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.

ATTACHMENT A TO CONTRACT DATA REQUIREMENTS LIST(S)
EXHIBIT(S) A - E

GENERAL DD FORM 1423 GLOSSARY

(Addressee listing begins on Page 9)

A. The following information is keyed to and provides explanations for entries in Blocks A through J of the DD Form 1423 Exhibit(s):

Block A. CONTRACT LINE ITEM NO.
The Contract Line Item Number (CLIN) that is associated with this Contract Data Requirements List (CDRL).

Block B. EXHIBIT
The exhibit identifier for this CDRL (see DFARS 204.7105-3 for exhibit identifiers).

NOTE: DFARS 204.7105-2 specifies that the DD Form 1423 shall always be an exhibit.

Block C. CATEGORY
The appropriate block for Technical Data Package (TDP), Technical Manual (TM), or "Other" data (OTHER) will be identified. Types of data which comprise a TDP are defined in MIL-T-31000 and types of manuals included under the TM category are defined in Part IX, Section B, of DoDI 5000.2. "Other" data may be further categorized, such as Administrative Data, Provisioning Data, Configuration Management Data, etc., per the functional area assignments contained in DoD 5010.12-L, Acquisition Management Systems and Data Requirements Control List (AMSDL).

Block D. SYSTEM/ITEM
The system, item, project designator or name, or title of services being acquired that the data will support.

Block E. CONTRACT/PR NO.
The Procurement Instrument Identification Number (PIIN) (i.e. the contract number, the Purchase Request (PR) number, the Request for Proposal (RFP) number, or other appropriate designator).

Block F. CONTRACTOR
The contractor's name. Following the name, a slash ("/") and the contractor's Commercial and Government Entity (CAGE) code may be inserted.

(The next four items appear at the bottom of the form, i.e., after Blocks 1 through 16.)

Block G. PREPARED BY
The preparer's name and organization responsible for preparation of the CDRL. The signature of the preparer will be on the last page of the exhibit.

Block H. DATE
The date the CDRL was prepared.

Block I. APPROVED BY
The name of the individual responsible for approving the CDRL. The approving official's signature will be on the last page of the exhibit.

Block J. DATE
The date the CDRL was approved.

NOTE: Blocks G through J need only be signed on the last page of each CDRL exhibit when the preparer and the approving official are the same throughout the entire exhibit. All other pages should contain the typed name and date entered on the last page.

B. The following information is keyed to and provides explanations for entries in Blocks 1 through 16 of the DD Form 1423 Exhibit(s):

Block 1. DATA ITEM NO.
The 4-character Exhibit Line Item Number (ELIN). The first and/or second positions consist on the exhibit identifier, and the remaining positions are assigned sequentially. The letters "I" and "O" are not used. ELIN sequencing order can be found in the DFARS 204.7106. All ELINs between the first and last ELIN are accounted for in the exhibit.

Block 2. TITLE OF DATA ITEM
The exact title of the Data Item Description (DID) cited in Block 4. When the ELIN is used to acquire technical manuals (TMs), a Technical Manual Contract Requirements (TMCR) document will be cited in Block 4, and the entry in Block 2 will be the title of the specific type of TM being acquired.

Block 3. SUBTITLE
Further identification of the data item to supplement the title, if required (optional entry).

Block 4. AUTHORITY (DATA ITEM NUMBER)

The DID identification number, One-Time DID number or Technical Manual Contract Requirements (TMCR) number of the document which defines data content and format requirements. If a TMCR is used, this block will stat "See TMCR _____" and the TMCR will be attached to the CDRL. The TMCR will list the applicable military specifications and/or standards which provide the data preparation instructions. With the exception of a One-Time DID, the document(s) cited in this block (or listed in the TMCR, when used) will have been cleared for listing in DoD 5010.12-L, Acquisition Management Systems and Data Requirements Control List (AMSDL).

Block 5. CONTRACT REFERENCE

The specific paragraph number of the applicable contractual document which contains the tasking that generates a requirement for the data item. Normally, this will be a Statement of Work (SOW) paragraph.

Block 6. REQUIRING OFFICE

The technical office having responsibility for ensuring the technical adequacy of the data.

Block 7. DD FORM 250 REQ

The applicable code, extracted from Table 1, designating the requirements for inspection and acceptance of the data. The DD Form 250 shall be delivered to the first addressee in Block 14 unless otherwise indicated in Block 16.

Block 8. APP CODE

Identification, by entry of an "A", of a requirement for advance written approval prior to final distribution of an item of critical data (i.e., test plans, test procedures, program plans, or any other documentation that requires Government approval prior to the contractor taking an action). An "A" in this block indicates that a preliminary draft is required. Block 16 of the ELIN will show length of time required for Government approval/disapproval and subsequent turn-around time for the contractor to resubmit the data after Government approval/disapproval has been issued. Block 16 will also indicate the extent of the approval requirement, e.g., approval of technical content and/or format.

TABLE 1. DATA INSPECTION AND ACCEPTANCE CODES

CODE	DEFINITION	
DD 250 CODE	INSPECTION	ACCEPTANCE
SS	Source*	Source*
DD	Destination	Destination
SD	Source*	Destination
DS	Destination	Source*
LT**	Letter of Transmittal only	
NO**	No inspection, acceptance or letter of transmittal required.	
XX	Inspection and acceptance requirements specified elsewhere in the contract.	

* Source indicates contractor facility.

** These codes are not authorized for data comprising final delivery of Technical Data Packages or for Technical Manuals. (LT may, however, be used for delivery of preliminary TDPs or TMs.)
LT is not authorized for use when inspection is required. LT will be used when approval of a draft is required in Block 8. LT is also used when the contracting agency does not desire to have a DD Form 250 for each and every piece of data developed by the Contractor. The only other authorized use of the LT is the special case where the contracting agency does not desire to have separate DD Forms 250, but desires to have a Government Quality Assurance (QA) representative perform inspection. The Government QA representative shall be listed on the distribution in Block 14 and requested, via the QA letter of instruction, to provide comments.

Block 9. DIST STATEMENT REQUIRED

The code letter (e.g., A, B, C, D, E, F, or X) corresponding to the distribution statement to be marked on the data item by the contractor, in accordance with DoDD 5230.24, Distribution Statements on Technical Documents. Block 16 of the ELIN will reflect the appropriate statement and will include the reason, date of determination, and controlling DoD office. If the appropriate statement is not known, or if it may vary among specific submissions under this Item, "See Block 16" will be entered in this block and explanatory information will be provided in Block 16. If the data item is not technical in nature and does not require a distribution statement, an "N/A" for "Not Applicable" will be entered in this block.

Block 10. FREQUENCY

The frequency of data submittal. Entries in this block are explained in Table 2. If data are of a recurring type, it is to be submitted at the end of the reporting period established in this block unless otherwise indicated in Block 16.

TABLE 2. DATA SUBMITTAL FREQUENCY CODES

CODE	FREQUENCY
ANNLY	Annually
ASGEN*	As generated
ASREQ*	As required
BI-MO	Every two months
BI-WE	Every two weeks
CP/RQ	Change pages as required
DAILY	Daily
DFDEL	Deferred delivery (See DFARS 252.227-7026)
MTHLY	Monthly
ONE/R	One time and revisions
OTIME	One time (Does not include draft submissions)
QTRLY	Quarterly
R/ASR*	Revisions as required
SEMIA	Every six months
WEKLY	Weekly
XTIME	Multiple separate submittals (2TIME, 3TIME, etc.) (Does not include draft submissions)
See Block 16*	Requirement is fully described in Block 16. Used in lieu of other codes where such are inadequate to define requirement, or used in addition to other codes requiring amplification in Block 16.

NOTE: The codes are limited to five (5) digits for automation purposes.

* The ELINs citing these codes will have an additional explanation in Block 16 to provide the contractor with guidance necessary to accurately price the deliverable data item.

Block 11. AS OF DATE

Date for cutting off collection of data. If the data is to be submitted multiple time, a numeral will be entered in this block

to indicate the number of calendar days prior to the end of the reporting period, established in Block 10 that data collection will be cut off. For example, "15" would place the "as of" date for the data at 15 days before the end of the month, quarter, or year, depending on the frequency established in Block 10; a "0" would place the "as of" date at the end of each month, quarter, etc. If the data is submitted only once, the "as of" date will be as follows:
year/month/day, e.g., 90MAR15. If an "as of" date is not applicable, an entry of "N/A" will be made in this block.

Block 12. DATE FOR FIRST SUBMISSION
The due date for initial data submission. This is normally the postage date or date the data is delivered to the ACO, entered as year/month/day (e.g., 90MAR15) or keyed to a specific event or milestone, using a code from Table 3.

TABLE 3. DATA SUBMISSION CODES

CODE	DEFINITION
ASGEN*	As generated
ASREQ*	As required
DFDEL*	Deferred delivery
XDAC**	Days after contract award
XDACM**	Days after contract modification
XDARP**	Days after reporting period
XDARC**	Days after receipt of comments
XDATC**	Days after test completion
NLT	No later than
EOC	End of contract
EOM	End of month
EOQ	End of quarter
See Block 16*	Used to indicate requirement is fully described in Block 16. Used in lieu of other codes where such are inadequate to define requirement, or used in addition to other codes requiring amplification in Block 16.

* The ELINs citing these codes will have in Block 16 additional specific instructions relative to data submissions.

** The "X" is assigned a value indicating the number of days, e.g., 30DAC.

Block 13. DATE SUBSEQUENT SUBMISSION

The due date(s) for subsequent data submission(s), if data is to be submitted more than once. If submittal is constrained by a specific event or milestone, the constraint will be given using a code from Table 3.

NOTE: No classified dates are cited in the CDRL.

Block 14. DISTRIBUTION

The addressees and the number of draft copies and final copies (regular or reproducible) to be provided to each. DoD component designator and office symbols/codes may be used; however, an explanation of these will be provided in the Addressee Listing. The first addressee will be the acceptance activity for the data if acceptance by DD 250 is to be accomplished at destination (see Block 7). When reproducible copies (e.g., magnetic tape, vellum, negative, etc.) are required, an explanation will be given in Block 16. If deferred delivery is required, "DFDEL" will be entered in this block and amplification will be given in Block 16.

Block 15. TOTAL

The total number of draft and final (regular/reproducible) copies required by Block 14.

Block 16. REMARKS

Contains all pertinent data information not specified elsewhere on this DD Form 1423 and any amplification of other blocks on this form (e.g., DID tailoring, use of contract format, approval criteria and authority, inspection and acceptance clarification, distribution statements, specific submission instructions, explanation of reproducible copy and delivery requirements, desired medium for delivery of the data item, etc.)

C. The following instructions apply to completion of Blocks 17 and 18 by contractor personnel:

Block 17. PRICE GROUP

Specify the 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 administrative 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 which 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 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 which 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 this data to the Government is minimal.

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

Block 18. ESTIMATED TOTAL PRICE

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 price shall not include any amount for rights in data. The Government's rights to use the data shall be governed by the pertinent provisions of the contract.

N00024-97-NR-54090

ADDRESSEE LIST

DD FORM 1423 BLK 14 ENTRY	COMPLETE ADDRESS
*SEA 03Z71 *SEA 03F211 *SEA 03F1 *PMS 307	COMMANDER NAVAL SEA SYSTEMS COMMAND ATTN: * 2531 JEFFERSON DAVIS HWY ARLINGTON, VA 22242-5160
DCMC DCMC-QAR	TO BE PROVIDED AT CONTRACT AWARD
NSDSA	COMMANDER NAVAL SURFACE WARFARE CENTER DIVISION NAVAL SEA DATA SUPPORT ACTIVITY 4363 MISSILE WAY PORT HUENEME, CA 93043-4307
NSWC 131	COMMANDING OFFICER NAVAL SURFACE WARFARE CENTER CARDEROCK DIVISION ATTN: CODE 131 NAVAL BUSINESS CENTER PHILADELPHIA, PA 19112
PSNSY(DET)	DIRECTOR PUGET SOUND NAVAL SHIPYARD DETACHMENT BOSTON ATTN: CODE 284 495 SUMMER STREET SO BOSTON MA 02210