

GUIDANCE ON DOCUMENTATION OF CONTRACT REQUIREMENTS LIST (CDRL)

The following information is furnished to provide guidance with respect to the abbreviations and codes utilized in various blocks of DD Form 1423, Contract Data Requirements List.

Block 1. Sequence Number. This number is specified by DOD components in accordance with FAR Supplement Subpart 4.71.

Block 2. Title of Description of Data. This represents the title or brief description of the data. This title should be identical to the Data Item Description (DID) title with Block 3 being used for further identification, if required.

Block 3. Subtitle of Data. If the title requires further identification, a subtitle is entered.

Block 4. Authority, Data Item Number. Data item number of the DID which provides the data preparation instructions.

Block 5. Contract Reference. The specific paragraph number of the contract procurement request, system specification, or other applicable document which identifies the effort associated with the data item authorized by Block 4 above.

Block 6. Technical Office. The office that is responsible for assuring the adequacy of the data item unless this responsibility is delegated elsewhere in the contract or in Block 7 on the DD Form 1423.

Block 7. DD Form 250 Requirement. This block designates the location (contractor's facility or destination) for performance of Government inspection and acceptance. The applicable codes for inspection and acceptance are cited below. The Government activity to perform the destination acceptance task is entered in Block 14 as the first addressee.

Code	Inspection	Acceptance
SS	*Source(DD Form 250)	*Source(DD Form 250)
DD	Destination(DD Form 250)	Destination(DD Form 250)
SD	*Source(DD Form 250)	Destination(DD Form 250)
DS	Destination(DD Form 250)	*Source(DD Form 250)
LT	Letter of Transmittal only	
NO	No inspection or acceptance required	
XX	Inspection/acceptance requirements specified elsewhere in the contract.	

*Source indicates contractor's facility,

Block 8. Approval Code. Items of critical data requiring specified advanced written approval, such as test plans, are identified by an "A" in this field. This data requires submission of a preliminary draft prior to publication of the final document. When advanced approval is not required, this field is blank.

Block 9. Distribution Statement Required. The code letter corresponding to the distribution statement to be marked on the technical data item by the contractor, in accordance with DoD Directive 5230.24 and the guidance in DoD 5010.12-M.

Block 10. Frequency. The codes that appear in this block are cited below:

ANNLY	Annually	ASGEN	As generated*
ASREQ	As required*	BI-MO	Every 2 months
BI-WE	Every 2 weeks	DAILY	Daily
DFDEL	Deferred Delivery	MTHLY	Monthly
ONE/P	One Preliminary	ONE/R	One time with revisions
QRTLY	Quarterly	R/ASR	Revision as required*
SEMI	Every 6 months	WEKLY	Weekly

XTIME** Number of time to be submitted (1TIME, 2TIMES, etc.)

*Use of these codes requires further explanation in block 16 to provide the contractor with guidance necessary to accurately price the deliverable data item.

**A number must be inserted in place of the "X".

Block 11. As of Date (AOD). When data is submitted only once, this block indicates the number of days the data is to be submitted prior to the end of the reporting period; e.g., "15" would place the AOD for this report as 15 days before the end of each month, quarter, or year depending on the frequency established in Block 10; "0" places the AOD at the end of the month, quarter, or year. Further guidance is shown in Block 13 or 16 as required.

Block 12. Date of First Submission. This block indicates the initial data submission date (Year/Month/Day). When the contract start date has not been established, this block indicates the number of days after the contract start date that the data is due; e.g., 30 days after contract (DAC). Further information, if required is contained in Block 13. "DFDEL" indicates deferred delivery.

Block 13. Date of Subsequent Submission/Event Identification. When data is submitted more than once, the date(s) of subsequent submission(s) is indicated in this block. Example: "Not later than (NLT) 15 days before start of production"; "45 days before first article", etc.

Block 14. Distribution and Addressees. Addressees and number of copies (draft/regular/reproducible) to be forwarded to each addressee as cited in this block. Addressees are indicated by office symbols (i.e., AMSIO-XYZ). A list explaining these symbols and their addressees is attached to the form. When reproducible copies are required, the type of copies required will be cited in this block or Block 16.

NOTE: Unless otherwise cited in Block 10 of DD Form 1664, entries in Blocks 3 through 9 on DD Form 1664, Data Item Descriptions, are for information purposes only and are not contractually binding.

NOTE: It is required that data items be delivered using electronic media. Where possible electronic transmission (e-mail) is the most preferred method. Refer to the Contract Data Requirements List (CDRL), DD Form 1423 for more specific information (i.e., e-mail addresses, etc.)

For narrative kinds of reports, submission of a 3 1/2 inch disk in Rich Text Format (RTF), Microsoft Word or by e-mail is acceptable.

For spreadsheets or database kinds of reports, the acceptable software packages would be Microsoft Office products, i.e., Access or Excel. If these packages are not available, the information could be forwarded using a word processing kind of document saved in a Rich Text Format (RTF).

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 AV Provisioning² AConfiguration Management³, 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. DoD 5230.r24).
- 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.

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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 as 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. These 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.

DOCUMENT SUMMARY LIST

Item: CORD DET., TYPE 1
 NSN: 1375-00-180-9356
 Control Number/PRON: M21A0042M2

Identifies all first tier documents (cited in SOW) (applicable DIDs). Also included are all referenced documents (2nd, (includes DID block 10 references), 3rd and lower tier) which have been tailored.

DOCUMENT CATEGORY:

CATEGORY 0 - Unless otherwise specified in the solicitation, contract, or contract modifications, all documents are for guidance and information only.

CATEGORY 1 - The requirements contained in the directly cited document are contractually applicable to the extent specified. All referenced documents are for guidance and information only.

CATEGORY 2 - The requirements contained in the directly cited document and the reference documents identified in the directly cited document are contractually applicable to the extent specified. All subsequently referenced documents are for guidance and information only.

CATEGORY 3 - Unless otherwise specified in the solicitation, contract or contract modification, all requirements contained in the directly cited document and all reference and subsequently referenced documents are contractually applicable to the extent specified.

Document Number (Contract Reference) Applicable Tailoring	Document Title	Document Date/ Document Category
1a. MIL-STD-2549 Table DIP4-1	Configuration Management Data Interface	30 Jun 97 Cat 2
1b. DI-CMAN-81554 (seq A001)	Configuration Change Control Data Information Packet	30 Jun 97 Cat 2
2a. ANSI/ISO/ASQC Q9001 Higher Level Contract Quality Requirement (Sec E) or equivalent	Quality Systems-Model for QA in Design/Devel., Prod., Installation & Servicing	1994
2b. ANSI/ISO/ASQC Q9002 or equivalent	Model for Quality Assurance in Production, Installation & Servicing	18 Jul 94
2b. DI-QCIC-80004 (DD Form 1423)	Management Plan	03 May 85 Cat 1

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the applicator/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including 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 the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (03450-0046), Washington, D.C. 20503.