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*
SEMIA	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 it 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 AProvisioning≡, AConfiguration 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. DoD 5230.r\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 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: LINER, NBC, ROOM PACKAGE
NSN: 4240-01-331-0170
Control Number/PRON: C12CAA02

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 O - 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. N/A	Section C titled: Configuration Management Documentation	N/A Cat 2
1b. DI-CMAN-80639C (seq A001)	Engineering Change Proposal (ECP)	30 Sep 00 Cat 1
1c. DI-CMAN-80640C (seq A002)	Request for Deviation (RFD)	30 Sep 00 Cat 1
1d. DI-CMAN-80642C (seq A003)	Notice of Revision (NOR)	30 Sep 00 Cat 1
2. ANSI/ISO/ASQC Q9002	Model for Quality Assurance in Production, Installation & Servicing	18 Jul 94
	OR	
ANSI/ISO/ASQC Q9001-2000	American National Standard Quality management systems-Requirements	13 Dec 00

CONTRACT DATA REQUIREMENTS LIST
DD FORM 1423 (MECHANIZED)
CATEGORY: MISC SYSTEM/ITEM: LINER,NBC,ROOM PACKAGE
TO CONTRACT/PR: C12CAA02

1. SEQUENCE NUMBER
14. DISTRIBUTION
DRFT/REG/REPRO COPIES
2. TITLE OF DATA ITEM
3. SUBTITLE
4. DATA ITEM NUMBER
5. CONTRACT REFERENCE
6. TECHNICAL OFFICE 7. DD 250 8. APP CODE 9. DIST STATEMENT REQUIRED
10. FREQUENCY 11. AS OF DATE 15. TOTAL:
12. DATE OF 1ST SUBMISSION 13. DATE OF SUBSEQUENT SUBMISSION
16. REMARKS

---

1. A001
14. SEE ADDRESS CODE DISTRIBUTION ATTACHED*** / /
2. ENGINEERING CHANGE PROPOSAL (ECP)
3.
4. DI-CMAN-80639C*
5. SECTION C
6. AMSSB-RSO 7. LT 8. - 9. **
10. ASREQ 11. --- 15. TOTAL 0/ 0/ 0
12. ASREQ 13. ASREQ
16. REMARKS
*SEE ATTACHED DATA DELIVERY DESCRIPTION FOR CONTENT OF THE ECP. CONTRACTOR FORMAT IS ACCEPTABLE, DATA MUST BE IN GOVERNMENT COMPATIBLE SOFTWARE (I.E., MICROSOFT OFFICE). MIL-HDBK-61 MAY BE USEFUL IN DEFINING CONTENT. **DIST STATEMENT WILL BE ASSIGNED AND IMPLEMENTED BY THE DOD CONFIGURATION MGR. ***SEE CONTRACT SECTION C. ELECTRONIC FILES MUST BE LESS THAN 7MB. THE ECP Short Form and ECP Page 1 LOCATED AT HTTP://W4.PICA.ARMY.MIL/ARDEC-RI/CMFORM.HTM ARE THE PREFERRED METHOD OF SUBMISSION FOR THIS DATA ITEM. (DD FORMS 1692 AND 1693)

---

1. A002
14. SEE ADDRESS CODE DISTRIBUTION ATTACHED*** / /
2. REQUEST FOR DEVIATION (RFD)
3.
4. DI-CMAN-80640C*
5. SECTION C
6. AMSSB-RSO 7. LT 8. - 9. **
10. ASREQ 11. --- 15. TOTAL 0/ 0/ 0
12. ASREQ 13. ASREQ
16. REMARKS
* SEE ATTACHED DATA DELIVERY DESCRIPTION FOR CONTENT OF RFD. ADEQUATE DATA/ANALYSIS/TESTING TO SUPPORT THE POSITION RELATIVE TO PARAGRAPH 24 AND 25 OF DATA DELIVERY DESCRIPTION SHALL BE INCLUDED. CONTRACTOR FORMAT IS ACCEPTABLE, BUT DATA MUST BE IN GOVERNMENT COMPATIBLE SOFTWARE (I.E., MICROSOFT OFFICE). MIL-HDBK-61 MAY BE USEFUL IN DEFINING CONTENT.

**DISTRIBUTION STATEMENT WILL BE ASSIGNED AND IMPLEMENTED BY THE DOD CONFIG MGR. ***SEE CONTRACT SECTION C. ELECTRONIC FILES MUST BE LESS THAN 7MB. THE RFD/W FORM LOCATED AT HTTP://W4.PICA.AMRY.MIL/ARDEC-RI/CMFORM.HTM IS THE PREFERRED METHOD OF SUBMISSION FOR THIS DATA ITEM. (DD FORM 1694)

1. A003	14.
	SEE ADDRESS CODE / /
2. NOTICE OF REVISION (NOR)	DISTRIBUTION / /
3.	ATTACHED** / /

4. DI-CMAN-80642C*

5. SECTION C

6. AMSSB-RSO 7. LT 8. - 9. ***

10. ASREQ 11. --- 15. TOTAL 0/ 0/ 0

12. ASREQ 13. ASREQ

16. REMARKS
*SEE ATTACHED DATA DELIVERY DESCRIPTION FOR CONTENT OF NOR. CONTRACTOR FORMAT IS ACCEPTABLE, DATA MUST BE IN GOVERNMENT COMPATIBLE SOFTWARE (I.E., MICROSOFT OFFICE). MIL-HDBK-61 MAY BE USEFUL IN DEFINING CONTENT. **SEE CONTRACT SECTION C. ELECTRONIC FILES MUST BE LESS THAN 7MB. NOR FORM LOCATED AT HTTP://W4PICA.ARMY.MIL/ARDEC-RI/CMFORM.HTM IS THE PREFERRED METHOD OF SUBMISSION FOR THIS DATA ITEM.(DD FORM 1695) ***DISTRIBUTION STATEMENT WILL BE ASSIGNED AND IMPLEMENTED BY THE DOD CONFIGURATION MANAGER.

THE **DATA DELIVERY DESCRIPTIONS** ARE AVAILABLE ON THE ATTACHED TACOM-RI INTRANET SITE:
HTTPS://AAIS.RIA.ARMY.MIL/AAIS/SOLINFO/STANDARD_ATTACHMENTS/INDEX%20OF%20ATTACHMENTS.HTML

APPROVED BY: STEPHEN J HANSEN, SDMO, AMSTA-AR-QAC DATE: 01/13/2003