Attachment 2

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).