

Detailed Instructions for Completing DD Form 1423

Detailed Block Information (Blocks A-J)

Block A, “Contract Line Item No.” (CLIN) -- Enter the CLIN which is associated with the CDRL.

Block B, “Exhibit” -- Enter the contract exhibit letter assigned to the CDRL. (DFARS Subpart 204.7101 requires the DD Form 1423 to be a contract exhibit versus an attachment.)

Block C, “Category” -- Check the appropriate block for the single category of data to be listed on the DD Form 1423. Types of data that comprise a TDP are defined in MIL-T-31000, and types of DoD manuals included under the TM category are defined in Part 9, Section B, of DoD Instruction 5000.2. Types of data in the “Other” category may be further sub categorized on a DD Form 1423 into single functional area assignments such as ADMN, CMAN, EDRS, etc. per the DoD 5010.12-L. (This block provides a convenient means of identifying and grouping individual data items in the same category, such as TDPs and TMs that require preparation of separate contract exhibits).

Block D, “System/Item” -- Enter the system, item, project designator, or name of services being acquired that the data will support.

Block E, “Contract/PR No.” -- Enter the contract or Purchase Request (PR) number when known; if unknown, enter the RFP number or other appropriate designator.

Block F, “Contractor” -- When known, enter the contractor’s name. Following the name, the appropriate Commercial and Government Entity (CAGE) code may be inserted.

Block G, “Prepared by” -- Enter the name and signature of the CDRL prepares or the name of the activity responsible for preparation of the CDRL.

Block H, “Date” -- Enter the date the CDRL was prepared.

Block I, “Approved by” -- Enter the name and signature of the individual responsible for approving the CDRL.

Block J, “Date” -- Enter the date the CDRL was approved. (It is sound management practice to paginate, sign, and date each approved page of the CDRL package to ensure that no unauthorized pages have been added or previously approved pages have been changed. However, the specific method of CDRL package approval is the responsibility of each DoD Component).

Detailed Block Information (Blocks 1-16)

Block 1, “Data Item Number” -- Enter the Exhibit Line Item Number (ELIN) per the DFARS Subpart 204.71 05(C).

Block 2, “Title of Data Item” -- The title shall be identical to the title of the DID when cited in block 4. When Technical Manual Contract Requirements (TMCRS) are used to prescribe TM manual preparation requirements, or the DD Form 1423 is used to acquire weapon system TMs, the title of the specific type of TM being acquired shall be entered in block 2.

Block 3, “Subtitle” -- If the title in block 2 requires further identification, enter a subtitle.

Block 4, "Authority" -- (Data Acquisition Document Number)-Enter the DID number that provides the format and content requirements for the data item listed in block 2. When the DD Form 1423 is used to acquire militarized TMs, the specific number of the applicable military specification or standard that provides the data preparation verification and validation instructions shall be entered in Block 4. If a TMCR document is used to acquire militarized TMs, enter "See TMCR" and attach the TMCR to the CDRL. The TMCR must list the applicable military specifications or standards that provide the data preparation, verification, and validation instructions. It should be noted that DIDs DI-TMSS-80527 and DI-TMSS-80528 are the only authorized DIDs to be used when procuring commercial off-the-shelf (COTS) manuals. With the exception of a one-time DID, all DIDs cited in block 4 (or listed in the TMCR, when used) must have been cleared for listing in the AMSDL (5010.12-L).

Block 5, "Contract Reference" -- Enter the specific paragraph numbers of the SOW, specification, standard, or other applicable document that contains the tasking for generating the data requirement.

Block 6, "Requiring Office" -- Enter the technical office responsible for ensuring the adequacy of the data.

Block 7, "DD 250 Requirement" -- Enter the applicable code, designating the requirement for inspection and acceptance of the data item, as shown in the following list:

DD Form 250 Code	Inspection	Acceptance
SS	(1)	(2)
DD	(3)	(4)
SD	(1)	(4)
DS	(3)	(5)
LT	(6)	(7)
*NO	(8)	(8)
XX	(9)	(9)

(1) Inspection at source.

(2) Acceptance at source.

(3) No inspection performed at source. Final inspection performed at destination.

(4) Acceptance at destination.

(5) Acceptance at source. Acceptance based on written approval from the Contracting Officer.

(6) Letter of transmittal only. A letter of transmittal is not appropriate when an inspection of the data is required. The data is sent by the contractor directly to the activities listed in block 14 of the DD Form 1423. The LT is used when the contracting agency requires a record of delivery but does not desire to have a DD Form 250 for 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 QA representative perform inspection. The Government QA representative shall be listed on the distribution in block 14 and requested to provide comments via the QA letter of instruction. Also, when the local contract administration office (CAO) is required to perform inspection of a letter of transmittal block 16 shall so indicate. In all cases where "LT" is used, a copy of the letter of transmittal should be provided to the CAO "for information and appropriate use in administration of the contract.

(7) As specified in block 16 of the DD Form 1423.

(8) No inspection or acceptance required. No DD Form 250 or letter of transmittal required.

(9) Inspection and acceptance requirements specified elsewhere in the contract.

*** Use of the symbol NO is not authorized for data comprising TDPs or TMs.**

Block 8, "Approval Code" -- Items of critical data requiring specific advanced written approval before distribution of the final data item should be identified by placing an "A" in this field. The

responsible reviewing activity will normally be the requiring Office listed in block 6. If that is not the case, the reviewing activity shall be identified as such in block 16. When the data item requires submission of a draft document prior to publication of a final document, block 16 of the DD Form 1423 shall show the length of time required for Government approval and/or disapproval and subsequent turn-around time for the contractor to resubmit the data after Government approval and/or disapproval has been issued. Those response times are contractual commitments and if the Government or contractor cannot meet those commitments, each is obligated to notify the other of the revised length of time required to respond. Block 16 will also indicate the extent of the approval requirements, e.g., approval of technical content and/or format. If approval of the data item is not required, insert "N/A" (not applicable) in block 8.

Block 9, "Distribution Statement Required" -- Enter the code letter ("A", "B", "C", "D", "E", "F", or "X") corresponding to the distribution statement to be marked on the technical data item by the contractor, in accordance with DoD Directive 5230.24. If the appropriate statement is not known, or if it may vary among specification submissions of the data item, enter "See Block 16" and indicate in block 16 that a distribution statement is required and will be provided by the Government before delivery of the data.

Block 10, "Frequency" -- The following is a list of typical codes used to specify frequency of submittals. All other codes used that are not on this list should be defined in block 16 or in a supplemental section of the CDRL package as discussed in C.2 above.

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 times to be submitted (1 TIME, 2 TIMES, 9 TIMES, 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" -- If the data is to be submitted only once, enter the "As of Date" (cut-off date) as follows: year/month/day (e.g., "92 Mar10"). This is the date for cutting off collection of the data. If the data is to be submitted multiple times, enter a number to indicate the number of calendar days before 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 (e.g., report for May should reflect information collected through 16 May). An "0" would place the "As of" date at the end of each month, quarter, or year, etc. Block 16 may be used for further explanation. If an "As of Date" is not applicable, enter "N/A" in block 11.

Block 12, "Date of First Submission" -- Enter the initial submission date as follows: year/month/day (e.g., "90 Mar10"). If submittal is constrained by a specific event or milestone, enter that constraint. If the contract start date is not known, indicate the number of calendar

days after contract (DAC) “start that the data is due (e.g., “90 DAC”). Do not insert classified dates. Typical abbreviations in block 12 are:

ASGEN	As generated*
ASREQ	As required
XXDAC	Days after contract start**
DFDEL	Deferred Delivery*
EOC	End of Contract
EOM	End of Month
EOQ	End of Quarter
XDACM	Days after contract modification**
XDARP	Days after reporting period**
XDARC	Days after receipt of comments**
XDATC	Days after test completion**
XDPTT	Days before to test**
XDARC	Days after receipt of comments**
XDARP	Days after reporting period**
XDADO	Days after delivery order**

* Provide specific instructions for these “requirements in block 16.

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

Block 13, “Date of Subsequent Submission” -- If data is submitted more than once, enter the date(s) of subsequent submission(s). If submittal is constrained by a specific event or milestone, explain this constraint in block 16. Do not insert classified dates.

Block 14, “Distribution” -- Enter the addressees and the corresponding number of draft copies and final copies (regular and/or reproducible) to be provided to each. The first addressee is normally the requiring office code shown in block 6. If the acceptance activity for the data item is different than the requiring office, and acceptance of the data item is by DD Form 250 to be accomplished at the destination, then the code for the acceptance activity will be placed as the first entry in block 14. Do not insert classified locations. Block 14 will provide for the following particulars:

(a) The DoD component designator and office symbols and/or codes, or unit identification codes (UICS) may be used in block 14a; however, an explanation of these must be provided in the supplemental section of the CDRL package as discussed in C.2. of this chapter, or in block 16 with a reference to block 14. The former approach is recommended for CDRL packages with more than 10 CDRL items.

(b) In block 14b, insert the specific number and type of copies to be delivered to each addressee in each of the available three columns. Unused columns adjacent to each addressee will have either an “N/A” or number “0” entered.

(c) When the data items require advance written approval (indicated by an “A” in block 8), draft copies are required for approval before publication of the final document. Enter draft quantities in block 14b and an explanation in block 16, e.g., “Submit draft for approval 90 DAC award. Submit final copies 30 days after Government approval of the draft”. It should be noted that unless otherwise indicated on the DD Form 1423, all addressees listed in block 14 will receive both draft and final documents.

(d) Include digital media details and constraints (when appropriate), such as source document requirements of tape density per inch, tape size, record and header formats, file headers, files constructs, and target system environment (such as DEC VAX 6000 series environment). MIL-HDBK-59.

(e) Include non-digital media details and constraints, such as source document requirements (e.g., MIL-D-5840 or MIL-M-38761/1) type and class of microfilm, paper vellum, etc., as necessary to fully describe media constraints. **(Note: Do not confuse “reproducible” with the term “reproduced”.** Reproducible copies are master/first generation documents capable of making successive generations of high quality resolution copies. Reproduced copies are subsequent generation copies of lower resolution made from the first generation masters).

(f) If the data is not actually to be delivered to the Government or associated contractors, or if deferred delivery is required, so indicate by placed “DFDEL” in this block and provide disposition instructions in block 16. Additional guidance on deferred ordering or delivery of data is in paragraph E of this chapter. Procedures for distribution to classified locations should be coordinated among the user, acquisition agent, and applicable data managers.

Block 15, “Total” -- Enter the total number of draft and final (regular and reproducible) copies required by block 14. For digital media, enter the total number of copies required by block 14.

Block 16, “Remarks” -- This block shall be used to provide additional or clarifying information for blocks 1 through 15, e.g., clarification relative to distribution statements, DID tailoring requirements, use of contractor format, and distribution of the data. When on-line access or digital delivery is required for the data item, relevant requirements are to be included in Block 16, e.g., references to the appropriate CALS standardization documents. MIL-HDBK-59, for guidance).

Detailed Block Information (Blocks 17 and 18). These blocks are to be completed by the bidder or offeror, as required by the following:

Block 17, “Price Group” -- Enter the appropriate price group as shown on the reverse side of the DD Form 1423.

Block 18, “Estimated Total Price” -- Enter the total estimated price equal to that portion of the total price that is estimated to be attributable to the design, development, production or reproduction for the Government of item of data. The entry “N/C” for “no charge” is acceptable. DFARS Subpart 204.7105-3 provides specific guidance for entering the negotiated price for separately priced or “Not Separately Priced (NSP)” data on the DD Form 1423 or in the contract. Also provided is guidance on when to detach, or leave attached, blocks 17 and 18 of the DD Form 1423.