provides fully documented results of studies or analyses performed.

| 4. APPROVAL DATE (YYMMDD) 880115 | 5. OFFICE OF PRIMARY RESPONSIBILITY(OPR) G/T2137 | 6a.DTIC APPLICABLE X | 6b.GIDEP APPLICABLE |
|---|---|---|---|

**7. APPLICATION/INTERRELATIONSHIP**

7.1  This data item description contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.

7.2  This DID supersedes DI-A-5029.

7.3  Defense Technical Information Center (DTIC), Cameron Station, Alexandria, VA 22314.

| 8. APPROVAL LIMITATION | 9a. APPLICABLE FORMS | 9b. AMSC NUMBER G4291 |
|---|---|---|

**10. PREPARATION INSTRUCTIONS**

10.1  <u>Format.</u>

(a)  The report and all attachments shall be typewritten, or otherwise clearly lettered, and shall be duplicated using non-fading ink.
(b)  Text shall be prepared on standard letter size paper (8 1/2" X 11").
(c)  When attachments are included, they shall be fully identified, referenced in the text, and folded to conform to the size paper used in the report.
(d)  Security classification and distribution markings shall conform to the requirements of the contract, purchase description and security requirements checklist, as applicable.

10.2  <u>Content.</u>

(a) Title Page - Identifies the report by providing contract number, project name or purchase description title, task number, and reporting period.

**11. DISTRIBUTION STATEMENT**

DISTRIBUTION STATEMENT A:  Approved for public release; distribution is unlimited.

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DI-MGMT-80508

Block 10.    Preparation Instructions (Continued)


        (b)    Table of Contents
     ·  (c)    Section I - Includes the following:
             (1)    Introduction
             (2)    Summary - A brief statement of results obtained
from the analytic effort.
             (3)    Conclusions and their condensed technical
substantiations.
          (d)    Section II - A complete and detailed description of the
analytic results which led to the conclusions stated in Section I above.

| DATA ITEM DESCRIPTION | Form Approved<br>OMB No. 0704-0188<br>Exp. Date: Jun 30, 1986 |
|---|---|

| 1. TITLE<br>Contractor's Progress, Status and Management Report | 2. IDENTIFICATION NUMBER<br><br>DI-MGMT-80227 |
|---|---|

**3. DESCRIPTION/PURPOSE**

3.1 The Contractor's Progress, Status and Management Report indicates the progress of work and the status of the program and of the assigned tasks, reports costs, and informs of existing or potential problem areas.

| 4. APPROVAL DATE (YYMMDD)<br>860905 | 5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)<br>N/SPAWAR | 6a. DTIC REQUIRED | 6b. GIDEP REQUIRED |
|---|---|---|---|

**7. APPLICATION/INTERRELATIONSHIP**

7.1 This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement for this data included in the contract.

7.2 This DID may be applied in any contract and during any program phase.

7.3 This DID supersedes DI-A-2090A, DI-A-3025A, UDI-A-22050B, UDI-A-22052A, UDI-A-23960, DI-A-30024, and DI-A-30606. (cont. on page 2)

| 8. APPROVAL LIMITATION | 9a. APPLICABLE FORMS | 9b. AMSC NUMBER<br>N3947 |
|---|---|---|

**10. PREPARATION INSTRUCTIONS**

10.1 Contract - This data item is generated by the contract which contains a specific and discrete work task to develop this data product.

10.2 Format - This report shall be typewritten on standard size (e.g. 8 1/2" by 11") white paper, and securely stapled. Pages shall be sequentially numbered. All attachments shall be identified and referenced in the text of the report. The report shall be prepared in the contractor's format and shall be legible and suitable for reproduction.

10.3 Content - The report shall include:

a. A front cover sheet which includes the contractor's name and address, the contract number, the nomenclature of the system or program, the date of the report, the period covered by the report, the title of the report, either the serial number of the report or the Contract Data Requirements List (CDRL) sequence number, the security classification, and the name of the issuing Government activity;

b. Description of the progress made against milestones during the reporting period;

c. Results, positive or negative, obtained related to previously-identified problem areas, with conclusions and recommendations;

d. Any significant changes to the contractor's organization or method of operation, to the project management network, or to the milestone chart;

e. Problem areas affecting technical or scheduling elements, with background and any recommendations for solutions beyond the scope of the contract;

f. Problem areas affecting cost elements, with background and any recommendations for solutions beyond the scope of the contract;

g. Cost curves showing actual and projected conditions throughout the contract;

h. Any cost incurred for the reporting period and total contractual expenditures as of reporting date;

i. Person-hours expended for the reporting period and cumulatively for the contract;

j. Any trips and significant results; (cont. on page 2)

DO Form 1664, FEB 85          Previous edition is obsolete.          PAGE 1 OF 2 PAGES

9-c

DI-MGMT- 80227

## 7. APPLICATION/INTERRELATIONSHIP (Cont'd)

7.4 Paragraphs 10.3.f, 10.3.g, and 10.3.h herein should be tailored on DD Form 1423 when such cost data is already submitted through a sophisticated cost reporting system under the contract.

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## 10. PREPARATION INSTRUCTIONS (Cont'd)

- k. Record of all significant telephone calls and any commitments made by telephone;
- l. Summary of Engineering Change Proposal (ECP) status, including identification of proposed ECPs, approved ECPs, and implemented ECPs;
- m. Contract schedule status;
- n. Plans for activities during the following reporting period;
- o. Name and telephone number of preparer of the report;
- p. Appendixes for any necessary tables, references, photographs, illustrations, and charts.

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