

# NAVAL AIR SYSTEMS COMMAND



## PROCUREMENT INITIATION DOCUMENT (PID) GUIDE

**2003 Edition**

## **FOREWORD**

This Procurement Initiation Document (PID) Guide, prepared by the Procurement Management Policy and Processes Division (AIR-1.1.2) of the Naval Air Systems Command Headquarters (NAVAIRSYSCOMHQ), hereinafter shown as NAVAIR, will provide guidance to program office personnel, Integrated Program Team (IPT) members and other individuals responsible for the preparation and coordination of a variety of PIDs used by NAVAIR. The PID Guide should be used in conjunction with NAVAIR procurement directives and the Federal Acquisition Regulations (FAR) which it supplements.

This publication of the PID Guide documents and simplifies the PID process as it currently exists. Revisions to the PID Guide will be developed periodically to incorporate changes. We request your views to expand and improve the content and format of the Guide. Please submit your recommended changes to AIR-1.1.2.

The term PID refers to an initial document generated to communicate program requirements to Contracts, to solicit proposals or quotations, or to unilaterally order or modify a contract. It also contains the government's terms and conditions. For documents issued to government activities outside of NAVAIR, the above procedure still applies except the communication is directed to the government activity rather than a contractor.

This Guide has two objectives. First is to define a flexible process for preparing PIDs which reduces processing time, simplifies coordination and returns control of and responsibility for the process to the Program Manager (PM). Secondly, it provides detailed "how to" instructions for completing various PIDs. Information in this Guide does not supersede existing Notices, Instructions or Regulations on the procurement process.

The NAVAIR Procurement Process Training course is sponsored by AIR-1.1.2 and supported by Command functional experts. Specific course dates are listed in the Human Resources Office

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# CHAPTER 1

## Introduction to the PID Process

**CHAPTER 1**  
**INTRODUCTION**  
**TO THE**  
**PROCUREMENT INITIATION DOCUMENT (PID) PROCESS**

**1.1 INTRODUCTION**

This Guide provides: 1) a description of the streamlined process for preparation of Procurement Initiation Documents (hereinafter referred to as PID), 2) detailed instructions on how to prepare the various PIDs, and 3) a glossary of abbreviations and acronyms as well as the definition of basic terminology.

NAVAIRINST 4200.37A and this Guide require the use of an Integrated Program Team (IPT) approach under the Program Manager's (PM) leadership for the preparation of a PID and all the necessary procurement related documents. Under this process, the PM will define requirements, determine the makeup of the IPT and lead the IPT in the preparation of the PID. This process will allow the PM and IPT to make quick, informed decisions and complete the PID in minimal time. When required, IPT members will seek inputs from the competency groups insert them into the PID, thus eliminating the need for a complicated routing process. For complex or new development programs, IPT members can assign sub-teams to prepare complex requirements documents or research risk areas. For example, a sub-team may be assigned to prepare the Statement of Work (SOW) and the Contract Data Requirements Lists (CDRLs).

IPT members will represent their respective competency. Any necessary coordination required within their competency will be accomplished by the IPT member. This process will eliminate the need for extensive formal routing procedures.

Instructions and procedures contained in this Guide are applicable to PIDs originating within NAVAIR, and those activities receiving NAVAIR support under Memorandums of Agreement (MOAs), such as the Naval Aviation Program Executive Officers and Direct Reporting Program Managers. **The procedures contained in this Guide apply to every procurement undertaken, regardless of dollar value or type, and should be tailored for each program.**

A PID may result in one of the following:

- a. a solicitation, modification, or order issued by AIR-2.0;  
or,
- b. other related procurement documents issued by NAVAIR to other government agencies or field activities. These documents include the following: Military Interdepartmental Purchase Request (MIPR), Interdepartmental Purchase Request (IPR), Request for Contractual Procurement (RCP), Order for Work and Services (WR, PO),

Order for Work and Services/Direct Citation (WX, PX and RX) and Military Standard Requisitioning and Issue Procedure (MILSTRIP).

## 1.2 PROCUREMENT INITIATION DOCUMENT (PID) PROCESS

### 1.2.1 BACKGROUND

The PID Process adopted by NAVAIR in the mid-1990s capitalized on the standup of the Competency Aligned Organization/Integrated Program Team (CAO/IPT) concept. Changes in the procurement process are authorized to accomplish the following objectives:

a. reinforce the role the PM must perform to assure the quality and timeliness of contracts;

b. empower those individuals assigned to the PM's IPT to present the positions of their competency groups at the Procurement Planning Conference (PPC).

c. promote early and continuous involvement by all members of the PM's IPT from conduct of the first PPC to contract award, with emphasis on the development of the key inputs to the procurement such as SOW and specifications.

The timely preparation of quality PIDs is essential to the successful procurement of equipment and services. This is true whether the equipment or services are procured through a commercial or government activity. The steps involved in a major weapon system PID process are shown in Figure 1.1.

PROCESS A - Procurement Initiation Document (PID)

PROCESS A1 - PID (MIPR, RX/RCP/WX/WR, PX/PO, MILSTRIP)

#### 1.2.1.1 Enterprise Resource Planning(ERP)/Systems, Applications, Products (SAP)/Sigma

ERP is the concept of using integrated software and a central database to reengineer NAVAIR's business processes. SAP is the software NAVAIR is using to implement ERP. Sigma is NAVAIR's enterprise resource planning project. Included in this project is the SAP software, the business processes designed for NAVAIR. So with the advent of the NAVAIR Sigma Project, the PID has become an electronic document.

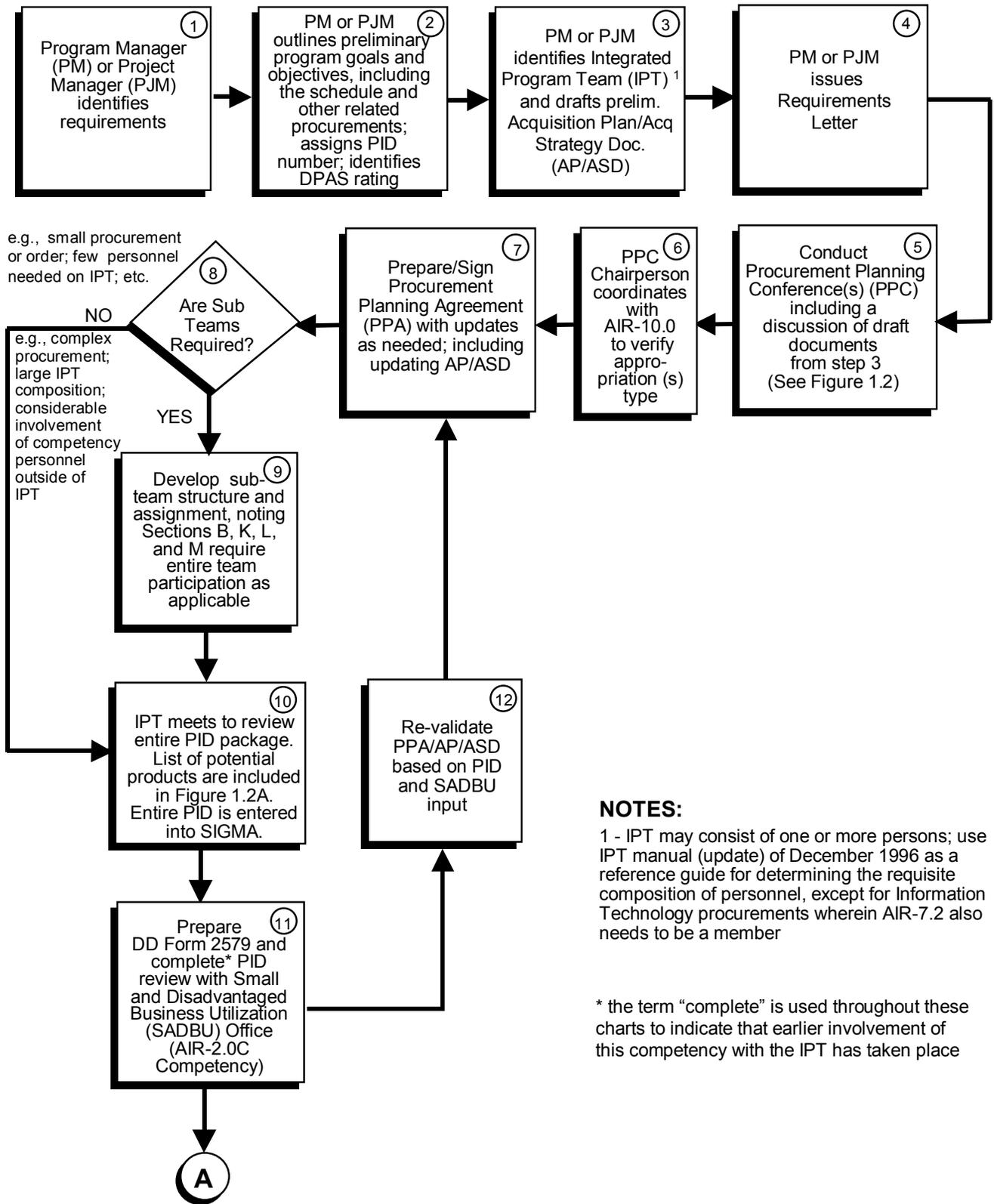
#### 1.2.1.2 Definitions

a. Procurement Initiation Document (PID). Any document used to procure hardware, software, supplies or services. This includes MIPR, WR, PO, PX, RX, WX, RCP, MILSTRIP, and PIDs that result in contracts, orders, solicitations or modifications to contracts.

b. PID Number - The number assigned to a PID. The Program Office will assign a PID number using its unique alpha code identifier

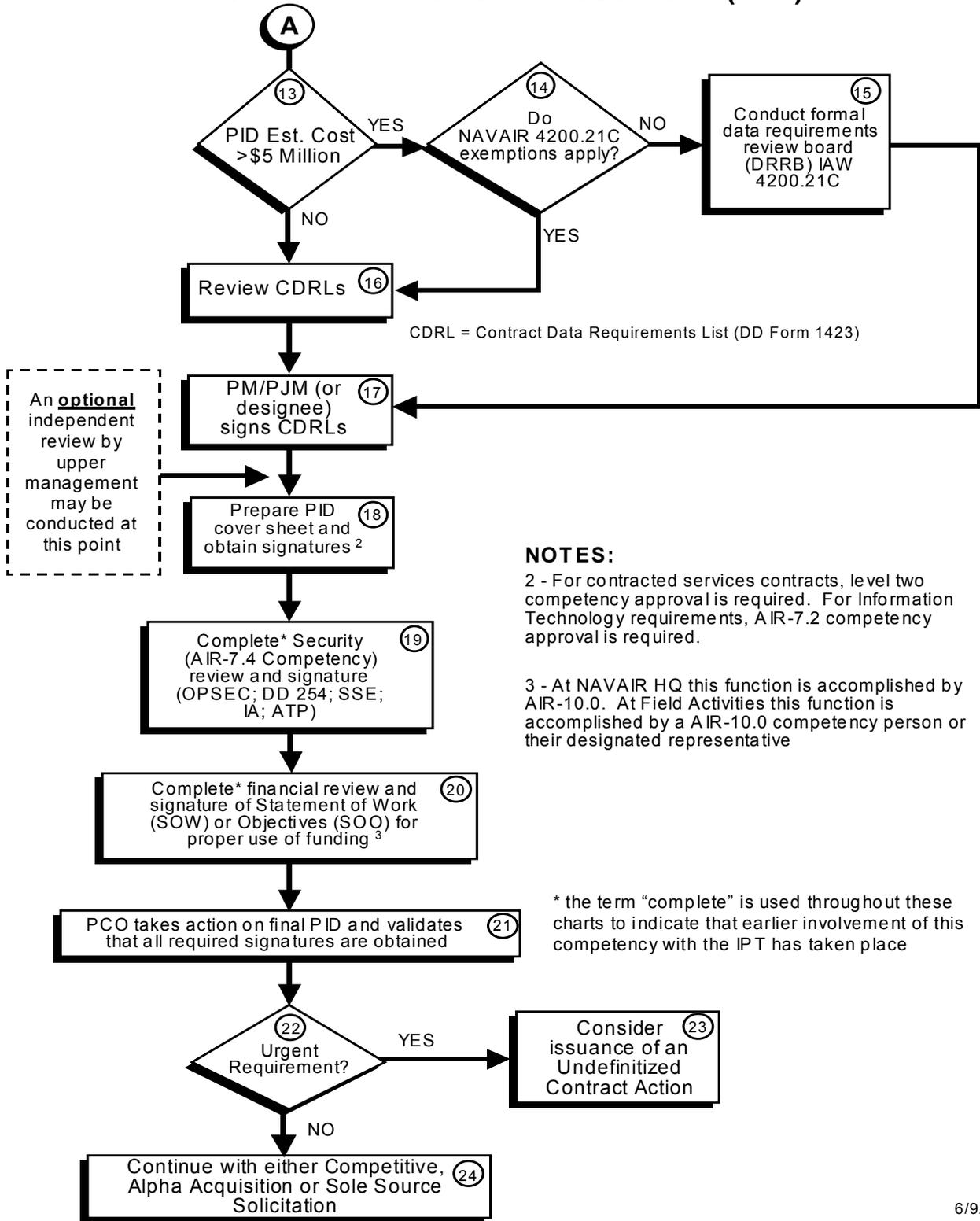
# PROCESS A

## Procurement Initiation Document (PID)



**FIGURE 1.1**  
**The Procurement Initiation Document Process - Process A (PID)**

# PROCESS A (continued) Procurement Initiation Document (PID)

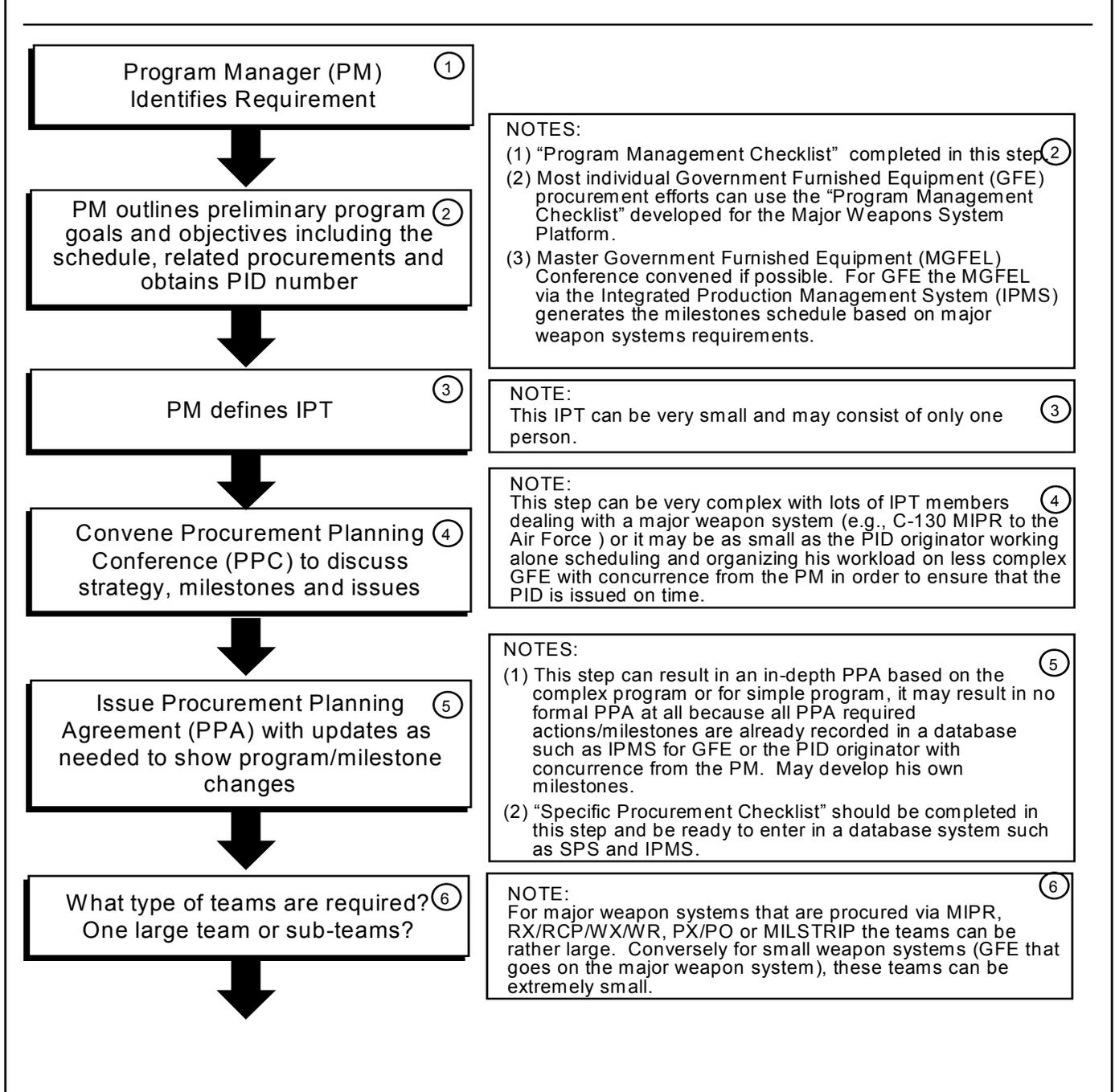


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**FIGURE 1.1  
The Procurement Initiation Document Process - Process A (PID)**

# PROCESS A1

MIPR (DD Form 448), RX/RCP/WX/WR (2276A & 2276),  
PX/PO (2275), and MILSTRIP Requisition Acquisition  
Planning Process



**FIGURE 1.1A**  
**The Procurement Initiation Document Process - Process A1**

# PROCESS A1

## MIPR (DD Form 448), RX/RCP/WX/WR (2276A & 2276), PX/PO (2275), and MILSTRIP Requisition Acquisition Planning Process (continued)

In group sessions, the IPT or IPT sub-teams prepares and reviews:

- draft MIPR or RX/RCP, PX/PO or MILSTRIP Requisition special requirements/ attachments
- J&A inputs (as appropriate)
- perform DRRB function if required
- sign CDRs if required

NOTE:

IPT or PID originator normally prepares the basic components of MIPR, RX/RCP/WX/WR, PX/PO or MILSTRIP. For a MIPR or RX/RCP, the receiving activity normally prepares the draft solicitation, etc. However, it is not unusual to be asked to contribute to these documents or even send special requirements within the MIPR or RX/RCP to meet the special needs of the Navy or any funding limitations. A MILSTRIP is reasonably straight forward because the acquisition action is the procurement of a physical product/item. A WX/WR/PX/PO can be straight forward or complex depending on the requirement. In complex situations the IPT may be quite involved in specification issues, the statement of work, data issues and other attachments which all need to become a part of the WX/WR/PX/PO.

Is Level II Competency Approval Required?

NOTES:

- (1) PID Guide has sample approval sheet.
- (2) Approval not required for many acquisition efforts. An example would be a hardware procurement with a designated service lead and an assigned NSN or P/N.
- (3) Other efforts may need competency approval. These might include certain engineering and logistics efforts, etc.

AIR-10.0 competency or individual (BFM) authorized by the AIR-10.0 competency will review draft/final document including the SOW to validate proper use of funding type

NOTE:

Planning MIPR or RX/RCP documents are feasible when the description of the item is very firm, quantities are set and funding has been delayed or is not yet available. A funded amendment can then follow once the funding has been released. For MILSTRIP, document obligation occurs when the document is issued. For a WX/WR and PX/PO, obligation occurs when the document is accepted by the receiving activity. On occasion, planning WX/WR/PX/POs are issued to let an activity formally know what work lies ahead, however they need a funded document before they can legally start work.

Document released by AIR-10.0 (Field Activity Comptroller), or designated representative (e.g., MILSTRIP Requisition Process)

Document accepted by Receiving Command or Agency

Documents Delivered to Contracting Authority (MIPR) or (RX/RCP) or Responsible Party (WX/WR/PX/PO)

**FIGURE 1.1A**

**The Procurement Initiation Document Process - Process A1**

(obtained from AIR-1.1.2) This number should be assigned when the requirement for a procurement action is identified and before convening a PPC. MILSTRIP numbers are described in DOD 4000.25-1.M.

c. Procurement Planning Conference (PPC) - The forum used by the PM to (1) confirm the membership of the team involved in the procurement; (2) establish a baseline understanding of the end item/services life cycle requirements; (3) discuss and plan procurement actions; (4) establish execution strategy; (5) highlight key issues and actions; and (6) establish milestones. Several meetings may be required to define all objectives. Refer to NAVAIRINST 4200.37A for conduct of PPCs.

d. Procurement Planning Agreement (PPA) - The document that summarizes the results of the PPC. This is an informal "contract" among the principals of the conference and identifies the events and the projected dates on which they will occur. The PPA documents the results and actions assigned at the PPC.

e. Procurement Process - The sequence of tailored actions undertaken during the period of time from PM identification of a requirement through the final execution of a contractual vehicle.

f. Integrated Program Team (IPT) - Personnel within and external to the PM's office required to ensure the procurement effort is successful. Number and functional areas required will vary according to the acquisition strategy used and the complexity of the procurement. However, principal team members normally include:

- PM/Deputy PM/Business Financial Manager (BFM)
- PCO
- Counsel
- Assistant Program Manager for Logistics (APML)
- Assistant Program Manager for Systems and Engineering (APMSE)
- Assistant Program Manager for Test and Evaluation (APMT&E)
- Configuration Manager
- Data Manager
- Small and Disadvantaged Business Utilization (SADBU) Office
- Security Representative
- Cost Department Representative
- IPT Leader

g. Procuring Contracting Officer (PCO) - The designated IPT representative from the Contracts Department (AIR-2.0) with the warranted authority to enter into, administer and/or terminate contracts and perform related business and contract duties/actions.

h. Program Manager (PM) - The PM is responsible and accountable for the overall management, direction, control and integration of assigned program efforts over the total life cycle of the system. Those individuals that are not in a designated PM position but are responsible for a procurement action (e.g., a designated Requiring Financial Manager in the office of Deputy

Commander for Program Management (AIR-1.0); Assistant Commander for Research and Engineering (AIR-4.0); or Assistant Commander for Corporate Operations (AIR-7.0)), shall perform the same functions as delineated for the PM in this Guide.

i. Solicitation - A document used to communicate government requirements to prospective contractors and to solicit proposals or quotations from them. The solicitation contains the government's requirements and all terms and conditions. There are several types of solicitations: Request for Proposal (RFP), Request for Quotation (RFQ) and Invitation for Bid (IFB).

#### 1.2.2 IDENTIFICATION OF A PROCUREMENT REQUIREMENT

The PM will identify a requirement to procure equipment or services. The requirement could be as complex as a new start program or as simple as funding a field activity for production lot testing. The requirement should be identified no later than 12 months (preferably 24 months) prior to the fiscal year funding becoming available. For major new start items, the requirement should be identified as soon as the program is approved (e.g., initial milestone decision) and established in the POM or Future Year Defense Plan (FYDP).

1.2.2.1 Clinger-Cohen Act (CCA) Compliant: In accordance with the Clinger-Cohen Act of 1996 all DOD programs containing Information Technology (IT) systems (including National Security Systems (NSS)) must be CCA compliant. Mission Critical (MC) or Mission Essential (ME) programs must be registered with the DOD Chief Information Officer (CIO) via the DON CIO using the DON Information Systems Database (DITSD). The CCA compliance must be either confirmed or certified and will be determined based on the assigned ACAT designation. Confirmation of compliance must occur three months prior to milestone. The PM should ensure that adequate time has been allowed for the approval of an Information Assurance Strategy prior to contract award (approximately three (3) months). IT systems that may not meet the definition of an MC or ME program still must be CCA compliant, but do not require registration. CCA certification is required only for Major Automated Information System (MAIS) programs. PCOs are prohibited from awarding contracts until confirmation or certification of CCA compliance. For further information and guidance access the NAVAIR CCA Survival Guide at <https://cio.navair.navy.mil/ClingerCohen/> or contact the NAVAIR CIO, AIR-7.2D.

1.2.2.2 Outline Program Schedule: The PM will outline a tentative program schedule of major program milestones and documentation approval requirements: Acquisition Plan (AP), Statement of Work (SOW), specification, Justification & Approval (J&A), PID approval and submission to Contracts, Source Selection Plan (SSP), synopsis, Determination and Findings (D&F), RFP release date, etc. The PM should highlight any tentative critical program milestones that should be included in the PID.

1.2.2.3 Assign PID Number: The PM assigns a PID number with their assigned alpha code (office identifier). If an alpha code has not been assigned, contact AIR-1.1.2 for an alpha code. Chapter 2, Paragraph 2.11 of this Guide contains the requirements for documents issued to outside agencies and field activities. Chapter 3 of this Guide describes the numbering system for documents processed by Contracts.

1.2.2.4 Selection of IPT Members: The PM will select IPT members to prepare and process the PID based on the procurement needs. Where possible, the PM will assign existing IPT members. The IPT may vary in size from procurement to procurement depending upon the scope and complexity of the PID. For a competitive solicitation of a major weapon system, a large team composed of members from most of the competency areas may be required including a representative from the SADBUs Office . In addition, sub-teams would be assigned under the key IPT leaders to prepare major portions of the PID such as the SOW and CDRLs. Entire team participation is required for Sections B-H and J, as applicable. For a follow-on production buy, the IPT members might be the PM or his/her representative; the PCO; the APM(S&E), the APML, the APM(T&E), Office of Counsel, PMA-205, AIR-10.0, Security, SADBUs, Program Analyst; and other personnel as required. For PIDs procuring equipment or services from a field activity, the IPT members may be a PM representative, the APM(S&E) and the Program Analyst. **Bottom line: The IPT will consist of only those people needed to do the job.** As a minimum, the involvement of the IPT will continue through contract award, where appropriate, in order to provide assistance to the PCO during negotiations. Competency leaders are responsible for the training, qualification and assignment of personnel designated to participate on the IPT.

### 1.2.3 PM'S REQUIREMENT LETTER

The PM issues a letter to the IPT stating in general terms what the basic program requirements are and schedules a meeting for in-depth discussion. The letter should provide a brief summary of the objectives and expected outcomes of the program and planned procurement(s). If applicable, a program milestone chart should be provided with the letter to enable the IPT members to start from a common reference point.

### 1.2.4 PROCUREMENT PLANNING CONFERENCE (PPC)

1.2.4.1 Scope: The PM convenes a meeting(s) of the IPT, conveying the program objective, the requirements, tentative schedules, reviews, etc. The PM will solicit the help of his IPT members to prepare a briefing where appropriate. The acquisition strategy, planned equipment and services to be procured and status of the SOW. The scope and detail addressed at the meeting will be tailored to meet the purpose and complexity of the requirement and type of PID planned. Common sense and good management practice will be applied. The meeting should be a team effort under the leadership of the PM, soliciting recommendations and assistance from the IPT members. The meeting(s) conclude with issuance of a PPA.

1.2.4.2 Procurement Planning Conference (PPC) Type: Below is a list of the various types of procurements and the applicable PPC requirement.

<u>TYPE*</u>	<u>PPC REQUIRED?</u>
P1 (Major)	Yes
P2 (BOAs)	Yes, for BOAs and BOA orders.
P3 (Options)	No, except when exercising the option is not routine.
P4 (Studies, etc)	Optional depending on specific PID.
P5 (CS)	Yes, for new contracts. Not Required on individual orders.
P6 (SBIR)	Optional for Phase II SBIR requests.
P7 (Other/Admin)	No

**\* See Figure 3.4, Chapter 3 for detailed description of the Category Coding.**

The purpose of the PPC and follow-up PPC meetings is to identify all requirements to be included in a PID leading to a new or modified contract. During the initial conference, all line items, quantities, delivery schedules, performance periods, options and special requirements (such as warranty, first article testing, GFE, data rights, training, operations and security), should be addressed and problems resolved. This will minimize changes and revisions to the PID. Figure 1.2 provides a list of possible discussion topics which may be addressed during the PPC. For more guidance on PPCs see NAVAIRINST 4200.37A.

The PPC should establish processing milestones and a schedule for completing the PID. In addition, schedules must be established and agreed to by the IPT members for accomplishing all other critical milestones. These milestones must be included in the written PPA.

Specific equipment, quantities, services and data to be procured should be discussed and agreed to at the initial PPC. Failure to do so can result in significant processing delays and revisions to the solicitation.

For new or complex programs, conducting follow-up PPCs is a good management practice to assure that progress toward established milestones is being made and to discuss any strategy changes. When major milestones are revised, it is recommended that a new PPA be issued.

Although the Acquisition Manager, PCO and IPT members generally form the core representation at the PPC, other members of the TEAM, such as the NAWCs, may participate. While the NAWCs generally provide support to the APM(S&E) and APML by preparing the specifications, SOW and other requirement documents, it is the responsibility of the cognizant IPT member to ensure that the specifications, SOW, CDRLs and other documents reflect specific program requirements and that the format and content comply with applicable DOD and Navy policy and instructions.

# PROCUREMENT PLANNING CONFERENCE/AGREEMENT

## DISCUSSION TOPICS LIST

- 
- Requirements Determination (e.g., ICD, CDD, ECP, letter, etc.)
  - Relationship of this Procurement to Other Procurements (e.g., supports another major procurement)
  - Major Milestone Requirements that this Procurement Must Provide (e.g., data, reports, test completion, metrics, etc.)
  - Integrated Product and Process Development Team Approach (Contractor on Team) and Cost Performance-IPT (one of CAIV initiatives)
  - Type of Funds
  - Budget/Funds Availability
  - **Smart Sourcing (CS Contracts)**
  - **Federal Service Code (CS Contracts)**
  - **Clinger-Cohen Act (CCA) for Information Technology**
  - **Address Sigma Requirements**
  - FMS Applicability and Funding Availability
  - Procurement Schedule (when award of contract is needed as end point, but not later than 1 April of the Fiscal Year funding is available; and all intermediate steps)
  - Discussion of Acquisition Strategy
    - Non-Material Solutions Considered
    - Joint Service Applicability
    - Contract Type
    - Options
    - Multi-Year Contract
    - Production Unit Cost, O&S Cost Objectives with Tradeoffs, and Risk Management (CAIV initiative)
    - Contract Incentives (also a CAIV item)
    - Synopsis Requirement and Timing
    - Sources (sole source, need to conduct sources sought advertisement, can commercial item meet the need and has market research been conducted, is this a Non-Developmental Item (NDI), are Foreign Sources acceptable, etc.)
    - Small Business Application
    - GFE/GFI
    - Supply Support Management Plan
    - Technical Manual Contract Requirement
    - Support Equipment/Test Program Set/Interface Device/Common Automated Support System Assessment
    - Common Avionics Assessment
  - Acquisition Reform Initiatives - especially the impact of the Single Process Initiatives (SPI) (see Turbo-Streamliner at <http://www.acq-ref.navy.mil/turbo/> for additional topics of consideration)
  - Use of Earned Value Management and Technical Performance Measurement techniques
  - Potential Problems:
    - Historical Problems
    - Electronic Media usage (e.g., paperless)
    - User/Fleet Involvement (also a CAIV item)
  - Acquisition Planning/Strategy Document requirements (e.g., Address Reports Required by the Milestone Decision Authority)
    - Partnering Planning
      - Plan for forming a partnering strategy and including it in the Program's Acquisition Plan.
      - Plan for including in the Government's solicitation the intent to partner and to conduct a partnering workshop within 30 to 60 DAC award. Plan to generate a Partnering Agreement at the conclusion of the partnering workshop.
  - Justification and Approval Coverage
  - Contract Line Item Structure (consideration of 19 Aug 96 policy memo for minimizing ACRN and CLIN/SLIN structure to reduce contract payment problems and contract complexity)
  - Contract Data Requirements Lists (CDRLs)
  - Statement-of-Work (SOW) or Statement-of-Objectives (SOO)
  - Specifications
    - (1) Performance
    - (2) Military with Waiver (those with blanket waivers and any new waiver requirements for this procurement)
    - (3) Detail
  - Issuance of Draft Specifications and/or Solicitation to Industry for Comment; and use of Pre-solicitation Conference
  - Provisioning Items
    - (1) Integrated with Production Contract
    - (2) Provided for under a separate BOA (preferred method for reducing contract payment problems)

**FIGURE 1.2**  
**LIST OF DISCUSSION TOPICS FOR PPC/PPA**

# PROCUREMENT PLANNING CONFERENCE/AGREEMENT

## DISCUSSION TOPICS LIST

- 
- Spares Acquisition Integrated with Production (SAIP) (Purchase NAVICP quantities with new production)
  - Logistics Approach
    - Affordable Readiness (Total Cost of Ownership, Sustained Maintenance Planning, Right Sourcing, and Flexible Sustainment)
    - Depot Maintenance Issues (does this procurement require Core assessment in consonance with 10 U.S.C. 2464)
    - Approach to acquiring support and support-related engineering and logistics data (Logistics Management Information Performance Specification)
  - Scheduling of Contract Deliverables
  - Security Classification (DD254)
  - Evaluate the potential for Foreign Owned Controlled or Influenced (FOCI) entities to participate or bid on a solicitation. If anticipated, contact AIR-7.4.1 for FOCI review.
  - Acquisition Protection
    - Operation Security (OPSEC)
    - Systems Security Engineering (SSE)
    - Anti-Tamper
    - Acquisition Technology Protection (ATP)
    - Information Assurance (IA)
    - Expert Team Protection Assistance
  - Special Contract Requirement and Clauses
  - Evaluation Approach/Criteria
    - Contract Sections L & M (e.g., How do you incentivize COTS/NDI usage)
    - Source Selection Plan
    - Technical Evaluation Plan
    - Application of Best Value and How to Evaluate it
    - Use of EIA-IS-649 to Evaluate Configuration Management
  - Data Rights
  - Technical Data Package(s)
  - Need for Data Requirements Review Board (dollar threshold)
  - Industrial Base Issues (does this procurement warrant an Industrial Capabilities analysis (see DoD Handbook 5000.60-H)
  - Government Furnished Equipment (need to conduct an MGFEL conference with AIR-1.1.3)/Government Furnished Material Required
  - Training System Requirements
  - Support Equipment Requirements (e.g., for CASS need to discuss with PMA 260)
  - Packaging and Handling (e.g., are shipping containers available from stock (NAVICP) and can be provided as GFE?)
  - Transportability
  - Reliability and Maintainability
  - Safety, HAZMAT, and Environmental Issues
  - Human Systems Integration
  - Quality Assurance
    - ANSI/ASQC Q-9000 Series
    - ISO-9000
    - Contractor Equivalent
    - MIL-STD
  - Survivability and Vulnerability
  - Value Engineering (DoD Handbook 4245.8-H)
  - Electromagnetic Environmental Operability
  - Testing/Tests (Overall objective IAW Acquisition Reform is to reduce oversight, use existing data and test methods where possible, and substitute Modelling and Simulation whenever practicable)
    - Sequencing of tests to be conducted
    - Special Instrumentation Requirements
    - Integration with Milestone Reviews
    - Types (Compatibility Tests, Environmental Tests, First Article Inspection, Factory Acceptance Tests, Quality Conformance Tests, Periodic Lot Sampling, Structural Tests, Aerodynamic Performance Tests, etc.)
  - Product Baseline List (PBL)
  - Warranties
  - Configuration Management (MIL-STD-2549; MIL-HDBK-61; and ISO-10007)
  - Open Systems Architecture
  - Information Technology (non-tactical) Issues (separate approval process required)
  - Team Composition, Assignments, Agreements
  - Use of DLA and NAVICP Personnel on the Team
  - In-House Administrative Schedule
  - Funding for In-House Support (e.g., Field Activities and other Navy Capital Working Fund activities, etc.)
  - Physical Space to prepare solicitation and conduct proposal evaluations

**FIGURE 1.2**  
**LIST OF DISCUSSION TOPICS FOR PPC/PPA**

**LIST OF POTENTIAL PRODUCTS OF THE PID PROCESS**

SMART SOURCING

JUSTIFICATION AND APPROVAL (J&A)

CONTRACT DATA REQUIREMENTS LIST (CDRL, DD FORM 1423)

STATEMENT OF WORK (SOW) OR STATEMENT OF OBJECTIVES (SOO)

SECTIONS A THRU K (INCLUDING APPLICABLE CLAUSES)

SECTIONS L&M (FOR COMPETITIVE PROCUREMENTS)

SOURCE SELECTION PLAN

LABOR CATEGORY DESCRIPTIONS AND CONTRACTING OFFICERS  
REPRESENTATIVE (COR) NOMINATION LETTER FOR CONSULTING SERVICES  
(CS) CONTRACTS

TECHNICAL DATA/SPECIFICATIONS/DRAWINGS

DD FORM 254

COST ESTIMATE (INDEPENDENT COST ESTIMATE (ICE), INDEPENDENT  
GOVERNMENT COST ESTIMATE (IGCE), LIFE CYCLE COST ESTIMATE (LCCE),  
OR OTHER TYPE COST ESTIMATE)

PID APPROVAL/COVER/ROUTE SHEET

LIST OF GFE/GFM/GFP

LIST OF ADDRESSEES (PRIMARILY FOR DD FORM 1423 DELIVERABLES)

LIST OF ACRONYMS

CROSS REFERENCE MATRIX

SYNOPSIS

ACQUISITION PLAN

SOURCE LIST

DD FORM 2579 SMALL BUSINESS COORDINATION RECORD

**FIGURE 1.2A**  
**LIST OF POTENTIAL PRODUCTS OF THE PID PROCESS**

During the PPC, the requirement for preparation of a cross reference matrix relating the SOW, WBS, CLIN, CDRL, proposal instructions (Section L), evaluation factors (Section M) and proposal references (provided by the contractor), should be addressed. A cross reference matrix should be prepared and inserted into the SOW as a table and into Section L for major competitive procurements. (See Figure 1.3)

The use of a cross reference matrix is required when preparing solicitations for competitive acquisitions greater than \$25M RDT&E or \$125M production.

Figure 1.3 is an abbreviated example of an RFP cross reference matrix. As indicated in the example, blanks may sometimes occur. Note that all CDRLs must have a SOW or specification reference. Nominally, the matrix should be in the same rough sequential order as the example, being led by either the SOW or WBS depending on maturity of the program. As the example indicates, the SOW/WBS is then sequentially linked with the corresponding CLIN, CDRL, proposal preparation instructions and evaluation factors where applicable. The contractor is expected to fill in the proposal reference to the applicable SOW paragraph. Generally, the matrix should be to the same level of detail as expected from the proposals. That is, if the proposal is expected to address WBS level 3, so should the matrix. The PM ultimately determines the level of detail and has final approval authority for the matrix. The cross reference matrix should be included in the SOW and/or Section L of the RFP.

1.2.4.3 Funding Verification: The PM should verify with the NAVAIR comptroller office, AIR-10.0, that the planned effort and language to be included in the PID is consistent with the identified appropriation. This step will preclude possible rejection of the PID by AIR-10.0. The appropriate AIR-10.0 division to review the document is determined by the type of funding used and indicated as follows:

a.. AIR-10.1.1. Aircraft Procurement, Navy (APN/1506); Weapons Procurement, Navy (WPN/1507); Other Procurement, Navy (OPN/1810); Coastal Defense Augmentation, Navy (CDA,N0380), National Guard & Reserve Equipment (NG&RE/0350); and Procurement, Defense Agencies PDA/0300). Any MIPRs/IPRs citing these procurement accounts are reviewed in AIR-10.1.1 and then passed to AIR-10.2 for accounting processing, signature, and release, as appropriate.

b.. AIR-10.1.3. Operations and Maintenance, Navy (O&M,N/1804); Operations and Maintenance, Navy Reserve (O&M,NR/1806), Foreign Military Sales (FMS-ADMIN/8242).

c.. AIR-10.1.4. Research, Development, Test and Evaluation, Navy (RDT&E,N/1319); Research, Development, Test and Evaluation, Defense Agencies (RDT&E,DA/400).

d.. AIR-10.2. Foreign Military Sales (FMS-CASE/8242) and other customer funds not allocated directly to NAVAIR.

## CROSS REFERENCE MATRIX

SOW Para.	WBS	CLIN	CDRL	Proposal Instruction (SECTION L)	Evaluation Factor (SECTION M)	Proposal References (Provided by Contractor)
3.3	3140,3100	0001	A008	III-III-3.1,III-III-3.1.2	2A2	_____
3.3.1	3140	0001/3	A00A		2A1,2A2	_____
3.3.2	3140	0001/3	A009		2A1,2A2	_____
3.3.2.1	3140	0001/3	A00B		2A1,2A2,2D1	_____
3.3.2.1.1	3140	0001/3		III-III-3.1.2.1	2A2,2A1	_____
3.3.2.1.2	3140,11ES	0001		III-III-3.1.2.2	2A1,2A2	_____
3.3.2.1.3	3140	0001		III-III-3.1.2.3	2A1,2A2	_____
3.3.2.1.4	3140	0001	A008,A00F,A00C	III-III-3.1.2.4	2A1,2A2	_____
3.3.2.2		0001/3		III-III-3.5.1	2A2	_____

FIGURE 1.3  
CROSS REFERENCE MATRIX

1.2.4.4 Procurement Planning Agreement (PPA): The PPA is an informal "contract" among the PPC principals. The format of the PPA is flexible but, at a minimum, information pertaining to contract line items, schedules and action items/problems should be recorded. The approved PPA should be distributed by the PM to all PPC participants. Before signing of the PPA the PPC Chairperson will coordinate with AIR-10.2 to reconfirm funds appropriation type. See Figure 1.4 for a sample format. NAVAIRINST 4200.37A provides more detailed information on PPAs.

#### 1.2.5 PREPARATION OF THE PID

Chapter 2 of this Guide provides detailed guidance for preparing Sections B through H and J of PIDs which will ultimately result in contracts, solicitations, modifications to existing contracts, or orders. It also provides examples of each section.

1.2.5.1 Staffing: It is the intent to minimize or eliminate formal routing of PIDs. Therefore, the approval/cover/route sheet described in Chapter 3 of this guide and the example shown in Figure 3.2 depict a standard approval/cover/route sheet even though it may vary somewhat from office to office.

1.2.5.2 Small and Disadvantaged Business Utilization (SADBU) Office: All PIDs are required to be reviewed by this office to include BOA Orders but excluding orders on a "D" contract. A DD Form 2579 (see Figure 1.5) must be completed for all procurements over \$10,000.00. To fill out this form accurately, access the following websites: for Block 6a - <http://web1.whs.osd.mil/peidhome/guide/mn02/supplies.txt>; for Block 8a (NAICS Code) <http://www.census.gov/epcd/www/naics.html>; <http://www.sba.gov/size/table-of-small-business-size-standards-from-final-rule.html>

1.2.5.3 Data Requirements Review Board (DRRB): A DRRB in accordance with DOD 5010.12-M is required if the solicitation, contract modification or order has a potential cost of \$5 million or more. The DRRB shall be chaired by the PM or authorized designee and conducted in accordance with the policies and procedures set forth in DOD 5010.12-M. Only the DRRB chair, the PMA or his authorized designee shall approve and sign CDRLs. (Procedures specific to Naval Air Systems Command are addressed in NAVAIRINST 4200.21C.)

#### 1.2.6 RESPONSIBILITIES

Program Executive Officers (PEOs) and Direct Reporting PMs shall monitor performance of the procurement process for programs under their cognizance and provide recommended improvements to AIR-1.1.2. The PM is responsible for overseeing the successful execution of procurement requirements for assigned systems/equipments. As part of that accountability, the PM is responsible for calling and chairing the PPC, preparing the PPA, distributing copies of the PPA to all participants, with a copy to the IPT Leader and AIR-1.1.2 for

## PROCUREMENT PLANNING AGREEMENT

From: Program Manager

Subj: PROGRAM, NOMENCLATURE AND FY BUY

Encl: (1) List of Attendees

1. Acquisition Strategy: Competitive versus Sole Source and why.
2. Concerns:
  - a. Program Manager Issues: (Funding, milestone decision status, quantities, deployment requirement, and specific equipment, services, provisioned items and data to be procured.)
  - b. Contracting Issues: (Contract type, draft RFP, small business goals, Section B, availability and quality of technical data package, etc.)
  - c. AIR-4.0 Issues: (SOW, quality, warranty, test and evaluation, ODS, technical data, etc.)
  - d. AIR-3.0 Issues: (Spares, technical data, planned maintenance, etc.)
  - e. AIR-11.0 Issues: (See Note)
3. Milestone Dates: At a minimum, date contract award required and corresponding date solicitation due to AIR-2.0.

Distribution:

Attendees

AIR-1.1.2

**NOTE: Do not insert "Attorney-Client Privileged" data. This type data should not be listed in a document that would be released under the Freedom of Information Act (FOIA) or in litigation.**

**FIGURE 1.4  
SAMPLE FORMAT FOR PPA**

SMALL BUSINESS COORDINATION RECORD			REPORT CONTROL SYMBOL DD-AT&L(AR)1862
1. CONTROL NO. <i>(Optional)</i>	2. PURCHASE REQUEST NO./REQUISITION NO.	3. TOTAL ESTIMATED VALUE <i>(Including options)</i>	4. SOLICITATION NO./CONTRACT MODIFICATION NO.
5. BUYER			
a. NAME <i>(Last, First, Middle Initial)</i>		b. OFFICE SYMBOL	c. TELEPHONE <i>(Include Area Code)</i>
6. ITEM DESCRIPTION <i>(Including quantity)</i>			6a. FEDERAL SUPPLY CLASS/SERVICE (FSC/SVC) CODE
7. TYPE OF COORDINATION <i>(X one)</i>		8. SMALL BUSINESS SIZE STANDARD	
<input type="checkbox"/> INITIAL CONTACT <input type="checkbox"/> MODIFICATION		<input type="checkbox"/> NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (NAICS) CODE	<input type="checkbox"/> b. NO. OF EMPLOYEES <input type="checkbox"/> c. DOLLARS
9. RECOMMENDATION <i>(X as applicable)</i>		10. ACQUISITION HISTORY <i>(X one)</i>	
<input type="checkbox"/> YES <input type="checkbox"/> NO <i>(If all recommendations are "No," explain in Remarks.)</i>		<input type="checkbox"/> a. FIRST TIME BUY <input type="checkbox"/> b. PREVIOUS ACQUISITION <i>(X all that apply)</i>	
<input type="checkbox"/> (1) COMPETITIVE <input type="checkbox"/> (2) SOLE SOURCE		<input type="checkbox"/> (1) SECTION 8(a) <input type="checkbox"/> (2) SDB SET-ASIDE <input type="checkbox"/> (3) HBCU/MI SET-ASIDE <input type="checkbox"/> (4) SB SET-ASIDE <input type="checkbox"/> (5) OTHER <i>(Specify)</i> <input type="checkbox"/> (6) TWO OR MORE RESPONSIVE SB OFFERS ON PRIOR ACQUISITION <input type="checkbox"/> (7) ONE OR MORE RESPONSIVE SDB OFFER(S) WITHIN 10% OF AWARD PRICE OF PRIOR ACQUISITION <input type="checkbox"/> (8) WOMAN OWNED SB <input type="checkbox"/> (9) SERVICE-DISABLED VETERAN SB	
<input type="checkbox"/> b. SMALL DISADVANTAGED BUSINESS (SDB) SET-ASIDE <input type="checkbox"/> c. HISTORICALLY BLACK COLLEGES AND UNIVERSITIES/ MINORITY INSTITUTIONS (HBCU/MI) SET-ASIDE <i>(List percentage)</i> % <input type="checkbox"/> d. SMALL BUSINESS (SB) SET-ASIDE <i>(List percentage)</i> % <input type="checkbox"/> e. EMERGING SMALL BUSINESS SET-ASIDE <input type="checkbox"/> f. EVALUATION PREFERENCE FOR SDBs <input type="checkbox"/> g. HUBZONE SET-ASIDE <input type="checkbox"/> h. HUBZONE SOLE SOURCE <input type="checkbox"/> i. HUBZONE PRICE EVALUATION PREFERENCE			
11. SB PROGRESS PAYMENTS <i>(X one)</i>		12. SUBCONTRACTING PLAN REQUIRED <i>(X one)</i>	
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	
13. SYNOPSIS REQUIRED <i>(X one)</i> <i>(If "No," cite FAR 5.202 exception)</i>			
<input type="checkbox"/> YES <input type="checkbox"/> NO			
14. REMARKS			
<div style="text-align: center; font-size: 2em; opacity: 0.5;"> </div>			
15. REVIEWED BY SMALL BUSINESS ADMINISTRATION (SBA) REPRESENTATIVE		16. LOCAL USE	
a. NAME <i>(Last, First, Middle Initial)</i>			
b. SIGNATURE	c. DATE SIGNED <i>(YYYYMMDD)</i>		
17. CONTRACTING OFFICER <i>(X one)</i>		18. SMALL BUSINESS SPECIALIST <i>(X one)</i>	
<input type="checkbox"/> CONCURS <input type="checkbox"/> REJECTS		<input type="checkbox"/> CONCURS <input type="checkbox"/> APPEALS	
a. RECOMMENDATIONS <i>(Document rejections on reverse side)</i>		NOTE: Any change in the acquisition plan this coordination record describes will require return for re-evaluation by the SB specialist.	
b. NAME <i>(Last, First, Middle Initial)</i>		a. NAME <i>(Last, First, Middle Initial)</i>	
c. SIGNATURE	d. DATE SIGNED <i>(YYYYMMDD)</i>	b. SIGNATURE	c. DATE SIGNED <i>(YYYYMMDD)</i>

DD FORM 2579, DEC 2000

PREVIOUS EDITION IS OBSOLETE.

**FIGURE 1.5  
SMALL BUSINESS COORDINATION RECORD  
DD FORM 2579**

the progress of procurement/contracting activity to PPA commitments.

1.2.6.1 PMS will:

- a.. identify the procurement requirement (including FMS);
- b.. obtain/assign PNs;
- c.. determine team participation requirements, coordinate with competency or functional leaders, and issue a requirements letter to proposed IPT members;
- d.. convene a PPC(s);
- e. issue PPAs, as appropriate;
- f. identify Critical Program Information (CPI) for Program Protection Planning (PPP) purposes (PPP guidance available at <https://air74.navair.navy.mil>); and
- g.. coordinate/manage the procurement process for their programs, including such activities as preparation of the J&A, AP, solicitation, MIPR, RCP, SSP, convening and chairing the DRRB, **ensuring Clinger-Cohen Act compliance**, and leading the effort to incorporate industry comments into solicitation package.

1.2.6.2 Contracts Competency Leader/PCO (AIR-2.0): The PCO is a principal member of the IPT and will:

- a.. recommend procurement strategy based on PM requirements;
- b.. ensure that the PID line item structure is correct before drafting the PID;
- c.. ensure contractual aspects/concerns are addressed in all required documents (i.e., J&A, AP, SSP, subcontracting plans, small business certification, etc.) and issue synopses;
- d.. assemble the draft(s) and final solicitation in SPS using combined IPT inputs;
- e.. for new procurements (no existing contract), contact AIR-3.5.1 for the applicable Defense Priorities and Allocations System (DPAS) number;
- f. provide for release of solicitation to industry;and
- g.. provide business expertise, and interface/negotiate with industry on competitions.

1.2.6.3 AIR-1.0 will:

- a.. monitor the effectiveness of the PID process discussed in this Guide and make refinements as appropriate throughout the

Acquisition Operations Council (AOC) and AIR-1.1.2, the designated PID Process Manager;

b. provide guidance and training on an as needed basis in the areas of:

(1) acquisition plans (AP), acquisition policy and processes, AIR-1.1.1;

(2) procurement planning conferences, AIR-1.1.2;

(3) Configuration Management process, AIR-1.1.3;

(4) Master Government Furnished Equipment List (MGFEL) process, AIR-1.1.3;

(5) overview of the acquisition process (AIR-1.1.1), and

(6) PID and Data Management processes (AIR-1.1.2);

c. provide PID and other technical support to the PMs and their IPTs (AIR-1.1.2);

d. provide, on an as needed basis to PMs, technical support for Aviation Training Systems (PMA-205), Aviation Support Equipment (PMA-260), Aircraft Launch and Recovery Equipment (PMA-251), Air Traffic Control and Landing Systems (PMA-213), Common Avionics (PMA-209) and Test and Evaluation (AIR-1.6); and

e. provide the DRRB support per NAVAIRINST 4200.21C and act as Chair/Vice Chair for DRRBs valued over \$5 million when requested by the Program Manager. All information on Acquisition Reform relating to Data Item Descriptions (DIDs) and Contract Data Requirements List (CDRLs) may be addressed to AIR-1.1.2.

1.2.6.4 Logistics Competency Leader (AIR-3.0), Research and Engineering Competency Leader (AIR-4.0) and Test and Evaluation Competency Leader (AIR-5.0): The AIR-3.0 APML, AIR-4.0 APM(S&E) and AIR-5.0 APMT&Es will serve as principal members of the IPT and:

a.. provide fully qualified IPT members and a qualified first level supervisor that can assist in the areas needing additional guidance;

b.. prepare technical inputs to the PID including the SOW, CDRLs and specifications, etc.;

c.. ensure the IPT representatives are versed on all technical aspects and concerns of their disciplines and define these requirements in the PID and related documents (i.e., J&A, AP, SSP);

d.. have their IPT representative arrange briefings for the IPT from technical experts when needed;

e.. provide source selection support, AIR-4.10, required; and

f.. arrange for cost analysis support and contract-related data requirements from the Cost Department, (AIR-4.2)

1.2.6.5 Corporate Operations Competency Leader (AIR-7.0)

1.2.6.5.1 Security (AIR-7.4) will:

a. serve on the IPT, and

b. ensure security requirements in three functional areas are addressed in the PID. Those functional areas are Information and Personnel Security, Information Assurance, and Acquisition Technology Protection.

1.2.6.6 Comptroller (AIR-10.0) Divisions will:

a. validate funding type against the work statements. Preferably this is done at a PPC as part of the PID

b. serve on the IPT and provide advice, as appropriate;

c. verify funds availability;

d. ensure proper use of funds for all procurements;

e. provide status of program budget requests as it becomes available; and

f. provide guidance and support to the PM or IPT for preparing PID funding documents.

1.2.6.7 Office of Counsel (AIR-11.0) will:

a. serve as an advisory member of the IPT; and

b. ensure all legal issues are addressed during PID preparation and review.

1.2.7 PID REVISION/CANCELLATION

1.2.7.1 Revisions

When it is necessary to revise a PID which has been delivered to PCO or Contracts for which no contract action has been taken, the PID Originator will prepare the revision showing exactly what changes are needed and providing complete justification. Normally, only an approval page and the changes need to be forwarded to Contracts for action. Revisions shall be coordinated with the appropriate IPT member(s) and AIR-10.0 for any adverse impacts. The PID revision (original and two copies), along with the approval sheet, will be delivered to Contracts

#### 1.2.7.2 Cancellations

If a PID is to be canceled and it has not yet resulted in a contract, the PID Originator will initiate a revision cancelling the PID. This normally only requires a cover/approval/route sheet describing the action.

#### 1.2.8 CONTRACT MODIFICATIONS

When it is necessary to modify an existing contract, the IPT member will prepare and coordinate the modification. All changes to the period of performance for an RDT&E funded contract must be approved by AIR-10.0. Principal IPT members should be included for coordination on all modifications to the basic contract. For complex PIDs, contract modifications, or orders; a murder board review by the IPT including the AIR-10.0 and the Security Office analyst is recommended rather than use of a route sheet.

When a proposed change effects more than one contract, separate modifications will be prepared for each contract. Separate modifications effecting common changes in more than one contract should be coordinated together. This will ensure simultaneous negotiation and implementation of common contract modifications.

#### 1.2.9 TYPES OF CONTRACTS

NAVAIR employs two types of contracts: fixed-price and cost-reimbursement. Under a fixed-price contract, the contractor must produce the required items or perform a specific service for the fixed-price (or within the ceiling price of an incentive contract). There are various types of fixed-price contracts: firm-fixed-price, fixed-price with economic adjustment and fixed-price incentive fee. (See DFARS 216.2.) Under a cost-reimbursement contract, the product is not paid for on the basis of an invoice price. Instead, the government pays the contractor's cost for material and labor, a portion of his overhead cost and a fee as stated in the appropriate clauses in the contract. Types of cost-reimbursement contracts are: cost, cost-plus-fixed-fee, cost-sharing, cost-plus-incentive-fee and cost-plus-award-fee. (See DFARS 216.3 and Part 5216, NAPS.)

##### 1.2.9.1 Consulting Services (CS)

Providing people, processes and facilities to meet IPT requirements is the responsibility of the Competency Aligned Organization, whether support is obtained from organic Naval Aviation Systems Team (TEAM) resources or external resources. Often an IPT finds it necessary to contract for consulting services, studies or other professional and management support services not available through the TEAM including NAVAIR, or the Naval Air Warfare Center (NAWC) field activities. The old titles, Contractor Support Services (CSS) and Contracted Advisory and Assistance Services (CAAS), were replaced by CS, but the old titles may still be in use in various publications. Care is required to ensure that CS contracts are not

used to contract for personal services not authorized by law or to circumvent competitive civil service procedures and Classification Act pay limits. **Smart Sourcing procedures must be followed for all procurements \$75K and greater.** (See paragraph 1.2.9.1.2 below) Consulting services fall into the following categories:

- a. management and professional support services;
- b. studies, analyses and evaluations; and
- c. engineering and technical services.

(For further guidance see NAVAIRINST 4200.26B; FAR 37.101; DFARS 237.104.)

d. For additional guidance, the IPT should coordinate with AIR-2.5.5 before starting a PID for CS and to obtain the most recent examples and guidance for solicitations and source selection plans.

1.2.9.1.1 Requirements Determination for CS: Prior to initiating any procurement action for a CS contract, the competency leader must analyze the requirement and available resources to determine whether:

- a. the requirement is in accordance with existing policy;
- b. the requirement can be met with in-house resources or by the use of other Navy or DOD resources or existing NAVAIR omnibus contracts.
- c. the requirement is included in the Command's CS budget submission (PB-15 exhibit). If not, an offset may be required. The appropriate Comptroller budget division will determine offset requirements on a case by case basis.

When the above determinations have been made and a CS contract is deemed a suitable alternative, a NAVAIR Form 4200/31, "Requirements Determination for Consulting Services," must be completed and submitted by the cognizant IPT member. Level II competency manager's approval is required for all new contracts and delivery orders. CS PIDs require that a completed Contract Data Form be attached to the PID. (Figure 1.6)

1.2.9.1.2 Smart Sourcing: The NAVAIR Smart Sourcing Process shall apply to **ALL** tasks for services in excess of \$75K unless an exemption or exception apply. For further direction on Smart Sourcing, refer to NAVAIR Notice 7300 and the attached Handbook. A Smart Sourcing webtool is available, for government personnel only, for posting requirements and responding to requirements, i.e., <https://smartsourcing.navair.navy.mil/>\*. Training in the Smart Sourcing process is available on the Smart Sourcing website at <https://smartsourcing.home.navair.navy.mil/>.

**Please NOTE: These websites are available to government personnel only and contractor personnel are strictly prohibited from accessing these websites.**

1.2.9.1.3 Federal Services Code: This code is required for all CS contracts. See Appendix C for further guidance in selecting the appropriate FSC.

1.2.9.2 Research, Development, Test and Evaluation (RDT&E) Type Contracts

FAR 34.000 describes acquisition policies and procedures for use in acquiring major new systems. The PM must develop an acquisition strategy that will meet the mission needs in the most timely, economical and effective manner. The key elements of the acquisition strategy are to promote full and open competition and to encourage innovation by contractors to advance scientific and technical knowledge.

Unlike PIDs for supplies and services, most RDT&E PIDs are directed toward objectives for which work or methods cannot be precisely described in advance. However, the SOW must be as clear and complete as possible and meet the requirements outlined in FAR 35.005. The SOW should show a clear relationship to an RDT&E funded effort and include a period of performance consistent with the incremental funding plan

1.2.9.3 Basic Ordering Agreement (BOA)

A BOA is a written instrument of understanding negotiated with a contractor to expedite contracting for uncertain but anticipated requirements for supplies or services when specific items, quantities and prices are not known at the time the BOA is executed. Specific requirements are delineated in individual orders placed against a BOA. The length of period for which the terms and conditions of the BOA will be in effect shall not exceed three years and will be stated in a Section H clause entitled, "Term of Basic Ordering Agreement." When the effective period of one year has expired, a bilateral agreement shall be executed between the contractor and the Contracting Officer to revise and review the terms and conditions of the BOA.

A PID to establish a BOA will have most of the same sections required by a PID for a procurement contract as follows:

- a. An Approval/Cover/Route Sheet;
- b. The Schedule (Sections B through H);
- c. Contract Clauses (Section I);

# CONTRACT DATA FORM

**PURPOSE:** Required WITH ALL NAVCOMPT Forms (i.e., 2275, 2276, 2276A) providing funding for a contract awarded by NAWCAD.

**DOCUMENT NUMBER:**  
(List all related requisition numbers)

**REQUIRING CODE AND NAME:**

**DESCRIPTION OF WORK AND PROGRAM SUPPORTED:**

**CONTRACT NUMBER:**  
**TASK ORDER NUMBER (if applicable):**

**CONTRACT FEE FOR SERVICE AMOUNT (Reimbursable):**  
**CONTRACT AMOUNT (Direct Cite):**  
**TOTAL:**

## **COR**

**Name:**            **Code:**                      **Phone:**

## **CONTRACT SPECIALIST:**

**Name:**            **Code:**                      **Phone:**

## **PROGRAM BFM:**

**Name:**            **Code:**                      **Phone:**

## **NAWCAD POINT OF CONTACT:**

**Name:**            **Code:**                      **Phone:**

**FIGURE 1.6**  
**CONTRACT DATA FORM FOR CS**

Current as of 2/14/0

d. List of Documents, Exhibits, and Other Attachments (Section J); and

e. Representations, Certifications and Other Statements of Offerors or Quoters (Section K).

FAR 16.703, DFARS 216.703 and NAPS 5216.703 provide guidance pertaining to BOAs.

#### 1.2.9.4 Foreign Military Sales (FMS)

FMS is a program through which eligible foreign governments purchase defense articles or services from a U.S. Contractor via the United States Government. The purchasing government pays all costs that may be associated with a sale. A Letter of Offer and Acceptance (LOA) is a signed agreement between the U.S. Government and the foreign government. Each LOA is commonly referred to as a "case" and is assigned a case identifier for accounting purposes. FAR Part 25 covers foreign acquisitions and DFARS Subpart 225.73 covers acquisitions for FMS.

It is DOD policy to treat defense-related technology as a valuable and limited national security resource. Any export or re-export of ITAR controlled defense products, services or related technical data to a foreign recipient for its indigenous defense requirements must be approved by a designated disclosure authority. For NAVAIR, AIR-7.4.1 is the designated disclosure authority. All requests for foreign disclosure analysis and approval of data export shall be submitted to AIR-7.4.1. The responsibility for ensuring that a technical data package has proper approvals from a designated disclosure authority for transfer resides with the program manager.

FMS customers may request that an article be obtained from a particular prime source. Requests for sole source, including complete and objective rationale, should be submitted by the customer with the Letter of Request (LOR) and should be cited in the LOA identifying the sole source authorization. FMS customer requests for subcontract placement may also be honored by the Contracting Officer provided they are submitted on the same basis as for the prime source. Either a justification for Less Than Full and Open Competition J&A shall be prepared citing the FAR exception 6.302-4, "International Agreement," or a Determination and Finding authorizing waiver of the J&A pursuant to DFARS 206.302-4 is prepared by the Contracting Officer and approved by the competition advocate for NAVAIR (AIR-2.0). Subject to Contracting Officer determination and appropriate approvals for less than full and open competition, a FedBizOpps notice is not required per FAR 5.202(a)(3). Normal procurement procedures for sole source are then continued by the Contracting Officer.

**PART I**  
**THE SCHEDULE**

**CHAPTER 2**

**Preparation of**  
**Sections B through H**

**SECTION B**

**SUPPLIES OR SERVICES AND  
PRICES/COSTS**

## CHAPTER 2

### PREPARATION OF SECTION B through H and J

This chapter provides instruction on preparing each section of a PID, i.e., Sections B through H and J. It also includes examples of each section to assist in the development of a PID. The format contained herein is in consonance with the uniform contract format as prescribed by FAR 15.204-1. For other than new procurements a PID may contain changes only for those sections affected.

#### 2.1 SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS

Section B contains a listing of all supplies, data and services to be acquired. Line items should be established for items to be delivered to the government and services to be performed for the government. DFARS 204.7103-1 discusses the criteria for establishing line items. Each requirement is identified as a separate line item, which subsequently becomes a contract line item.

Separate line items should be established to segregate RDT&E funded requirements from APN and O&MN funded requirements, etc. Separate line items must be established for FMS, when applicable. Options may be included when it is in the government's interest. An option requires the contractor to guarantee prices for a definite period of time without the assurance that it will be exercised.

Use one Accounting Classification Reference Number (ACRN) per Contract Line Item Number (CLIN) or Subline Item Number (SLIN). An ACRN is a two position alpha/numeric code assigned discretely to each accounting classification (line of accounting) (see para. 2.1.1.3h below).

Section B is the first section to be prepared since completion of subsequent sections should be cross-referenced to the CLINs or SLINs contained in Section B. As in all subsequent sections, Section B starts on a new page and is numbered starting with 1-2, 1-3, 1-4, etc. Section B starts with page 1-2 because page 1-1 is the Schedule Index.

The PID number must appear in the upper right corner. The word SCHEDULE, underlined, is centered on the page two lines below the PID number on all pages of Section B as well as on all pages of Section C through H. Section J, although included in the PID, is not part of the Part I schedule.

##### 2.1.1 COMPLETING SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS

###### 2.1.1.1 Section Heading and Column Titles

a. For fixed-price contracts, Section B's heading and columns will be as follows:

#### SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS

**Item    Supplies or Services    Qty    Unit    Unit Price    Total Price**

*NOTE: For letter contracts, advance acquisition contracts, Basic Ordering Agreements (BOAs) and for any other fixed-price procurement where prices will not be set forth in Section B, the words "AND PRICES/COSTS" will be omitted from the heading and the "Unit Price" and "Total Price" columns omitted.*

b. For cost-reimbursement contracts, Section B's heading and columns shall read as follows:

**SECTION B - SUPPLIES OR SERVICES AND ESTIMATED COST AND FEE**

**Item    Supplies or Services    Qty    Unit    Total Estimated Cost**

*NOTE: For letter contracts, advance acquisition contracts, BOAs and for any other cost-reimbursement procurement where total estimated cost and fee, if applicable, will not be set forth in Section B, the words "AND ESTIMATED COST AND FEE" will be omitted from the section heading and the "Total Estimated Cost" column omitted. In cost, no fee contracts, the words "AND FEE" will be omitted from the section heading. Total estimated cost and fee provisions are listed at the end.*

2.1.1.2 Item Column

a. Line Item Numbers (see paragraph d below) assigned for supplies or services to be procured will be entered consecutively, in numerical sequence, beginning with "0001." Alpha suffix SLINs (see paragraph e below), if established, will be entered consecutively following the associated line item (applicable to fixed-price procurement only). First, the line items for firm (funded) items are entered. Then, firm (funded) line item numbers for supplies or services which support the end items (e.g., data, tests, etc.) are entered. These are followed by unfunded line items, if any, for provisioned items and data thereof (see paragraph h below) and line items, if any, for option items (see paragraph i below). Option items will begin on a new page and the heading "Item" will be changed to "Option Item" (two lines). Warning: Ensure line items are not assigned a duplicate number.

b. If the list of line items is extensive and includes numerous firm line items for hardware, services and data, blocks of line items may be used by numbering the firm items beginning with 0001 and the provisioned items following in sequence. Option Items may then follow starting with 0101 for the first option period and 0201 for the second option period, etc.

c. If items are no longer required after a PID is initiated, the originator may "delete" such items without renumbering the others. The line item number of the item deleted must remain in place and the word "DELETED" added opposite the item number under "Supplies and Services." (See paragraph d(3) below.)

d. Contract line item terms: (See DFARS 204.7103-1.)

(1) All requirements for supplies or services are established as contract line items. Each contract line item will be separately identifiable. Each CLIN will be assigned only once within a contract, solicitation or modification.

(2) CLINs consist of four numeric digits, 0001 through 9999.

(3) Line item numbers shown in a letter contract or advance acquisition contract will be retained when the contract is definitized. If an item number is deleted at the time a contract is definitized, the item number being deleted will be marked "DELETED" and that item number will not be shown elsewhere in the contract.

(4) A supply line item will have no more than one item description and, if applicable, no more than one National Stock Number or one Manufacturer's Part Number. A supply or services line item will have no more than one description of work.

(5) Each contract line item will have a separate delivery schedule, period of performance or completion date stated in the Schedule. If alpha suffix subline items are used (applicable to fixed-price contracts only), each subline item will have an individual delivery schedule and the contract line item will not have a delivery schedule.

(6) Each contract line item included in a fixed-price procurement will have, or be expected to have, a single unit price, or if no unit price is established, a single total price or amount. This requirement does not apply to a cost-reimbursement procurement.

(7) Separate contract line items will be established for:

(a) Each separately identifiable supply or service item being procured or having different delivery schedules. Ancillary services can be rolled up into a hardware CLIN, but only if final delivery of services occurs prior to final hardware delivery.

(b) Each activity if the same item is being procured for more than one activity [e.g., USN, other U.S. Government activity, each Foreign Military Sales (FMS) country]. (See exceptions under paragraph e below.)

(c) First article approval tests and a separate line item for first article approval test report (if contractor testing is involved). If government testing is involved there will only be a separate line item for the First Article if multiple funding is required. Single source funding for a First Article with government testing can be sublined to a hardware line item. It is NAVAIR's position to meet the worst case scenario and require that First Articles, First Article Testing and Test Reports be established as separate line items.

(d) Each accounting classification used within a fixed-price procurement unless alpha suffix SLINs are established for each accounting classification used. (See paragraph e(2), below.)

(e) Each accounting classification expected to be used for option items.

(f) Each provisioned item (see DFARS 217.76), including each unfunded data item, referencing Section H, for support of the end item being procured.

(g) Unlimited rights in technical data, if these rights are to be acquired in accordance with DFARS 227.7103-5(a) or DFARS 227.7103-5(b).

(8) All new CLINs established in modifications to existing contracts will be assigned by the PCO. Interim CLINs used in PIDs requesting modifications to existing contracts will be assigned by the IPT. These interim CLINs may be changed when the contract modification is issued.

e.. Alpha suffix SLINs (for fixed-price procurements only):

(1) Alpha suffix subline items described in DFARS 204.7104-1(b) provide a further subdivision of a basic contract line item. Alpha suffix subline items establish separately identifiable requirements which would otherwise be shown as contract line items. Assignment of alpha suffix subline items is not mandatory for any fixed-price procurement but is encouraged in order to reduce the number of CLINs. All deliveries and payments will be made at the subline level vice the contract line item level. SLINs established for different delivery schedules or for different accounting classification when the quantities are greater than 1 must have quantities, units of measure, unit price and total price shown at the subline level in lieu of the CLIN because of Defense Finance and Accounting Services (DFAS) payment requirements. Separately identified SLINs can have different unit prices.

(2) For NAVAIR fixed-price procurements, alpha suffix SLINs may only be established when all subline items for the particular CLIN are identical and are to be paid from more than one accounting classification. A separate alpha suffix SLIN will be assigned for each accounting classification used within the particular CLIN. A separate delivery schedule or delivery date will be specified for each alpha suffix SLIN.

(3) If separate identification of ancillary requirements (i.e., cannot be rolled up into hardware CLIN) is necessary, use alpha suffix SLINs if possible. Informational SLINs (numeric suffix) can be used to identify information that relates directly to the CLIN and is an integral part of it (e.g., parts of a kit, container, etc.) if all subline items have the same delivery schedule and are funded by the same line of accounting.

(4) Alpha suffix SLINs are numbered by adding to the four digit CLIN two alphabetic characters beginning with "AA," "AB" and consecutively through "ZZ," if necessary. The letters "I" and "O" will not be used. Each alpha suffix SLIN will be assigned only once within a CLIN.

(5) Procurement documents initiated to establish a fixed-price or cost-reimbursement BOA will contain sufficient SLINs within a CLIN to allow for all the different accounting classifications which might be used when orders are placed. Alpha suffix SLINs are not necessary if all orders for the BOA will be placed exclusively by a PCO.

(6) Alpha suffix SLINs are normally not established when:

(a) the identical supply items being procured are for more than one government activity;

(b) a line item refers to an exhibit;

(c) for unfunded provisioned items; or,

(d) for option line items.

f. Numeric suffix SLINs (applicable to fixed-price procurement only), (e.g., 000101, 000102, etc.) are described in DFARS 204.7104-2(a)(1). Numeric suffix SLINs are included for informational purposes only and do not state separately identifiable requirements (prices and delivery dates are not shown for numeric suffix SLINs). For NAVAIR procurements, numeric suffix SLINs will not be established within a CLIN without concurrence by AIR-2.1.2.

g. Line items for data (exhibits):

(1) Exhibits are described in DFARS 204.7105 and 204.7106. As an alternative to setting forth in the Schedule an extensive list of CLINs (e.g., data lists or spare parts lists), a CLIN may be established which refers to an exhibit. Each exhibit will set forth as exhibit line items the requirements which would otherwise be shown as contract line items.

Each page of an exhibit will cite the applicable CLIN, exhibit identifier and solicitation number. The word "Exhibit" will not be used to identify any other attachment to a contract/solicitation.

(2) Exhibits will be identified either by a single capital letter or by double capital letters. The letters "I" and "O" will not be used. Each exhibit identifier will be assigned only once within a solicitation or contract including modifications or orders. Each exhibit will apply to one CLIN only, with the following exceptions:

(a) one exhibit may apply to one or more option line item(s) when the data required under the exhibits are identical in all

respects other than the period during which the option is to be exercised; and,

(b) an exhibit may apply to more than one CLIN if the exhibit is not separately priced and the exhibit deliverable is identical for all applicable CLINs. More than one exhibit may apply to a single CLIN. (For NAVAIR procurements, exhibits will not be established for SLINs.) (See DFARS 204.7102.)

(3) The preparation of exhibits is addressed in Chapter 2 of this Guide.

#### h. Provisioned Items:

(1) "Provisioned Item" means any item selected under provisioning procedures (DFARS 217.7601). Provisioning means the process of determining the range and quantity of spare and repair parts and support and test equipment required to operate and maintain an end item for an initial period of service. A provisioned item is not binding upon either the contractor or the government until a modification describing the specific work and price has been negotiated and a separate subsequent contract modification has been agreed to. "Provisioning Activity" means the activity responsible for selection and determination of requirements for provisioned items.

(2) Provisioned items determined to be appropriate for initial support of an end item being procured will be established as unpriced and unfunded CLINs, and the NAVAIR "Ordering--Provisioned Items" clause will be included in Section H of the Schedule with applicable contract requirements.

(3) The NAVAIR "Ordering--Provisioned Items" clause will include provisional CLINs and will not identify the provisioning document, specification or describe the work to be performed under each CLIN until such time as a specific funded order is negotiated and/or placed.

(4) The NAVAIR "Ordering--Provisioned Items" clause will designate (name and address) the provisioning or requiring activity which will determine the requirements for supplies or services to be furnished under each CLIN. Only one activity will be designated for each CLIN and only that activity may place orders for those supplies or services.

(5) Contract modifications (orders) for provisioned items will be placed by the government in accordance with the NAVAIR "Ordering--Provisioned Items" clause. Applicable accounting and appropriation data will be specified when items are ordered.

#### i. Options:

(1) Options for supplies or services other than for research and development, as described in FAR 17.2, may be included in research and development procurements.

(2) An option is a unilateral right in a contract by which, for a specified time, the government may elect to purchase additional supplies or services called for by the contract, or may elect to extend the period of performance of the contract. An option requires the contractor to guarantee prices for a definite period with no assurance that the option will be exercised. As a general rule, a solicitation should not exceed five years (including the basic and option periods).

(3) For NAVAIR contracts, options for additional quantities of supplies usually will be identified as numbered line items having the same nomenclature as corresponding firm (funded) line items. A clause in accordance with the FAR 52.217-6 "Option for Increased Quantity" clause (modified for cost reimbursement contracts) and an appropriate "Exercise of Option" clause, which states the period in which the government may exercise the option, will be included in Section H of the Schedule. Delivery dates for option CLINs will be specified in the Section F delivery schedule. Therefore, a complete description, SOW and CDRLs must be provided, as applicable, for the option items.

(4) When an option may be exercised to fulfill FMS requirements, an additional paragraph from DFARS 252.217-7000 may be added to the "Exercise of Option" clause or, if appropriate, an "Exercise of Option to Fulfill FMS Commitments" clause may be inserted.

(5) Indefinite quantity contracts and requirements contracts may include options for continuing performance (other options will not be included). (See FAR 52.217-8.)

(6) For fixed-price contracts, a separate unit price will be specified for each option supply line item and a separate total price will be specified for each option services line item. For cost reimbursement contracts, a separate total estimated cost and fee will be specified for each option line item. For letter contracts and advance acquisition contracts, option pricing provisions will be in the provisions relating only to such contract.

#### 2.1.1.3 Supplies or Services Column

a. Opposite each CLIN, enter a brief description of the supplies or services being procured. If alpha suffix SLINs are used (see paragraph 2.1.2e), the applicable description will be identical to the description shown for the associated end item (applicable to fixed-price procurements only).

b. For a supply line item, the description will include only one item description; and, if applicable, one National Stock Number (NSN) or the entry "(National Stock Number to be assigned);" or one Manufacturer's Part Number (P/N); or one System Identification Number (SIN), which is used for GFE only.

c. For a services line item, the description will include no more than one description of services or one scope of work.

d. The description of each item being procured to support other contract line item(s) (e.g., data, tests, other services and provisioned items) will cite the CLIN(s) which the item supports. Firm funded CLINs will only cite other firm CLIN(s). Unfunded line items for provisioned items, which are not optional items, will not cite option item numbers.

e. For each firm funded line item for FMS, the FMS case number, the name of the FMS country, the FMS requisition number (MILSTRIP) and project code (if applicable) will be entered immediately below the description of the applicable contract line item, if known.

f. For each FMS unfunded line item for provisioned items and data thereof, the FMS case number and the name of the FMS country will be entered below the exhibit identifiers assigned for unfunded provisioned items. The FMS case number and the name of the FMS country will also be entered below FMS option items. If the FMS case number is unknown, the entry "(FMS requirement - name of FMS country)" will be made. The FMS requisition number and project code will not be shown for FMS unfunded provisioned items and data thereof and for FMS option items. The complete FMS identifier will be specified when supplies or services are ordered or when an option is exercised.

g. For unfunded provisioned line items, the exhibit identifier will be entered within parentheses following the description of the items indicating the exhibits are reserved for use with line X. Exhibit identifiers consist of one or two alpha characters, usually starting with "A" through "Z" excluding "I" and "O" for the technical data and "AA" through "AZ," "BA" through "BZ," "CA" through "CZ," etc., excluding "I" and "O," for the provisioned items. If additional letters are needed for the data items, use letters "AA" through "AZ" and begin the provisioned items with "BA" through "BZ." These identifiers will be used by the PCO or cognizant Administrative Contracting Officer (ACO) when contract modifications are issued as specified in the provisioning instructions of Section H of the solicitation Schedule. (Provisioned items are usually assigned six identifiers whereas data items usually have one identifier.) When provisioned items may be acquired for the Navy Stock Fund, USAF Investment, etc., the entry "(Navy Stock Fund)" or "(Investment)," etc., will be shown in the last line entered for the applicable item description.

h. Fixed-price procurements will have the following unique entries at the end of certain line items:

(1) When a fixed-price contract uses more than one accounting classification to pay for the procurement, the ACRN to be assigned for each firm funded line item, or for each alpha suffix SLIN, if established, will be entered in the last line shown for the applicable items. Only the ACRN will be shown in the last line entered for the applicable items. This entry will be made as follows:

"ACR:" (The ACRN assigned for the item will be inserted by AIR-2.1.2.) The ACRN is a two-position code which is assigned discretely to each accounting classification used within each contract. In no case will an ACRN apply to more than one accounting classification. For NAVAIR contracts, the ACRN consists of a two-position alphabetic code beginning with "BA" for USN, "SA" for USAF and "WA" for FMS. The letters "I" and "O" are not used.

(2) If more than one accounting classification is to be used to pay for a firm funded line item which cannot be subdivided (e.g., data, tests or other services, etc.), the phrase "(Multiple Fund Accounting Citations-See Appropriation Data Sheet)" will be entered before the ACRN citation. An ACRN will be assigned for each accounting classification to be used for the line item.

(3) For each firm funded line item referencing an exhibit (i.e., CDRL or list of supply parts), there are three methods used to list these lines in Section B of the Schedule.

(a) One method is used when the data to be obtained is priced as a Lot. In this case, the entry in Section B will be made as follows:

<u>Item</u>	<u>Supplies or Services</u>	<u>Qty</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total Price</u>
0004	Data for Item 0003 (See Exhibit A) ACR:	1	LO	\$	\$

(b) The second method is used when the data in an exhibit is to be priced separately. The entry in Section B will be made as follows:

<u>Item</u>	<u>Supplies or Services</u>	<u>Qty</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total Price</u>
0004	Data for Item 0003 (\$ ) ACR:	1	EA	(See Exhibit A)	(See Exhibit A)

(c) The third method is used when the data is not separately priced (NSP). The entry in Section B will be made as follows:

<u>Item</u>	<u>Supplies or Services</u>	<u>Qty</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total Price</u>
0004	Data for Item 0003 (See Exhibit A)	1	LO	(NSP)	(NSP)

#### 2.1.1.4 Quantity Column

a. Enter the quantity required opposite the description for each line item. Quantity must be a whole number. If alpha suffix SLINs are established, enter the quantity required opposite each alpha suffix SLIN description (applicable to fixed-price procurements only).

b. Leave quantity column blank opposite the description for each CLIN or SLIN for provisioned items.

c. For services, the quantity will be specified as a period of time (e.g., months, weeks, days). Insert the total period of time under the quantity column using the same unit of measure (months, weeks, days) specified under the unit column heading. (See paragraph 2.1.1.2.)

#### 2.1.1.5 Unit of Measure Column

Insert unit of measure after quantity. This is a two position data code. See DLAM 7000.5, Appendix B-9, for complete listing and Figure 2.1A for extract of this list.

#### 2.1.1.6 Unit Price Column (applicable to fixed-price procurements only)

a.. Estimated unit prices are not required in the schedule. When a unit price will eventually be inserted, enter a dollar sign "\$."

b. When alpha suffix SLINs are established, do not make any entry under the Unit Price column for the associated CLIN. Insert a dollar sign "\$" under the Unit Price column for each SLIN.

c. Leave blank when no unit price will be specified for a CLIN (e.g., tests, test support, etc.).

d. The Unit Price column will be omitted when no unit price will be shown in Section B (e.g., only services are to be provided, for letter contract, BOA, etc.).

e. Enter "(See Section H)" for each unfunded supply and data line item for provisioned items which may be ordered under the NAVAIR "Ordering--Provisioned Items" clause.

*NOTE: Unit price column will not be used for cost reimbursement contracts.*

#### 2.1.1.7 Total Price Column (applicable to fixed-price procurements only)

a. Estimated total prices are not required in the schedule. Space for entry of the total price shall be provided and a dollar sign "\$" inserted.

b. When alpha suffix SLINs are established, do not make any entry under the Total Price column for the associated CLIN. Insert a dollar sign "\$" under the Total Price column for each alpha suffix SLIN.

c. For firm funded CLINs, with requirements listed in an exhibit (e.g., data, list of spare parts), and data priced as a Lot, reference to the exhibit identifier, e.g., (See Exhibit X), will be entered following the description of the item under the Supplies or Services column. A dollar sign "\$" will be inserted under the Total

Price column. The total price of the exhibit line items, when established, will be entered in the Total Price column. (See paragraph 2.1.1.3h(3))

d. For firm funded CLINs, with requirements listed in an exhibit (e.g., data, list of spare parts), and each exhibit line item number (ELIN) priced separately, the exhibit identifier, "(See Exhibit X)," will be entered under the Unit and the Total Price column.

A dollar sign "\$" in parentheses will be entered after the description of the item under the Supplies or Services column. (See paragraph 2.1.1.3h(3))

e. For firm funded CLINs, with requirements listed in an exhibit (e.g., data, list of spare parts), and data not separately priced, the acronym "(NSP)" will be inserted under the Unit and the Total Price column.

f. Enter "(See Section H)" for each unfunded supply and data line item for provisioned items which may be ordered under the NAVAIR "Ordering--Provisioned Items" clause.

g.. The Total Price column will be omitted when no prices will be shown in Section B (e.g., letter contract, advance acquisition contract, BOA, etc.).

#### 2.1.1.8 Total Estimated Cost Column (applicable to Cost Reimbursement Procurements only)

a. A dollar figure will not be shown for individual contract line items included in cost-reimbursement procurements and the entry "NSP" will not be inserted under this column. Space for entry of total estimated cost and fee will be provided.

b. Enter "(See Section H)" for each unfunded supply or data line item for provisioned items which may be ordered under the NAVAIR "Ordering--Provisioned Item" clause.

c. The Total Estimated Cost column will be omitted when the total estimated cost and fee will not be shown in Section B (e.g., letter contract, advance acquisition contract, BOA, etc.).

#### 2.1.2 SECTION B CLAUSES

Appropriate regulation clauses (FAR, DFARS, NAPS, NAVAIR) will be selected and inserted into Section B. Final clause determination will be made by the PCO.

##### 2.1.2.1 Clauses Applicable to All Types of Contracts

PAYMENT FOR SUBLINE ITEMS NOT SEPARATELY PRICED  
(DFARS 252.204-7002)

NATIONAL STOCK NUMBERS  
(NAVAIR 5252.204-9501)

#### 2.1.2.2 Cluses Applicable Only to Fixed-Price Contracts

NONE

#### 2.1.2.3 Cluses Applicable Only to Cost Contracts

NONE

#### 2.1.3 SECTION B EXAMPLE

An example of the completed Section B for a generic weapons system fixed-price procurement is shown in Figure 2.1. It consists of supplies, data and services for the U.S. Navy (USN), the U.S. Air Force (USAF) and two FMS cases. It includes end items and items which normally are needed to support the end items. Note that the break in numbering sequence between priced and provisioned lines is intentional. This allows for additional priced line items to be added without disrupting the current numerical sequence throughout the schedules. Also, there is no longer a NAVAIR requirement to have a separate CLIN for OPSEC, however, OPSEC requirements must still be defined in Section C as a general requirement of the contract. The following subparagraphs explain the entries made in the Section B example in Figure 2.1.

a. Items 0001, 0002 and 0003 - Procurement authority is derived from the Project Directive (PD) in accordance with approved hardware requirements identified by the Acquisition Plan (AP), the USAF Military Interdepartmental Purchase Request (MIPR) and FMS cases. FMS cases are established by Letter of Offer and Acceptance (LOA). Quantities are usually obtained at the PPC and from the AP. The hardware quantities for FMS cases may be obtained from the LOA. Alpha suffix SLINs, 0001AA and 0001AB, have been established to accommodate two USN accounting classifications.

(1) Items 0003AA and 0003AB - CLIN 0003 has been sublined as identical items to be delivered to different foreign countries. The unit prices are expected to be dissimilar because of different shipping costs or other reasons.

(2) Item 0003AB - This item is for a firm FMS requirement even though the FMS case number has not been established at the time the PID was being drafted. In such cases, the words "FMS Requirement - (country)" are substituted for the FMS case number which will be inserted at a later date.

b. Item 0004 - When hardware is procured a requirement is generated for technical data to support the hardware. The requirements for technical data are determined at a coordination meeting with cognizant personnel. If FMS or USAF requirements for data are not the same as USN, separate line items and separate exhibits must be included in the solicitation. This example is formatted for data that is not separately priced. For data that is to be priced as a Lot, note the format of CLIN 0008. For data that is priced separately, see paragraph 2.1.1.3h(3) for correct format. Technical

Data Packages (TDPs) are required to support future competition and/or life-cycle logistics support. The TDP is developed under the SOW/SOO and unique TDP requirements documents, such as TDP Option Selection Worksheet, Compact Disc Exchange (CDEX) Requirements, Technical Data Package Requirements (TDPR), which may be obtained from NAVAIR 3.3.2.

c. Items 0005 and 0006 - A First Article Approval Test (FAAT). When a contractor performs a FAAT a separate CLIN for FAAT Reports is required. Section I contains a clause to correspond with either the Contractor Testing or Government Testing of First Articles.

d. Items 0007 and 0008 - Acquisition of Special Tooling and Special Test Equipment (ST&STE) for production are generally required only for the more sophisticated components. The ST&STE will be procured in the initial procurement year unless the quantity of supplies to be produced in follow-on contracts exceeds the capability of the contractor's facilities. The cost is shared by the FMS Country only if the FMS quantity causes the production rate to exceed the contractor's capability. Data are normally required to accompany the ST&STE.

e. Item 0009 - Administrative/Financial Data are usually required. However, if the total dollar amount of the contract is less than \$1,000,000, they are not needed.

f. In this Section B example, the firm funded items end with Item 0009 and the unfunded items begin with Item 0050.

g. Item 0050 - Major end items require technical manuals. The manuals are published under a Technical Manual Contract Requirement (TMCRC) which may be obtained from the Naval Air Technical Data and Engineering Services Command, North Island, CA.

h. Item 0051 - The USAF may have a requirement for Technical Orders as described in the Air Force Acquisition Document (AFAD) 71-531-(21). This document can be obtained by the requiring activity from the cognizant USAF issuing office if it is not included with the USAF MIPR.

i. Items 0052, 0053 and 0054 - The requirements for all ILS firm and option priced and provisioned lines are determined by the APML. Certain items may be divided into two separate line items entitled, "Appropriation Purchase Account (APA)" and "Navy Stock Fund (NSF)."

j. Items 0055, 0056 and 0057 - USAF requirements for Spare and Repair Parts and provisioning data are similar to the USN requirements and will be stated in the USAF MIPR. The USAF divides the requirements into two separate line items entitled, "Investment" and "Expense."

k. Items 0058 and 0059 - The requirement to furnish materials and services necessary to repair or modify items of government furnished property will be ordered by the government when it is not the contractor's responsibility to repair or modify them.

l. Items 0060 and 0061 - The requirement for engineering support comes from the engineer responsible for the end item. The production engineer will normally requisition against this item for unanticipated engineering investigations and other miscellaneous requirements. The USAF requirement for engineering support will be stated in the USAF MIPR.

m. Item 0062 - Contractor Technical Information Coding is required when spare and repair parts are procured. The requirement comes from the APLM for USN. The contractor provides analyses and recommendations regarding the methods of procuring selected spare parts.

n. Items 0063 and 0064 - The government is concerned with any current and potential constraints that the contractor may have in meeting accelerated or emergency production requirements. These items may be ordered by AIR-3.5.1 and the data requested may include the submittal of plans to meet industrial preparedness requirements.

o. Item 0065 - This item was added out of sequence to indicate how a requirement may be included in the solicitation as it is being finalized. The requirement for spare and repair parts was forwarded by the FMS case officer for Canada too late to be inserted after CLIN 0057 where it would normally have been included.

p. Option Items 0101 through 0159 - The requirement for option items comes from the USN PD, USAF MIPR and FMS Case PDs. The descriptions of the option items are similar to those described above. (See Items 0001 through 0004 and 0050 through 0062.) The quantities of the option items for hardware (Option Items 0101, 0103 and 0105) have been separated into alternatives. The exact quantities to be ordered will be determined by the PCO through coordination with the Program Office if and when the options are exercised.

SCHEDULE

**SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS**

<u>Item</u>	<u>Supplies or Services</u>	<u>Qty</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total Price</u>
0001	Weapon/Section/Component, nomenclature (National Stock Number to be assigned)				
0001AA	Weapon/Section/Component, nomenclature (National Stock Number to be assigned) (USN) ACR:	10	EA	\$	\$
0001AB	Weapon/Section/Component, nomenclature (National Stock Number to be assigned) (USN) ACR:	30	EA	\$	\$
0002	Weapon/Section/Component, nomenclature (National Stock Number to be assigned) (USAF) ACR:	20	EA	\$	\$
0003	Weapon/Section/Component, nomenclature, in Container, nomenclature				
0003AA	Weapon/Section/Component, nomenclature, in Container, nomenclature FMS Case No.: CN-P-BXZ MILSTRIP No.: (to be assigned) Project Code: (to be assigned) FY02 Canada Weapon ACR:	3	EA	\$	\$

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**FIGURE 2.1  
SECTION B EXAMPLE**

SCHEDULE**SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS** (Cont'd)

<u>Item</u>	<u>Supplies or Services</u>	<u>Qty</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total Price</u>
0003AB	Weapon/Section/Component nomenclature, in Container, nomenclature FMS Case No.: TK-P-AEF MILSTRIP No.: (to be assigned) Project Code: (to be assigned) FY02 Turkey Weapon ACR:	3	EA	\$	\$
0004	Data for Items 0001, 0002 and 0003 (See Exhibit A)	1	LO	(NSP)	(NSP)
0005	First Articles for First Article Approval (Contractor Testing) for Items 0001, 0002 and 0003				
0005AA	For Funding Purposes Only FY02 USN Weapon ACR:	1	LO	\$	\$
0005AB	For Funding Purposes Only FY02 USAF Weapon ACR:	1	LO	\$	\$
0005AC	For Funding Purposes Only FMS Case No.: CN-P-BXZ MILSTRIP No.: (to be assigned) Project Code: (to be assigned) FY02 Canada Weapon ACR:	1	LO	\$	\$
0005AD	For Funding Purposes Only FMS Case No.: TK-P-AEF MILSTRIP No.: (to be assigned) Project Code: (to be assigned) FY02 Turkey Weapon ACR:	1	LO	\$	\$

1-3

**FIGURE 2.1**  
**SECTION B EXAMPLE (Cont'd)**

SCHEDULE**SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS** (Cont'd)

<u>Item</u>	<u>Supplies or Services</u>	<u>Qty</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total Price</u>
0006	First Article Approval Test Report for Item 0005 (See Exhibit B)				
0006AA	For Funding Purposes Only (See Exhibit B) FY02 USN Weapon ACR:	1	LO	\$	\$
0006AB	For Funding Purposes Only (See Exhibit B) FY02 USAF Weapon ACR:	1	LO	\$	\$
0006AC	For Funding Purposes Only (See Exhibit B) FMS Case No.: CN-P-BXZ MILSTRIP No.: (to be assigned) Project Code: (to be assigned) FY02 Canada Weapon ACR:	1	LO	\$	\$
0006AD	For Funding Purposes Only (See Exhibit B) FMS Case No.: TK-P-AEF MILSTRIP No.: (to be assigned) Project Code: (to be assigned) FY02 Turkey Weapon ACR:	1	LO	\$	\$
0007	Acquisition of Special Tooling and Special Test Equipment for Items 0001 and 0002				
0007AA	For Funding Purposes Only FY02 USN Weapon ACR:	1	LO	\$	\$

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**FIGURE 2.1**  
**SECTION B EXAMPLE (Cont'd)**

SCHEDULE**SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS** (Cont'd)

<u>Item</u>	<u>Supplies or Services</u>	<u>Qty</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total Price</u>
0007AB	For Funding Purposes Only FY02 USAF Weapon ACR:	1	LO	\$	\$
0008	Data for Item 0007 (See Exhibit C)				
0008AA	For Funding Purposes Only (See Exhibit C) FY02 USN Weapon ACR:	1	LO	\$	\$
0008AB	For Funding Purposes Only (See Exhibit C) FY02 USAF Weapon ACR:	1	LO	\$	\$
0009	Administrative/Financial Data (See Exhibit D)				
0009AA	For Funding Purposes Only (See Exhibit D) FY02 USN Weapon ACR:	1	LO	\$	\$
0009AB	For Funding Purposes Only (See Exhibit D) FY02 USAF Weapon ACR:	1	LO	\$	\$
0009AC	For Funding Purposes Only (See Exhibit D) FMS Case No.: CN-P-BXZ MILSTRIP No.: (to be assigned) Project Code: (to be assigned) FY02 Canada Weapon ACR:	1	LO	\$	\$

1-5

**FIGURE 2.1**  
**SECTION B EXAMPLE (Cont'd)**

SCHEDULE**SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS** (Cont'd)

<u>Item</u>	<u>Supplies or Services</u>	<u>Qty</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total Price</u>
0009AD	For Funding Purposes Only (See Exhibit D) FMS Case No.: TK-P-AEF MILSTRIP No.: (to be assigned) Project Code: (to be assigned) FY02 Turkey Weapon ACR:	1	LO	\$	\$
0050	Technical Manuals (USN) (Exhibit Identifier "E" is assigned for use with Item 0050)			(See Section H)	(See Section H)
0051	Technical Orders (USAF) (Exhibit Identifier "F" is assigned for use with Item 0051)			(See Section H)	(See Section H)
0052	Spare and Repair Parts for Item 0001 (APA) (USN) (Exhibit Identifiers "AA" through "AF" are assigned for use with Item 0052)			(See Section H)	(See Section H)
0053	Spare and Repair Parts for Item 0001 (Navy Stock Fund) (USN) (Exhibit Identifiers "AG" through "AM," excluding "AI" are assigned for use with Item 0053)			(See Section H)	(See Section H)
0054	Data for Items 0052 and 0053 (USN) (Exhibit Identifier "G" is assigned for use with Item 0054)			(See Section H)	(See Section H)

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**FIGURE 2.1**  
**SECTION B EXAMPLE (Cont'd)**

SCHEDULE**SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS** (Cont'd)

<u>Item</u>	<u>Supplies or Services</u>	<u>Qty</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total Price</u>
0055	Spare and Repair Parts for Item 0002 (Investment) (USAF) (Exhibit Identifiers "AN" through "AT," excluding "AO" are assigned for use with Item 0055)			(See Section H)	(See Section H)
0056	Spare and Repair Parts for Item 0002 (Expense) (USAF) (Exhibit Identifiers "AU" through "AZ" are assigned for use with Item 0056)			(See Section H)	(See Section H)
0057	Data for Items 0055 and 0056 (USAF) (Exhibit Identifier "H" is assigned for for use with Item 0057)			(See Section H)	(See Section H)
0058	Furnish materials and services necessary to repair or modify items of Government-Furnished Property (USN) (Exhibit Identifiers "BA" through "BF" are assigned for use with Item 0058)			(See Section H)	(See Section H)
0059	Furnish materials and services necessary to repair or modify items of Government-Furnished Property (USAF) (Exhibit Identifiers "BG" through "BM," excluding "BI," are assigned for use with Item 0059)			(See Section H)	(See Section H)

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**FIGURE 2.1**  
**SECTION B EXAMPLE (Cont'd)**

SCHEDULE**SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS** (Cont'd)

<u>Item</u>	<u>Supplies or Services</u>	<u>Qty</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total Price</u>
0060	Engineering Services for Item 0001 (USN) (Exhibit Identifiers "BN" through "BT," excluding "BO," are assigned for use with Item 0060)			(See Section H)	(See Section H)
0061	Engineering Services Field Services Support for Item 0002 (USAF) (Exhibit Identifiers "BU" through "BZ" are assigned for use with Item 0061)			(See Section H)	(See Section H)
0062	Contractor Technical Information Coding for Items 0052 and 0053 (USN) (Exhibit Identifier "J" is assigned for use with Item 0062)			(See Section H)	(See Section H)
0063	Industrial Preparedness Planning (USN) (Exhibit Identifiers "CA" through "CF" are assigned for use with Item 0063)			(See Section H)	(See Section H)
0064	Data for Item 0063 (USN) (Exhibit Identifier "K" is assigned for use with Item 0064)			(See Section H)	(See Section H)
0065	Spare and Repair Parts for Item 0003AA FMS Case No.: CN-P-BXZ (Canada) MILSTRIP No.: (to be assigned) Project Code: (to be assigned) (Exhibit Identifiers "DU" through "DZ" are assigned for use with Item 0065)			(See Section H)	(See Section H)

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**FIGURE 2.1**  
**SECTION B EXAMPLE (Cont'd)**

SCHEDULE**SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS (Cont'd)**

<u>Option Item</u>	<u>Supplies or Services</u>	<u>Qty</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total Price</u>
0101	Weapon/Section/Component, nomenclature (National Stock Number to be assigned) (USN)			See Alternatives A through C.	
0102	Data for Option Item 0101 (See Exhibit L) (USN)	1	LO	\$	\$
0103	Weapon/Section/Component, nomenclature (National Stock Number to be assigned) (USAF)			See Alternatives D through F.	
0104	Data for Option Item 0103 (See Exhibit M) (USAF)	1	LO	\$	\$
0105	Weapon/Section/Component, nomenclature, in Container, nomenclature. FMS Case No.: CN-P-BXZ MILSTRIP No.: (to be assigned) Project Code: (to be assigned) (Canada)			See Alternatives G, H and J.	
0106	Data for Option Item 0105 (See Exhibit N) FMS Case No.: CN-P-BXZ MILSTRIP No.: (to be assigned) Project Code: (to be assigned) (Canada)	1	LO	\$	\$

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**FIGURE 2.1**  
**SECTION B EXAMPLE (Cont'd)**

SCHEDULE**SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS** (Cont'd)

<u>Option Item</u>	<u>Supplies or Services</u>	<u>Qty</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total Price</u>
0150	Spare and Repair Parts for Option Item 0101 (APA) (USN) (Exhibit Identifiers "CG" through "CM," excluding "CI," are assigned for use with Option Item 0150)			(See Section H)	(See Section H)
0151	Spare and Repair Parts for Option Item 0101 (Navy Stock Fund) (USN) (Exhibit Identifiers "CN" through "CT," excluding "CO," are assigned for use with Option Item 0151)			(See Section H)	(See Section H)
0152	Data for Option Items 0150 and 0151 (USN) (Exhibit Identifier "P" is assigned for use with Option Item 0152)			(See Section H)	(See Section H)
0153	Spare and Repair Parts for Option Item 0103 (Investment) (USAF) (Exhibit Identifiers "CU" through "CZ" are assigned for use with Option Item 0153)			(See Section H)	(See Section H)
0154	Spare and Repair Parts for Option Item 0103 (Expense) (USAF) (Exhibit Identifiers "DA" through "DF" are assigned for use with Option Item 0154)			(See Section H)	(See Section H)

1-10

**FIGURE 2.1**  
**SECTION B EXAMPLE (Cont'd)**

SCHEDULE**SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS (Cont'd)**

<u>Option Item</u>	<u>Supplies or Services</u>	<u>Qty</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total Price</u>
0155	Data for Option Items 0153 and 0154 (USAF) (Exhibit Identifier "Q" is assigned for use with Option Item 0155)			(See Section H)	(See Section H)
0156	Engineering Services and Field Services Support for Option Item 0101 (USN) (Exhibit Identifiers "DG" through "DM," excluding "DI," are assigned for use with Option Item 0156)			(See Section H)	(See Section H)
0157	Engineering Services and Field Services Support for Option Item 0103 (USAF) (Exhibit Identifiers "DN" through "DT," excluding "DO," are assigned for use with Option Item 0157)			(See Section H)	(See Section H)
0158	Contractor Technical Information Coding for Option Items 0150 and 0151 (USN) (Exhibit Identifier "R" is assigned for use with Option Item 0158)			(See Section H)	(See Section H)
0159	Technical Orders (USAF) (Exhibit Identifier "S" is assigned for use with Option Item 0159)			(See Section H)	(See Section H)

1-11

**FIGURE 2.1**  
**SECTION B EXAMPLE (Cont'd)**

2-25

The Weapon/Section/Component, nomenclature, for Option Item 0101 is to be priced per the following alternatives:

	<u>Quantity</u>	<u>Unit</u>	<u>Unit Price</u>
Alternative A	10	EA	
Alternative B	20	EA	
Alternative C	30	EA	

The Weapon/Section/Component, nomenclature, for Option Item 0103 is to be priced per the following alternatives:

	<u>Quantity</u>	<u>Unit</u>	<u>Unit Price</u>
Alternative D	10	EA	
Alternative E	20	EA	
Alternative F	30	EA	

The Weapon/Section/Component, nomenclature, for Option Item 0105 is to be priced per the following alternatives:

	<u>Quantity</u>	<u>Unit</u>	<u>Unit Price</u>
Alternative G	2	EA	
Alternative H	4	EA	
Alternative J	6	EA	

Applicable Clauses:

NATIONAL STOCK NUMBERS  
(NAVAIR 5252.204-9501)

**NOTE: Step ladder quantities may also be used within the body of Section B, rather than the end.**

1-12

**FIGURE 2.1**  
**SECTION B EXAMPLE (Cont'd)**

2-26

**UNIT OF MEASURE DATA CODES**

<u>EXPLANATION</u>	<u>CODE</u>	<u>EXPLANATION</u>	<u>CODE</u>
<b><u>A</u></b>		<b><u>D</u></b>	
AMPOULE	AM	DECAGRAM	DC
ASSEMBLY	AY	DECIMETER	DE
ASSORTMENT	AT	DECIGRAM	DG
		DECILITER	DL
<b><u>B</u></b>		DECK	DK
BAG	BG	DOZEN	DZ
BALE	BE	DRAM	DM
BAIL	BA	DRUM	DR
BAR	BR	DUFFLEBAG	DB
BARREL	BL		
BASKET	BS	<b><u>E</u></b>	
BLOCK	BC	EACH	EA
BOARD FOOT	BF	ENGINE CONTAINER	EC
BOLT	BO	ENGINE CRADLE	ED
BOOK	BK	ENVELOPE	EN
BOTTLE	BT	EXPOSURE	EX
BOX	BX		
BRICK	BI	<b><u>F</u></b>	
BUNDLE	BD	FLASH	FL
BUSHEL	BU	FOLD	FD
		FOOT	FT
<b><u>C</u></b>		FOOTLOCKER	FK
CABINET	CA	FRAME	FR
CAKE	CK		
CAN	CN	<b><u>G</u></b>	
CAPSULE	CP	GALLON	GL
CARAT	KR	GALLON IMPERIAL	GB
CARBOY	CB	GRAIN	DN
CARTON	CT	GRAM	GM
CASE	CS	GREAT GROSS	GG
CENTIGRAM	CG	GROSS	GR
CENTIMETER	CM	GROUP	GP
CHAIN	KK		
CHEST	CH	<b><u>H</u></b>	
COIL	CL	HAMPER	HA
CONE	CE	HANK	HK
CONTAINER	CO	HEAD	HE
CORD	KD	HOGSHEAD	HH
CRATE	CR	HUNDRED	HD
CUBIC CENTIMETER	CC	HUNDRED FEET	HF
CUBIC FOOT	CF	HUNDRED POUNDS	HP
CUBIC INCH	CI	HUNDRED SQUARE FEET	HS
CUBIC METER	CZ	HUNDRED WEIGHT	HW
CUBIC YARD	CD	HUNDRED YARDS	HY
CURIE	CU		
CYLINDER	CY		

**FIGURE 2.1A  
UNIT OF MEASURE DATA CODES**

<b><u>I</u></b>		<b><u>P</u></b>	
INCH	IN	PALLET	PP
INGOT	IG	PANEL	PN
		PILLOW	PI
		PAPER	PA
<b><u>J</u></b>		PECK	PE
JAR	JR	PELLET	PX
JUG	JG	PENNYWEIGHT	DW
		PIECE	PC
		PINT	PT
<b><u>K</u></b>		POUND	LB
KEG	KE	PYRAMID	PY
KILOGRAM	KG		
KILOMETER	KM	<b><u>Q</u></b>	
KIT	KT	QUART	QT
		QUART IMPERIAL	QI
<b><u>L</u></b>		QUIRE	QR
LENGTH	LG		
LINEAR FOOT	LF	<b><u>R</u></b>	
LINEAR YARD	LY	RATION	RA
LINK	LK	REAM	RM
LITER	LI	REEL	RL
LONG TON	LT	RIBAON	RN
LOOSE (NOT PACKAGED)	LS	ROLL	RO
LOT	LO	ROUND	RD
<b><u>M</u></b>			
METER	MR	<b><u>S</u></b>	
MILE	MI	SACK	SA
MILLIAMPERE	MA	SECTION	SC
MILLIGRAM	MG	SET	SE
MILLILITER	ML	SHEET	SH
MILLIMETER	MM	SHORT TON	SH
MONTH	MO	SHOT	SO
		SKEIN	SK
<b><u>O</u></b>		SKID	SD
OUNCE	OZ	SKID BOX	SB
		SLEEVE	SV
<b><u>P</u></b>		SPOOL	SL
PACK	PK	SUITCASE	SW
PACKAGE	PG	SQUARE	SQ
PAD	PD	SQUARE FOOT	SF
PAIL	PL	SQUARE INCH	SI
PAIR	PR	SQUARE METER	SM
		SQUARE YARD	SY
		STACK	SS

FIGURE 2.1A  
UNIT OF MEASURE DATA CODES (Cont'd)

**S**

STICK	SX
STRIP	SP

**T**

TABLET	TT
TAPE	TP
THOUSAND	MX
THOUSAND CUBIC FOOT	MC
THOUSAND FEET	MF
THOUSAND ROUNDS	RX
TIN	TI
TON (2,000 LB)	TN
TROY OUNCE	TO
TRUNK	TK
TUB	TB
TUBE	TU

**U**

UNIT	UN
U.S.P. UNIT	US

**V**

VIAL	VI
VOLUME	VO

**W**

WAFER	WF
WEIGHT	WT
WRAP	WR

**Y**

YARD	YD
------	----

**FIGURE 2.1A  
UNIT OF MEASURE DATA CODES (Cont'd)**

## **SECTION C**

### **DESCRIPTION/SPECIFICATION/ WORK STATEMENT**

## 2.2 SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

Each Contract Line Item Number (CLIN) listed in Section B must be defined and described in detail in Section C so that both government and contractor personnel fully understand the work to be accomplished. Ensure all CLINs/Subline Item Numbers (SLINs)/Exhibit Line Item Numbers (ELINs) are addressed. When specifications are referenced, the IPT will ensure inclusion of the latest changes. Specifications must be cited by title, number and revision number, if applicable, and latest date. When an item must meet certain requirements to be approved or accepted, these requirements will be stated in this section. Those items which are provisioned, that a Contracting Officer will place subsequent orders and execute supplemental agreements, must be identified as provisioned items. Provisioned items and provisioned data items are listed separately and the appropriate Section H clause is referenced.

### 2.2.1 SEQUENCING OF ITEMS

CLINs are entered in the same numerical sequence as in Section B. In those instances where an item is listed in Section B and is further identified by alpha suffix SLINs, a separate Section C paragraph is not required for the SLINs because the description or specifications are always identical. When an item description applies to more than one item, all applicable CLINs will be entered in numerical order before the description. All requirements which apply to the CLINs being described will be entered before continuing to the succeeding CLINs. All priced items will be described before the provisioned, unpriced items and the option items.

### 2.2.2 PREPARING SECTION C

As with all the Sections of a PID, Section C must begin on a new page. Section C describes the work task written in performance based terms that the contractor is to accomplish, such as end items and data to be provided, as well as the Reliability, Quality and Configuration Management Programs. The preferred method is to refer to the Statement of Work (SOW) and applicable specification(s). If the SOW/Specification is lengthy, make an attachment and reference applicable paragraphs in the SOW/Spec under appropriate line item. If not lengthy, put in Section C. MIL-HDBK-245D and Turbo Streamliner (for performance-based SOWs) (<http://www.ar.navy.mil/tools/turbo/>) provides guidance on preparation of the SOW. Section C shall not be used to modify end item specifications, the change(s) shall be made to the specification itself. The heading format for Section C is shown in Figure 2.3. Section C pages are numbered 2-1, 2-2, 2-3 etc.

#### 2.2.2.1 Technical Data

Technical data is usually required for end items and will be priced at time of contract award. Therefore, technical data should be identified as a CLIN immediately after the associated hardware item. The description or specification of the data requirements will be

cited in the CDRL. The option technical data line items, if any, may be included in the same description as the corresponding firm technical data line items, however, separate exhibits must be provided (see paragraph 2.1.1.2g(2) for exceptions).

#### 2.2.2.2 Administrative/Financial Data

This item may be included in the same descriptive paragraph as technical data.

#### 2.2.2.3 Single Process Initiatives (SPIs)

In compliance with Source Selection Policy Board Decision Memorandum dated 22 November 1996, the following language shall be included in Section C.

(Optional depending on how contract award documents are structured.)

"The contractor shall comply with those Single Process Initiative processes incorporated in this contract and identified as substitutes for specified requirements stipulated herein."

#### 2.2.2.4 First Article Approval Test (FAAT)

The narrative in Section C for the FAAT will include the SOW, specification or the Product Baseline List (PBL) that pertains to the end item. The applicable first article contract requirements clause (Contractor Testing or Government Testing) must also be referenced in Section C. Figure 2.1 has an example of a CLIN for FAAT by the contractor.

##### 2.2.2.4.1 FAAT Report

This item should be treated the same as technical data, but in a separate CLIN.

#### 2.2.2.5 Special Tooling and Special Test Equipment (ST/STE)

a. Section C descriptions pertaining to ST/STE, when required, are tailored for each procurement. The instructions set forth herein are for information only. The exact language for each procurement should be developed by the IPT.

b. If the procurement is for initial production, a line item will normally be established for ST/STE to support the maximum planned production rate plus spares. ST/STE is defined in FAR 42.101.

#### 2.2.2.6 Provisioned Items

When provisioned items are identified in Section B, the special contract requirements clause entitled, "Ordering-Provisioned Items" will be referenced in Section C.

#### 2.2.2.7 Consolidated Automated Support System (CASS) Language

The following CASS language shall appear in Section C of the PID:

"When Automatic Test Equipment (ATE) support requirements exist, only the Consolidated Automated Support System (CASS) or PMA-260 approved variants thereof may be used for such support as required by SECNAVINST 3960.6, OPNAVINST 3960.16 and NAVAIRINST 13630.2C. This requirement also applies to automatic test equipment to be used by the prime contractor or subcontractor's factory. The intent of this policy is to ensure that minimum cost is incurred to transport test software developed at the depot or factory to lower levels of maintenance."

Information on CASS can be obtained from PMA-260 at (301) 757-6907

#### 2.2.2.8 Configuration Management Requirements

The government program office is responsible for establishing an internal organization to provide the infrastructure necessary for accomplishing the activities associated with configuration management (CM). This CM organization is staffed with CM managers or specialists who are the authorities on CM acquisition policies and practices. They are responsible for complying with current AIR-1.1 policy and procedures as outlined by NAVAIRINST 4130.1C, "NAVAIR Configuration Management Manual." They are also responsible for setting up the internal CM practices for the program office and for establishing specific CM contract requirements including: *Section - C, CM Statement of Work (SOW); Contract Data Requirements List(s) (DD Form 1423); and Section - H, Special Contract Clause.* It should be noted that the CM types still require the participation by all members of the IPT to effectively implement an adequate life cycle CM program.

The Contract CM SOW should be written in performance based terms and should always address each of the following CM elements: (1) *Configuration Identification*, (2) *Configuration Control*, (3) *Configuration Audits* and (4) *Configuration Status Accounting.* (See *MIL-HDBK-245 and Chapter XI, Part M for SOW and/or Statement of Objectives (SOO).* Each of these elements will be supported by a variety of CM Data Item Descriptions (DIDs) that must be cited on the applicable Contract Data Requirements List (CDRL/DD Form 1423). Digital access to CM data should be preferred over hard copies.

When citing any of these DIDs on a CDRL/DD Form 1423, Block 5 (contract reference block) must cite the applicable contract CM SOW paragraph generating the data requirement in lieu of MIL-STD-973. The only exception being if a waiver has been granted to the government program office allowing the use of MIL-STD-973. To verify the currency of the CM DIDs, access the ASSIST website at <http://assist.daps.mil>.

#### 2.2.2.9 Operations Security (OPSEC)

For ongoing contracts, OPSEC is required as a separate line item if the existing OPSEC Program is more than three (3) years old. However, if the program is less than three (3) years old, a separate line item is not required, but it is still a requirement to address it in Section C. When a procurement is to be competitive, OPSEC shall be a separate line item. If an option other than a facility level OPSEC plan is selected, replace "facility level OPSEC" with the appropriate option. For further guidance, consult with the NAVAIR OPSEC Officer on the correct option for applying OPSEC requirements. The process to determine the appropriate Security CDRL is provided in Figure 2.2.

#### 2.2.3 SECTION C CLAUSES

There are no FAR, DFARS or NAPS clauses located in Section C.

#### 2.2.4 CHECKLIST

The following checklist is provided to ensure all areas of this section of the PID have been covered appropriately and adequately.

a. Are specific duties of the contractor stated in such a way he/she knows what is required?

b. Are the sentences written so there is no question about the contractor's obligations (that is, "the contractor shall do this work" not "this work will be required"?)

c. Is the proper reference document shown? Is it really pertinent to the task? Fully or partially? Is it properly cited?

d. Is the SOW sufficiently specific to permit the writer and the contractor to make a list of manpower and resources needed?

e. Have the elements of quality assurance been fully considered for the total life of the requirement?

f. Are military specifications or standards applicable? In whole or in part? If so, are they properly cited? (Use the latest available revision or issue of each document.)

g. Is the general information separated from the direction so background information and suggested procedures are clearly distinguishable from contractor responsibilities?

h. Have extraneous materials and cross-references to contract clauses and provisions been expunged?

i. Have all requirements been reviewed to ensure compatibility with the data requirements specified on DD Form 1423, and extraneous data requirements eliminated?

**Security CDRL Determination Process:**  
**Three Acquisition Technology Protection (ATP) CDRLs must be considered for incorporation into PID. The CDRLS**  
**are: Operational Security (OPSEC),**  
**Program Protection Implementation Place (PPIP),**  
**and System Security Management Plan (SSMP).**

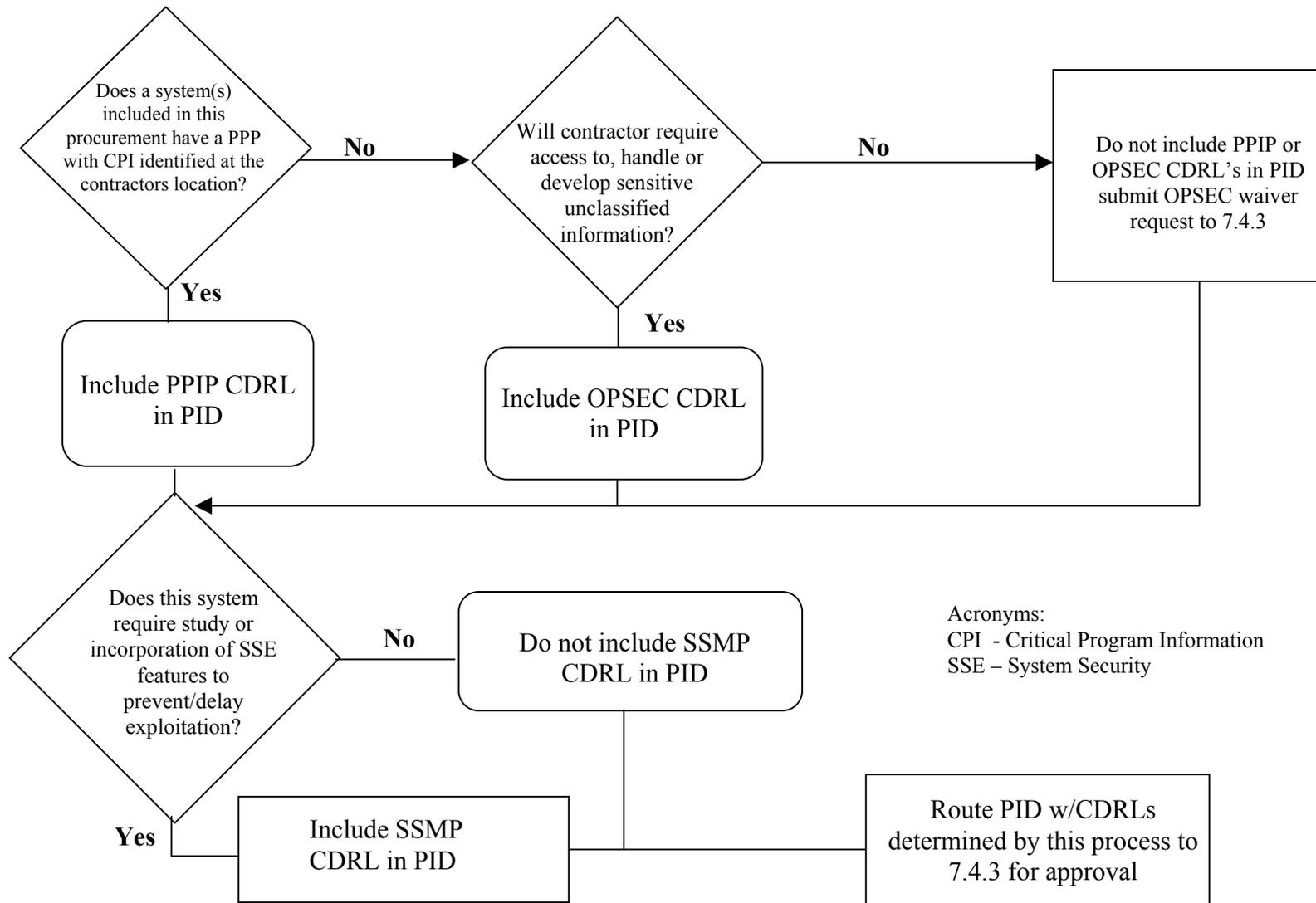


FIGURE 2.2

j. Since "catch-all" statements generally result either in an expensive disagreement or in a windfall to the contractor, have they been eliminated?

k. Are the requirements over specified? (The ideal situation is to specify the results required in performance-based terms and let the winning contractor find the best method of attainment.)

#### 2.2.5 SECTION C EXAMPLE

Figure 2.3 is an example of a completed Section C for the items shown in the Section B example of Figure 2.1.

**SCHEDULE****SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT**

Items 0001, 0002 and Option Items 0101 and 0103 - The contractor shall manufacture, test and deliver the Weapon/Section/Component in accordance with chapter \_\_\_\_\_, paragraph \_\_\_\_\_ of Attachment xxxx entitled, "Statement of Work for Weapon/Section/Component," dated \_\_\*, and Attachment xxxx entitled, "Specification xxxx," dated \_\_\*.

System Safety Program - The contractor shall establish and maintain a Systems Safety Program in accordance with chapter \_\_\_\_\_, paragraph \_\_\_\_\_ of Attachment xxxx entitled, "Statement of Work for Weapon/Section/ Component," dated \_\_\*.

Quality Assurance Program - The contractor shall establish and maintain a Quality Assurance Program in accordance with chapter \_\_\_\_\_, paragraph \_\_\_\_\_ of Attachment xxxx entitled, "Statement of Work for Weapon/Section/ Component," dated \_\_\*.

Reliability Program - The contractor shall establish and maintain a Reliability Program in accordance with chapter \_\_\_\_\_, paragraph \_\_\_\_\_ of Attachment xxxx entitled, "Statement of Work for Weapon/Section/Component," dated \_\_\*.

OPSEC Requirements - The OPSEC Program to be furnished hereunder shall be in accordance with the following requirements:

a. The contractor will establish the OPSEC program specified under this item pursuant to the following requirements:

(1) "The contractor is required to provide OPSEC protection for all classified information (as defined in FAR 4.401) and sensitive information (as defined in Title 15, United States Code, Section 278g-3(d)(4)). Security policy, procedures, and requirements for classified information are provided in DoD Manual 5220.22-M, National Industrial Security Program Operating Manual (NISPOM). Use OPNAVINST 3432.1 and National Security Decision Directive (NSDD) 298 for the concept of OPSEC, and apply the framework for telecommunications security in Defense Federal Acquisition Regulation Supplement (DFARS) Clause 252.239-7016, as appropriate. The contractor will apply and use Distribution Statements following the provisions of Exhibit 8A, SECNAVINST 5510.36. In order to meet this requirement, the contractor shall develop, implement and maintain a facility level OPSEC program to protect classified and sensitive information to be held, provided, used, handled, discussed, processed, stored, transmitted, or delivered

2-1

**FIGURE 2.3**  
**SECTION C EXAMPLE**

SCHEDULE**SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT (Cont'd)**

at a contractor's or subcontractor's facilities during performance of this contract. The data called for hereunder will be provided following Exhibit \_\_\_\_, Item \_\_\_\_\_. (If appropriate, insert: "The contractor's OPSEC program will be described in an revised edition of the existing OPSEC plan, dated \_\_\*\_\_, and approved on \_\_\*\_\_). The contractor will submit the document in MS Word 6.0 (or later) format on floppy or compact disk and in hard copy to the government (AIR-7.4.3) for approval.

(2) The contractor is responsible for subcontractor implementation of OPSEC requirements for this contract."

\* To be provided.

Integrated Logistics Support Program - The contractor shall establish and maintain an Integrated Logistics Support (ILS) Program in accordance with chapter \_\_, paragraph \_\_ of Attachment xxxx, "Statement of Work for Weapon/Section/Component," dated \_\_\*\_\_.

Item 0003 and Option Item 0105 - The contractor shall manufacture, test and deliver the Weapon/Section/Component in accordance with chapter \_\_\_\_, paragraph \_\_\_\_\_ of Attachment xxxx entitled, "Statement of Work for Weapon/Section/Component," dated \_\_\*\_\_, and Attachment xxxx entitled, "Specification xxxx," dated \_\_\*\_\_. The containers shall be manufactured in accordance with specification MIL-I-XXX (AS), dated \_\_\*\_\_.

Items 0004, 0008, 0009 and Option Items 0102, 0104 and 0106 - The technical and administrative/financial data to be furnished hereunder shall be in accordance with Exhibit A (Item 0004), Exhibit C (Item 0008), Exhibit D (Item 0009), Exhibit L (Option Item 0102), Exhibit M (Option Item 0104) and Exhibit N (Option Item 0106), Contract Data Requirements List, DD Form 1423.

Item 0005 - The First Articles for First Article Approval (Contractor Testing) shall be produced in accordance with chapter \_\_\_\_\_, paragraph \_\_\_\_\_ of Attachment xxxx entitled, "Statement of Work for Weapon/Section/Component," dated \_\_\*\_\_, and the Section I clause entitled, "First Article Approval - Contractor Testing."

Item 0006 - The First Article Approval Test Report to be furnished hereunder shall be in accordance with Exhibit B (Item 0006), Contract Data Requirements List, DD Form 1423.

2-2

**FIGURE 2.3**  
**SECTION C EXAMPLE (Cont'd)**

SCHEDULE**SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT (Cont'd)**

Item 0007 - The contractor shall acquire or manufacture for the account of the government such special tooling and special test equipment as defined by FAR 42.101. This special tooling and special test equipment provided under this contract and previous contracts shall be of the type, quality and quantity suitable for the production of the Weapon/Section/Component at the rate of thirty (30) per month on a one-shift, eight-hour day, five-day week (1-8-5) basis except that where lower overall costs to the government will result, multishift operations will be permitted by FAR 22.103.

This special tooling and special test equipment capability includes all in-line production reject/rework tasks, lot sample testing and reliability demonstration. The minimum life expectancy for special tooling and special test equipment acquired pursuant to this item shall be five years where applicable.

Items 0050, 0051, 0054, 0057, 0062, 0064 and Option Items 0152, 0155, 0158 and 0159 - The technical manuals, Contractor Technical Information Coding, technical orders and other technical data ordered hereunder and as identified by the applicable exhibit identified in Section B, "Supplies or Services and Prices," will be ordered in contract modifications issued in accordance with the Section H special contract requirements clause entitled, "Ordering--Provisioned Items."

Items 0052, 0053, 0055, 0056, 0058 through 0061, 0063, 0065 and Option Items 0150, 0151, 0153, 0154, 0156 and 0157 - The supplies or services to be furnished under the items identified above will be ordered in contract modifications issued in accordance with the Section H special contract requirements clause entitled, "Ordering--Provisioned Items."

Items 0001 through 0065 and Option Items 0101 through 0159:

Consolidated Automated Support System (CASS) When Automatic Test Equipment (ATE) support requirements exist, only the Consolidated Automated Support System (CASS) or PMA-260 approved variants thereof may be used for such support as required by SECNAVINST 3960.6, OPNAVINST 3960.16 and NAVAIRINST 13630.2C. This requirement also applies to automatic test equipment to be used by the prime contractor or subcontractor's factory. The intent of this policy is to ensure that minimum cost is incurred to transport test software developed at the depot or factory to lower levels of maintenance.

2-3

**FIGURE 2.3**  
**SECTION C EXAMPLE (Cont'd)**

SCHEDULE

**SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT (Cont'd)**

Information on CASS can be obtained from PMA-260 at (301) 757-6907.

Serial Numbers - The contractor shall assign serial numbers in accordance with MIL-N-18307G(2), "Nomenclature and Identification for Aeronautical Systems Including Joint Electronics Type Designated Systems and Associated Support Systems," dated 15 September 1986, for all end items to be furnished under this contract and shall be listed on the Material and Inspection Receiving Report (MIRR) (DD Form 250) per DFARS Appendix F (F-301).

Single Process Initiatives - The contractor shall comply with those Single Process Initiative processes incorporated in this contract and identified as substitutes for specified requirements stipulated herein.

\*To be provided.

2-4

**FIGURE 2.3**  
**SECTION C EXAMPLE (Cont'd)**

2-40

## **SECTION D**

### **PACKAGING AND MARKING**

## 2.3 SECTION D - PACKAGING AND MARKING

### 2.3.1 GENERAL INSTRUCTIONS - **NOTE: Reference to Military Specifications and Standards must comply with the Specification and Standard Reform Initiative.**

a. The heading for Section D consists of the PID number, identification of the schedule and title. Section D begins on a new page. Section D pages are numbered 3-1, 3-2, 3-3, etc. Figure 2.4 is an example of a completed Section D.

b. Section D will be prepared based on the inputs of various members of the IPT. Each IPT member is responsible for ensuring that packaging and marking requirements specified elsewhere in the PID (i.e., Specifications, SOWs, etc.) are reviewed and any duplication or conflict with Section D eliminated. All packaging and marking requirements will be in Section D; however, as a minimum, the specific attachments where additional requirements are found will be identified by attachment, chapter and paragraph number.

**NOTE: MIL documents will not be used for new procurements, major modifications or ECPs.**

c. Section D describes the packaging, preservation and packing requirements for all CLINs listed in Section B.

d. The CLINs from Section B will be entered in numerical sequence. When a packaging or marking requirement applies to more than one line item, all the other applicable CLINs will be entered before the description of the packaging and marking requirement. All requirements which apply to the designated CLIN will be entered before progressing to the next CLIN.

e. MIL-STD-129N, "Marking for Shipment and Storage," will be specified for marking of military packaged items. Additional unique marking requirements (such as for FMS cases) will also be included in Section D.

f. ASTM D3951-98, "Standard Practice for Commercial Packaging," along with any unique marking requirements will be specified for the marking of commercially packaged items/material.

g. For items having shelf life limitations, marking provisions shall include the requirements described in FAR 47.305-10.

h. Fixed-price type contracts containing a warranty (e.g., NAVAIR warranty clause) shall require the contractor to mark items delivered under the contract in accordance with the Section H clause entitled, "Warranty," which will be in accordance with MIL-STD-129N or to otherwise furnish notice with the items of the existence of the warranty. This will inform government personnel who store, stock, or use the items that such items are under contract warranty. (See DFARS 246.706.)

i. The requirements for packaging and marking of supplies can generally be defined in terms of specifications, packaging levels or containerization. Requirements for preservation, packaging and packing requirements are contained in MIL-STD-2073/1D.

j. When major items are being procured for another service or for an FMS sale, any unique packaging and marking requirements of the customer service or FMS host country will apply.

k. Bar codes as a part of marking requirements are to be incorporated for materials destined to be received, stocked, stored and issued by USN supply departments. For procurements of NAVAIR-managed end items or spares destined for stock, the following statement will be included in Section D: "Bar code markings shall be applied in accordance with MIL-STD-129N."

l. Technical, administrative and financial data preservation and packaging requirements are normally specified per commercial practice of the contractor. In those instances where engineering drawings and associated data requirements are identified on NAVAIR Form "TDP Option Selection Worksheet" or TDPR contract attachment, the preservation, packaging and packing requirements will be identified by exhibit sequence numbers.

m. Instructions for packaging technical manuals and technical orders may be specified in this section as an attachment.

n. Packaging instructions for provisioning and unpriced items will be specified by the Contracting Officer in conjunction with contract modifications issued under the Section H special contract requirements clause entitled, "Ordering-Provisioned Items."

o. If packaging and marking does not apply, then state:

"Packaging and marking requirements do not apply."

### 2.3.2 SECTION D CLAUSES

Appropriate regulation clauses (FAR, DFARS, NAPS, NAVAIR) will be selected and inserted into Section D. Final clause determination will be made by the PCO.

### 2.3.3 SECTION D EXAMPLE

Figure 2.4 is an example of a completed Section D for the items shown in the Section B example, Figure 2.1.

**SCHEDULE****SECTION D - PACKAGING AND MARKING**

Items 0001, 0002 and Option Items 0101 and 0103 - The supplies to be furnished hereunder shall be packaged and packed in government-furnished containers in accordance with MIL-X-XXXX, dated XXXX, and chapter \_\_\_\_\_ of Attachment xxxx entitled, "Statement of Work for Weapon/Section/Component," dated \_\_\_\_\*\_\_\_\_\_.

Items 0003 and Option Item 0105 - The supplies to be furnished hereunder shall be packaged and packed in accordance with MIL-X-XXXX, dated XXXX, and chapter \_\_\_\_\_ of Attachment xxxx entitled, "Statement of Work for Weapon/Section/Component," dated \_\_\_\_\*\_\_\_\_\_.

**Note: MIL documents will not be used for new procurements, major modifications or ECPs.**

Items 0004, 0006, 0008, 0009, and Option Items 0102, 0104 and 0106 - The technical and administrative/financial data to be furnished in accordance with Exhibit A (Item 0004), Exhibit B (Item 0006), Exhibit C (Item 0008), Exhibit D, (Item 0009), Exhibit L (Option Item 0102), Exhibit M (Option Item 0104) and Exhibit N (Option Item 0106), Contract Data Requirements List, DD Form 1423, shall be adequately packaged and packed to assure delivery at destination.

Item 0005 - The First Articles to be furnished hereunder shall be adequately packaged and packed to ensure safe delivery at destination.

Item 0007 - The Special Tooling and Special Test Equipment to be furnished hereunder shall be preserved in accordance with AS-XXXX, dated XXXX.

Items 0050 through 0065 and Option Items 0150 through 0159 - Packaging and packing, preservation and marking requirements for the supplies, services, technical manuals, Contractor Technical Information Coding, technical orders and other technical data to be furnished hereunder will be in accordance with the Section H special contract requirements clause entitled, "Ordering--Provisioned Items."

Marking of Shipments - The contractor shall mark all shipments under this contract in accordance with chapter\_\_\_\_\_, paragraph \_\_\_\_\_ of MIL-STD-129N entitled, 'Marking for Shipment and Storage, dated 15 May 1997. Bar code markings shall be applied in accordance with MIL-STD-129N to items intended to be recorded by DOD supply or transportation

3-1

**FIGURE 2.4**  
**SECTION D EXAMPLE**

**SCHEDULE****SECTION D - PACKAGING AND MARKING (Cont'd)**

system. Military documents (specifications and standards) will not be used (except for equipment already in the fleet), for new programs, major modifications or ECPs.

Special FMS Marking Instructions - Packing, crating and handling (PCH) costs for Item 0003 and Option Item 0105 will be included in the unit price of the item on contract. All items/cartons/boxes/containers furnished under Item 0003 and Option Item 0105 shall be marked permanently (stencilled, painted or with decal) with FMS Case designation and appropriate MILSTRIP Number and Project Code.

Warranty Markings - Warranty markings shall be in accordance with the Section H special contract requirements clause entitled, "Warranty."

\*To be provided.

## **SECTION E**

# **INSPECTION AND ACCEPTANCE**

## **2.4 SECTION E - INSPECTION AND ACCEPTANCE**

a. Section E of the schedule specifies the place where the government will inspect and accept each contract line item number (CLIN), subline item number (SLIN) and exhibit line item number (ELIN). It also identifies the location where the government will perform quality assurance actions for all contract line items. Section E will start on a new page and pages are numbered 4-1, 4-2, 4-3, etc.

b. Inspection consists of examining or testing supplies or services to determine whether they conform to contract requirements. If the Defense Contract Management Command (DCMC) has contract administration responsibilities, source inspection should be done by the ACO vice PMA or designated representative. If PMA input is needed, it should be coordinated with the ACO prior to award. Acceptance is the act of an authorized government representative whereby the government assumes ownership of supplies tendered, or approves specified services rendered as partial or complete performance of the contract by the contractor. Acceptance of supplies or services is the responsibility of the contracting officer. When this responsibility is assigned to a cognizant Contract Administration Office or to another agency (see FAR 42.102(c)), acceptance by that office or agency is binding on the government. Acceptance is accomplished after the government has performed all quality assurance functions and has determined that the contractor has fulfilled his contract obligations concerning quality and quantity.

### **2.4.1 HEADING INFORMATION FOR SECTION E**

The heading for Section E consists of the PID number and identification of the schedule and title. Figure 2.5 is an example of a completed Section E.

### **2.4.2 SEQUENCING OF LINE ITEMS**

a. The CLINs from Section B will be entered in numerical sequence, the same as in previous sections. When a requirement applies to more than one item, all the applicable CLINs will be entered before the description of the requirement. All requirements which apply to the designated CLINs will be entered before continuing to the next CLIN.

b. Section E specifies what the government will do in inspecting and accepting supplies and services. Therefore, "will" is used with the word "Government." Whenever the contractor is to perform a function, the word "shall" is used.

### **2.4.3 INSPECTION AND ACCEPTANCE LOCATIONS**

a. Use the words "Source" or "Destination" in the beginning of each CLIN and SLIN description. Define what constitutes inspection. Inspections will usually be made at source, and acceptance will

normally be made at destination when supplies are delivered Free-On-Board (F.O.B.) to a specified destination. Inspection and acceptance at source, however, has certain advantages for both the government and the contractor. Government acceptance of title at source permits payment to the contractor provided his invoice is supported by a signed Commercial Bill of Lading (CBL) or by other appropriate evidence of shipment. Acceptance of services will usually be made at the location where the services are performed. Do not use "PMA or designated representative" for source inspection and acceptance on any contract for which DCMC has contract administration responsibility.

b. When a contract requires the contractor to maintain a quality program in accordance with ANSI/ASQC Q9000 or equivalent. Government quality assurance actions will usually be performed at the source (contractor's plant).

c. Supplies destined for overseas shipment may be inspected at a port of embarkation only when it has been previously determined that the embarkation point can perform the required inspection function. Overseas inspection of supplies shipped from the United States will not be required, except in unusual circumstances, and then only when prior arrangements have been made for the performance of inspection overseas (see FAR 46.403).

d. Inspection and acceptance (I&A) for data ELINs will be made in accordance with the appropriate exhibit (e.g., Exhibit A, Item 0004). Ensure Block 7 of each CDRL has one of the following codes entered:

- (1) "SS" (I&A at source);
- (2) "DD" (I&A at destination);
- (3) "SD"(inspection at source, acceptance at destination);
- (4) "DS"(inspection at destination, acceptance at source);
- (5) "LT" (inspection - letter of transmittal only, acceptance as specified in block 16 of CDRL );
- (6) "No" (no I&A required) (*Note: not authorized for TDPs or TMS*); or
- (7) "XX"(I&A specified elsewhere in contract)

#### 2.4.4 ACCEPTANCE/PERFORMANCE REQUIREMENTS

a. Define any acceptance tests or procedures. When acceptance of supplies depends upon a performance requirement which must be met to be approved or accepted, the performance requirement description will be included in Section C, "Description/Specifications/Work Statement," rather than in Section E which defines the procedures for the acceptance test.

b. Certificates of conformance or completion do not constitute acceptance but are a type of inspection (see FAR 46.504). A DD 250 must be submitted for acceptance. The certificate of conformance or completion can be an attachment to the DD 250.

#### 2.4.5 SECTION E CLAUSES

Appropriate regulation clauses (FAR, DFARS, NAPS, NAVAIR) will be selected and inserted into Section E. Final clause determination will be made by the PCO.

##### 2.4.5.1 Clauses Applicable to All Types of Contracts

INSPECTION OF RESEARCH AND DEVELOPMENT (SHORT FORM)  
(FAR 52.246-9)

HIGHER-LEVEL CONTRACT QUALITY REQUIREMENT (GOVERNMENT SPECIFICATION)  
(FAR 52.246-11)

RESPONSIBILITY FOR SUPPLIES  
(FAR 52.246-16)

##### 2.4.5.2 Clauses Applicable Only to Fixed-Price Contracts

INSPECTION OF SUPPLIES--FIXED-PRICE  
(FAR 52.246-2)

INSPECTION OF SUPPLIES--FIXED-PRICE AND ALTERNATE I  
(FAR 52.246-2 and ALT I)

INSPECTION OF SERVICES--FIXED-PRICE  
(FAR 52.246-4)

INSPECTION OF RESEARCH AND DEVELOPMENT--FIXED-PRICE  
(FAR 52.246-7)

CERTIFICATE OF CONFORMANCE  
(FAR 52.246-15)

##### 2.4.5.3 Clauses Applicable Only to Cost Contracts

INSPECTION OF SUPPLIES--COST-REIMBURSEMENT  
(FAR 52.246-3)

INSPECTION OF SERVICES--COST-REIMBURSEMENT  
(FAR 52.246-5)

INSPECTION--TIME-AND-MATERIALS AND LABOR-HOUR AND ALTERNATE I  
(FAR 52.246-6 ALT I)

INSPECTION OF RESEARCH AND DEVELOPMENT--COST-REIMBURSEMENT  
(FAR 52.246-8)

INSPECTION OF RESEARCH AND DEVELOPMENT--COST-REIMBURSEMENT  
AND ALTERNATE I  
(FAR 52.246-8 ALT I)

2.4.6 SECTION E EXAMPLE

Figure 2.5 is an example of a completed Section E for the items shown in the Section B example of Figure 2.1.

**SCHEDULE****SECTION E - INSPECTION AND ACCEPTANCE**

Items 0001, 0002, 0003, 0005 and Option Items 0101, 0103 and 0105 - Source inspection and acceptance of the supplies, services and First Articles to be furnished hereunder will be performed at the contractor's plant, \_\_\_\_\_ (Address), by the cognizant Contract Administration Office (CAO) via a DD 250 or as designated by the Administrative Contracting Officer (ACO).

The cognizant CAO is authorized to accept any given lot hereunder premised on the test samples for the lot having satisfactorily passed testing per specification XXXX, dated \_\_\_\_\_, and any other requirements specified herein. The cognizant CAO designated herein will perform administrative functions for the government.

Items 0004, 0006, 0008, 0009, and Option Items 0102, 0104 and 0106 - Destination inspection and acceptance of the technical and administrative/financial data to be furnished hereunder will be made in accordance with Exhibit A (Item 0004), Exhibit B (Item 0006), Exhibit C (Item 0008), Exhibit D (Item 0009), Exhibit L (Option Item 0102), Exhibit M (Option Item 0104) and Exhibit N (Option Item 0106), Contract Data Requirements List, DD Form 1423.

Item 0007 - Source inspection and acceptance of the Special Tooling and Special Test Equipment to be furnished hereunder will be performed by the CAO at the contractor's plant.

Items 0050 through 0065 and Option Items 0150 through 0159 - Inspection and acceptance of the supplies or services, technical manuals and technical data furnished hereunder will be performed in accordance with the Section H special contract requirements clause entitled, "Ordering--Provisioned Items."

Applicable Clauses:

INSPECTION OF SUPPLIES--FIXED-PRICE  
(FAR 52.246-1)

INSPECTION OF SERVICES--FIXED-PRICE  
(FAR 52.246-4)

HIGHER-LEVEL CONTRACT QUALITY REQUIREMENT (GOVERNMENT SPECIFICATION)  
(FAR 52.246-11)

CERTIFICATE OF CONFORMANCE  
(FAR 52.246-15)

RESPONSIBILITY FOR SUPPLIES  
(FAR 52.246-16)

4-1  
**FIGURE 2.5**  
**SECTION E EXAMPLE**

## **SECTION F**

### **DELIVERIES OR PERFORMANCE**

## 2.5 SECTION F - DELIVERIES OR PERFORMANCE

a. Section F of the Schedule describes the time, place and method for delivering the procured line items, subline items and services.

b. All CLINs will be entered in the same sequence as in Section B and all previous sections. When a delivery/performance requirement applies to more than one line item, all the applicable CLINs will be entered before the description of the requirement. All requirements which apply to the designated CLINs will be entered before going to the next sequential line item number. Alpha suffix subline items must be listed separately, with destination, and not just listed under the basic line item. Section F will start on a new page and pages are numbered beginning with 5-1, 5-2, 5-3, etc.

### 2.5.1 HEADING INFORMATION FOR SECTION F

The heading and format for Section F are shown in Figure 2.6 and consist of the PID number, the schedule and title for Section F.

### 2.5.2 DELIVERY SCHEDULES

a. Delivery schedules for hardware and services may be described in terms of calendar dates or in specified periods of time from the contract award date. Delivery dates are specified for services and quantities, and each destination when final destinations of supplies are specified in Section F.

b. Use specific dates (DD/MM/YY) for deliveries and services.

c. Use specific dates for CDRLs wherever possible, unless tied to a milestone (e.g., CDR or a specific test).

d. Provide the DOD Activity Address Code (DODAAC) (see DFARS Appendix G or DOD 4000.25-6-M for DODAACs) and complete address for shipping and marking instructions [Military Assistance Program Address Code (MAPAC) and complete address for FMS shipments]. Specific "Ship to" and "Mark For" information will be inserted below the delivery schedule for each CLIN/SLIN. When applicable, "Mark For" instructions should also be specified for each destination. The following are examples of consignment instructions for USN and FMS shipments:

(1) Ship to and mark for the following address:

Ship to: N00109  
NAVAL WEAPONS STATION  
YORKTOWN VA 23692-5000

Mark for: CODE 2042  
SLAM FY02 PRODUCTION

(2) Provide complete address of freight forwarder and MAPAC or in-country address and MAPAC. This information must be provided by the PMA; much of it is contained in the LOA (DOD 4000.22.8-M is the Directory for MAPACs), for example:

Ship to and mark for the following address:

Ship to: PJA005  
MARUBENI AMERICAL CORPORATION  
C/O SEAMODAL TRANSPORT CORPORATION  
3544 ARDEN ROAD  
HAYWARD, CA 94545-3921

Mark For: PJAH00  
YOKOSUKA SUPPLY DEPOT JMSDF  
KANAGAWAKEN 238, JAPAN  
GOVERNMENT OF JAPAN NAVY  
FMS CASE JA-P-ALN  
Shipping Requisition No. PJAH44/KK80/B078F

Supplementary Address: PA5LNW

(3) See Figure 2.6 CLINs 0001, 0002 and 0003 for appropriate wording for consignment instructions when destination is unknown at time of contract award or state, "Consignment instructions will be provided via a subsequent modification thirty (30) days prior to the delivery date." Standard Form 30, "Amendment of Solicitation/Modification of Contract" is the first page of Consignment Instructions and NAVAIR form 4330/29 is used for listing delivery schedule and distribution of supplies.

### 2.5.3 SELECTION OF DELIVERY METHOD

a. Delivery terms for supplies shall be Free-On-Board (F.O.B.) origin or destination, whichever is the most advantageous to the government.

(1) F.O.B Origin - Shipments will be made to destination on a Government Bill of Lading (GBL). (government expense.)

(2) F.O.B Destination - Transportation charges shall be paid by the contractor to the destination shown in Section F.

b. If final destinations of supplies are tentative or unknown at the time a contract is executed, the supplies shall be delivered F.O.B. Origin (shipment to be made on GBLs). For supplies to be shipped-in-place, provide the contractor's complete address and CAGE Code or the complete address of the government bonded storage and its DODAAC for the "Ship To" information. Use the program name or Government Bonded Storage for the "Mark For" information. Any changes to this "Ship To" and "Mark For" information when the ultimate destination is known, must be made via a consignment modification (or PX modification).

c. When acceptance must be at destination, the supplies will be delivered F.O.B. destination (Contractor pays for transportation charges to the specified destination).

#### 2.5.4 SECTION F CLAUSES

Appropriate regulation clauses (FAR, DFARS, NAPS, NAVAIR) will be selected and inserted into Section F. Final clause determination will be made by the PCO.

##### 2.5.4.1 Clauses Applicable to All Types of Contracts

VARIATION IN QUANTITY  
(FAR 52.212-9)

GUARANTEED SHIPPING CHARACTERISTICS  
(FAR 52.247-60)

TRANSPORTATION OF SUPPLIES BY SEA  
(DFARS 252.247-7023)

NOTIFICATION OF TRANSPORTATION OF SUPPLIES BY SEA  
(DFARS 252.247-7024)

F.O.B. ORIGIN, WITH DIFFERENTIALS  
(FAR 52.247-33)

##### 2.5.4.2 Clauses Applicable Only to Fixed-Price Contracts

FIRST ARTICLE--RELATIONSHIP TO CONTRACT QUANTITY  
(NAVAIR 5252.209-9500)

LIQUIDATED DAMAGES--SUPPLIES, SERVICES OR RESEARCH AND  
DEVELOPMENT  
(FAR 52.212-4)

STOP-WORK ORDER  
(FAR 52.212-13)

F.O.B. ORIGIN  
(FAR 52.247-29)

F.O.B. DESTINATION  
(FAR 52.247-34)

F.O.B. VESSEL, PORT OF SHIPMENT  
(FAR 52.247-37)

F.O.B. DESIGNATED AIR CARRIER'S TERMINAL POINT OF EXPORTATION  
(FAR 52.243-47)

CLEARANCE AND DOCUMENTATION REQUIREMENTS--SHIPMENTS TO DOD  
AIR OR WATER TERMINAL TRANSSHIPMENT POINTS  
(FAR 52.247-52)

DIVERSION OF SHIPMENT UNDER F.O.B. DESTINATION CONTRACTS  
(FAR 52.247-54)

F.O.B. POINT FOR DELIVERY OF GOVERNMENT-FURNISHED PROPERTY  
(FAR 52.247-55)

LOADING, BLOCKING AND BRACING OF FREIGHT CAR SHIPMENTS  
(FAR 52.247-58)

F.O.B. ORIGIN--CARLOAD AND TRUCKLOAD SHIPMENTS  
(FAR 52.247-59)

F.O.B. ORIGIN--MINIMUM SIZE OF SHIPMENTS  
(FAR 52.247-61)

F.O.B. ORIGIN, PREPAID FREIGHT--SMALL PACKAGE SHIPMENT  
(FAR 52.247-65)

2.5.4.3 Clauses Applicable Only to Cost Contracts

STOP-WORK ORDER AND ALTERNATE I  
(FAR 52.212-13 and ALT I)

2.5.5 SECTION F EXAMPLE

Figure 2.6 is an example of a completed Section F for the items shown in the Section B example, Figure 2.1.

**SCHEDULE**

**SECTION F - DELIVERIES OR PERFORMANCE**

Items 0001, 0002, 0003 and if exercised, Option Items 0101, 0103 and 0105 - Deliveries of the supplies to be furnished hereunder shall be F.O.B. Origin, contractor's plant in accordance with the following schedule:

Item	Year	31 Jan	28 Feb	31 Mar	30 Apr	31 May	30 Jun	31 Jul	31 Aug	30 Sep	31 Oct	30 Nov	31 Dec
0001AA	2002	1	1	1	1	1	-	1	1	1	1	1	-
0001AB	2002	2	3	2	3	2	3	2	3	2	2	3	3
0002	2002	1	1	1	1	2	2	2	2	2	2	2	2
0003AA	2002	1	-	-	-	1	-	-	-	1	-	-	-
0003AB	2002	-	-	1	-	-	-	1	-	-	-	1	-

Dependent on the alternative quantity selected, Option Items 0101, 0103 and 0105, if exercised, shall be delivered starting in January 2002, spaced evenly over a twelve (12) month period.

Consignment instructions for the supplies will be requested by cognizant Contract Administration Office from Program Executive Officer, Tactical Aircraft Programs, Code PMA-XXX, Naval Air Systems Command HQ, Naval Air Warfare Center, Patuxent River, MD 20670 at least four (4) weeks before the anticipated time of delivery of the supplies.

F.O.B. Origin

Items 0004, 0006, 0008, 0009, and Option Items 0102, 0104 and 0106 - The technical and administrative/financial data to be furnished hereunder shall be delivered F.O.B. Destination in accordance with Exhibit A (Item 0004), Exhibit B (Item 0006), Exhibit C (Item 0008), Exhibit D (Item 0009), Exhibit L (Option Item 0102), Exhibit M (Option Item 0104) and Exhibit N (Option Item 0106), Contract Data Requirements List, DD Form 1423.

Item 0005 - The First Articles for First Article Approval (Contractor Testing) to be furnished hereunder shall be delivered and performed as specified in the Section H special contract requirements clause entitled, "First Article Approval - Contractor Testing."

**SCHEDULE**

**SECTION F - DELIVERIES OR PERFORMANCE (Cont'd)**

Item 0007 - The contractor shall provide Special Tooling and Special Test Equipment as defined by FAR 42.101 by 1 January 2001 through 31 December 2001.

Items 0050 through 0065 and Option Items 0150 through 0159 - Delivery or performance requirements for the supplies or services, technical manuals, Contractor Technical Information Coding, technical orders and other technical data to be furnished hereunder will be ordered in accordance with the Section H special contract requirements clause entitled, "Ordering--Provisioned Items."

F.O.B. Origin (Ordering Items)

Applicable Clauses:

LIQUIDATED DAMAGES--SUPPLIES, SERVICES OR RESEARCH AND DEVELOPMENT  
(FAR 52.212-4)

VARIATION IN QUANTITY  
(FAR 52.212-9)

STOP-WORK ORDER  
(FAR 52.212-13)

F.O.B. POINT FOR DELIVERY OF GOVERNMENT-FURNISHED PROPERTY  
(FAR 52.247-55)

GUARANTEED SHIPPING CHARACTERISTICS  
(FAR 52.247-60)

F.O.B. ORIGIN--MINIMUM SIZE OF SHIPMENTS  
(FAR 247-61)

F.O.B. ORIGIN, PREPAID FREIGHT--SMALL PACKAGE SHIPMENT  
(FAR 52.247-65)

## **SECTION G**

### **CONTRACT ADMINISTRATION DATA**

## 2.6 SECTION G - CONTRACT ADMINISTRATION DATA

a. Section G contains the Transportation Account Codes, Invoice Instructions and addresses of the Contract Administration Office (CAO) and Paying Offices, etc., and is the responsibility of AIR-2.0. However, when the IPT has administrative data to be inserted, such as location of the NAVAIR PCO-QA Representative (QAR), the assigned Contracting Officer's Representative (COR), or DD Form 250 special distribution, an abbreviated Section G is submitted with the solicitation.

**NOTE: Inserting the FMS Miscellaneous Data Form will expedite the processing of the FMS funding documents through AIR-10.0.**

b. When a contractor is to receive Government-Furnished Material (GFM) under provisions of the NAVAIR "Government Property" clause, a material control activity (MCA) has to be designated. AIR-3.1 can assist in identifying the appropriate MCA.

c. The heading and format for Section G are shown in Figure 2.7 and consist of the PID number, schedule and title of Section G. Section G will begin on a new page and pages are numbered 6-1, 6-2, 6-3, etc.

### 2.6.1 NAVY ACQUISITION PROCEDURES SUPPLEMENT (NAPS) INVOICING CLAUSES

NAPS clauses replace NAVAIR's standardized language for Submission of Invoices. NAPS 5252.232-9000, "Submission of Invoices (Fixed-Price)" and NAPS 5252.232-9001, "Submission of Invoices (Cost-Reimbursement, Time-and-Materials, Labor-Hour, or Fixed-Price Incentive)," require the IPT to fill-in the blanks and check appropriate statements relating to kind of invoice to be submitted, how many calendar days for submission, DD 250 requirements and certificate of performance requirements. If progress payments and/or invoice payments are to be made by ACRN or CLIN, ensure those instructions are clearly stated. AIR-11.0 has indicated that the information provided in the NAPS Invoicing clause must be consistent with Section E language.

#### 2.6.1.1 NAPS 5252.232-9000 - Submission of Invoices (Fixed-Price) (Except FPI and FP Level-of-Effort)

a. Paragraph (b) - indicate number of invoices, copies to be submitted with original. - "3" will be used by AIR-2.0 if nothing is indicated in the PID.

b. Paragraph (e) - check with "x" what kind of invoice a contractor shall prepare:

- \_\_\_\_\_ a separate invoice for each activity designated to receive the supplies or services.
- \_\_\_\_\_ a consolidated invoice covering all shipments delivered under an individual order.

\_\_\_\_\_ either of the above.

**NOTE: AIR-2.0 will check "either of the above" if nothing is indicated in the solicitation.**

2.6.1.2 NAPS 5252.232-9000 and Alt I - Fixed-Price Level-of-Effort (LOE)

Alternate I adds an additional paragraph (g) indicating a government official will be designated in the contract to review the contractor's expended hours of effort for a period of performance. The solicitation must provide the information required in paragraph 10.2.1 and the name and address of the government official reviewing the contractor's hours, usually a COR.

2.6.1.3 NAPS 5252.232-9001 - Submission of Invoices (Cost-Reimbursement, Time-and-Materials, Labor-Hours or Fixed-Price Incentive Invoices)

a. Paragraph (b) - Indicate number of invoice copies to be submitted with original invoice. "3" copies will be entered by AIR-2.0 if nothing is indicated. If known, provide DCAA auditor's office and address. Stipulate person and their address who will receive informational copy of invoice. (Usually COR or program office.)

b. Paragraph (c) - Indicate number of calendar days that may lapse between contractor performance and submission of invoice for payment. AIR-2.0 will use "30" calendar days if no calendar days are specified.

c. Paragraph (e) - Check with "x" for appropriate DD 250 requirements.

- \_\_\_\_\_ is required with each invoice submittal.
- \_\_\_\_\_ is required only with the final invoice submittal.
- \_\_\_\_\_ is not required.

NOTE: AIR-2.0 will check "is required only with the final invoice" when no DD 250 requirement has been indicated.

d. Paragraph (f) - Check with "x" for certificate of performance requirements.

- \_\_\_\_\_ shall be provided with each invoice submittal.
- \_\_\_\_\_ is not required.

2.6.1.4 NAPS 5252.232-9001 and Alt I - Foreign Vendor FPI, Cost-Reimbursement, Time-and-Materials or Labor-Hours

Alternate I adds paragraph (i) which states that a vendor invoice in a foreign currency when submitted as supporting documentation for payment under a contract must have the foreign currency identified and the rate of exchange the contractor used on the date of payment. The contractor is also required to attach a copy

of the bank draft or "other suitable documents" showing the rate of exchange. When the vendor invoice is written in a foreign language, the contractor must provide an English translation.

2.6.1.5 NAPS 5252.232-9002 - Invoices for Classified Contracts

The procurement document must specify when this clause is needed for classified contracts.

2.6.1.6 NAPS 5252.232-9003 - Submission of Invoices in Contracts for Acquisition of Federal Information Processing (FIP) Resources including Lease, Maintenance, Rental and/or Support Services

The procurement document must specify when this clause is required for FIP contracts.

2.6.2 SECTION G CLAUSES

Appropriate regulation clauses (FAR, DFARS, NAPS, NAVAIR) will be selected and inserted into Section G. Final clause determination will be made by the PCO.

2.6.3 SECTION G EXAMPLE

An example of a completed Section G is shown in Figure 2.7.

SCHEDULE

**SECTION G - CONTRACT ADMINISTRATION DATA**

1. The Administrative Contracting Officer/Quality Assurance Representative (ACO/QAR) should communicate any quality questions, comments, problems, concerns, recommendations, etc., that cannot be resolved at the ACO level, to the Activity listed below, via the PCO.

The NAVAIR PCO-Quality Assurance Representative may be contacted at:

NAVAL AIR SYSTEMS COMMAND HQ  
NAVAL AIR WARFARE CENTER  
ATTN: AIR-4.1.9.2  
BLDG. 2187  
48110 SHAW ROAD UNIT 5  
PATUXENT RIVER MD 20670-1906

2. PAYING OFFICER: The disbursing office which will make payments is designated as follows:

DFAS - COLUMBUS CENTER  
ATTN: DFAS-CO-JWD/DCMC WEST  
PO BOX 182511  
COLUMBUS OH 43218-2351

3. REMITTANCE ADDRESS: The address to which payment should be mailed by the Government is as follows:

NAME OF CONTRACTOR  
PAYMENT IS C/O BANK OF AMERICA  
FILE XXX  
BOX XX  
LOS ANGELES CA XXXXX-XXXX

4. SUBMISSION OF INVOICES (FIXED-PRICE) (JUL 1992)  
(NAPS 5252.232-9000)

a. "Invoice" as used in this clause does not include contractor's requests for progress payments.

b. The contractor shall submit original invoices with copies to the address indicated on the solicitation/contract award form (SF 26-Block 10; SF 33-Block 23; SF 1447-Block 14) unless delivery orders are applicable, in which case invoices will be segregated by individual order and submitted to the address specified in the order (DD 1155-Block 13 or SF 26-Block 10).

c. The use of copies of the Material Inspection and Receiving Report (MIRR), DD Form 250, as an invoice is encouraged. DFARS Appendix F-306 provides instructions for such use. Copies of the MIRR

**SCHEDULE**

**SECTION G - CONTRACT ADMINISTRATION DATA (Cont'd)**

used as an invoice are in addition to the standard distribution stated in DFARS F-401.

d. In addition to the requirements of the Prompt Payment clause of this contract, the contractor shall cite on each invoice the contract line item number (CLIN); the contract subline item number (SLIN), if applicable; the accounting classification reference number (ACRN) as identified on the financial accounting data sheets and the payment terms.

e. The contractor shall prepare:

- \* a separate invoice for each delivery designated to receive the supplies or services.
- \* a consolidated invoice covering all shipments delivered under an individual order.
- \* either of the above.

f. If acceptance is at origin, the contractor shall submit the MIRR or other acceptance verification directly to the designated payment office. If acceptance is at destination, the consignee will forward acceptance verification to the designated payment office.

\* Check applicable procedure.

g. Invoice Instructions.

(1) General. Strict compliance with the Invoice Instructions will facilitate early payment of invoices. However, no payment can be made until the contract is returned, properly executed, to:

COMMANDER, NAVAL AIR SYSTEMS  
 COMMAND HEADQUARTERS NAVAL AIR WARFARE CENTER  
 CODE AIR-2.1.2.3 BLDG \_\_\_\_\_ SUITE \_\_\_\_\_  
 STREET, UNIT #  
 PATUXENT RIVER MD 20670.

(2) Assignments. Notwithstanding an assignment of money claims pursuant to authority contained in the contract, the contractor--not the assignee--is required to prepare invoices. Where such an assignment has been made, the original copy of the invoice must refer to the assignment and must show that payment of the invoice is to be made directly to the assignee as follows:

**SCHEDULE**

**SECTION G - CONTRACT ADMINISTRATION DATA (Cont'd)**

Pursuant to the instrument of assignment, dated \_\_\_\_\_, make payment of this invoice to (name and address of assignee).

(3) Contractor Request for Progress Payment. If the contract provides for progress payments, each contractor request for progress payment shall be submitted on SF 1443, Contractor Request for Progress Payment, directly to the ACO with any additional information reasonably requested by the ACO.

With regard to ceiling priced orders, each contractor progress payment request shall be made in accordance with paragraph (k) of the Section H "Ordering--Provisioned Items" clause, if included in the contract, or paragraph (k) of the Section H "Orders (Fixed-Priced)" clause included in a Basic Ordering Agreement.

If the contract includes Foreign Military Sales (FMS) requirements, requests for progress payment shall be submitted in accordance with the procedures of the DFARS 252.232-7002, "Progress Payments for Foreign Military Sales Acquisitions" clause of the contract.

2. Addresses of special distribution recipients of the Material Inspection and Receiving Report (MIRR) (DD Form 250) which are not specified in DFARS Appendix F, Table 2 (F-401) are as follows:

<u>Item</u>	<u>Special Distribution (DD Form 250)</u>
0001, 0002, 0003 and Option Items 0101, 0103 and 0105	PROGRAM EXECUTIVE OFFICER TACTICAL AIRCRAFT PROGRAMS (CODE PMA-XXX) NAVAL AIR WARFARE CENTER BLDG XXX UNIT X STREET ADDRESS PATUXENT RIVER MD 20670-1906

<u>Item</u>	<u>Special Distribution (DD Form 250)</u>
0001, 0002 and Option Items 0101 and 0103	OFFICER-IN-CHARGE NAVAL WEAPONS STATION SEAL BEACH DETACHMENT NAVAL WARFARE ASSESSMENT DIVISION (CODE QA-44) CORONA CA 91720-5000

6-1

**FIGURE 2.7  
SECTION G EXAMPLE**

**SCHEDULE**

**SECTION G - CONTRACT ADMINISTRATION DATA (Cont'd)**

COMMANDER  
NAVAL AIR WARFARE CENTER WEAPONS DIVISION  
CODE NAWC XXXX  
CHINA LAKE CA 93555-6001

Data Items                    Insert standard provisions.

NOTE: DD Form 250s furnished for FMS Items shall cite the FMS Case designation, MILSTRIP Number and Project Code.

6. TRANSPORTATION ACCOUNT CODES (TAC) - Navy (APRIL 1995) [F.O.B. Origin Shipments Only, not applicable to Foreign Military Sales(FMS)]

Pursuant to the instrument of assignment, dated, make payment of this invoice to (name and address of assignee).

TACs applicable to Naval Air Systems Command appropriations are as follows [refer to DOD Regulation 4500.32-R (MILSTRIP), Volume II, for other DOD procurement appropriations]:

7. MATERIAL CONTROL ACTIVITY (MCA) - Requisitions for Government-furnished Material (GFM) except provisioned line items described below must be prepared in accordance with paragraph (d)(2) of the "Government Property for the Performance of this Contract" clause and submitted to the following Material Control Activity (MCA): (To be furnished by AIR-3.1.)

6-2

**FIGURE 2.7**  
**SECTION G EXAMPLE (Cont'd)**

## **SECTION H**

# **SPECIAL CONTRACT REQUIREMENTS**

## 2.7 SECTION H - SPECIAL CONTRACT REQUIREMENTS

### 2.7.1 GENERAL

a. The Special Contract Requirements clauses for Section H of the Schedule are based on the information presented in the foregoing parts of the solicitation, contract modification and orders. The IPT must select applicable clauses to support special requirements for procurement. This section consists of those clauses which the IPT might enter into Section H.

b. Only Schedule requirements set forth in Sections B through G will be included in Section H; however, only those clauses containing blanks to be completed should be attached to the PID. AIR-2.1.2 and the PCO are responsible for finalizing the draft clauses and adding those that are applicable. The full text of standard FAR, DFARS and NAVAIR clauses is not required in the PID schedule. The schedule should cite the title (and NAVAIR, FAR, etc. number) of the applicable clause. When a clause contains a blank to be completed, the schedule shall specify the information to be entered in the blank (cite the paragraph identification, etc.).

c. Clauses set forth in Section H of the solicitation schedule should not be numbered. Numbers will be assigned by Contracts.

d. For production-related contracts with provisioned items, the Section H special contract requirements clause entitled, "Ordering--Provisioned Items," will be the first clause in Section H unless the procurement will result in a Letter Contract or an Advance Acquisition Contract. For Letter Contracts or Advance Acquisition Contracts, the clause entitled, "Terms Applicable Only To This Letter Contract" or "Terms Applicable Only To This Advance Acquisition Contract," will be numbered H-1, as is standard AIR-2.0 procedure, and the clause entitled, "Ordering--Provisioned Items," will be numbered H-2 by the contract negotiators.

e. Reference to clauses in the Schedule shall cite the H- and title of the applicable clause rather than just the H-clause number (e.g., H-\_\_\_ WARRANTY).

f. When a special H-clause other than a standard numbered clause not previously used is required for a particular procurement, the IPT should state the objective desired as clearly as possible and the PCO, with the assistance of AIR-2.1.2 personnel, will provide support/staffing for clause approval. All new clauses must be approved by OSD before they can be implemented.

g. When a clause is in FAR/DFARS for verbatim use, the use of a clause which varies from FAR/DFARS coverage, or use of wording which modifies either the clause or its prescribed application, constitutes a deviation. The word "Deviation" must be added to the title of the clause and FAR 52.252-6, "Authorized Deviations in Clauses," must be cited. Where a FAR/DFARS clause is not prescribed for use verbatim, the use of a clause which is inconsistent with the

intent, principle and substance of the FAR/DFARS clause constitutes a deviation. Deviations from FAR/DFARS coverage must be submitted by the PCO for approval in accordance with the Handbook for Contract Specialists.

h. Changes may be made in standard NAVAIR clauses only when approved by AIR-11.0 (Legal).

## 2.7.2 SECTION H CLAUSES

Appropriate regulation clauses (FAR, DFARS, NAPS, NAVAIR, FIRMR) will be selected and inserted into Section H. Clauses referring or pertaining to Military Specifications and Standards must comply with the Specification and Standard Reform Initiative. Final clause determination will be made by the PCO.

### 2.7.2.1 Clauses Applicable to All Types of Contracts

FIRMR APPLICABILITY  
(FIRMR 201-39.5202-1)

PROCUREMENT AUTHORITY  
(FIRMR 201-39.5202-3)

PRIVACY OR SECURITY SAFEGUARDS  
(FIRMR 201-39.5202-9)

WARRANTY EXCLUSION AND LIMITATION OF DAMAGES  
(FIRMR 201-39.5202-6)

ORGANIZATIONAL CONFLICTS OF INTEREST (SERVICES)  
(NAVAIR 5252.209-9510)

TERM OF BASIC ORDERING AGREEMENT  
(NAVAIR 5252.216-9532)

DEFINITIONS RELATING TO THIS BASIC ORDERING AGREEMENT  
(NAVAIR 5252.216-9539)

PROCEDURES FOR DELIVERY ORDERS (SERVICES)  
(NAVAIR 5252.216-9550)

MINIMUM AND MAXIMUM CONTRACT AMOUNTS  
(NAVAIR 5252.216-9551)

OVER-AND-ABOVE WORK REQUESTS (ACO ORDERS) CONTRACTOR  
VERSION  
(NAVAIR 5252.217-9531)

ENVIRONMENTAL CONTROLS  
(NAVAIR 5252.223-9500)

SUPPLIES TO BE ACCORDED DUTY-FREE ENTRY  
(DFARS 252.225-7008)

TECHNICAL DATA AND COMPUTER SOFTWARE IDENTIFICATION IN  
ENGINEERING CHANGE PROPOSALS (ECPs)  
(NAVAIR 5252.227-9505)

CONTRACTOR ENGINEERING AND TECHNICAL SERVICES (CETS)  
(NAVAIR 5252.237-9500)

ADDITION OR SUBSTITUTION OF PERSONNEL (SERVICES)  
(NAVAIR 5252.237-9501)

INSTRUCTIONS RELATING TO PRODUCTION PROGRESS REPORT  
(DD FORM 375)  
(NAVAIR 5252.242-9500)

CONFIGURATION CONTROL PROCEDURES FOR ENGINEERING CHANGE  
PROPOSALS, DEVIATIONS AND WAIVERS (STATEMENT OF WORK)  
(APR 1996)

ASSOCIATE CONTRACTOR CLAUSE  
(NAVAIR 5252.245-9520)

ASSOCIATE CONTRACTOR CLAUSE AND ALTERNATE I  
(NAVAIR 5252.245-9520 and ALT I)

NAVY SPECIAL INTERFACE GAGES  
(NAVAIR 5252.246-9501)

CORRECTION OF PATENT AND LATENT DEFECTS  
(NAVAIR 5252.246-9505)

DESIGN RESPONSIBILITY  
(NAVAIR 5252.246-9522)

DEFINITION OF RISKS COVERED UNDER PUBLIC LAW 85-804 (CMP)  
(NAVAIR 5252.250-9500)

USE OF FEDERAL SUPPLY SYSTEM (FSS)  
(NAVAIR 5252.251-9500)

#### 2.7.2.2 Clauses Applicable Only to Fixed-Price Contracts

ORDERS (FIXED-PRICE) (ACO)  
(NAVAIR 5252.216-9533)

ORDERS (FIXED-PRICE) (PCO ISSUES ORDER/ACO DEFINITIZES)  
(NAVAIR 5252.216-9534)

ORDERS (FIXED-PRICE) (PCO)  
(NAVAIR 5252.216-9535)

ORDERING--PROVISIONED ITEMS (FIXED-PRICE) (ACO)  
(NAVAIR 5252.217-9500)

ORDERING--PROVISIONED ITEMS (FIXED-PRICE) (PCO ISSUES  
ORDER/ACO DEFINITIZES)  
(NAVAIR 5252.217-9500 and ALT I)

ORDERING--PROVISIONED ITEMS (FIXED-PRICE) (PCO)  
(NAVAIR 5252.217-9500 and ALT II)

ADDITIONAL DEFINITIONS WITH RESPECT TO "GROUND AND FLIGHT  
RISK" CLAUSE  
(NAVAIR 5252.228-9500)

PROTECTION OF GOVERNMENT BUILDINGS, EQUIPMENT AND VEGETATION  
(FAR 52.237-2)

GOVERNMENT PROPERTY FOR THE PERFORMANCE OF THIS CONTRACT  
(FIXED-PRICE)  
(NAVAIR 5252.245-9500)

ACCEPTANCE UNDER FIXED-PRICE CONTRACTS  
(NAVAIR 5252.246-9526)

WARRANTY  
(NAVAIR 5252.246-9535)

VALUE ENGINEERING CHANGE PROPOSAL (VECP) (CMP)  
(NAVAIR 5252.248-9500)

H-1 TERMS APPLICABLE ONLY TO THIS LETTER CONTRACT  
(FIXED-PRICE)

LIMITATION OF GOVERNMENT LIABILITY  
(FAR 52.216-24)

CONTRACT DEFINITIZATION (APR 1984)  
(FAR 52.216-25)

SEGREGATION OF COSTS  
(NAVAIR 5252.216-9501)

PRICE CEILING  
(DFARS 252.217-7027)

PROGRESS PAYMENTS BEFORE DEFINITIZATION  
(NAVAIR 5252.232-9500)

CHANGE ORDERS  
(NAVAIR 5252.243-9500)

SUBCONTRACTS (COST-REIMBURSEMENT AND LETTER  
CONTRACTS) AND ALTERNATE I  
(FAR 52.244-2)

H-1 TERMS APPLICABLE ONLY TO THIS ADVANCE ACQUISITION  
CONTRACT (FIXED-PRICE)

LIMITATION OF GOVERNMENT LIABILITY  
(NAVAIR 5252.216-9504)

ESTABLISHMENT OF PRICES UNDER THIS CONTRACT  
(NAVAIR 5252.216-9505)

SEGREGATION OF COSTS  
(NAVAIR 5252.216-9506)

PRICE CEILING  
(DFARS 252.217-7027)

PROGRESS PAYMENTS BEFORE DEFINITIZATION  
(NAVAIR 5252.232-9501)

SUBCONTRACTS (ADVANCE ACQUISITION CONTRACT)  
(NAVAIR 5252.244-9500)

2.7.2.3 Clauses Applicable Only to Cost Contracts

ORDERS (COST-REIMBURSEMENT) (ACO)  
(NAVAIR 5252.216-9536)

ORDERS (COST-REIMBURSEMENT) (PCO ISSUES ORDER/ACO  
DEFINITIZES)  
(NAVAIR 5252.216-9537)

ORDERS (COST-REIMBURSEMENT) (PCO)  
(NAVAIR 5252.216-9538)

ORDERING--PROVISIONED ITEMS (COST-REIMBURSEMENT) (ACO)  
(NAVAIR 5252.217-9502)

ORDERING--PROVISIONED ITEMS (COST-REIMBURSEMENT) (PCO ISSUES  
ORDERS/ACO DEFINITIZES)  
(NAVAIR 5252.217-9502 and ALT I)

PRECONTRACT COSTS  
(NAVAIR 5252.231-9500)

ALLOTMENT OF FUNDS--INCREMENTALLY FUNDED COST-REIMBURSEMENT  
CONTRACT OTHER THAN COST-SHARING CONTRACT  
(NAVAIR 5252.232-9516)

COMPENSATION - TIME AND MATERIALS (DELIVERY ORDERS)  
(SERVICES) (NAVAIR 5252.237-9502)

GOVERNMENT PROPERTY FOR THE PERFORMANCE OF THIS CONTRACT  
(COST-REIMBURSEMENT)  
(NAVAIR 5252.245-9501)

H-1 TERMS APPLICABLE ONLY TO THIS LETTER CONTRACT (COST-  
REIMBURSEMENT)

LIMITATION OF GOVERNMENT LIABILITY  
(FAR 52.216-24)

CONTRACT DEFINITIZATION  
(FAR 52.216-25)

PAYMENTS OF ALLOWABLE COST BEFORE DEFINITIZATION  
(FAR 52.216-26)

SEGREGATION OF COSTS  
(NAVAIR 5252.216-9501)

CHANGE ORDERS  
(NAVAIR 5252.243-9500)

### 2.7.3 SELECTION OF SECTION H CLAUSES

a. The best source for determining which H-clauses may be required is the PCO or AIR-2.1.2. A complete list of H-clauses and their full texts, if required, may be obtained from AIR-2.1.2.

b. The paragraphs below provide the IPT with information to support their selection of H-clauses.

#### 2.7.3.1 Ordering--Provisioned Items (Fixed-Price) NAVAIR 5252.217-9500 (ACO)

The requiring activity for each provisioned item listed in Section B will be identified. The IPT needs only to include the title of the H-clause, the items to which it pertains and the paragraph entitled, "Provisioning or Requiring Activity," of NAVAIR 5252.217-9500 in their PID (fixed-price type production procurement). The remainder of the paragraphs will be added by the PCO prior to final approval by the IPT. Figure 2.8 is an example of Section H.

#### 2.7.3.2 Specification or Description Listing:

The format for this listing consists of the following two columns:

<u>Item</u>	<u>Provisioning Document, Specifications, or Description of Work</u>
-------------	--

Within this format, each item for USN will be listed and described. Similar items for USAF or FMS will be listed and described the same way unless otherwise specified. Ensure that the information provided is legally sufficient to determine the propriety of including the item as a provisioned line item. The following provides information related to the provisioned items of the Section B example, Figure 2.1.

a. Technical Manuals and Technical Orders. The specifications, descriptions or requirements for the technical manuals are contained

in a unique Technical Manual Contract Requirement (TMCR) provided with the order issued by the ACO. The USAF Military Interdepartmental Purchase Request (MIPR) contains the requirement for Technical Orders.

b. Spare and Repair Parts. The items to be delivered shall be in accordance with the SOW provided with the order.

c. Repair, Modification and Restoration of Government-Furnished Property. The description of work will be detailed in the orders issued by the ACO.

d. Support. The specified detailed description of the service will be contained in the orders issued by the ACO.

e. Industrial Base Program. A description of the work required will be set forth in a SOW provided with the ACO order.

f. Technical Data and Other Provisioned or Unfunded Items. As described and ordered by the ACO.

#### 2.7.3.3 Provisioning or Requiring Activity:

Subsequent to listing all the specifications or descriptions of work as discussed above for the unpriced or provisioned items, the paragraph entitled, "Provisioning or Requiring Activity," of NAVAIR 5252.217-9500 is quoted, and each unpriced or provisioned item, along with the provisioning or requiring is listed. The format for this listing usually consists of the following two columns:

<u>Item</u>	<u>Provisioning or Requiring Activity</u>
-------------	---

Within this format, each item will be listed with its provisioning or requiring activity. Identical items for FMS will be the same as USN. USAF provisioning activities will be provided in the MIPR. The following provides information related to the provisioned items of the example Section B, Figure 2.1.

a. Technical Manuals and Technical Orders. The provisioning/requiring activity for technical manuals is the Naval Air Technical Data and Engineering Service Command, North Island, CA. The NAVAIR program office is normally the requiring activity for Technical Orders.

b. Spare and Repair Parts, Technical Data and Contractor Technical Information Coding (CTIC). For aircraft systems and aircraft components, the provisioning activity (and reviewing authority for CTIC) is usually the Naval Inventory Contract Point (NAVICP), Philadelphia, PA. For missile systems and missile components, the provisioning activity (and reviewing authority for CTIC) is usually the NAVICP, Mechanicsburg, PA.

c. Repair, Modification and Restoration of Government-Furnished Property. Usually the provisioning activity will be the AIR code responsible for coordinating the end item's production support

requirements. Or, it may be more appropriate for the cognizant NAVAIR logistics code to be the provisioning or requiring activity.

d. Engineering Support. The cognizant engineer for the end item is the provisioning or requiring activity for this item.

e. Industrial Preparedness Planning and Technical Data. NAVAIR code AIR-3.5.1 is the requiring activity for these items.

#### 2.7.3.4 National Stock Numbers (NAVAIR 5252.204-9501)

The Section B clause entitled, "National Stock Numbers," ensures that hardware items to be delivered are marked with an NSN when applicable.

#### 2.7.3.5 Option for Increased Quantity--Separately Priced Line Item (FAR 52.217-7)

When an option line item is specified in Section B of the Schedule, two special clauses may be required: (1) an I-clause on "Option for Increased Quantity" and (2) an H-clause for "Exercise of Option." The time period for the exercise of the option must be placed in the "Exercise of Option" clause.

#### 2.7.3.6 Exercise of Option to Fulfill Foreign Military Sales (DFARS 252.217-7001)

This Section I clause is required when there are option items for Foreign Military Sales (FMS).

#### 2.7.3.7 Limitations of Sales Commissions and Fees (DFARS 252.225-7027)

The contractor must certify that the contract price does not include sales commissions and fees to foreign governments except those approved in writing. The names of the foreign governments involved are to be inserted in the appropriate blanks of the Section I clause.

#### 2.7.3.8 Instructions Relating to Production Progress Report (DD Form 375) (NAVAIR 5252.242-9500)

On the DD Form 375, furnished under this Section H clause, the contractor reports deliveries of items specified therein. It forecasts future deliveries and reports any problems. Information to complete paragraphs (a), (c) and (d) of this standard NAVAIR clause is provided by the IPT.

Paragraph (a) - Insert the hardware CLINs or CLINs on which you want production status reported.

Paragraph (c) - Insert the period specified in the solicitation for which the reports are to be submitted [i.e., within five (5) workdays after each reporting period beginning with the date of this contract, OR, within five (5) workdays after each reporting

period beginning the end of the month in which production begins and ending the month in which the production is completed].

Paragraph (d) - Identify the IPT member (name and address) above the reference to "Advance Copy" shown in the clause. Insert the name and address and number of copies required for each additional recipient of the reports specified in the PID, if any (other than the standard distribution listed in the clause).

2.7.3.9 Configuration Control Procedures for Engineering Change Proposals, Deviations and Waivers (Statement of Work) (Apr 1996)

There is a Section H special contract clause for configuration control which must be incorporated in new contracts. It is entitled "CONFIGURATION CONTROL PROCEDURES FOR ENGINEERING CHANGE PROPOSALS, DEVIATIONS AND WAIVERS (STATEMENT OF WORK) (APR 1996)." This clause shall be tailored by the cognizant CM manager/specialist with concurrence from the Configuration Management Division (AIR-1.1.3). Copies of this clause can be obtained from AIR-1.1.3 or AIR-2.1.2.

Except when buying equipment already in the fleet, approval to use Military Specifications and Standards must be obtained from the MDA for all new equipment, major modifications and changes.

2.7.3.10 Technical Data and Computer Software Identification in Engineering Change Proposals (ECPs) (NAVAIR 5252.227-9505)

Each ECP submitted by the contractor shall identify each item of technical data and computer software delivered by the contractor under any prior Navy contract required to be revised as a result of the proposed change and shall include an estimated price and cost proposal to furnish the revisions. This is a Section H clause.

2.7.3.11 Government Property for the Performance of This Contract (Fixed-Price) (NAVAIR 5252.245-9500)

This Section H clause identifies the government property, if any, to be provided to the contractor for the performance of the contract. This clause allows the contractor to use government property on a rent-free basis for FMS item(s) listed in Section B pursuant to Section 9104, FY90 DOD Appropriations Act (P.L. 101-165).

Paragraph (b) - List the contract number(s) which cover government property to be provided without rental charge. The word "NONE" will be inserted if no contract numbers are listed. If property is listed, due dates will be included.

Paragraphs (c)(2) through (5), (d)(2) and (3), (e)(2) and (f)(2) - The word "NONE" will remain in each blank where no "fill-in" is specified in the PID.

**NOTE: If material is listed in (d) (2), the requisitioning documentation may be prepared by the contractor as specified in (d) (2) and submitted to the appropriate Material Control Activity (MCA) listed in Section G.**

2.7.3.12 Government Property for the Performance of This Contract (Cost-Reimbursement) (NAVAIR 5252.245-9501)

The description is the same as in paragraph 2.7.3.11, above.

2.7.3.13 Navy Special Interface Gages (NAVAIR 5252.246-9501)

Whenever gages are furnished by the government for use by the contractor to manufacture the end items called for in the contract, a gages clause must be provided. The H-clause lists the gages to be provided by number, and how and where they are to be used, repaired and calibrated, as required.

2.7.3.14 Warranty (NAVAIR 5252.246-9535)

DFARS 246.7 requires a Section H warranty clause on all major weapon systems and sub-systems with a unit cost of more than \$100,000 or when the total procurement cost is more than \$10,000,000 if the cost benefit analysis indicates that the warranty is cost-effective. It is NAVAIR policy to pursue cost-effective warranties on all procurements.

The NAVAIR PMs are responsible for the development and inclusion of appropriate warranty provisions in the PID. AIR-4.1 will support the development of the essential performance warranty requirements needed to complete the clause. Warranty periods must be clearly stated in the PID.

Essential performance requirements should be identified in Attachment (A) to the Specification or SOW and included when coordinating the systems Warranty for approval. The NAVAIR Warranty clause does not cover any related services and technical data. These are covered by standard FAR provisions.

The information to fill in the blanks should be provided by the contract specialist, if not provided by the IPT.

- |                              |  |
|------------------------------|--|
| <u>Paragraph (a) (6)</u>     | - Specification Number or SOW.   |
| <u>Paragraph (d) (1)</u>     | - Number of days for contractor notification of breach of warranty.  |
| <u>Paragraph (d) (2)</u>     | - Number of days to submit written plan for remedies to PCO.   |
| <u>Paragraph (d) (3) (i)</u> | - Number of <u>calendar</u> days contractor has to redeliver supplies.   |
| <u>Paragraph (d) (5)</u>     | - Number of days the government has to notify the contractor of any <u>further</u> breach of warranty for supplies that were supposed to be corrected. |

2.7.3.15 First Article--Relationship to Contract Quantity  
(NAVAIR 5252.209-9500)

This Section H clause applies if the first article will not be delivered as part of the contract quantity. [See paragraph (e) of the FAR 52.209-3 and 52.209-4 clauses.]

2.7.4 SECTION H EXAMPLE

The heading and format for Section H consists of the PID number and title of Section H of the Schedule. Figure 2.8 is an example of a completed Section H, "Special Contract Requirements," for a weapons solicitation. The clauses included are those which are most pertinent to the line items in Section B (Figure 2.1). Additional clauses may be inserted by the IPT or the PCO, as required. Section H pages are numbered 7-1, 7-2, 7-3, etc. Each clause must be on a separate page.

SCHEDULE**SECTION H - SPECIAL CONTRACT REQUIREMENTS**

The special contract requirements of this contract are as follows:

<u>Clause</u>		<u>Attached</u>	<u>Page</u>
H-1	ORDERING--PROVISIONED ITEMS (FIXED PRICE) (FEB 1992) (NAVAIR 5252.217-9500) (ACO)	Yes	7-1
H-	FIRST ARTICLE--RELATIONSHIP TO CONTRACT QUANTITY (APR 1985) (NAVAIR 5252.209-9500)	No	
H-	IDENTIFICATION OF SOURCES OF SUPPLY (DEC 1991) (DFARS 252.217-7026)	No	
H-	IDENTIFICATION OF NON-DEVELOPMENT ITEMS (OCT 1988) (NAVAIR 5252.217-9520)	No	
H-	TECHNICAL DATA AND COMPUTER SOFTWARE IDENTIFICATION IN ENGINEERING CHANGE PROPOSALS (ECPs) (AUG 1987) (NAVAIR 5252.227-9505)	No	
H-	INSTRUCTIONS RELATING TO PRODUCTION PROGRESS REPORT (DD FORM 375) (APR 1985) (NAVAIR 5252.242-9500)	Yes	7-4
H-	CONFIGURATION CONTROL PROCEDURES FOR ENGINEERING CHANGE PROPOSALS, DEVIATIONS AND WAIVERS (STATEMENT OF WORK) (APR 1996)	Yes	7-6
H-	GOVERNMENT PROPERTY FOR THE PERFOR- MANCE OF THIS CONTRACT (MAR 1991) (NAVAIR 5252.245-9500) (FP)	Yes	7-7
H-	NAVY SPECIAL INTERFACE GAGES (MAY 1992) (NAVAIR 5252.246-9501)	Yes	7-8
H-	WARRANTY (APR 1990) (NAVAIR 5252.246-9535)	Yes	7-9

7-1

**FIGURE 2.8**  
**SECTION H EXAMPLE**

**SCHEDULE**

H- ORDERING--PROVISIONED ITEMS (FIXED PRICE) (FEB 1992)  
 (NAVAIR 5252.217-9500) (ACO)

(Applicable to Item(s) 0050 through 0065 and Option Items 0150 through 0159)

Insert the following under paragraphs (p) and (q):

(p) Provisioning Documents, Specification, or Description of Work

<u>Item</u>	<u>Provisioning Document, Specifications, or Description of Work</u>
0050	Exhibit E (Item 0050), Contract Data Requirements List, DD Form 1423, and the Technical Manual Contract Requirement incorporated into the Contract by a supplemental agreement issued by the ACO.
0051 and Option Item 0159	Exhibit F (Item 0051) and Exhibit S (Option Item 0159), Contract Data Requirements List, DD Form 1423, provided with the order.
0052, 0053, 0055, 0056, 0065 and Option Items 0150 0151,0153, and 0154	Provisioning Requirements Statement (PRS), DD Form 1949-2; and Provisioning Technical Documentation Data Selection Sheet, DD Form 1949-1, will be incorporated into the contract by a supplemental agreement issued by the ACO.
0054, 0057 and Option Items 0152 and 0155	Exhibit G (Item 0054), Exhibit H (Item 0057), Exhibit P (Option Item 0152) and Exhibit Q (Option Item 0155), Contract Data Requirements List, DD Form 1423, provided with the order.



**SCHEDULE**

H- ORDERING--PROVISIONED ITEMS (FIXED PRICE) (FEB 1992)  
(NAVAIR 5252.217-9500) (ACO) (Cont'd)

0051, 0055, 0056, 0057,  
0059, 0061 and Option  
Items 0153, 0154, 0155,  
0157 and 0159           OGDEN AIR LOGISTICS CENTER  
                                  CODE OOALC/XXXXX  
                                  HILL AFB UT 84056-5000

0052, 0053, 0054, 0062,  
0065 and Option Items  
0150, 0151, 0152 and  
0158                        NAVAL INVENTORY CONTROL POINT,  
                                  MECHANICSBURG  
                                  MATERIAL CONTROL ACTIVITY  
                                  5450 CARLISLE PIKE  
                                  P O BOX 2020  
                                  MECHANICSBURG PA 17055-7088

0058                        NAVAL AIR SYSTEMS COMMAND HEADQUARTERS  
                                  NAVAL AIR WARFARE CENTER  
                                  ATTN: AIR-3.1.X.X  
                                  BLDG. XXX SUITE XXX  
                                  STREET ADDRESS UNIT # XX  
                                  PATUXENT RIVER, MD 20670-XXXX

0060 and Option Item  
0156                        NAVAL AIR SYSTEMS COMMAND HEADQUARTERS  
                                  NAVAL AIR WARFARE CENTER  
                                  ATTN: AIR-4.1.4.X  
                                  BLDG: XXX SUITE XXX  
                                  STREET ADDRESS UNIT #XX  
                                  PATUXENT RIVER, MD 20670-XXXX

0063 and 0064            NAVAL AIR SYSTEMS COMMAND HEADQUARTERS  
                                  PROCUREMENT & CONFIGURATION MANAGEMENT  
                                  SUPPORT DEPARTMENT  
                                  PROCUREMENT MANAGEMENT & INDUSTRIAL BASE  
                                  SUPPORT DIVISION  
                                  ATTN: AIR-3.5.1  
                                  21983 BUNDY RD UNIT 7  
                                  PATUXENT RIVER MD 20670-XXXX

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**FIGURE 2.8**  
**SECTION H EXAMPLE (Cont'd)**

**SCHEDULE**

H- INSTRUCTIONS RELATING TO PRODUCTION PROGRESS REPORT (DD FORM 375) (APR 1985) (NAVAIR 5252.242-9500)

Insert paragraphs (a), (c) and (d) as follows:

(a) The production progress reports which are to be furnished by the contractor in accordance with the clause hereof entitled, "Production Progress Reports" shall be submitted for Items 0001 through 0003, 0005 and, if exercised, Option Items 0101, 0103 and 0102.

(c) The reports shall be submitted on a monthly basis within five (5) workdays after each reporting period (after the first of each month) beginning with the month after the date the contract is signed by the government.

(d) Each report shall be distributed as follows:

<u>Name and Address</u>	<u>Quantity</u>
Contract Administration Office (See Section G of the Schedule)	3 copies
NAVAL AIR SYSTEMS COMMAND HEADQUARTERS NAVAL AIR WARFARE CENTER BLDG XXX SUITE XXX STREET ADDRESS UNIT #XX PATUXENT RIVER MD 20670-XXXX CODES: AIR-1.1.X AIR-2.1.X AIR-3.1.X.X AIR-4.1.4.X AIR-4.1.4.1.X	2 copies* 1 copy 1 copy 1 copy 1 copy
PROGRAM EXECUTIVE OFFICER TACTICAL AIRCRAFT PROGRAMS CODE PMA-XXX BLDG XXX SUITE XXX STREET ADDRESS UNIT #XX PATUXENT RIVER MD 20670-XXXX	1 copy

**SCHEDULE**

H- INSTRUCTIONS RELATING TO PRODUCTION PROGRESS REPORT (DD FORM  
375) (APR 1985) (NAVAIR 5252.242-9500) (Con't'd)

\*One (1) "Advanced Copy" shall be submitted direct immediately after preparation.

<u>Name and Address</u>	<u>Quantity</u>
WARNER ROBINS AIR LOGISTICS CENTER CODE WRALC/XXXX ROBINS AFB GA 31098-5320	1 copy
COMMANDING OFFICER NAVAL WEAPONS STATION NAVAL WARFARE ASSESSMENT DIVISION CODE NWAD XXXX SEAL BEACH CA 90740-5000	1 copy
COMMANDER NAVAL AIR WARFARE CENTER WEAPONS DIVISION CODE NAWC XXXX CHINA LAKE CA 93555-6001	1 copy
COMMANDING OFFICER NAVAL INVENTORY CONTROL POINT-MECHANICSBURG 5450 CARLISLE PIKE PO BOX 2020 MECHANICSBURG PA 17055-7088	1 copy

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**FIGURE 2.8**  
**SECTION H EXAMPLE (Cont'd)**

SCHEDULE

H- CONFIGURATION CONTROL PROCEDURES FOR ENGINEERING CHANGE  
PROPOSALS, DEVIATIONS AND WAIVERS (STATEMENT OF WORK) (APR 1996)

Complete paragraphs (e) and (f) by inserting, "the Naval Surface Warfare Center, Indian Head Division, Code 5830, Indian Head, MD 20640-5000."

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**FIGURE 2.8**  
**SECTION H EXAMPLE (Cont'd)**

**SCHEDULE**

H- GOVERNMENT PROPERTY FOR THE PERFORMANCE OF THIS CONTRACT (MAR 1991) (NAVAIR 5252.245-9500) (FP)

Insert "NONE" in all subparagraph blanks except as follows:

(b) Authorization to Use Government Production and Research Property, and Agency Peculiar Property Currently Covered by Government Contracts Without Rental Charge in Performing This contract:

(Description and part number must be specified in addition to the contract numbers. Contract numbers are to be identical to previous year's contract or inserted by AIR-2.0. If the property list is lengthy, an attachment can be created, cited under this paragraph and included in Section J of the PID.)

(d) (2) Material (as defined in FAR 42.301):

To be provided.

**SCHEDULE**

H- NAVY SPECIAL INTERFACE GAGES (MAY 1992) (NAVAIR 5252.246-9501)

Insert paragraphs (h) and (i) as follows:

(h) The following special instructions shall apply to the gages:

None.

(i) The following gages shall be provided:

<u>GAGE NUMBER</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>
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(To be provided)

**SCHEDULE**

H- WARRANTY (APR 1990) (NAVAIR 5252.246-9535)

Insert paragraphs (a) (6), (d) (1), (d) (2), (d) (3) and (d) (5) as follows:

(a) DEFINITIONS:

(6) Essential Performance Requirements: As used herein means any operational capability, or other characteristic identified as an essential performance requirement necessary for the supplies to fulfill the military requirements for which they were designed.

(d) NOTIFICATION AND CORRECTION PROCEDURES:

(1) Except as the notification period may be extended by operation of paragraph (d) (4) herein, the contractor shall be notified in writing of any breach of the warranty set forth in paragraph (b) above including a description of the breach within \_\_\_\_\_ days after acceptance of nonconforming or defective supplies.

Written notice may consist of any of the following: a letter from the Contracting Officer or his duly authorized representative, conditions cited on the DD Form 250 for acceptance of supplies; a Quality Deficiency Report (QDR); a Maintenance Action Form (MAF); and/or a Navy Aviation Warranty Program Report (NAWPR - Aviation 3-M Report).

If the contractor has knowledge of a defect constituting a breach of the warranty in paragraph (b) above, such knowledge shall be deemed to constitute written notice.

(2) Within \_\_\_\_\_ days of such notification, the contractor shall submit to the Contracting Officer a written plan with recommended actions and a proposed schedule to remedy the breach.

(3) The contractor warrants that all corrective action pursuant to the Remedies Section of this clause shall be completed and supplies tendered for redelivery to the government within either (i) \_\_\_\_\_ calendar days from the date of contractor receipt of uncorrected supplies at the contractor's plant or original point of delivery, or (ii) a schedule pursuant to a plan of action approved in writing by the Contracting Officer. If the contractor is unable to provide corrective action within the applicable timeframe, the contractor shall request an extension, in writing, from the Contracting Officer.

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**FIGURE 2.8**  
**SECTION H EXAMPLE (Cont'd)**

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**SCHEDULE**

H- WARRANTY (APR 1990) (NAVAIR 5252.246-9535) (Cont'd)

(5) Warranty for Corrected or Replaced Supplies: Any supplies or components replaced pursuant to this warranty are subject to the provisions of this clause, including those on remedies and notification, in the same manner as supplies or components initially delivered. For supplies or components corrected under this clause by repair, the contractor shall be notified in writing of any breach of the warranty set forth in paragraph (b) above (including a description of the breach) within \_\_\_\_\_ days after receipt by the government of the corrected supplies.

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**FIGURE 2.8**  
**SECTION H EXAMPLE (Cont'd)**

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**PART II**

**STANDARD CLAUSES**

**SECTION I**

## 2.8 SECTION I - CONTRACT CLAUSES

PLEASE NOTE THAT SECTION I, "CONTRACT CLAUSES" IS NOT A PART OF THE PROCUREMENT INITIATION DOCUMENT, HOWEVER, IT IS A PART OF THE SOLICITATION/RFP AND WILL BE INCORPORATED BY AIR-2.0, CONTRACTS.

For your information the following is provided.

### 2.8.1 GENERAL

a. Section I includes the clauses required by law or by FAR regulation and any additional clauses expected to be included in any resulting contract, if these clauses are not required in any other section of the Uniform Contract Format.

b. NAVAIR HQ has a standard Section I, "Contract Clauses," for each contract type listed below:

- NAVAIR Fixed-Price Supplies/Services (Negotiated)
- NAVAIR Fixed-Price Supplies/Services (IFB)
- NAVAIR Fixed-Price R&D (Commercial/Organization)
- NAVAIR Cost-Reimbursement Supplies/Services
- NAVAIR Cost-Reimbursement R&D (Commercial/Organization)
- NAVAIR Cost-Reimbursement R&D (Educational/Non-Profit Institutions)
- NAVAIR Time-and-Materials or Labor-Hour

c. The NAVAIR Section I for a particular contract type lists the number, title and date of the FAR, DFARS, NAPS and NAVAIR standard clauses that usually apply to NAVAIR HQ acquisitions. The FAR and DFARS clauses used verbatim are incorporated by reference in Section I, except certain clauses that are inserted in full text (e.g., a clause that contains essential information, changes frequently or requires fill-ins). The NAPS and NAVAIR standard (dated and numbered) clauses are always inserted in full text. There are certain approval requirements for use of "nonstandard" clauses. The PCO has access to the Contracts Group Instruction 4275.1, "Control and Use of Clauses," which discusses these requirements.

### 2.8.2 FIRST ARTICLE APPROVAL

There are several Section I first article approval clauses, including one for Contractor testing and one for Government testing. In addition to selecting the applicable clause, the PT must insert a description of those items which will be subjected to testing into paragraph (a) of the clause. Also, appropriate codes, days and item numbers must be inserted into the vacant spaces provided. The PT should select the applicable paragraph and coordinate it with the cognizant technical code. There are times when the clause is included in the solicitation even though a possibility exists that the Government will waive first article test and approval. If waiver is a probability, the "Waiver and Evaluation of First Article Approval" clause should be included in the solicitation.

2.8.2.1 First Article Approval-Contractor Testing and Alternate I (FAR 52.209-3 and Alt I)

This clause includes the additional paragraph (i) from Alternate I. Paragraph (i) requires the Contractor to produce the first article and the production quantity at the same facility. Paragraph (i) will always be used for NAVAIR HQ solicitations/contracts calling for first article approval (Contractor Testing).

Insert this clause in fixed-price solicitations for supplies if a line item for first article approval (Contractor testing) is listed in Section B unless the solicitation or the drafting instructions state that substitute paragraph (g) from Alternate II is to be included in the clause.

Paragraphs (a) and (b) - Self-explanatory complete blanks as specified in the solicitation.

NOTE: The time of delivery of the first article test report and the destination shall be specified in the FAR 52.209-3 clause and must not conflict with the Contract Data Requirements List, DD Form 1423.

2.8.2.2 First Article Approval-Government Testing and Alternate I (FAR 52.209-4 and Alt I)

This clause includes the additional paragraph (j) from Alternate I. Paragraph (j) requires the Contractor to produce the first article and the production quantity at the same facility. Paragraph (j) will always be used for NAVAIR HQ solicitations calling for first article approval (Government Testing).

Paragraphs (a) and (b) - Self-explanatory complete blanks as specified in the solicitation.

NOTE: The time of delivery of the first article test report and the destination shall be specified in the FAR 52.209-4 clause and must not conflict with the Contract Data Requirements List, DD Form 1423.

2.8.2.3 First Article Approval-Contractor Testing and Alternate I and Alternate II (FAR 52.209-3, Alt I and II)

This clause includes substitute paragraph (g) from Alternate II and paragraph (i) from Alternate I. Substitute paragraph (g) will be included if it is necessary to authorize the Contractor to purchase material or commence production before first article approval.

Paragraphs (a) and (b) - Self-explanatory complete blanks as specified in the solicitation.

2.8.2.4 First Article Approval-Government Testing and Alternate I and Alternate II (FAR 52.209-4, Alt I and II)

This clause includes substitute paragraph (h) from Alternate II and paragraph (j) from Alternate I. Substitute paragraph (h) will be included if it is necessary to authorize the Contractor to purchase material or commence production before first article approval.

Paragraphs (a) and (b) - Self-explanatory complete blanks as specified in the solicitation.

### 2.8.3 SECTION I CLAUSES

Appropriate regulation clauses (FAR, DFARS, NAPS, NAVAIR) will be selected and inserted into Section I. Final clause determination will be made by the PCO.

#### 2.8.3.1 Clauses Applicable to All Types of Contracts

CONTRACTOR COST DATA REPORTING  
(DFARS 215.804-6)

CONTRACTING OFFICER'S REPRESENTATIVE  
(DFARS 252.201-7000)

DEFINITIONS  
(FAR 52.202-1)

OFFICIALS NOT TO BENEFIT  
(FAR 52.203-1)

COVENANT AGAINST CONTINGENT FEES  
(FAR 52.203-5)

RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT  
(FAR 52.203-6)

ANTI-KICKBACK PROCEDURES  
(FAR 52.203-7)

REQUIREMENT FOR CERTIFICATE OF PROCUREMENT INTEGRITY  
MODIFICATION  
(FAR 52.203-9)

PRICE OR FEE ADJUSTMENT FOR ILLEGAL OR IMPROPER ACTIVITY  
(FAR 52.203-10)

LIMITATIONS OF PAYMENTS TO INFLUENCE CERTAIN FEDERAL  
TRANSACTIONS (FAR 52.203-12)

PROCUREMENT INTEGRITY--SERVICE CONTRACTING  
(FAR 52.203-13)

STATUTORY PROHIBITION ON COMPENSATION TO FORMER DEPARTMENT OF  
DEFENSE EMPLOYEES  
(DFARS 252.203-7000)

SPECIAL PROHIBITION ON EMPLOYMENT  
(DFARS 252.203-7001)

DISPLAY OF DOD HOTLINE POSTER  
(DFARS 252.203-7002)

PROHIBITION AGAINST RETALIATORY PERSONNEL ACTIONS  
(DFARS 252.203-7003)

SECURITY REQUIREMENTS  
(FAR 52.204-2)

DISCLOSURE OF INFORMATION  
(DFARS 252.204-7000)

CONTROL OF GOVERNMENT PERSONNEL WORK PRODUCT  
(DFARS 252.204-7003)

PROVISION OF INFORMATION TO COOPERATIVE AGREEMENT HOLDERS  
(DFARS 252.208-7000)

REQUIRED SOURCES FOR JEWEL BEARINGS AND RELATED ITEMS  
(FAR 52.208-1)

INTENT TO FURNISH PRECIOUS METALS AS GOVERNMENT-FURNISHED  
MATERIAL  
(DFARS 252.208-7000)

QUALIFICATION REQUIREMENTS  
(FAR 52.209-1)

FIRST ARTICLE APPROVAL--CONTRACTOR TESTING AND ALTERNATE I  
(FAR 52.209-3 and ALT I)

FIRST ARTICLE APPROVAL--CONTRACTOR TESTING AND ALTERNATE I  
AND ALTERNATE II  
(FAR 52.209-3 and ALT I and II)

FIRST ARTICLE APPROVAL--GOVERNMENT TESTING AND ALTERNATE I  
(FAR 52.209-4 and ALT I)

FIRST ARTICLE APPROVAL--GOVERNMENT TESTING AND ALTERNATE I  
AND ALTERNATE II  
(FAR 52.209-4 and ALT I and II)

PROTECTING THE GOVERNMENT'S INTEREST WHEN SUBCONTRACTING WITH  
CONTRACTORS DEBARRED, SUSPENDED OR PROPOSED FOR DEBARMENT  
(FAR 52.209-6)

ACQUISITION FROM SUBCONTRACTORS SUBJECT TO ON-SITE INSPECTION  
UNDER THE INTERMEDIATE-RANGE NUCLEAR FORCES (INF) TREATY  
(DFARS 252.209-7000)

NEW MATERIAL  
(FAR 52.210-5)

ACQUISITION STREAMLINING  
(DFARS 252.210-7003)

BILL OF MATERIALS  
(DFARS 252.210-7005)

DEFENSE PRIORITY AND ALLOCATION REQUIREMENTS  
(FAR 52.212-8)

AUDIT - NEGOTIATION  
(FAR 52.215-2)

CHANGES OR ADDITIONS TO MAKE-OR-BUY PROGRAM  
(FAR 52.215-21)

PRICE REDUCTION FOR DEFECTIVE COST OR PRICING DATA  
(FAR 52.215-22)

PRICE REDUCTION FOR DEFECTIVE COST OR PRICING  
DATA-MODIFICATIONS (FAR 52.215-23)

SUBCONTRACTOR COST OR PRICING DATA  
(FAR 52.215-24)

SUBCONTRACTOR COST OR PRICING DATA--MODIFICATIONS  
(FAR 52.215-25)

INTEGRITY OF UNIT PRICES  
(FAR 52.215-26)

INTEGRITY OF UNIT PRICES AND ALTERNATE I  
(FAR 52.215-26 and ALT I)

TERMINATION OF DEFINED BENEFIT PENSION PLANS  
(FAR 52.215-27)

FACILITIES CAPITAL COST OF MONEY  
(FAR 52.215-30)

WAIVER OF FACILITIES CAPITAL COST OF MONEY  
(FAR 52.215-31)

ORDER OF PRECEDENCE  
(FAR 52.215-33)

REVERSION OR ADJUSTMENT OF PLANS FOR POSTRETIREMENT BENEFITS  
OTHER THAN PENSIONS (PRB)  
(FAR 52.215-39)

PRICING ADJUSTMENT  
(DFARS 252.215-7000)

AVAILABILITY OF CONTRACTOR RECORDS  
(DFARS 252.215-7001)

COST ESTIMATING SYSTEM REQUIREMENTS  
(DFARS 252.215-7002)

ORDERING  
(FAR 52.216-18)

DELIVERY ORDER LIMITATIONS  
(FAR 52.216-19)

DEFINITE QUANTITY  
(FAR 52.216-20)

REQUIREMENTS  
(FAR 52.216-21)

REQUIREMENTS AND ALTERNATE III  
(FAR 52.216-21 and ALT III)

INDEFINITE QUANTITY  
(FAR 52.216-22)

OPTION FOR INCREASED QUANTITY  
(FAR 52.217-6)

OPTION FOR INCREASED QUANTITY--SEPARATELY PRICED LINE ITEM  
(FAR 52.217-7)

OPTION TO EXTEND SERVICES  
(FAR 52.217-8)

EXERCISE OF OPTION TO FULFILL FOREIGN MILITARY SALES  
COMMITMENTS  
(DFARS 252.217-7000)

EXERCISE OF OPTION TO FULFILL FOREIGN MILITARY SALES  
COMMITMENTS AND ALTERNATE I  
(DFARS 252.217-7000 and ALT I)

OPTION TO EXTEND THE TERM OF THE CONTRACT  
(FAR 52.217-9)

SURGE OPTION  
(DFARS 252.217-7001)

PRICE CEILING  
(DFARS 252.217-7027)

OVER AND ABOVE WORK  
(DFARS 252.217-7028)

NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE  
(FAR 52.219-6)

NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE AND ALTERNATE I  
(FAR 52.219-6 and ALT I)

NOTICE OF PARTIAL SMALL BUSINESS SET-ASIDE  
(FAR 52.219-7)

NOTICE OF PARTIAL SMALL BUSINESS SET-ASIDE AND ALTERNATE I  
(FAR 52.219-7 and ALT I)

UTILIZATION OF SMALL BUSINESS CONCERNS AND SMALL  
DISADVANTAGED BUSINESS CONCERNS  
(FAR 52.219-8)

SMALL BUSINESS AND SMALL DISADVANTAGED BUSINESS SUB-  
CONTRACTING PLAN  
(FAR 52.219-9)

LIMITATIONS ON SUBCONTRACTING  
(FAR 52.219-14)

NOTICE OF PARTICIPATION BY ORGANIZATIONS FOR THE HANDICAPPED  
(FAR 52.219-15)

LIQUIDATED DAMAGES--SMALL BUSINESS SUBCONTRACTING PLAN  
(FAR 52.219-16)

SECTION 8(a) AWARD  
(FAR 52.219-17)

NOTIFICATION OF COMPETITION LIMITED TO ELIGIBLE 8(a) CONCERNS  
(FAR 52.219-18)

NOTIFICATION OF COMPETITION LIMITED TO ELIGIBLE 8(a) CONCERNS  
AND ALTERNATE I  
(FAR 52.219-18 and ALT I)

NOTIFICATION OF COMPETITION LIMITED TO ELIGIBLE 8(a) CONCERNS  
AND ALTERNATE II  
(FAR 52.219-18 and ALT II)

NOTICE OF PARTIAL SMALL BUSINESS SET-ASIDE WITH PREFERENTIAL  
CONSIDERATION FOR SMALL DISADVANTAGED BUSINESS CONCERNS  
(DFARS 252.219-7001)

NOTICE OF PARTIAL SMALL BUSINESS SET-ASIDE WITH PREFERENTIAL  
CONSIDERATION FOR SMALL DISADVANTAGED BUSINESS CONCERNS AND  
ALTERNATE I  
(DFARS 252.219-7001 and ALT I)

NOTICE OF SMALL DISADVANTAGED BUSINESS SET-ASIDE  
(DFARS 252.219-7002)

NOTICE OF SMALL DISADVANTAGED BUSINESS SET-ASIDE AND  
ALTERNATE I  
(DFARS 252.219-7002 and ALT I)

SMALL BUSINESS AND SMALL DISADVANTAGED BUSINESS  
SUBCONTRACTING PLAN (DOD CONTRACTS)  
(DFARS 252.219-7003)

SMALL BUSINESS AND SMALL DISADVANTAGED BUSINESS  
SUBCONTRACTING PLAN (TEST PROGRAM)  
(DFARS 252.219-7004)

INCENTIVE PROGRAMS FOR SUBCONTRACTING WITH SMALL BUSINESSES,  
SMALL DISADVANTAGED BUSINESSES, HISTORICALLY BLACK COLLEGES  
AND UNIVERSITIES AND MINORITY INSTITUTIONS  
(DFARS 252.219-7005)

INCENTIVE PROGRAMS FOR SUBCONTRACTING WITH SMALL BUSINESSES,  
SMALL DISADVANTAGED BUSINESSES, HISTORICALLY BLACK COLLEGES  
AND UNIVERSITIES AND MINORITY INSTITUTIONS AND ALTERNATE I  
(DFARS 252.219-7005 and ALT I)

NOTICE OF EVALUATION PREFERENCE FOR SMALL DISADVANTAGED  
BUSINESS (SDB) CONCERNS  
(DFARS 252.219-7006)

NOTICE OF EVALUATION PREFERENCE FOR SMALL DISADVANTAGED  
BUSINESS (SDB) CONCERNS (UNRESTRICTED) AND ALTERNATE I  
(DFARS 252.219-7006 and ALT I)

PREFERENCE FOR LABOR SURPLUS AREA CONCERNS  
(FAR 52.220-1)

NOTICE OF TOTAL LABOR SURPLUS AREA SET-ASIDE  
(FAR 52.220-2)

UTILIZATION OF LABOR SURPLUS AREA CONCERNS  
(FAR 52.220-3)

LABOR SURPLUS AREA SUBCONTRACTING PROGRAM  
(FAR 52.220-4)

NOTICE TO THE GOVERNMENT OF LABOR DISPUTES  
(FAR 52.222-1)

CONVICT LABOR  
(FAR 52.222-3)

CONTRACT WORK HOURS AND SAFETY STANDARDS ACT—OVERTIME  
COMPENSATION (FAR 52.222-4)

WALSH HEALEY PUBLIC CONTRACTS ACT  
(FAR 52.222-20)

EQUAL OPPORTUNITY  
(FAR 52.222-26)

EQUAL OPPORTUNITY PREAWARD CLEARANCE OF SUBCONTRACTS  
(FAR 52.222-28)

NOTIFICATION OF VISA DENIAL  
(FAR 52.222-29)

AFFIRMATIVE ACTION FOR SPECIAL DISABLED AND VIETNAM ERA  
VETERANS  
(FAR 52.222-35)

AFFIRMATIVE ACTION FOR HANDICAPPED WORKERS  
(FAR 52.222-36)

EMPLOYMENT REPORTS ON SPECIAL DISABLED VETERANS AND VETERANS  
OF THE VIETNAM ERA  
(FAR 52.222-37)

SERVICE CONTRACT ACT OF 1965, AS AMENDED  
(FAR 52.222-41)

STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES  
(FAR 52.222-42)

FAIR LABOR STANDARDS ACT AND SERVICE CONTRACT ACT--PRICE  
ADJUSTMENT (MULTIYEAR AND OPTION CONTRACTS)  
(FAR 52.222-43)

FAIR LABOR STANDARDS ACT AND SERVICE CONTRACT ACT--PRICE  
ADJUSTMENT (FAR 52.222-44)

RESTRICTIONS ON EMPLOYMENT OF PERSONNEL  
(DFARS 252.222-7000)

CLEAN AIR AND WATER  
(FAR 52.223-2)

HAZARDOUS MATERIAL IDENTIFICATION AND MATERIAL SAFETY DATA  
(FAR 52.222-3)

DRUG-FREE WORKPLACE  
(FAR 52.223-6)

NOTICE OF RADIOACTIVE MATERIALS  
(FAR 52.223-7)

HAZARD WARNING LABELS  
(DFARS 252.223-7001)

SAFETY PRECAUTIONS FOR AMMUNITION AND EXPLOSIVES  
(DFARS 252.223-7002)

CHANGE IN THE PLACE OF PERFORMANCE--AMMUNITION AND EXPLOSIVES  
(DFARS 252.223-7003)

DRUG-FREE WORK FORCE  
(DFARS 252.223-7004)

HAZARDOUS WASTE LIABILITY AND INDEMNIFICATION  
(DFARS 252.223-7005)

PROHIBITION ON STORAGE AND DISPOSAL OF TOXIC AND HAZARDOUS  
MATERIALS  
(DFARS 252.223-7006)

DUTY-FREE ENTRY  
(FAR 52.225-10)

RESTRICTIONS ON CERTAIN FOREIGN PURCHASES  
(FAR 52.225-11)

RESTRICTIONS ON CONTRACTING WITH SANCTIONED PERSONS  
(FAR 52.225-13)

BUY AMERICAN ACT AND BALANCE OF PAYMENT PROGRAM  
(DFARS 252.225-7001)

QUALIFYING COUNTRY SOURCES AS SUBCONTRACTORS  
(DFARS 252.225-7002)

IDENTIFICATION OF EXPENDITURES IN THE UNITED STATES  
(DFARS 252.225-7005)

TRADE AGREEMENTS  
(DFARS 252.225-7007)

SUPPLIES TO BE ACCORDED DUTY-FREE ENTRY  
(DFARS 252.225-7008)

DUTY-FREE ENTRY--QUALIFYING COUNTRY END PRODUCTS AND SUPPLIES  
(DFARS 252.225-7009)

DUTY-FREE ENTRY - ADDITIONAL PROVISIONS  
(DFARS 252.225-7010)

PREFERENCE FOR DOMESTIC SPECIALTY METALS  
(DFARS 252.225-7014)

PREFERENCE FOR DOMESTIC SPECIALTY METALS AND ALTERNATE I  
(DFARS 252.225-7014 and ALT I)

PREFERENCE FOR DOMESTIC HAND OR MEASURING TOOLS  
(DFARS 252.225-7015)

RESTRICTION FOR UNITED STATES AND CANADIAN VALVES AND MACHINE  
TOOLS  
(DFARS 252.225-7017)

RESTRICTION ON ACQUISITION OF POLYACRYLONITRILE (PAN) BASED  
CARBON FIBER  
(DFARS 252.225-7022)

RESTRICTIONS ON ACQUISITION OF NIGHT VISION IMAGE INTENSIFIER  
TUBES AND DEVICES  
(DFARS 252.225-7024)

FOREIGN SOURCE RESTRICTIONS  
(DFARS 252.225-7025)

REPORTING OF CONTRACT PERFORMANCE OUTSIDE THE UNITED STATES  
(DFARS 252.225-7026)

LIMITATION OF SALES COMMISSIONS AND FEES FOR FOREIGN  
GOVERNMENTS  
(DFARS 252.225-7027)

EXCLUSIONARY POLICIES AND PRACTICES OF FOREIGN GOVERNMENTS  
(DFARS 252.225-7028)

RESTRICTION ON ACQUISITION OF AIR CIRCUIT BREAKERS  
(DFARS 252.225-7029)

RESTRICTION ON ACQUISITION OF CARBON, ALLOY, AND ARMOR STEEL  
(DFARS 252.225-7030)

SECONDARY ARAB BOYCOTT OF ISRAEL  
(DFARS 252.225-7031)

UTILIZATION OF INDIAN ORGANIZATIONS AND INDIAN-OWNED ECONOMIC  
ENTERPRISES  
(FAR 52.226-1)

AUTHORITY AND CONSENT  
(FAR 52.227-1)

NOTICE AND ASSISTANCE REGARDING PATENT AND COPYRIGHT  
INFRINGEMENT  
(FAR 52.227-2)

PATENT INDEMNITY  
(FAR 52.227-3)

PATENT INDEMNITY AND ALTERNATE I  
(FAR 52.227-3 and ALT I)

PATENT INDEMNITY AND ALTERNATE II  
(FAR 52.227-3 and ALT II)

REPORTING OF ROYALTIES (FOREIGN)  
(FAR 52.227-8)

REFUND OF ROYALTIES  
(FAR 52.227-9)

FILING OF PATENT APPLICATIONS--CLASSIFIED SUBJECT MATTER  
(FAR 52.227-10)

PATENT RIGHTS--RETENTION BY THE CONTRACTOR (LONG FORM)  
(FAR 52.227-12)

PATENTS--SUBCONTRACTS  
(DFARS 252.227-7034)

PATENTS--REPORTING OF SUBJECT INVENTIONS  
(DFARS 252.227-7039)

RIGHTS IN TECHNICAL DATA - NONCOMMERCIAL ITEMS  
(DFARS 252.227-7013)

RIGHTS IN NONCOMMERCIAL COMPUTER SOFTWARE AND NONCOMMERCIAL  
COMPUTER SOFTWARE DOCUMENTATION  
(252.227-7014)

TECHNICAL DATA--COMMERCIAL ITEMS  
(DFARS 252.227-7015)

RESTRICTIVE MARKINGS ON TECHNICAL DATA  
(DFARS 252.227-7018)

RIGHTS IN DATA - EXISTING WORKS  
(DFARS 252.229-7020)

DEFERRED DELIVERY OF TECHNICAL DATA OR COMPUTER SOFTWARE  
(DFARS 252.227-7026)

DEFERRED ORDERING OF TECHNICAL DATA OR COMPUTER SOFTWARE  
(DFARS 252.227-7027)

IDENTIFICATION OF TECHNICAL DATA  
(DFARS 252.227-7029)

TECHNICAL DATA--WITHHOLDING OF PAYMENT  
(DFARS 252.227-7030)

DATA REQUIREMENTS  
(DFARS 252.227-7031)

RIGHTS IN TECHNICAL DATA AND COMPUTER SOFTWARE (FOREIGN)  
(DFARS 252.227-7032)

CERTIFICATION OF TECHNICAL DATA CONFORMITY  
(DFARS 252.227-7036)

VALIDATION OF RESTRICTIVE MARKINGS ON TECHNICAL DATA  
(DFARS 252.227-7037)

INSURANCE--LIABILITY TO THIRD PERSONS  
(FAR 52.228-7)

REIMBURSEMENT FOR WAR-HAZARD LOSSES  
(DFARS 252.228-7000)

CAPTURE AND DETENTION  
(DFARS 252.228-7003)

ACCIDENT REPORTING AND INVESTIGATION INVOLVING AIRCRAFT,  
MISSILES, AND SPACE LAUNCH VEHICLES  
(DFARS 252.228-7005)

COST ACCOUNTING STANDARDS  
(FAR 52.230-2)

DISCLOSURE AND CONSISTENCY OF COST ACCOUNTING PRACTICES  
(FAR 52.230-3)

CONSISTENCY IN COST ACCOUNTING PRACTICES  
(FAR 52.230-4)

ADMINISTRATION OF COST ACCOUNTING STANDARDS  
(FAR 52.230-5)

SUPPLEMENTAL COST PRINCIPLES  
(DFARS 252.231-7000)

PENALTIES FOR UNALLOWABLE COSTS  
(DFARS 252.231-7001)

LIMITATION ON WITHHOLDING OF PAYMENTS  
(FAR 52.232-9)

INTEREST  
(FAR 52.232-17)

AVAILABILITY OF FUNDS  
(FAR 52.232-18)

ASSIGNMENT OF CLAIMS AND ALTERNATE I  
(FAR 52.232-23 and ALT I)

PROMPT PAYMENT  
(FAR 52.232-25)

ELECTRONIC FUNDS TRANSFER PAYMENT METHODS  
(FAR 52.232-28)

REIMBURSEMENT OF SUBCONTRACTOR ADVANCE PAYMENTS - DOD PILOT

MENTOR-PROTEGE PROGRAM  
(DFARS 252.232-7005)

REDUCTION OR SUSPENSION OF CONTRACT PAYMENTS UPON ENDING OF  
FRAUD  
(DFARS 252.232-7006)

DISPUTES  
(FAR 52.233-1)

DISPUTES AND ALTERNATE I  
(FAR 52.233-1 and ALT I)

CERTIFICATION OF CLAIMS AND REQUESTS FOR ADJUSTMENT OR RELIEF  
(DFARS 252.233-7000)

COST/SCHEDULE CONTROL SYSTEMS  
(DFARS 252.234-7001)

FREQUENCY AUTHORIZATION  
(DFARS 252.235-7003)

PROTECTION OF GOVERNMENT BUILDINGS, EQUIPMENT AND VEGETATION  
(FAR 52.237-2)

CONTINUITY OF SERVICES  
(FAR 52.237-3)

RESTRICTION ON SEVERANCE PAYMENTS TO FOREIGN NATIONALS  
(DFARS 252.237-7020)

WAIVER OF LIMITATION ON SEVERANCE PAYMENTS TO FOREIGN  
NATIONALS  
(DFARS 252.237-7021)

PROTECTION AGAINST COMPROMISING EMANATIONS  
(DFARS 252.239-7000)

TELECOMMUNICATIONS SECURITY EQUIPMENT, DEVICES, TECHNIQUES  
AND SERVICES  
(DFARS 252.239-7016)

PRODUCTION PROGRESS REPORTS  
(FAR 52.242-2)

BANKRUPTCY  
(FAR 52.242-13)

POST AWARD CONFERENCE  
(DFARS 252.242-7000)

CERTIFICATION OF INDIRECT COSTS  
(DFARS 252.242-7001)

MATERIAL MANAGEMENT AND ACCOUNTING SYSTEM  
(DFARS 252.242-7004)

COST SCHEDULE STATUS REPORT  
(DFARS 252.242-7005)

CHANGE ORDER ACCOUNTING  
(FAR 52.243-6)

NOTIFICATION OF CHANGES  
(FAR 52.243-7)

ENGINEERING CHANGE PROPOSALS  
(DFARS 252.243-7000)

ENGINEERING CHANGE PROPOSALS AND ALTERNATE I  
(DFARS 252.243-7000 and ALT I)

COMPETITION IN SUBCONTRACTING  
(FAR 52.244-5)

SPECIAL TEST EQUIPMENT  
(FAR 52.245-18)

GOVERNMENT PROPERTY FURNISHED "AS IS"  
(FAR 52.245-19)

LIMITATION OF LIABILITY  
(FAR 52.246-23)

LIMITATION OF LIABILITY--HIGH-VALUE ITEMS  
(FAR 52.246-24)

LIMITATION OF LIABILITY--SERVICES  
(FAR 52.246-25)

MATERIAL INSPECTION AND RECEIVING REPORT  
(DFARS 252.246-7000)

WARRANTY OF DATA  
(DFARS 252.246-7001)

PREFERENCE FOR U.S.-FLAG AIR CARRIER  
(FAR 52.247-63)

RETURNABLE CYLINDERS AND OTHER CONTAINERS  
(DFARS 252.247-7021)

VALUE ENGINEERING  
(FAR 52.248-1)

VALUE ENGINEERING (DEVIATION) AND ALTERNATE I  
(FAR 52.248-1 and ALT I)

VALUE ENGINEERING (DEVIATION) AND ALTERNATE II  
(FAR 52.248-1 and ALT II)

VALUE ENGINEERING (DEVIATION) AND ALTERNATE III  
(FAR 52.248-1 and ALT III)

PREPARATION OF VALUE ENGINEERING CHANGE PROPOSALS  
(DFARS 252.248-7000)

SPECIAL TERMINATION COSTS  
(DFARS 252.249-7000)

NOTIFICATION OF SUBSTANTIAL IMPACT ON EMPLOYMENT  
(DFARS 252.249-7001)

NOTIFICATION OF PROPOSED PROGRAM TERMINATION OR REDUCTION  
(DFARS 252.249-7002)

INDEMNIFICATION UNDER PUBLIC LAW 58-804  
(FAR 250-1)

AUTHORIZED DEVIATIONS IN CLAUSES  
(FAR 52.252-6)

COMPUTER GENERATED FORMS  
(FAR 52.253-1)

2.8.3.2 Clauses Applicable Only to Fixed-Price Contracts

FIRST ARTICLE--RELATIONSHIP TO CONTRACT QUANTITY  
(NAVAIR 5252.209-9500)

PRICE REDUCTION FOR DEFECTIVE COST OR PRICING DATA--  
MODIFICATIONS--SEALED BIDDING  
(FAR 52.214-27)

SUBCONTRACTOR COST OR PRICING DATA--MODIFICATIONS--SEALED  
BIDDING  
(FAR 52.214-28)

CHANGES OR ADDITIONS TO MAKE-OR-BUY PROGRAM AND ALTERNATE I  
(FAR 52.215-21 and ALT I)

ECONOMIC PRICE ADJUSTMENT--LABOR AND MATERIAL  
(FAR 52.216-4)

PRICE REDETERMINATION--PROSPECTIVE  
(FAR 52.216-5)

PRICE REDETERMINATION--RETROACTIVE  
(FAR 52.216-6)

INCENTIVE PRICE REVISION--FIRM TARGET  
(FAR 52.216-16)

INCENTIVE PRICE REVISION--FIRM TARGET AND ALTERNATE I  
(FAR 52.216-16 and ALT I)

INCENTIVE PRICE REVISION--SUCCESSIVE TARGETS  
(FAR 52.216-17)

INCENTIVE PRICE REVISION--SUCCESSIVE TARGETS AND ALTERNATE I  
(FAR 52.216-17 and ALT I)

SMALL BUSINESS AND SMALL DISADVANTAGED BUSINESS  
SUB-CONTRACTING PLAN AND ALTERNATE I  
(FAR 52.219-9 and ALT I)

ADDITIONAL BOND SECURITY  
(FAR 52.228-2)

INSURANCE--WORK ON GOVERNMENT INSTALLATION  
(FAR 52.228-5)

GROUND AND FLIGHT RISK  
(DFARS 252.228-7001)

STATE AND LOCAL TAXES  
(FAR 52.229-1)

FEDERAL, STATE, AND LOCAL TAXES  
(FAR 52.229-3)

FEDERAL, STATE, AND LOCAL TAXES (NONCOMPETITIVE CONTRACT)  
(FAR 52.229-4)

TAXES--CONTRACTS PERFORMED IN U.S. POSSESSIONS OR PUERTO RICO  
(FAR 52.229-5)

TAXES--FOREIGN FIXED-PRICE CONTRACTS  
(FAR 52.229-6)

TAXES--FIXED-PRICE CONTRACTS WITH FOREIGN GOVERNMENTS  
(FAR 52.229-7)

PROGRESS PAYMENTS  
(FAR 52.232-16)

PROGRESS PAYMENTS AND ALTERNATE I  
(FAR 52.232-16 and ALT I)

AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR  
(FAR 52.232-19)

PROGRESS PAYMENTS FOR FOREIGN MILITARY SALES ACQUISITIONS  
(DFARS 252.232-7002)

DOD PROGRESS PAYMENT RATES

(DFARS 252.232-7004)

LIMITATION OF GOVERNMENT'S OBLIGATION  
(DFARS 252.232-7007)

LIMITATION OF GOVERNMENT'S OBLIGATION  
(DFARS 252.232-7007 and ALT II)

INDEMNIFICATION UNDER 10 U.S.C. 2354--FIXED-PRICE  
(DFARS 252.235-7000)

PROTEST AFTER AWARD  
(FAR 52.233-3)

NOTICE OF INTENT TO DISALLOW COSTS  
(FAR 52.242-1)

F.O.B. ORIGIN--GOVERNMENT BILLS OF LADING OR PREPAID POSTAGE  
(FAR 52.242-10)

APPLICATION FOR U.S. GOVERNMENT SHIPPING  
DOCUMENTATION/INSTRUCTIONS  
(DFARS 252.242-7003)

CHANGES--FIXED-PRICE  
(FAR 52.243-1)

CHANGES--FIXED-PRICE AND ALTERNATE I  
(FAR 52.243-1 and ALT I)

CHANGES--FIXED-PRICE AND ALTERNATE II  
(FAR 52.243-1 and ALT II)

CHANGES--FIXED-PRICE AND ALTERNATE V  
(FAR 52.243-1 and ALT V)

PRICING OF CONTRACT MODIFICATIONS  
(DFARS 252.243-7001)

GOVERNMENT PROPERTY (FIXED-PRICE CONTRACTS)  
(FAR 52.245-2)

GOVERNMENT PROPERTY (FIXED-PRICE CONTRACTS) AND ALTERNATE I  
(FAR 52.245-2 and ALT I)

SPECIAL TOOLING (DEVIATION)  
(FAR 52.245-17)

GOVERNMENT-FURNISHED MAPPING, CHARTING AND GEODESY PROPERTY  
(DFARS 252.245-7000)

WARRANTY OF DATA AND ALTERNATE I  
(DFARS 252.246-7001 and ALT I)

WARRANTY OF DATA AND ALTERNATE II  
(DFARS 252.246-7001 and ALT II)

TERMINATION FOR THE CONVENIENCE OF THE GOVERNMENT  
(FIXED-PRICE) (SHORT FORM)  
(FAR 52.249-1)

TERMINATION FOR THE CONVENIENCE OF THE GOVERNMENT  
(FIXED-PRICE)  
(FAR 52.249-2)

2.8.3.3 Clauses Applicable Only to Cost Contracts

AUDIT - NEGOTIATION AND ALTERNATE II  
(FAR 52.215-2 and ALT II)

CHANGES OR ADDITIONS TO MAKE-OR-BUY PROGRAM  
(FAR 52.215-21 and ALT II)

FIXED FEE  
(FAR 52.216-8)

INCENTIVE FEE  
(FAR 52.216-10)

COST CONTRACT--NO FEE  
(FAR 52.216-11)

COST CONTRACT--NO FEE AND ALTERNATE I  
(FAR 52.216-11 and ALT I)

COST-SHARING CONTRACT--NO FEE  
(FAR 52.216-12)

COST-SHARING CONTRACT--NO FEE AND ALTERNATE I  
(FAR 52.216-12 and ALT I)

PREDETERMINED INDIRECT COST RATES  
(FAR 52.216-15)

LIMITATION OF PRICE AND CONTRACTOR OBLIGATIONS  
(FAR 52.217-1)

CANCELLATION OF ITEMS  
(FAR 52.217-2)

PAYMENT OF OVERTIME PREMIUMS  
(FAR 52.222-2)

AIRCRAFT FLIGHT RISKS  
(DFARS 252.228-7002)

TAXES--FOREIGN COST-REIMBURSEMENT CONTRACTS  
(FAR 52.229-8)

TAXES--COST-REIMBURSEMENT CONTRACTS WITH FOREIGN GOVERNMENTS  
(FAR 52.229-9)

PAYMENTS UNDER TIME-AND-MATERIALS AND LABOR-HOUR CONTRACTS  
(FAR 52.232-7)

PAYMENTS UNDER TIME-AND-MATERIALS AND LABOR-HOUR CONTRACTS  
AND ALTERNATE II  
(FAR 52.232-7 and ALT II)

LIMITATION OF COSTS  
(FAR 52.232-20)

LIMITATION OF FUNDS  
(FAR 52.232-22)

ADVANCE PAYMENT POOL  
(DFARS 252.232-7000)

DISPOSITION OF PAYMENT  
(DFARS 252.232-7001)

PROTEST AFTER AWARD AND ALTERNATE I  
(FAR 52.233-3 and ALT I)

INDEMNIFICATION UNDER 10 U.S.C. 2354--COST-REIMBURSEMENT  
(DFARS 252.235-7001)

SUBMISSION OF COMMERCIAL FREIGHT BILLS FOR AUDIT  
(DFARS 252.242-7002)

CHANGES--COST-REIMBURSEMENT  
(FAR 52.243-2)

CHANGES--COST-REIMBURSEMENT AND ALTERNATE I  
(FAR 52.243-2 and ALT I)

CHANGES--COST-REIMBURSEMENT AND ALTERNATE II  
(FAR 52.243-2 and ALT II)

CHANGES--COST-REIMBURSEMENT AND ALTERNATE V  
(FAR 52.243-2 and ALT V)

CHANGES--TIME-AND-MATERIALS OR LABOR-HOURS  
(FAR 52.243-3)

INDEMNIFICATION UNDER PUBLIC LAW 85-804  
(FAR 52.250-1 and ALT I)

**PART III**

**LIST OF DOCUMENTS, EXHIBITS &  
OTHER ATTACHMENTS**

**SECTION J**

**EXHIBITS**

**LIST OF ATTACHMENTS**

## 2.9 SECTION J - LIST OF ATTACHMENTS

### 2.9.1 GENERAL

Attachments are added to the procurement document as required to clarify and expand the requirements. The attachments are listed after the exhibits in the PID. Exhibits are for deliverable items; attachments are not deliverable items. This list will become a part of Section J, "List of Attachments," in the resultant contract. Attachments to be included must be referenced in the schedule or in the Exhibits and must be dated. (See DFARS 204.7105) Attachments are normally arranged in numerical sequence as they are addressed in the PID. The exception is the DD Form 1423 Distribution Addressee List. If it is not included in a supplemental section of the CDRL package (see Figure 2.12A), it may be provided as an attachment to the procurement document and positioned and listed as the first attachment, but not numbered.

Figure 2.9 contains examples of attachments that might be used in support of the Section B example in Figure 2.1.

### 2.9.2 LIST OF ADDRESSEES FOR CONTRACT DATA REQUIREMENTS LIST (DD FORM 1423) EXHIBITS

The list of addressees may be included either as a supplement to the exhibits or as an unnumbered attachment. See Figure 2.12A for an example of the list inserted as a Supplement to the Exhibits. If inserted as an attachment, this attachment will always be first, but unnumbered. The IPT prepares this list by extracting all of the codes included in Block 14 of each CDRL and by adding appropriate addresses. (Include 9-digit zip codes.) If data is to be submitted electronically, then include email addresses. The attachment is normally prepared and included with the draft PID.

### 2.9.3 STATEMENT OF WORK (SOW)/STATEMENT OF OBJECTIVES (SOO)

When the description, specifications or SOWs are short enough, it is permissible to place them in Section C of the PID. However, if they are lengthy, add to the PID in form of an attachment. The SOW shall include Industrial Preparedness Planning, Engineering Services and Studies, Survivability Assessments, Provisioning Requirements, Reliability, Quality Assurance, System Safety, Configuration Management, Working Standards, Integrated Logistics Support Programs, FMS Site Surveys, etc., as applicable. A performance-based SOW is a description of the tasks to be performed by the contractor in terms of desired outcomes or results. A nonperformance-based SOW details how the contractor is expected to accomplish the work. With a performance-based SOW, accountability for the final outcome is more clearly drawn; the contractor remains responsible for achieving the required technical and management approval and internal processes which have not been dictated by the government.

A Statement of Objectives (SOO) is an option provided by MIL-HDBK-245D which can be used instead of a SOW. The SOO is a

government-prepared document, usually two or three pages, incorporated into the PID/RFP that states the overall solicitation objectives. It can be used in solicitations where the intent is to provide maximum flexibility to each offeror to propose an innovative development approach. Offerors use the RFP, product performance requirements and the SOO as a basis for their proposals including a SOW and CDRL. The SOO is not retained as a contract compliance item. MIL-HDBK-245D provides guidance on preparation of SOWs and SOOs.

#### 2.9.4 DISTRIBUTION STATEMENTS ON TECHNICAL DOCUMENTS

a. Distribution statements and warning notices are used in marking technical documents containing sensitive data (except Distribution Statement "A" which allows unrestricted public release) to denote the extent of their availability for distribution, release and disclosure without additional approvals or authorizations. All newly generated NAVAIR data requirements and existing procurement documentation being revised and updated must contain the proper distribution statement. **SECNAVINST 5510.36, Exhibit 8A, contains information on assignment and observance of distribution statements. Refer to it for instructions on information to be provided by the requiring office on the CDRL for completion of the distribution statement, and for instructions on placement of the distribution statement on the document.** The protection mechanism for documents with warning notices or distribution statements "B" through "X" is OPSEC and DFARS 252.239-7016. Questions regarding distribution statements and warning notices should be addressed to the Security Office, AIR-7.4.

b. Documents which require protection from public release under one or more of the exemptions for sensitive data contained in the Freedom of Information Act (as amended), but are not technical documents, will be marked with the protective caveat, "FOR OFFICIAL USE ONLY (FOUO)." **On CDRLs for such documents, insert "FOUO (See 16)" in Block 9 of the form. In Block 16 of CDRL, include a comment for Block 9, "Block 9: Exemption b ( ) applies." (Requiring Office must insert number for FOIA exemption that applies in the blank in this sentence on the CDRL.) For further guidance contact AIR-7.4.3.** FOUO documents will be protected from inadvertent disclosure, including refraining from discussion of FOUO material on unencrypted telephones or transmission over unprotected facsimile or data links. DFARS 252.239-7016 applies and OPSEC is the protective mechanism. Item 10j of DD Form 254 will be marked "YES" when sensitive data caveated FOUO is to be involved in any way in a contractor's effort. (For further clarification and guidance, contact AIR-7.4.3)

#### 2.9.5 CONTRACT SECURITY CLASSIFICATION SPECIFICATION, DD FORM 254

In conjunction with preparing the draft solicitation, contract modification or order, the IPT will coordinate with the Security Office, to determine whether a DD Form 254 is required for the contract work to be performed or item procured. When it is required, the PID Originator will prepare a draft DD Form 254 and submit it with the SOW to AIR-7.4 for approval prior to formal routing

of the PID. It will be added as the last unnumbered attachment to the PID. Appendix E provides instructions for preparing the DD Form 254. Security, AIR-7.4 will approve the final DD Form 254 to be added as a modification to the contract.

#### 2.9.6 SUBCONTRACTING PLAN

For any new work being procured with a value of \$500K or greater a subcontracting checklist must be completed and sent to the ACO for review. This checklist can be found on the AIR-2.0 website. Each PID must have a subcontracting plan included as an attachment. For further guidance, contact the appropriate Contract Negotiator in AIR-2.0.

**PART III - LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS**

**SECTION J - LIST OF ATTACHMENTS**

Documents, Exhibits, and Other Attachments

Exhibit A (Item 0004), Contract Data Requirements List, DD Form 1423  
Exhibit B (Item 0006), Contract Data Requirements List, DD Form 1423  
Exhibit C (Item 0008), Contract Data Requirements List, DD Form 1423  
Exhibit D (Item 0009), Contract Data Requirements List, DD Form 1423  
Exhibit L (Option Item 0102), Contract Data Requirements List, DD Form 1423  
Exhibit M (Option Item 0104), Contract Data Requirements List, DD Form 1423  
Exhibit N (Option Item 0106), Contract Data Requirements List, DD Form 1423

Supplement 1 to Exhibits

DD Form 1423 (Contract Data Requirements List) Addressee Codes

Attachment 1 Statement of Work for Weapon/Section/Component  
dated\_\_\_\_\_\*

Attachment 2 Weapon/Section/Component Specification dated\_\_\_\_\_\*

Attachment 3 Subcontracting Plan\*

Contract Security Classification Specification (DD Form 254) \*

\*To Be provided

ATTACHMENT 1\*

STATEMENT OF WORK FOR  
WEAPON/SECTION/COMPONENT

\*To Be Provided

**FIGURE 2.9**  
**EXAMPLE OF ATTACHMENTS (CONT'D)**

ATTACHMENT 2\*

WEAPON/SECTION/COMPONENT SPECIFICATION

\*To Be Provided

**FIGURE 2.9**  
**EXAMPLE OF ATTACHMENTS (CONT'D)**

## **2.10 CONTRACT DATA REQUIREMENTS LIST (CDRL) (DD FORM 1423)**

### 2.10.1 DEFINITION OF DATA

When a procurement includes a requirement for data to be provided to the government by the contractor, the data will be identified and listed on the CDRL. Data, as discussed in this Guide, means all recorded information, regardless of form or characteristic, which is needed by the government to accomplish life cycle management of the item(s) to be procured. The three types of data that must be considered for inclusion in the procurement are discussed below. The first two, Administrative/Management and Financial data, are not mandatory when the total amount of the resultant contract will be less than \$1,000,000. A Data Requirements Review Board (DRRB) should be convened for procurements over \$5 million. AIR-1.1.2 should serve as Vice Chair of the DRRB. The DRRB ensures that all data ordered is required in accordance with the statement of work and that any unnecessary data is not procured. See paragraph 2.10.4 for additional guidance on when to convene a DRRB. PIDs requiring CDRLs should follow the instructions provided in this chapter and DOD 5010.12-M, "Procedures for Acquisition and Management of Technical Data."

#### 2.10.1.1 Administrative/Management Data

Administrative/Management Data includes data used to administer, manage and enforce contractual requirements; data designed to provide visibility; data for project management reporting; and data for status, milestones, problems and plans that are not functionally oriented. This data excludes financial and technical documentation, although such data may be secondary within management reporting.

#### 2.10.1.2 Financial Data

Financial data includes data such as dollar expenditures, forecasts, status and other cost information, whether or not manpower, accounting, performance or contract administration information is included.

#### 2.10.1.3 Technical Data

This data consists of recorded information, regardless of form or characteristic, of a scientific or technical nature. It includes computer software documentation; research documentation; experimental, developmental or engineering information; and design or process definition. This data can be used to procure, support, maintain or operate hardware/material. It may be graphic or pictorial in nature, such as drawings or photographs, text in specifications, related performance tapes, computer memory printouts, and it may be provided in an acceptable format for retention in computer memory. Examples of technical data include research and engineering drawings and associated lists, specifications, standards, process sheets, manuals, technical reports, catalog item identifications and related

information. Technical data does not include financial, administrative, cost, pricing or management data, or other information incidental to contract administration.

#### 2.10.1.4 Release of Technical Data for Foreign Military Sales (FMS)

The principal controls for the release of technical data to Foreign Military Sales (FMS) are those provided under foreign disclosure guidance from the National Military Information Disclosure Policy Committee (NDPC) and Navy International Programs Office (Navy IPO-01) or export licensing for commercial transactions by the Department of State, Office for Defense Trade Controls (PM/DTC). Contact AIR-7.4.1 for guidance and assistance.

#### 2.10.2 DATA MANAGEMENT

The NAVAIR Data Management focal point for data policy and procedures is AIR-1.1.2.

##### 2.10.2.1 Data Item Descriptions (DIDs)

a. The DOD Data Management Program requires that Data Item Descriptions (DIDs) be used to acquire data from contractors and that the DIDs be listed on CDRLs. DIDs were established to standardize and identify the data requirements of the Armed Forces. Completed CDRLs will be included as exhibits. All DIDs listed on the CDRLs shall be selected from the Acquisition Streamlining and Standardization Information System (ASSIST) website. The Department of Defense Index of Specifications and Standards (DODISS) now lists all DIDS since they are now treated as standardized documents. The AMSDL (DOD 5010.12-L) has been replaced by the ASSIST website.

b. When a data item requirement is not listed on the above website, the IPT will verify with the agency requesting the data that they have prepared a Data Item Description (DID) and submitted it to the NAVAIR Data Management Office, AIR-1.1.2, for approval. If the DID is for one-time use only, then the proposed DID will be assigned a One-Time (OT) number by AIR-1.1.2. If the DID proposed is for repetitive use, then AIR-1.1.2 will submit it to NAVICP-Philadelphia, Code 0713.12 for final approval.

DIDs provide a description and purpose for the data, application, preparation instructions and the office of primary responsibility. Reference to specifications, standards, Work Requests, Aeronautical Requirements, etc., in Block 4 of the DD Form 1423, is not an applicable substitute for a DID and will not be accepted, except for a TMCR, as stated in paragraph 2.10.2.2, Block 4 below.

##### 2.10.2.2 DOD Data Item Description (DID) Numbering System

a. DIDs Cleared and Listed.

(1) DIDs are assigned identification numbers as follows: "DI," followed by a four-letter designator representing the functional area assignment identified below, followed by a five-digit number. Revisions are followed by an alpha character suffix, e.g., DI-MISC-80000A. The functional categories are as follows:

ADMN ---Administrative Data  
ATTS ---Automatic Test Technology Standards  
AVCS ---Avionics  
CDNC ---Computer Aided Design/Numerical Control  
CMAN ---Configuration Management  
CMPS ---Composites Technology  
DCPS ---Data Communications Protocol Standards  
DRPR ---Drawing Practices  
EDRS ---DOD Engineering Data Reproduction Systems  
EGDS ---Engineering Data Systems  
EMCS ---Electromagnetic Compatibility  
ENVR ---Environmental Requirements and Related Test  
Methods  
FACR ---Facility Construction Design Requirements  
FNCL ---Financial Data  
FORG ---Forgings  
GDRQ ---General Design Requirements  
HFAC ---Human Factors  
ILSS ---Integrated Logistics Support Standards  
IPSC ---Information Processing Standards for Computers  
ISDA ---International Standard Documents, Army  
ISDF ---International Standard Documents, Air Force  
ISDN ---International Standard Documents, Navy  
MCCR ---Mission Critical Computer Resources  
MCGT ---Mapping, Charting & Geodesy Technology  
MECA ---Metal Castings  
MFFP ---Metal Finishes and Finishing Processes and  
Procedures  
MGMT ---Management  
MISC ---Miscellaneous  
MNTY ---Maintainability (replaced by SESS)  
NDTI ---Nondestructive Testing and Inspection  
NUOR ---Nuclear Ordnance  
PACK ---Packing, Packaging, Preservation and  
Transportability  
QCIC ---Quality Control/Assurance and Inspection  
RELI ---Reliability (replaced by SESS)  
REPS ---Radio Frequency Exposure to Personnel Safety  
Stdzn  
SAFT ---System Safety  
SESS ---Systems Engineering Standards and Specs  
SDMP ---Standardization and Data Management  
SLHC ---Long Haul Communications  
SOLD ---Soldering  
TCSP ---Technical Support  
TCSS ---Telecommunications Systems Standards  
TCTS ---Tactical Communications Systems Technical  
Standards

TELE ---Federal Telecommunications Standards  
THDS ---Screw Threads  
THJM ---Thermal Joining of Metals  
TMSS ---Technical Manual Specifications and Standards

b. DIDs Cleared and Listed Prior to 1 July 1982.

(1) DIDs cleared and listed in the AMSDL prior to 1 July 1982 were assigned to a Functional Category as follows:

A---Administrative/Management  
E---Engineering and Configuration Documentation  
F---Financial  
H---Human Factors  
L---Logistics Support  
M---Technical Publications  
P---Procurement/Production  
R---Related Design Requirements  
S---System/Subsystem Analysis  
T---Test  
V---Provisioning

(2) The single alpha character following "DI" represents the Functional Category. Following the alpha character is a four or five digit number. Revisions are indicated by an alpha character suffix, e.g., DI-E-1130A. Upon revision of a DID, the functional area assignments identified in paragraph a.(1) above are used.

2.10.3 PREPARING EXHIBITS TO SUPPORT THE PROCUREMENT INITIATION DOCUMENT

Subsequent to completing the review of the data call response, the IPT will compile and complete comprehensive Exhibits consisting of CDRLs. The CDRLs will be prepared in accordance with DOD 5010.12-M, Chapter 3 and this section. The exhibits accompany the SOW and PID and are reviewed by the IPT. The IPT will review all data to eliminate redundancies and cross reference data requirements to SOW paragraph numbers. With this review, the IPT will accomplish the following:

a. Ensure each data requirement is traceable to the contract reference in Block 5 of DD Form 1423.

b. Group similar data requirements by functional category and requiring office code (Block 6) or sequenced in the same order as called out in the schedule or SOW.

c. Assign and enter sequence numbers for each data requirement.

d. Reconcile any discrepancies or questionable items associated with the data requirements.

e. Verify DID numbers and titles by accessing ASSIST (<http://assist.daps.mil>) to ensure that the most current DID and the correct title are being used. Canceled or superseded DIDs shall not be used on any new solicitations or contracts. Canceled or superseded DIDs that are in use on a current contract may be used on follow-on contracts for the same item when continuity of data format and content is required. If a DID is canceled or superseded subsequent to the release of a solicitation but prior to the award of a new contract, the canceled or superseded DID may still be cited. A copy of the canceled or superseded DID should be included in the solicitation/contract. AIR-1.1.2 can be of assistance in this area.

#### 2.10.3.1 Relating Data Requirements to Section B Line Items

Data requirements must be carefully reviewed to ensure that each data requirement relates to a Section B line item. This review will result in collating all data to specific exhibits listed in Section B. In those instances where it appears that duplicate data items may exist, verify whether the data may be required for two separate exhibits, e.g., like data may be required for an end item and its Support Equipment (SE), or whether it is a redundancy of data. After identifying all data to an exhibit, it is then necessary to sequence each data item within a category.

#### 2.10.3.2 Sequencing Data Items

When an exhibit includes numerous data items, related items will be listed either by subject/title or sequenced in same order as called out in the schedule or SOW to expedite the review of the CDRLs as they are negotiated and approved. For example, in the quality assurance area, numerous DIDs relate to plans, defects, warnings reports, etc. The arrangement of these data items by subject/title within each exhibit, rather than listing them at random throughout the exhibit, will expedite review for they will then usually have been grouped by Requiring Office code (Block 6). After arrangement by subject matter and the Requiring Office code noted in Block 6, Exhibit Line Item Numbers (ELINs) within the exhibit are assigned as follows: A001 through A009, A00A through A00Z, A010 through A019, A01A through A01Z, A020 through A029, etc. The letters "I" and "O" are not used. (See DFARS 204.7102.) An exhibit page may contain more than one data item - up to four items depending on their length.

#### 2.10.3.3 Resolution of Discrepancies

When discrepancies are discovered during the review of data call inputs, the IPT will contact the technical office shown in Block 6 to resolve the discrepancy. Any discrepancies should be resolved prior to approval of the exhibits.

#### 2.10.3.4 Checklist

The IPT should make a final examination of all exhibits to determine whether the exhibits and data requirements are correct and

complete. A checklist to conduct this examination is provided in Figure 2.11.

#### 2.10.4 APPROVAL OF DATA REQUIREMENTS

The approval authority for all CDRLs included in NAVAIR-issued contracts is the PM unless delegated.

##### 2.10.4.1 Procurements Over \$5,000,000

The PM or authorized designee will convene a formal DRRB conducted in accordance with the policies and procedures set forth in DOD 5010.12-M. The DRRB membership will be appointed within the IPT at the PPC. It is recommended that AIR-1.1.2 serve as the vice chair for procurements over \$5 million. The PM or authorized designee shall approve the CDRLs.

##### 2.10.4.2 Procurements Less Than \$5,000,000

The IPT will make a final review prior to approval/signature by the PM to ensure compliance with applicable instructions. No formal DRRB is required.

#### 2.10.5 GUIDANCE ON PREPARATION OF CONTRACT DATA REQUIREMENTS LIST

The IPT will ensure that all data requirements are identified and provided on approved DD Form 1423.

##### 2.10.5.1 Instructions for Preparation of the DD Form 1423

a. For the acquisition of weapons systems, components, equipment and services, the DD Form 1423, or computer generated equivalent (which is encouraged), will be used as the sole contractual document listing all data to be delivered under the contract with the exception of data specifically required by standard FAR/DFARS clauses.

b. The DD Form 1423 exists in automatable versions. The basic DD Form 1423 (Figure 2.10) allows up to four data items on one form. The most frequently used DD Form 1423-1 (Figure 2.10.1) has an expanded remarks block (Block 16) and accommodates only one data item. The DD Form 1423-2 (Figure 2.10.2), which also has an expanded remarks block, allows up to two data items to be listed. Figure 2.10A shows the reverse side of the above DD Forms 1423 and provides government personnel with basic instructions for completing these forms. Entries must be made in Blocks 1, 2, 4, 5, 6, 7, 8, 9, 10, 11, 12, 14 and 15 of these forms. If blocks are not applicable, insert N/A to indicate that these blocks were not overlooked.

c. Reproduction of the DD Form 1423 and computer generated forms are authorized. At a minimum, the first page of each exhibit shall also have the back side of the form reproduced.

d. The CDRLs will identify, as a separate line entry, each data item required. Only one Data Item Description (DID) is allowed for each entry.

CONTRACT DATA REQUIREMENTS LIST											Form Approved OMB No. 0704-0188	
<p>The public reporting burden for this collection of information is estimated to average 440 hours per response, including the 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 this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0188), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. Please DO NOT RETURN your form to the above address. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.</p>												
A. CONTRACT LINE ITEM NO.			B. EXHIBIT			C. CATEGORY: TDP _____ TM _____ OTHER _____						
D. SYSTEM/ITEM					E. CONTRACT/PR NO.			F. CONTRACTOR				
1. DATA ITEM NO.		2. TITLE OF DATA ITEM					3. SUBTITLE					
4. AUTHORITY (Data Acquisition Document No.)				5. CONTRACT REFERENCE				6. REQUIRING OFFICE				
7. DD 250 REQ		9. DIST STATEMENT REQUIRED		10. FREQUENCY		12. DATE OF FIRST SUBMISSION		14. DISTRIBUTION				
8. APP CODE				11. AS OF DATE		13. DATE OF SUBSEQUENT SUBMISSION		a. ADDRESSEE			b. COPIES	
								Draft			Final	
											Reg	
											Repro	
16. REMARKS												
15. TOTAL →												
1. DATA ITEM NO.		2. TITLE OF DATA ITEM					3. SUBTITLE					
4. AUTHORITY (Data Acquisition Document No.)				5. CONTRACT REFERENCE				6. REQUIRING OFFICE				
7. DD 250 REQ		9. DIST STATEMENT REQUIRED		10. FREQUENCY		12. DATE OF FIRST SUBMISSION		14. DISTRIBUTION				
8. APP CODE				11. AS OF DATE		13. DATE OF SUBSEQUENT SUBMISSION		a. ADDRESSEE			b. COPIES	
								Draft			Final	
											Reg	
											Repro	
16. REMARKS												
15. TOTAL →												
1. DATA ITEM NO.		2. TITLE OF DATA ITEM					3. SUBTITLE					
4. AUTHORITY (Data Acquisition Document No.)				5. CONTRACT REFERENCE				6. REQUIRING OFFICE				
7. DD 250 REQ		9. DIST STATEMENT REQUIRED		10. FREQUENCY		12. DATE OF FIRST SUBMISSION		14. DISTRIBUTION				
8. APP CODE				11. AS OF DATE		13. DATE OF SUBSEQUENT SUBMISSION		a. ADDRESSEE			b. COPIES	
								Draft			Final	
											Reg	
											Repro	
16. REMARKS												
15. TOTAL →												
G. PREPARED BY			H. DATE			I. APPROVED BY			J. DATE			

17. PRICE GROUP  
18. ESTIMATED TOTAL PRICE

FIGURE 2.10  
EXAMPLE OF 4 CDRL DATA ITEM

# INSTRUCTIONS FOR COMPLETING DD FORM 1423

(See DoD 5010.12-M for detailed instructions.)

## FOR GOVERNMENT PERSONNEL

## FOR THE CONTRACTOR

- 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. Data 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 on the ASSIST website, 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 5230.24).
- Item 10. Specify number of time data items are to be delivered.
- Item 11. Specify as-of data 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 addresses 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.

Item 17. Specify appropriate price group from one of the following groups of effort in developing estimated prices for each data item 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 the data item.

Estimated Price - Cost 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 or submittal, preparation, control, and quality of the data item.

Estimated Price - Cost 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 Item 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 Governments' right to use the data shall be governed by the pertinent provisions of the contract.





e. All CDRLs must have page numbers at the bottom of the form, (e.g., Page 1 of 25 Pages, Page 2 of 25 Pages, etc. for each individual exhibit).

f. To assist the contractor in complying with the requirements of the CDRL, a supplemental section (not referred to as an attachment) should be provided with each CDRL package. Included in this section should be such information as:

(1) A glossary of acronyms and abbreviations used in the CDRL that are not explained elsewhere in the material provided to the contractor.

(2) A list of addressees (including full mailing address, office symbol and code, and email addresses) for data recipients designated in Block 14. This is included as "Supplement 1 to Exhibits."

(3) Special procedures for review and approval of data items when Block 8 requires government approval of the data item before final preparation.

(4) The data that will be subject to the deferred delivery per DFARS Subpart 227.405-71 when invoked.

(5) Procedures for data that will be subject to deferred ordering when invoked by the Contracting Officer.

(6) Special Instructions for the inspection and acceptance of data using a DD Form 250, Material Inspection and Receiving Report.

(7) Procedures for accommodating and accepting data transmitted by facsimile or electronic methods when permitted by terms of the contract.

(8) A copy of any one-time DID being used for the acquisition and when being used for follow-on contracts for procurement of additional quantities of the original item.

(9) Copies of any canceled or superseded DIDs that are in use on a current contract and are being used for continuity of data format and content for the same item in a follow-on contract.

#### 2.10.5.2 Detailed CDRL Instructions

**Block A, CONTRACT LINE ITEM NUMBER (CLIN)** - Enter the CLIN that is associated with the CDRL.

**Block B, EXHIBIT NO.** - Enter the contract exhibit letter assigned to the CDRL. (NOTE: DFARS 204.7101 prohibits use of a DD Form 1423 as an attachment.) The alpha characters shall be either single or double capital letters. Do not use the letters "I" or "O."

Additional guidance for exhibit identification is outlined in DFARS 204.7105(b).

**Block C, CATEGORY** - Check the appropriate block for Technical Data Package (TDP), Technical Manual (TM) or other. Types of data which comprise a TDP are defined in MIL-DTL-31000B. TM category may be the manual itself or the associated DIDs which support the TMs. "Other" data may be further categorized, such as administrative (ADMN), financial (FNCL), configuration management (CMAN), reliability (RELI), etc., per the functional area assignments contained in paragraph 2.10.2.2 of this Guide. The functional area assignments may be used to designate the category.

**Block D, SYSTEM/ITEM** - Enter the system/item project designator or name of services being acquired.

**Block E, CONTRACT/PROCUREMENT INITIATION DOCUMENT NUMBER (PID)** - Enter the PID number and, if known, the contract number.

**Block F, CONTRACTOR** - Enter the contractor's name or N/A if unknown.

**Block G, PREPARED BY** - Enter the name and obtain the signature of the person responsible for the cognizant area of the data being ordered.

**Block H, DATE** - Enter the date the CDRL was signed by the Preparer.

**Block I, APPROVED BY** - This will be completed by the designated IPT Chairperson and will include the name and code of the Program Manager or his designated representative.

**Block J, DATE** - Leave blank, will be completed by approval authority.

**Block 1, DATA ITEM NO.** - Enter the Exhibit Line Item Number (ELIN) per DFARS 204.7105(c). (See paragraph 2.9.3.2, above.)

**Block 2, TITLE OF DATA ITEM** - The title shall be identical to the title of the DID that is cited in Block 4. When TMCRs are used to prescribe TM 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 No.)** - Enter the DID number that provides the format and content requirements for the data item listed in Block 2. When the CDRL is used to acquire TMs, enter the specific TMCR number of the applicable military specification or standard which provides the data preparation instructions. If a TMCR is used to acquire TMs, enter "See TMCR

\_\_\_\_\_ " and attach the TMCR to the CDRL or include it in the supplemental section. With the exception of a one-time DID, the document cited in this block (or listed in the TMCR, when used) must have been cleared for listing on the ASSIST website and the DODISS (<http://assist.daps.mil>).

**Block 5, CONTRACT REFERENCE** - Enter the specific paragraph number of the Statement of Work which contains the tasking that will generate a requirement for the data item. Ensure that the document cited is in the acquisition document.

**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. "LT" shall not be used when inspection is required. The data is sent by the contractor directly to the personnel listed in Block 14. "LT" is used when the contracting agency requires a record of delivery but does not desire to have a DD Form 250 for each and every piece of data developed by the contractor. Use of the symbol "LT" is not authorized for data comprising final delivery of TDPs or TMs. ("LT" may, however, be used for delivery of preliminary TDPs or TMs).
- (7) Block 14a, first entry.
- (8) No inspection or acceptance required. (NO is not authorized for data comprising TDPs or TMs.)
- (9) Inspection and acceptance requirements specified elsewhere in the contract.

**Block 8, APPROVAL CODE** - Items of critical data requiring specific advance written approval prior to distribution of the final data shall be identified by placing an "A" in this block. TDPs and TMs shall always require an "A" in this block. When the data item

requires submission of a preliminary/draft document prior to publication of a final document, Block 16 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 may also indicate the extent of the approval requirements, e.g., approval of technical content and/or format. Also, when a draft is required, the number of copies should be entered in Block 14 under the "Draft" column. The responsible reviewing activity for approval 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. If approval is not required, N/A should be inserted.

**Block 9, DIST. STATEMENT REQUIRED** - Enter the letter (A, B, C, D, E, F, or X) corresponding to the distribution statement to be marked on documents containing technical data. Add information necessary to complete the distribution statement in Block 16 of the CDRL, e.g., "Block 9: Administrative/Operational Use" (or another of the authorized reasons as delineated in SECNAVINST 5510.36, Exhibit 8A. (see Appendix E)), (Insert the date of determination of the distribution statement). For labeling deliverable documents requiring protection but not containing technical data the following applies:

Documents which require protection from public release under one or more of the exemptions for sensitive data contained in the Freedom of Information Act (as amended), but are not technical documents, will be marked with the protective caveat, "FOR OFFICIAL USE ONLY (FOUO)." On CDRLs for such documents, insert "FOUO (See 16)" in Block 9 of the form. In Block 16 of CDRL, include "Block 9: Exemption b( ) applies." (Requiring office must insert number for FOIA exemption that applies in the blank in this sentence on the CDRL.) . For further guidance contact AIR-7.4.3.)

**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 shall be defined in Block 16 of the CDRL.

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 (refer to DFARS 227.405-71)
MTHLY	Monthly
ONE/P	One time with preliminary/draft
ONE/R	One time with revisions
QRTLY	Quarterly
*R/ASR	Revisions as required
SEMIA	Every six months
WEKLY	Weekly
**XTIMES	Numbers of times to be submitted (1time, 2times, 9times, etc.)

\*Use of these codes requires further explanation in Block 16 of the CDRL to provide the contractor with guidance necessary to accurately price the deliverable data item and to give a more definitive frequency.

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

**Block 11, AS OF DATE** - If the data is submitted only once, enter the "as of date" (cut-off date) as follows: year/month/day (e.g., "92MAR10"). 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 prior to the end of the reporting period established in Block 10 that data collection will be cut off. Example: "15" would place the as of date for a report at 15 days before the end of each 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. Block 16 may be used for further explanation. If an "as of date" is not applicable, enter N/A.

**Block 12, DATE OF FIRST SUBMISSION** - Enter the initial submission date as follows: Year/Month/Day. If submittal is constrained by a specific event or milestone, enter this constraint in Block 16, e.g., 30 days prior to CDR. If the contract start date is not known, indicate the number of days after contract award (DAC) that the data is due (for example, 90 DAC). Do not use classified dates. Typical aBArevisions 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 prior to test
**XDADO	Days after delivery order

\*Provide specific instructions for these requirements in Block 16 of the CDRL. DO NOT USE CLASSIFIED DATES

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

**Block 13, DATE OF SUBSEQUENT SUBMISSION** - If the data is submitted more than once, enter the date(s) of subsequent submission(s). If submittal is constrained by specific event or milestone, explain this constraint in Block 16 of the CDRL. If "Revisions as Changes Occur" or "Change Pages as Required" is entered, clarify in Block 16 the desired timeframe that the change pages or revisions are required. Revisions shall mean revision to the

original document and a new document delivered. Change Pages shall mean delivery of only pages that have changed the original document. DO NOT USE CLASSIFIED DATES.

**Block 14, DISTRIBUTION** - Enter the addressees and the number of draft/final copies (regular and reproducible) to be provided to each.

**Block 14a, ADDRESSEE** - 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. DOD component designators and office symbols/codes or unit identification codes (UICs) may be used in Block 14a; however, an explanation of these codes must be provided in the CDRL supplemental section.

**Block 14b, COPIES** - Insert the specific number and type of copies to be delivered to each addressee in each of the available three columns.

a. When the data item requires submission of a preliminary/draft document for approval prior to publication of a final document, enter draft quantities in Block 14b and an explanation in Block 16 to reflect the timeframe that draft and final copies are due.

b. When appropriate, include digital media details and constraints in Block 16 (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)).

c. When appropriate, include non-digital media details and constraints in Block 16 [such as source document requirements (e.g., MIL-M-38761/2A), type and class of microfilm, paper, vellum, etc.]. (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.)

d. If deferred delivery (DFDEL) is required, indicate by placing "DFDEL" in this block and provide disposition instructions in Block 16.

e. Procedures for distribution to classified locations should be coordinated among the user, acquisition agent, and applicable data managers. DO NOT USE CLASSIFIED LOCATIONS.

**Block 15, TOTAL** - Enter the total number of draft and final (regular and reproducible) copies required by Block 14.

**Block 16, REMARKS** - This block shall be used to provide additional or clarifying information for Blocks 1 through 15 (i.e. 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).

a. When tailoring the document listed in Block 4, tailoring shall be accomplished by deleting requirements contained in the acquisition document. Tailoring of a DID applies only to Block 10 of the DID. Adding requirements that increase content, intent, scope and deliverables of the acquisition document is prohibited.

b. Delivery of data in contractor format should be specified in Block 16 when format requirements have no direct bearing on the utility of the data and when contractor format will not increase the cost of the data to the government.

**Blocks 17 and 18** - These blocks are to be completed by the bidder or offeror. An optional entry in Block 16 by the originator as to which data pricing group, I through IV (described in paragraph 2.c.3 of DOD 5010.12-M), will aid the Contracting Officer in negotiating with the contractor.

#### 2.10.6 EXAMPLE OF CDRL EXHIBITS

a. Figure 2.12 is an example of CDRLs based on what may be used in the various exhibits called out in the Section B example (Figure 2.1). The reverse side of the DD Form 1423 series is shown only with Exhibit A here. In a formal solicitation, the reverse side must, as a minimum, be included with the first page of each separate exhibit. The DIDs used may vary from system to system. Although every procurement must be analyzed to determine specific data requirements, experience indicates that certain data items are common to many solicitations, contract modifications or orders.

b. As discussed earlier, the CDRLs were obtained by the APM(S&E), APML or PMA-responsible IPT representative or from the previous year's contract. If the DID, cited in Block 4, is found to be obsolete during the verification process, the IPT member should first check the ASSIST website or DODISS for the correct DID. If there is no DID for the specific data requested, the IPT member should ask the cognizant activity if the information/data is mandatory. If it is, the cognizant technical office should be requested to provide an updated CDRL with an appropriate DID.

c. Figure 2.12 omits examples of CDRLs for TDP due to the complexity and variety of contracting methods used for TDPs. AIR-3.3.2 should be contacted for guidance and assistance in TDP requirements determination, SOO/SOW language, and generation of CDRLs and related documents.

<b>CHECKLIST</b>			
EXHIBIT REFERENCE	ITEM	YES	NO
	<u>HEADING</u>		
	Does each page of the Exhibit contain the following information?		
A & B	Contract line item number and Exhibit identifier in accordance with Section B of the solicitation.		
C	Category designator marked.		
D	Name of the system/item.		
E	Contract or solicitation number.		
F	Contractor's name, if applicable.		
	<u>BODY OF DD FORM 1423</u>		
1	Are exhibit line item numbers correct?		
	Have I and O been omitted from data item numbers?		
2	Is Block 2 identical to the title on the DID?		
3	Is subtitle, if applicable, correct?		
4	Is DID number in consonance with the ASSIST website & DODISS?		
5	Is contract reference correct? (SOW paragraph number)		
6	Is requiring office code correct?		
7 & 8	Are entries correct?		
9	Is proper distribution statement identified and explained in Block 16?		

**FIGURE 2.11  
CHECKLIST TO REVIEW EXHIBITS**

<b>CHECKLIST</b>			
EXHIBIT REFERENCE	ITEM		
		YES	NO
10 through 13	<u>BODY OF DD FORM 1423 (CONT'D)</u> Is submission of data information properly identified and coded? Are all code letters capitalized?		
14 & 15	Are codes correct? Are numbers of copies listed and totalled? When additional pages are required for lengthy distribution lists, verify that the distribution list number is referenced in Block 14, e.g., "Per Distribution List No. 1."		
16	Are all remarks prefixed by the block number that they pertain to? Are they in numerical order?		
Added Distribu- tion List (Block 14)	Does the heading information contain the Exhibit and Item numbers? Is the distribution list number the same as the one inserted in Block 14? Is the List of Addressees included in the CDRL Supplemental Section or added as an attachment?		
G & H	Has the signature of the cognizant technical person and the date of preparation been entered on the bottom of the form?		
I & J	Approval signature and date entered by the Program Manager or his designated representative.  Within each exhibit, are all pages numbered?		

**FIGURE 2.11**  
**CHECKLIST TO REVIEW EXHIBITS (Cont'd)**

<b>CONTRACT DATA REQUIREMENTS LIST</b> <i>(1 Data Item)</i>					<i>Form Approved</i> <i>OMB No. 0704-0188</i>				
Public reporting burden for this collection of information is estimated to average 110 hours per response, including the 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 this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302 and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. Listed in Block E.									
A. CONTRACT LINE ITEM NO.  0004		B. EXHIBIT  A		C. CATEGORY: <small>TDP</small> _____ <small>TM</small> _____ <small>OTHER</small> <u>CMAN</u>					
D. SYSTEM/ITEM Weapon/Section/Component			E. CONTRACT/PID NO. N00019-03-P1-MB028		F. CONTRACTOR N/A				
1. DATA ITEM NO. A001		2. TITLE OF DATA ITEM Engineering Change Proposals (ECPs)			3. SUBTITLE N/A				
4. AUTHORITY (Data Acquisition Document No.) DI-CMAN-80639C (See 16)			2. CONTRACT REFERENCE SOW, Para. XXX		6. REQUIRING OFFICE AIR-XXX				
7. DD 250 REQ LT	9. DIST STATEMENT REQUIRED D (See 16)	10. FREQUENCY ASREQ (See 16)		12. DATE OF FIRST SUBMISSION (See 16)		14. DISTRIBUTION			
8. APP CODE A		11. AS OF DATE (See 16)		13. DATE OF SUBSEQUENT SUBMISSION (See 16)		a. ADDRESSEE	b. COPIES		
						Draft	Final Reg.    Repr		
16 REMARKS  Block 4: Contractor format is acceptable. Reference to Military Standards and Specifications will be used for guidance only.  Block 9: Administrative/Operational Use (2 Oct 2002).  Block 10-13: Formal request for ECPs will be authorized in letter by PCO.						Per attached	0	1	0
						Distribution			
						list			
						12. TOTAL			
G. PREPARED BY			H. DATE	I. APPROVED BY		J. DATE			

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

**FIGURE 2.12**  
**EXAMPLE OF EXHIBITS**

# 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. Data 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 on the ASSIST website), 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 5230.24).
- Item 10. Specify number of time 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 addresses 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 12. 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 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 the data item.

Estimated Price - Cost 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 or submittal, preparation, control, and quality of the data item.

Estimated Price - Cost 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 Item 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 Governments' right to use the data shall be governed by the pertinent provisions of the contract.

EXHIBIT A (Item 0004)  
Seq. No. A001

DISTRIBUTION LIST #1

Distribution List for Class I ECPs and Major/Critical Deviations and Waivers & NORs for Weapon/Section/Component:

(Advance copies of Class I ECPs and NORs shall be submitted for preliminary coordination to those agencies on the distribution list noted by "Advance". Upon notification by NAVAIRSYSCOM, final copies incorporating those changes recommended as a result of the preliminary coordination shall be submitted to all agencies on the distribution list. Major/critical deviations and waivers are submitted formal only.)

<u>Agency</u>	<u>Code</u>	<u>No. Of Copies</u>	<u>Copies of Supp. Data</u>
ACO		1	
PEO (T)	PMA-XXX	1 (Advance) + orig.	
NAVAIRSYSCOM	AIR-1.1.2	1	
	AIR-3.1.1.X	1 (Advance)	
	AIR-4.1.X.X	1 (Advance)	1 set incl. dwgs. & specs.
	AIR-1.1.2	1	
NAWC	NAWC XXXX	1 (Advance)	Incl. dwgs. & specs.
	NAWC XXXX	1	
Second Contractor		1 . . . .	W/O cost info. w/set dwgs. & specs. req. (No Waivers)

9 + orig.

**FIGURE 2.12**  
**EXAMPLE OF EXHIBITS (Cont'd)**

EXHIBIT A (Item 0004)  
Seq. No. A001

DISTRIBUTION LIST #2

Distribution List for Class II ECPs and Minor Deviations, Waivers & NORs for Weapon/Section/Component:

<u>Agency</u>	<u>Code</u>	<u>No. Of Copies</u>	<u>Copies of Supp. Data</u>
ACO		1	
NAWC	NAWC XXXX	1 + orig.	. . . Incl. dwgs. & specs
	NAWC XXXX	1	
PEO (T)	PMA-XXX	1	
Second Contractor		1	
		<hr/>	
		5 + orig.	

**FIGURE 2.12**  
**EXAMPLE OF EXHIBITS (Cont'd)**

# CONTRACT DATA REQUIREMENTS LIST (1 Data Item)

*Form Approved*  
**OMB No. 0704-0188**

Public reporting burden for this collection of information is estimated to average 110 hours per response, including the 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 this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302 and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. Listed in Block E.

<b>A. CONTRACT LINE ITEM NO.</b> 0004		<b>B. EXHIBIT</b> A		<b>C. CATEGORY:</b> TDP _____ TM _____ OTHER <u>MGMT</u>							
<b>D. SYSTEM/ITEM</b> Weapon/Section/Component			<b>E. CONTRACT/PID NO.</b> N00019-03-P1-MB028		<b>F. CONTRACTOR</b> N/A						
<b>1. DATA ITEM NO.</b> A002		<b>2. TITLE OF DATA ITEM</b> Contractor's Progress, Status and Management Report			<b>3. SUBTITLE</b> N/A						
<b>4. AUTHORITY (Data Acquisition Document No.)</b> DI-MGMT-80227 (See 16)			<b>2. CONTRACT REFERENCE</b> SOW, Para. XXX		<b>6. REQUIRING OFFICE</b> PMA-XXX						
<b>7. DD 250 REQ</b> LT	<b>9. DIST STATEMENT REQUIRED</b> N/A	<b>10. FREQUENCY</b> MTHLY		<b>12. DATE OF FIRST SUBMISSION</b> 60 DAC		<b>14. DISTRIBUTION</b>					
<b>8. APP CODE</b> N/A		<b>11. AS OF DATE</b> 0		<b>13. DATE OF SUBSEQUENT SUBMISSION</b> N/A		<b>a. ADDRESSEE</b>					
<b>16 REMARKS</b>  Block 4: Contractor format is acceptable. Reference to Military Standards and Specifications will be used for guidance only.						<b>b. COPIES</b>					
						<b>12. TOTAL</b>	1	1	0		
<b>G. PREPARED BY</b>			<b>H. DATE</b>		<b>I. APPROVED BY</b>		<b>J. DATE</b>				

<b>17. PRICE GROUP</b>
<b>18. ESTIMATED TOTAL PRICE</b>

**FIGURE 2.12**  
**EXAMPLE OF EXHIBITS (Cont' d)**

CONTRACT DATA REQUIREMENTS LIST (1 Data Item)					Form Approved OMB No. 0704-0188			
Public reporting burden for this collection of information is estimated to average 110 hours per response, including the 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 this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302 and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. Listed in Block E.								
A. CONTRACT LINE ITEM NO. 0004		B. EXHIBIT A		C. CATEGORY: TDP _____ TM _____ OTHER <b>MGMT (SECURITY)</b>				
D. SYSTEM/ITEM Weapon/Section/Component			E. CONTRACT/PID NO. N00019-03-P1-MB028		F. CONTRACTOR N/A			
1. DATA ITEM NO. A003		2. TITLE OF DATA ITEM Operations Security (OPSEC) Plan			3. SUBTITLE N/A			
4. AUTHORITY (Data Acquisition Document No.) DI-MGMT-80934 (See 16)			2. CONTRACT REFERENCE SOW, Para. XXX		6. REQUIRING OFFICE AIR-7.4.3			
7. DD 250 REQ LT	9. DIST STATEMENT REQUIRED FOUO (See 16)	10. FREQUENCY ONE/R		12. DATE OF FIRST SUBMISSION (See 16)		14. DISTRIBUTION		
8. APP CODE N/A		11. AS OF DATE (See 16)	13. DATE OF SUBSEQUENT SUBMISSION (See 16)		a. ADDRESSEE	b. COPIES		
						Draft	Final Reg.    Repro	
16 REMARKS <p><b>Block 4:</b> Delete references in DI-MGMT-80934. Instead use the definition of sensitive information given in Public Law 100-235 (101 STAT 1727). Security Policy, procedures and requirements for classified information (as defined in FAR 4-401), are provided in DoD Manual 5220.22-M, "National Industrial Security Program Operating Manual (NISPOM)," Use OPNAVINST 3432.1 and National Security Decision Directive 298 of 22 Jan 1988 for the concept of Operations Security, And apply the framework for telecommunications security in DFARS clause 252.239-7016. Delete the last two sentences of Paragraph 10.3.4, and add "TEMPEST requirements are not considered when pricing OPSEC requirements." TEMPEST requirements, if applicable, are addressed separately in the DD Form 254 incorporated into this contract.</p> <p><b>Block 9:</b> The words, "FOR OFFICIAL USE ONLY" shall be conspicuously marked at the bottom of the outside cover (if any), on the bottom of each page, and on the bottom of the outside back cover (if any). The front cover (if any) or the first page of the document shall also be conspicuously marked with the following statement: "This document contains information EXEMPT FROM MANDATORY PUBLIC DISCLOSURE under the Freedom of Information Act. Exemption b(2) Applies." These markings shall also be applied in an appropriate manner to any data provided in electronic media or transmission. Electronic Transmission of such data must be via FIPS 140-1 compliant encryption.</p> <p><b>EXEMPTIONS:</b> b(2) shall be used on documents which concern internal working processes or procedures (e.g., OPSEC Plans or Program Protection Implementation Plans).</p> <p><b>Blocks 11, 12 and 13:</b> Preliminary draft plan due 90 DAC with final plan due 45 days after government approval (AIR-7.4.3) of draft. Revisions are required after approval of plan only to comply with Government Data Protection Policy document revisions.</p>					AIR-7.4.3	1	1	0
					PMA-XXX	0	1	0
G. PREPARED BY			H. DATE	I. APPROVED BY		J. DATE		

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

**FIGURE 2.12  
EXAMPLE OF EXHIBITS (Cont' d)**

<b>CONTRACT DATA REQUIREMENTS LIST</b> <i>(1 Data Item)</i>					<i>Form Approved</i> <i>OMB No. 0704-0188</i>				
Public reporting burden for this collection of information is estimated to average 110 hours per response, including the 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 this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302 and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. Listed in Block E.									
A. CONTRACT LINE ITEM NO. <b>0006</b>		B. EXHIBIT <b>B</b>		C. CATEGORY: TDP _____ TM _____ OTHER <u>NDTI</u>					
D. SYSTEM/ITEM <b>Weapon/Section/Component</b>			E. CONTRACT/PID NO. <b>N00019-03-P1-MB028</b>		F. CONTRACTOR <b>N/A</b>				
1. DATA ITEM NO. <b>B001</b>		2. TITLE OF DATA ITEM <b>Test/Inspection Reports</b>			3. SUBTITLE <b>First Article</b>				
4. AUTHORITY (Data Acquisition Document No.) <b>DI-NDTI-81809A (See 16)</b>			2. CONTRACT REFERENCE <b>SOW, Para. XXX</b>		6. REQUIRING OFFICE <b>PMA-XXX</b>				
7. DD 250 REQ <b>LT</b>	9. DIST STATEMENT REQUIRED <b>D (See 16)</b>	10. FREQUENCY <b>2TIME</b>		12. DATE OF FIRST SUBMISSION <b>See 16</b>		14. DISTRIBUTION			
8. APP CODE <b>A (See 16)</b>		11. AS OF DATE <b>N/A</b>		13. DATE OF SUBSEQUENT SUBMISSION <b>See 16</b>		a. ADDRESSEE	b. COPIES		
16 REMARKS  Block 4: Contractor format is acceptable. Reference to Military Standards and Specifications will be used for guidance only. Block 8: Approval within 30 days of receipt. Block 9: Administrative/Operational Use (2 Oct 2002).  Block 12 & 13: Preliminary NLT 30 DA completion of first article test and inspection Of serialized end item. Final submission shall be IAW SEC. I FAR 52.209.3.									
						PMA-XXX	1	1	0
						NAWC-XXX	0	2	0
						12. TOTAL	1	3	0
G. PREPARED BY			H. DATE		I. APPROVED BY		J. DATE		

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

**FIGURE 2.12**  
**EXAMPLE OF EXHIBITS (Cont' d)**





DD FORM 1423 (CONTRACT DATA REQUIREMENTS LIST) ADDRESSEE LIST

Distribution and addressee codes which are cited in Block 14 of DD Form 1423 Exhibits (Contract Data Requirements List) are explained below:

<u>ADDRESSEE</u>	<u>CODE</u>
Administrative Contracting Officer Contract Administration Officer	ACO (See Section G) CAO (See Section G)
NAVAL AIR SYSTEMS COMMAND HEADQUARTERS NAVAL AIR WARFARE CENTER PATUXENT RIVER MD 20670	AIR-1.1.2 AIR-3.1.1.X AIR-4.1.X AIR-4.1.4.X AIR-4.2.6 AIR-4.2.7 AIR-7.4.3
PROGRAM EXECUTIVE OFFICER TACTICAL AIRCRAFT PROGRAMS NAVAL AIR WARFARE CENTER BLDG. XXX SUITE XXX STREET ADDRESS UNIT #XX PATUXENT RIVER MD 20670	PMA-XXX
COMMANDER NAVAL AIR WARFARE CENTER WEAPONS DIVISION CHINA LAKE CA 93555-6001	NAWC XXXX
COMMANDER NAVAL AIR WARFARE CENTER WEAPONS DIVISION POINT MUGU CA 93042-5001	NAWC XXXX
QUALITY ASSESSMENT DIRECTORATE NAVAL WARFARE ASSESSMENT DIVISION PO BOX 5000 CORONA CA 91718-5000	NWAD XXXX
COMMANDING OFFICER NAVAL SURFACE WARFARE CENTER INDIAN HEAD DIVISION 101 STRAUSS AVENUE INDIAN HEAD MD 20640-5000	NOSIH XXXX

**FIGURE 2.12A**  
**EXAMPLE OF SUPPLEMENT TO EXHIBITS**

## **2.11 PREPARATION OF PROCUREMENT FUNDING DOCUMENTS**

### 2.11.1 GENERAL

There are several other types of procurement initiation documents available for use by the Program Manager (PM). These are Project Directives (PDs), Allotments, Work Request/Economy Act Orders (WRs), Project Orders (POs), Requests for Contractual Procurement (RCPs), Orders for Work or Services/Direct Citation (WX, PX, RX), Military Interdepartmental Purchase Requests (MIPRs), Interdepartmental Purchase Requests (IPRs), Letters of Authority (LTs), Resource Authorizations as Operating Budgets (OBs) and Technical Operating Budgets (TOBs) and Military Standard Requisitioning and Issue Procedures (MILSTRIPs). The IPT is responsible for the above PIDs. AIR-1.1.2 will provide assistance to the IPT as requested.

### 2.11.2 FUNDING DOCUMENT TYPE PIDs

The policies and procedures for the use of these documents by the Naval Air Systems Command Headquarters (NAVAIR) and the Program Executive Officers (PEOs) are contained in the latest version of NAVAIRINST 7300.8, entitled, "Naval Air Systems Command Headquarters Responsibilities and Procedures for Funding Field Organizations." This document provides guidance for the use, preparation and issuance of funding documents to Navy field activities and other government agencies.

The required Determination and Findings (D&F) statement, must be signed by the approval authority and accompany all IPRs submitted to AIR-10.0 Divisions for issuance. Contact AIR-2.1 for further information on the D&F statement.

### 2.11.3 MILITARY STANDARD REQUISITIONING AND ISSUE PROCEDURE (MILSTRIP) (NAVAIR FORM 4470/3)

#### 2.11.3.1 Purpose

A MILSTRIP is used to obligate funds to acquire supplies/items from DOD stock points belonging to DLA, Navy, Army, Air Force, Marines and Coast Guard. Processing of this type of document differs for Navy and FMS funding. Ensure that the item belongs to the agency you are seeking to MILSTRIP from as either Primary Inventory Control Activity or the Secondary Inventory Control Activity and determine the status of current stock levels.

MILSTRIP amendments are prepared in the same manner as the Basic MILSTRIP. An amendment normally reflects a cancellation or a quantity change. Often amendments are issued when the basic MILSTRIP was placed on back order for a lengthy period of time and then canceled in the supply system or to cancel the basic document and withdraw funds so it can be placed on a new MILSTRIP. This is often done when a MILSTRIP Julian date has expired.

### 2.11.3.2 Preparation of MILSTRIPs

The preparation and use of MILSTRIPs is described in a detailed MILSTRIP instructional booklet entitled, "Customer Assistance Handbook," prepared by the Defense Logistic Agency. A MILSTRIP can be prepared by any organization within the NAVAIR. However, most MILSTRIPs are prepared by either AIR-1.1.2 or AIR-3.6.4 personnel. When the PM or IPT identifies a MILSTRIP requirement for Government Furnished Equipment (GFE) to support a production or development program, MILSTRIPs are prepared by AIR-1.1.2 analysts. Generally, AIR-3.6.4 prepares MILSTRIPs for spare items procured by NAVAIR in support of a program requirement.

### 2.11.3.3 AIR-1.1 Prepared MILSTRIPs

When the PM identifies a requirement and funding for GFE that will be procured by MILSTRIP(s), the program analyst assigned to the IPT will initiate action for preparation and processing of MILSTRIP(s). The program analyst should ensure that AIR-1.1.2 has authority to obligate the appropriate funds for the respective MILSTRIP. The MILSTRIP requirement may be for a GFE item listed on an approved Master Government Furnished Equipment List (MGFEL), a replacement item for borrowed or production line support assets or a special project item.

The program analyst will provide a memo to AIR-1.1.2, identifying the specific requirement for the MILSTRIP item(s). AIR-1.1.2 will develop a computer generated NAVAIR Form 4470/3 and provide it to the program analyst for processing in accordance with NAVAIRINST 4200.37A. A meeting should be held with the appropriate IPT member(s) to review and approve the MILSTRIP request. Usually, the IPT for a MILSTRIP should be small and may consist only of the PM representative or budget analyst, the cognizant program analyst and an AIR-10.0 representative. The PM will decide the composition of the IPT. Once the MILSTRIP is entered into the required system it is electronically routed in accordance with the PM's direction. This will ensure the MILSTRIP is prepared and processed in a timely manner. AIR-10.2 will process all FMS MILSTRIPs for older FMS cases and will process all MILSTRIPs into MISIL (FMS accounting system maintained by NAVICP) for newer cases. NAVICP will obligate FMS MILSTRIP funds.

**PART IV**

**REPRESENTATIONS, INSTRUCTIONS  
AND EVALUATION FACTORS**

**SECTIONS K, L & M**

**2.12 SECTION K - REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS.** This Section is prepared by Contracts.

**2.13 SECTION L - INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS OR QUOTERS**

Section L is only included in solicitations and includes solicitation provisions and other information and instructions not required elsewhere to guide offerors or quoters in preparing proposals or quotations. Therefore, this section doesn't require any input from the PID originator. However, for informational purposes the following is provided on Software Development Capabilities and Processes.

**5252.239-9500 - SOFTWARE DEVELOPMENT CAPABILITIES AND PROCESSES (2001) (NAVAIR)**

USE: Use in Section L of solicitations requiring software development or upgrade(s) when the item being procured is considered to be a Software Intensive System (SIS). SIS is defined as any system where a significant portion or component of the functionality is implemented in software or where software presents the primary technical or programmatic challenge to the system developer. The following is an example of proposal instruction (Section L) language that maybe used to meet DoD and NAVAIR policy on software evaluations. Similar words are acceptable as long as adequate information is requested to assess the software engineering capability level that the offeror has achieved and to assess risk mitigation plans if they have not yet achieved SEI SW-CMM Level 3 or equivalent. Past Performance information requested need not specifically identify software development since assessment of past performance regarding software or any other discipline for that matter is inherent in the past performance evaluation. Also the intent of the information requested under Technical/Management is that it be adequate enough to assess the offeror's SEI SW-CMM Level or equivalent without additional past performance information.

**SOFTWARE DEVELOPMENT CAPABILITIES AND PROCESSES**

For Technical or Management:

The following information shall be provided by the offeror, team members, and subcontractors at the business unit(s) engaged in the software development of Software Intensive Systems (SIS). SIS is defined as any system where a significant portion or component of the functionality is implemented in software or where software presents the primary technical or programmatic challenge to the system.

1. Identify the Software Engineering Institute (SEI) Capability Maturity Model (CMM) for Software (SW-CMM) or equivalent level of certification obtained through a Software Capability Evaluation.

2. Demonstrate how this level of certification applies to this solicitation. As a minimum, provide the following information:

a. Identify the agency/company that performed the Software Capability Evaluation and provide a point of contact's name, telephone number, and e-mail address.

b. Identify the date that the certification was obtained.

c. Identify the projects that were evaluated for the level of certification and demonstrate the degree of relevancy that those projects have to the technical requirements of this solicitation. Include a comparability analysis between the projects being performed when the level of certification was made and those of this solicitation.

d. What percentage of the software related personnel for this solicitation was a part of the business unit when it originally achieved its certification level? Demonstrate that these workforce changes did not affect the certification level or if it did address the risk mitigation actions taken or to be taken to avoid a reduction in the certification level.

e. Describe any significant changes to your software development processes since the capability evaluation was conducted. Show how these process changes did not adversely affect the certification level, or if it did address the risk mitigation actions taken or to be taken to avoid a reduction in the certification level.

3. If a SEI SW-CMM Level 3 certification or equivalent was not obtained or cannot be demonstrated, provide a Risk Mitigation Plan to account for the risk(s) associated with a software capability that is less than SEI SW-CMM Level 3 or equivalent. As a minimum provide the following:

a. Those process areas that failed to meet or exceed an SEI SW-CMM Level 3 or equivalent rating.

b. A schedule and plan that describes how the weaknesses that have prevented an SEI SW-CMM Level 3 or equivalent certification will be corrected.

For Past Performance:

1. The offeror shall identify recent relevant programs that provide evidence of its organization's (including subcontractors and/or team members involved with software development). Customer points of contact with telephone numbers and e-mail addresses shall be provided.

**2.14 SECTION M - EVALUATION FACTORS FOR AWARD**

This section is required only for competitive solicitations and identifies all factors, including price or cost, and any significant subfactors that will be considered in awarding the contract. It contains the evaluation criteria listed in order of importance and other factors for contract award. The following is provided for

informational purposes for Software Development Capabilities and Processes.

**5252.239-9501 - SOFTWARE DEVELOPMENT CAPABILITIES AND PROCESSES  
(FEB 2001) (NAVAIR)**

USE: Use in Section M of solicitations requiring software development or upgrade(s) when the item being procured is considered to be a Software Intensive System (SIS). SIS is defined as any system where a significant portion or component of the functionality is implemented in software or where software presents the primary technical or programmatic challenge to the system developer. The following is an example of language that may be included in the evaluation criteria (Section M) language in order to meet DoD and NAVAIR policy on software development. Similar words are acceptable as long as they identify that software development (including risk mitigation plans) will be evaluated.

**SOFTWARE DEVELOPMENT CAPABILITIES AND PROCESSES**

The risk associated with the offeror's Software Engineering Institute Capability Maturity Model for Software (SW-CMM) Level of certification or equivalent and associated risk mitigation plans, if necessary, will be assessed.

## **CHAPTER 3**

# **Format for the Procurement Initiation Document**

## CHAPTER 3

### FORMAT FOR THE PROCUREMENT INITIATION DOCUMENT

#### 3.1 GENERAL

a. PIDs prepared in accordance with this guide will comply with the uniform contract format specified in FAR 15.204. Figure 3.1 shows the general format and structure for a solicitation/contract which will be adhered to when preparing SECTIONS B-H and J of PIDs. An approval sheet will be attached and signed by the PM and principal IPT members. The PID will consist of the following two elements as well as PARTS I and III (Sections B-H, J) of the Uniform Contract Format:

- (1) An approval/cover/route sheet
- (2) A Procurement Planning Data Sheet

#### UNIFORM CONTRACT FORMAT

##### PART I - THE SCHEDULE

<u>SECTION</u>	<u>TITLE</u>
A	Solicitation/Contract Form
B	Supplies or Services and Prices/Costs
C	Description/Specifications/Work Statement
D	Packaging and Marking
E	Inspection and Acceptance
F	Deliveries or Performance
G	Contract Administration Data
H	Special Contract Requirements

##### PART II - CONTRACT CLAUSES

I Contract Clauses

##### PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

J Documents, Exhibits and Other Attachments

##### PART IV - REPRESENTATIONS, INSTRUCTIONS AND EVALUATION FACTORS

K Representations, Certifications, and Other Statements of Offerors or Quoters

# Uniform Contract Format

## (Uniform Contract Format (UCF) - FAR Clause 15.204-1)

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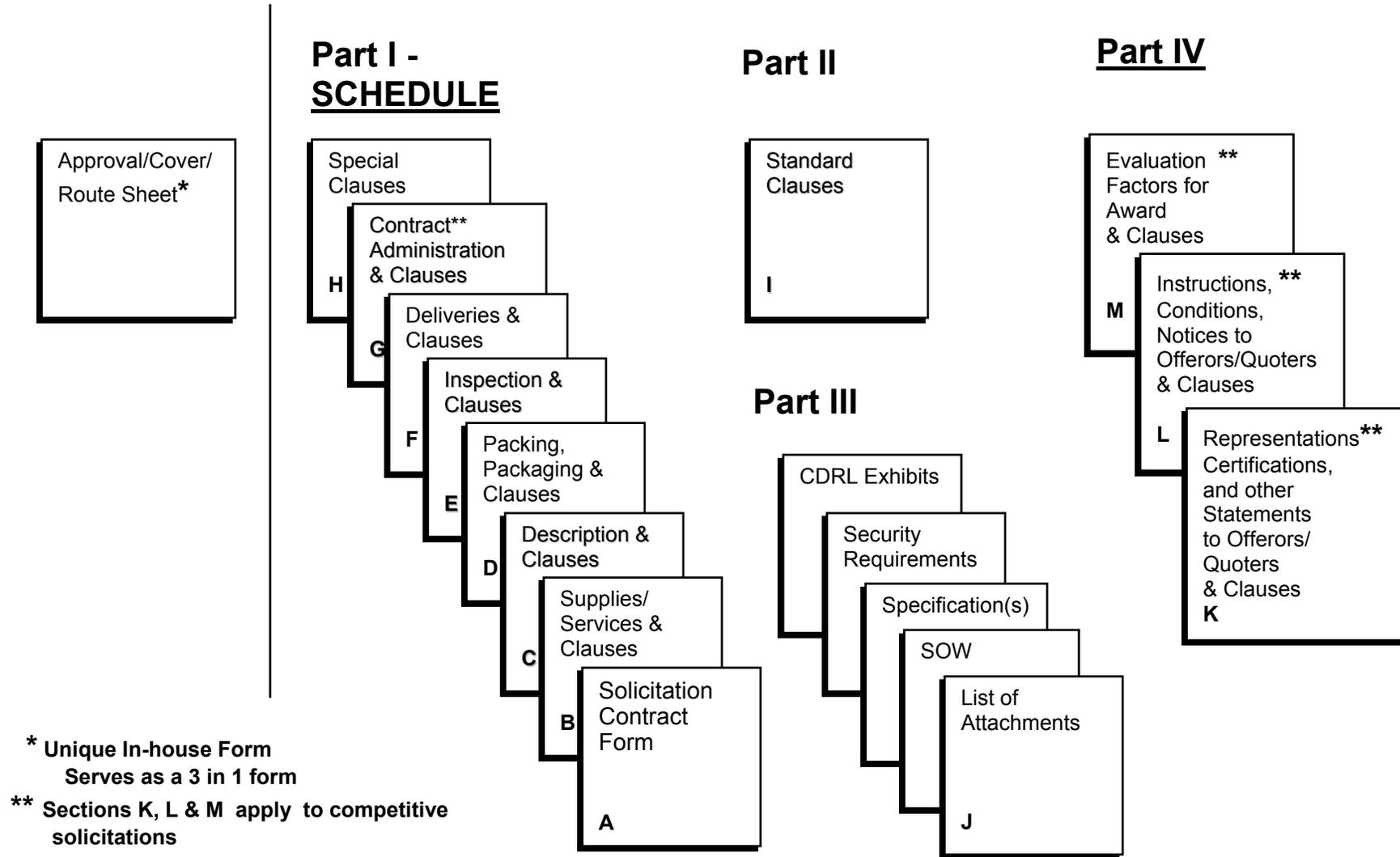


FIGURE 3.1  
UNIFORM CONTRACT FORMAT

**L Instructions, Conditions, and Notices to Offerors  
or Quoters**

**M Evaluation Factors for Award**

b. Sections I, K, L and M are not included in the PID, but are inserted by Contracts before becoming a solicitation. These Sections of the solicitation may be omitted, when appropriate. For example, Sections L and M may be eliminated for non-competitive procurements. At the PPC, the PCO will provide guidance as to which parts and sections are required. This decision will be based on the type of contract, modification or order to be awarded.

c. For competitive procurements, the IPT should refer to the "Competitive Procurement Handbook." This handbook discusses the competitive procurement process and focuses on the selection process known as competitive negotiations. It should be used as a guide and covers: basic acquisition planning, preparation for source selection, evaluation effort, selection/award and post-award activities. For competitive awards, the IPT should have representation from the Source Selection Officer, AIR-4.10C for formal source selection

3.2 THE APPROVAL/COVER/ROUTE SHEET

3.2.1 Function

The format and content of the approval/cover/route sheet is shown in Figure 3.2 and will be completed by the IPT and used for **all** procurement documents. The approval/cover/route sheet provides a means of controlling the PID document and ensuring that the PM and principal IPT members approve the PID before it is released as a solicitation by the PCO to industry. It is recommended that the PID approval/cover/route sheet be signed by the IPT after a formal PPC has been convened and all issues resolved. Usually this would occur after the DRRB function has been completed. The following instructions are provided for assistance.

a. FISCAL YEAR BUY

Enter the fiscal year funding and describe the system, equipment or service to be procured. Generally, the fiscal year funding is the same year the contract award is to be executed.

b. SMART SOURCING CERTIFICATION NUMBER

This blank must be completed to reflect that the Smart Sourcing procedure has been followed. If a Smart Sourcing Certification number was not issued because an exemption applied, then one of the following will be inserted in the block.

- (1) Exemption - Hardware
- (2) Exemption - Services tasks under \$75K
- (3) Exemption - BPA Orders for External Customer

- (4) Exemption - Systems Development and Demonstration (formerly known as EMD)
- (5) Exemption - SBIR (Small Business Innovative Research)
- (6) Exemption - BAA (Broad Agency Announcements) for advanced/applied research
- (7) Exemption - DERF (Defense Emergency Response Funds)

c. DEFENSE PRIORITIES AND ALLOCATION SYSTEM (DPAS) RATING

This rating consists of the rating symbol plus the program identifier. For example: Rating symbol would be either DO or DX and the Program Identifier might be A1 for aircraft or A2 for missiles, etc. Contact AIR-3.5.1 for DPAS assignment.

d. CS FEDERAL SERVICE CODE

Required for all contractor support services contracts. (See Appendix C for guidance on selecting the proper FSC)

e. CONTRACT NUMBER

If the PID is initiated to change an existing contract, insert the contract number. If the PID will result in a new contract, insert "N/A" or "TBD."

f. PID NUMBER

With the advent of SAP the generation of the PID number has been modified somewhat. Specifically, SAP automatically assigns a number to each document generated. However, it is NAVAIR policy to continue to also assign the traditional PID number as described below and in accordance with the assigned alpha code (See Appendix B). This will enable more efficient tracking of the document by UIC, FY, originator, etc.

Enter the PID number, revision number and date prepared. The program office will assign a PID number using its unique alpha code identifier. If funding is issued to another AIR-Group (referred to as receiving office) via a Project Directive (PD), the unique alpha code for the receiving office will be used in creating the PID number. This number should be assigned when the requirement for a procurement action is identified and before convening a PPC. The PID number is for administrative tracking use and will be developed as follows: (See Figure 3.3)

- (1) The first six digits are made from the Unit Identification Code (UIC). For example, "N" indicates Navy and NAVAIR's UIC is 00019. This UIC is always the same for PIDs issued from NAVAIR.
- (2) The seventh and eighth digits indicate the fiscal year the document was prepared.

- (3) The ninth digit of the PID number will always be P, which indicates that this is a procurement action.
- (4) The tenth digit will be selected based on the purpose of the procurement or category. For example, a new procurement will be 1, an administrative procurement action will be 7. Figure 3.4 shows the ninth and tenth digits used to identify the procurement categories.
- (5) The eleventh and twelfth digits signify the alpha code identifying the PM or functional office funding the PID.
- (6) The last three digits are the serial number and are assigned in numerical sequence beginning with 001 and ending with 999. The office identified by the selected alpha code will maintain a log by numerical sequence of all solicitation numbers.
- (7) N00019-02-P1-PM005 illustrates the PID number, where:
  - (a) **N00019** is the UIC for NAVAIR.
  - (b) **02** identifies that FY-02 is the year the document was prepared.
  - (c) **P1** identifies the procurement as a request for a new procurement or follow-on procurement.
  - (d) **PM** is the alpha code for the F/A-18 Program Office (note funding was not issued on a PD to another functional office like AIR-1.1.2 or this code would be MB).
  - (e) **005** indicates that this is the fifth procurement prepared.

(8) REVISION

If the solicitation, contract modification or order is a revision to a previous and active document (e.g., a contract or modification has not been executed against the previous solicitation) enter the appropriate revision number. Otherwise, enter "Basic".

(9) DATE PREPARED

Enter the date the basic solicitation or modification was prepared.

f. DELIVERY ORDER NUMBER OR MOD NUMBER

Enter the number of the delivery order revision or the PID modification (revision) number.

g. CONTRACT SPECIALIST

Enter name of the Contract Specialist assigned to your program.

h. DATE PREPARED

Enter date the document was prepared.

i. PPC REQUIRED

Depending on the complexity of the procurement whether or not to hold a PPC and when it will be held.

j. CONTRACTOR

If sole source, enter the name of the contractor. If competitive enter TBD.

k. CPARS REQUIRED

If CPARS is required, then enter the type, i.e., system, service, etc.

l. ESTIMATED DOLLAR VALUE

Enter estimated value of proposed PID.

m. PURPOSE

Enter a brief description of the supplies or services to be procured. If the purpose is to make a change to an existing contract or PID, briefly describe the change(s) to be made. You may use an attachment to the cover page if necessary.

n. ACCOUNTING INFORMATION

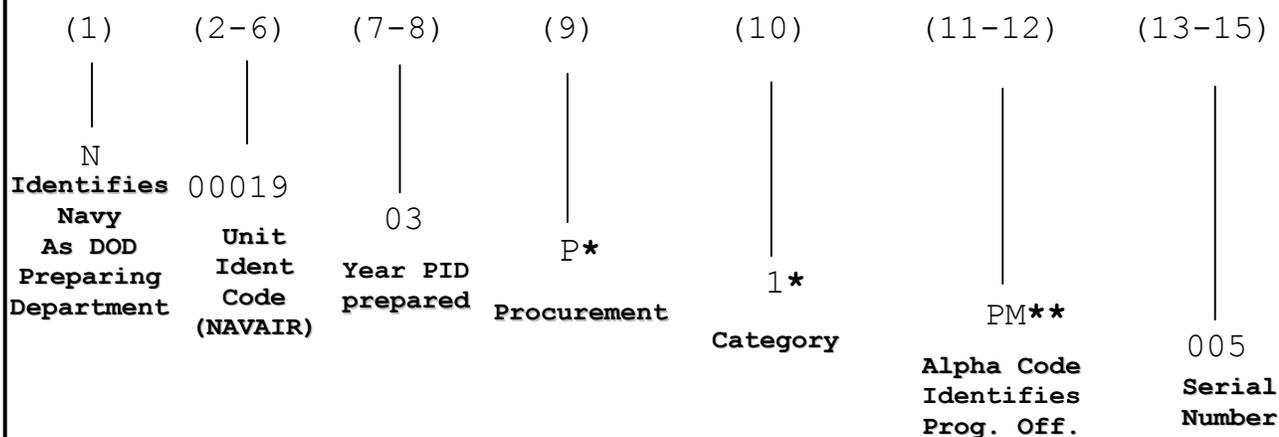
Enter the applicable accounting information here as it applies to your PID. (i.e., OSIP number, CCB number, subhead, RFM, PDLI, PARM, etc.)

o. APPROVALS

The PM will determine who must sign the approval/cover/route sheet. Figure 3.2 is a sample only and signature spaces may be eliminated or added at the discretion of the PM. The principal IPT members will sign the approval/cover/route sheet to indicate that the PID is acceptable and satisfies the program requirements. The PM will sign after all designated IPT members have signed.



### 15-Digit PID (PROCUREMENT) NUMBER



**PID NUMBER - N00019-01-P1-PM005**

This 15-digit PID number is assigned to the PID by the Program Office.

Some Examples of numbers for funding document type PIDs:

- MIPR Number - N00019-98-MP-BZD2F
- RX Number - N00019-98-RX-A210F
- WX Number - N00019-98-WX-BZC8F
- RCP Number - N00019-98-RC-BZA5F

**NOTE: \* See Figure 3.4 for comprehensive description.**

**NOTE \*\* Alpha Code identifies the program office and is assigned by AIR-1.1.2.**

**FIGURE 3.3  
PID NUMBER (PROCUREMENT NUMBER)**

## PROCUREMENT CATEGORY NUMBER CODING DETAIL

### CATEGORY "P1" - N00019-XX-P1-XXXXXX (MAJOR)

- New program/equipment starts (RDT&E, production, logistics)
- Follow-on hardware procurements (examples follow)
  - Aircraft/Government Furnished Equipment (GFE)/Missile and Components/Support Equipment (SE)/Air Traffic Control(ATC)/Imaging Systems/Launch and Recovery Systems
  - Independent (stand-alone) FMS Solicitations for above
- PPC Required

### CATEGORY "P2" - N00019-XX-P2-XXXXXX (BOAs)

- PIDs to establish Basic Ordering Agreement (BOAs)
- PIDs to place BOA orders (with changes required to basic BOA)
- PIDs to place BOA orders (with no change required to basic BOA)
- PIDs to modify or amend BOAs
- PPC required for BOAs and BOA Orders

### CATEGORY "P3" - N00019-XX-P3-XXXXXX (OPTIONS)

- Exercising an established option (all types) where changed requirements (e.g., scope of effort, schedule, specification) must be addressed
- Exercising an established option (all types) with no changes
- **NO** PPC required except when exercising the option is not routine

### CATEGORY "P4" - N00019-XX-P4-XXXXXX (PROVISIONED/MISCELLANEOUS/MINOR)

- General one-time/miscellaneous/provisioned/line item type requirements
  - One-time microcircuit obsolescence buy
  - Production program spin-off or stand-alone R&D contracts (engineering studies/investigations, non-recurring engineering, etc.)
  - Production line support (ex. Test equipment/bailment/lay-away)
  - MANTECH, IMIP, Foreign Comparative Test (FCT)
  - Spares procurement (as add-on to production buy)
  - Repair of Repairables (ROR) contracts
  - Establish new provisioned line items (for future consideration)
- PPC Optional depending on specific PID

### CATEGORY "P5" - N00019-XX-P5-XXXXXX (CONTRACTOR CONSULTING SERVICES (CS))

- PIDs to establish basic CS type contract
- PIDs to place orders against CS contracts
- PPC required for new contracts. PPC not required for individual orders.

### CATEGORY "P6" - N00019-XX-P6-XXXXXX (SBIR)

- Small Business Innovation Research Program - Phase I
- Small Business Innovation Research Program - Phase II
- PPC optional for Phase II SBIR requests

**FIGURE 3.4**  
**PROCUREMENT CATEGORY NUMBER CODING DETAIL**

CATEGORY "P7" - N00019-XX-P7-XXXXX (CONTRACT/FUNDING/OTHER)

- Largest category of PIDs for admin/funding, etc., type requirements
  - Incremental funding/late funds/line of accounting change
  - CDRL changes/address changes/code changes/part number changes, etc.
  - Change established contract quantities or delivery schedule
  - Solicitations providing funds for change orders for ECPs (Engineering Change Proposals) CCB (Change Control Board)
  - Spec/SOW changes
  - Adding new line items other than provisioned line items or spares
  - Revised DD254 contract security classification requirements

**FIGURE 3.4**  
**PROCUREMENT CATEGORY NUMBER CODING DETAIL (Cont'd)**

### 3.3 PROCUREMENT PLANNING DATA SHEET

A Procurement Planning Data Sheet has been developed for use by the IPT in preparing a PID. This Data Sheet is shown in Figure 3.5. Completion of this data sheet by the IPT is not mandatory but may prove useful to the IPT when soliciting inputs from members of the different competency groups, such as the Security Office.

#### 3.3.1 Preparation of the Procurement Planning Data Sheet

The following detailed guidance is provided for use in completing the procurement planning data sheet:

##### **QUESTION 1 - WHAT IS THE PID NUMBER?**

a. This number will be assigned by the PM before conducting a PPC. A PID number will also be assigned to all other actions before preparation and processing of a PID. Paragraph 3.2.1.b describes how to develop the number. This number is required on the approval sheet and in the upper right corner on each page of the PID.

b. **QUESTION 1A - IS THIS A BASIC OR A REVISION? ENTER REVISION Number** - Enter either basic or revision and the procurement document revision number, if applicable.

c. **QUESTION 1B - WHAT IS THE DATE INITIATED?** - Enter the date that the procurement document or revision is initiated.

**QUESTION 2 - HAVE SMART SOURCING PROCEDURES BEEN FOLLOWED?** Enter a yes or no. This block is to make you aware that Smart Sourcing is required for all services procurements unless an exemption/exception applies. (See para.3.2.1.b) Enter Smart Sourcing Certification Number.

##### **QUESTION 3 - IS PROCUREMENT CLINGER-COHEN ACT (CCA) COMPLIANT?**

a. **QUESTION 3A - CONFIRMATION** - ACAT 1D, 1C, II, III and IV programs containing mission essential or mission critical information technology systems require **confirmation** of compliance with CCA.

b. **QUESTION 3B - CERTIFICATION** - MAIS programs, i.e., ACAT 1AM or 1AC require **certification** of compliance with the CCA.

**QUESTION 4 - WHAT TYPE OF PROCUREMENT IS THIS?** - Enter an "X" in the space which best describes the type of procurement that will result from the PID.

a. **QUESTION 4A - NEW** - If the PID will result in a new contract, check this item.

b. **QUESTION 4B - MODIFICATION** - If the PID is for a modification of a contract, check this item.

c. **QUESTION 4C - OTHER** - If the PID is for a procurement such as a Delivery Order, a BOA or orders to a BOA, check this item and note type in the space provided.

**QUESTION 5 - IS THERE AN EXISTING CONTRACT? IF YES, ENTER CONTRACT NUMBER.** - Self-explanatory. If there is an existing contract, enter the number and last modification number. This information will be useful to the IPT members and PCO when preparing the PID and will influence the type of solicitation format, contract modification, or change order form used by the PCO when issuing the contract, modification or order.

**QUESTION 6 - WHAT IS THE NATURE OF THIS PROCUREMENT?** - Enter an "X" in the appropriate space which describes the requirement.

a. **QUESTION 6A - HARDWARE** - If the buy is to obtain production hardware, check this item.

b. **QUESTION 6B - SERVICES** - If the buy is to obtain services, so indicate. All PIDs for CS contracts must be accompanied by a NAVAIR Form 4200/31, "Requirements Determination for Contractor Support Services,"

c. **QUESTION 6C - RDT&E** - If the purpose of the buy is to obtain Research, Development, Test and Evaluation (RDT&E), check this item and provide the category of R&D (research, exploratory development, advanced development, engineering development or operational system development). (See DFARS 235.001.)

d. **QUESTION 6D - OTHER** - If the buy is for a Non-developmental Item (NDI) or commodity not described above, check "OTHER" and provide specifics.

**QUESTION 7 - IS THIS A NAVY PROCUREMENT? FMS? OTHER?** - If the buy is for supplies or services for the Navy or FMS, put an "X" in the appropriate space. If this buy is to obtain supplies or services for any other agency, DOD or Non-DOD, check "OTHER" and indicate the activity's name.

**QUESTION 8 - WILL THIS RESULT IN A COMPETITIVE PROCUREMENT?** - Indicate whether or not this buy is expected to be competitive. This question addresses the competition from a documentation preparation aspect to determine what information must be furnished to the prospective bidders. If noncompetitive, furnish an approved "Justification & Approval (J&A) for Noncompetitive Procurement." If the PID is to modify an existing contract and does not involve new procurement, indicate "N/A."

a. **QUESTION 8A - IF NOT COMPETITIVE, INDICATE DESIRED CONTRACTOR AND ADDRESS** - This block will be filled in if Question 8 is "NO". If "YES", leave blank.

b. **QUESTION 8B - IS THIS SMALL BUSINESS SET-ASIDE?** - This block will be completed if this is a competitive buy. Also, if Question 8B is "YES", specify "TOTAL" or "PARTIAL" set-aside, if known. (See FAR 19.502-2 and 19.502-3.)

**QUESTION 9 - IS THE ACQUISITION PLAN (AP) APPROVED?** - If "YES", insert the AP number and date of the current AP. Indicate "NO" or "N/A," if appropriate.

**QUESTION 10 - BRIEFLY DESCRIBE PURPOSE OF THIS PROCUREMENT** - Enter a brief summary of the supplies or services to be procured, or refer to an attachment. If the requirement is for a change to an existing contract or solicitation, state what the change is or refer to an attachment explaining the change. If this is a follow-on buy, include the statement, "This is a follow-on procurement of Contract N00019-\_\_\_\_\_."

If the PID is for FMS procurement or has FMS items included, the statement, "This includes procurement for Foreign Military Sales (FMS) within the meaning of DFARS 225.7300." should be included.

**QUESTION 11 - WHAT ARE THE PLANNED PROCUREMENT MILESTONES?** - The information required by this question is to assist the IPT members in establishing realistic milestone dates.

a. **QUESTION 11A - CONTRACT AWARD** - Enter the anticipated date of contract award. To furnish a realistic milestone date for a new contract, allowance must be made for time to complete the contractual document or solicitation, negotiation and award process (usually 9-12 months). If milestone dates are urgent, the source of such a requirement should be attached.

b. **QUESTION 11B - INITIAL PERFORMANCE DATE OR DELIVERY** - Enter the anticipated date for initial delivery or performance.

c. **QUESTION 11C - DELIVERY COMPLETION DATE** - Enter the expected delivery/performance completion date.

**QUESTION 12 - IS FUNDING REQUIRED?** - This question will assist the IPT in determining what contract clauses are required. Specific clauses must be included in the solicitation or contractual document based on the type of work (e.g., development, production).

a. **QUESTION 12A - APPROPRIATION (APN, WPN, R&D)** - Enter the correct appropriation.

b. **QUESTION 12B - AMOUNT** - If the answer to Question 12 is "YES," show the total dollar amount required to cover the priced effort called for in the base year. If the exact amount is unknown or if the funds will be provided in an out-year, give an estimated amount and indicate that it is a "planning estimate." This will help the PM when preparing the Project Directive (PD).

**QUESTION 13 - ARE SECURITY REQUIREMENTS ADDRESSED?** - The PID must be processed through the appropriate divisions of Security for Industrial Security, classification review and other (ASP, SSE, INFOSYSSEC, TEMPEST, etc.) security requirements. For new procurements which the contractor to access, store, generate, or handle classified information, attach a typed draft DD Form 254. For new procurements, modifications/orders placed against the resultant contract, indicate whether the basic DD Form 254 applies. The IPT or EDT members will

request assistance from the Security Office as needed for security matters.

a. **QUESTION 13A - WILL THE CONTRACTOR REQUIRE ACCESS TO CLASSIFIED INFORMATION? YES? NO?** - If the proposed procurement action will require the prospective contractor(s) to have access to classified information including data, documents GFE and contractor generated products containing such information; to receive a solicitation document; to prepare and submit a response to such document; or to perform work under a completely new contract; check "YES". If the proposed procurement action will not require the contractor(s) or prospective contractor(s) to have access to classified information, check "NO" and do not route through Security (but see Question 13c for situations when the PID must be processed through Security for OPSEC, ASP and/or SSE requirements).

b. **QUESTION 13B - (ONLY FOR MODIFICATION TO EXISTING CONTRACTS.) - ARE SECURITY ASPECTS TO CONTRACT CHANGED AS A RESULT OF THIS MODIFICATION? YES? NO?** - If the modification changes the security aspects of a contract, check "YES" and attach a draft DD 254 or other applicable security documents. Otherwise check "NO". Leave blank for new procurements.

c. **QUESTION 13C - WHAT IS THE HIGHEST LEVEL OF ACCESS REQUIRED? TOP SECRET, SECRET, CONFIDENTIAL, SENSITIVE, NO CLASSIFIED OR SENSITIVE ACCESS REQUIRED** - For new procurements, check the appropriate classification. For modifications or orders, the classification level must be consistent with the existing DD 254 unless the purpose of the PID is to change the existing security classification. The level of access for individual orders, if different than the basic contract, must be reflected in the body of the PID. If access to classified information is not required, but access to sensitive information (FOUO, Distribution Statements B through X, proprietary data, NNPI, etc.) is required (see Computer Security Act of 1987 for definition of sensitive), check block marked, "SENSITIVE," include OPSEC requirements and deliverables in the PID and route to Security.

d. Security will review the typed draft DD Form 254 for completeness and accuracy. A copy of the stamped "Draft" DD Form 254 will remain with the PID. The original draft will be retained by Security. For issuance of a signed original DD Form 254, the contract negotiator must contact Security and provide contract number, company name/address and estimated completion date prior to contract award. The completed, signed DD Form 254 will be presented to the PCO within five working days of the request.

e. Security is responsible for providing standardized text for the OPSEC SOW and CDRL(s) to the PID originator and will sign the OPSEC CDRL(s) as the preparer or sign the approved endorsement on the standard OPSEC waiver memo if OPSEC is not required. The solicitation approval sheet must be signed by Security when the PID involves only sensitive data or OPSEC is waived.

**QUESTION 14 - WILL GOVERNMENT FURNISHED MATERIAL, FACILITIES, PRODUCTION AND RESEARCH PROPERTY BE REQUIRED? IF SO, HAVE THEY BEEN INCLUDED IN**

**PID (e.g., SECTION H)?** - Enter "NO" or "YES", and if "YES", identify specific H clauses and other references.

a. **QUESTION 14A - GOVERNMENT FURNISHED MATERIAL. YES? NO?** - Enter an "X" in the proper space. If "YES" is checked, provide a list of Government-Furnished Material (GFM) in the appropriate NAVAIR Government Property H-clause. A Material Control Activity (MCA) will be designated in Section G. (See FAR 45.303-1.)

b. **QUESTION 14B - IS THIS BUY FOR A NAVY STOCK ITEM? YES? NO?** - Enter an "X" in the proper space. If an end item of hardware to be procured is to be incorporated into Navy stock, the answer is "YES," and the end item must either have had a National Stock Number (NSN) previously assigned or, if the end item is new, a NSN must be assigned.

c. **QUESTION 14C - WILL NAVY-OWNED MATERIAL BE FURNISHED FOR INCORPORATION INTO A STOCK ITEM? YES? NO?** - Enter an "X" in the proper space. In some cases, the Navy may furnish to the contractor some of the material which will be incorporated into the stock item to be procured. When this occurs, it is important for accounting purposes that the value of the material to be incorporated into each unit of the stock item be recorded and added to the invoice value of the stock item to show the real acquisition cost.

d. **QUESTION 14D - WILL GOVERNMENT FACILITIES BE FURNISHED? YES? NO?** - Enter an "X" in the proper space. The term "facilities" is defined in FAR 45.302. The information for this block will be reviewed by AIR-8.0Y. The prospective contractor may already have access to certain government-owned facilities, and while his use of such existing facilities must be evaluated, the question posed by this block is to determine whether it is contemplated that any additional facilities will be provided by the government. The DOD policy for providing facilities for the performance of government contracts is in FAR 45.302 (also see NAVAIRINST 4860.1A). Additionally, the PCO will provide guidance concerning insertion of H or I clauses.

e. **QUESTION 14E - IS GOVERNMENT PRODUCTION AND RESEARCH PROPERTY TO BE MADE AVAILABLE TO THE CONTRACTOR? YES? NO?** - Enter an "X" in the proper space. The term "Government Production and Research Property" is defined in FAR 45.301. The DOD policy for use and rental of this property is set forth in DFARS 245. Section H of the solicitation or contract schedule will include a list of applicable contracts having accountability of Government Production and Research Property to be used in performance of the contract resulting from this procurement action. Prior to listing these contracts, the IPT will receive, in writing, concurrence from the applicable Contracting Officer as required by FAR 45.402.

**QUESTION 15 - HAS PRIORITY RATING CERTIFICATION FOR NATIONAL DEFENSE BEEN ASSIGNED? IF YES, ENTER NUMBER** - Enter the priority rating. This information will be obtained from AIR-3.5.1. This information must be included in Section I of the solicitation and on the Section A of the Form 26 or 33 of the contractual document.

**QUESTION 16 - HAS THE DOD MASTER URGENCY LIST DESIGNATOR BEEN ASSIGNED? IF YES, ENTER NUMBER** - The IPT will obtain this information from AIR-3.5.1. This information must be included in Section H of the solicitation.

**QUESTION 17 - DO YOU HAVE FIRST ARTICLE REQUIREMENTS? ARE THEY INCLUDED IN THE PID?** - If the answer is "YES," indicate whether contractor testing or government testing of the first article applies and, accordingly, indicate whether FAR 52.209-3 or 52.209-4 is to be used in the resultant contract.

**QUESTION 18 - HAS A SURVEILLANCE CRITICALITY DESIGNATOR BEEN ASSIGNED? (E.G., A, B, C, NONE)** - Enter the level (e.g., A, B, C or none). The PCO will task the Contract Administration Office to perform special surveillance requirements. See DFARS 242.1104 and 242.1105 for the definitions of each category. Instructions for completing this question may be furnished by the PCO.

**QUESTION 19 - HAVE THE MOBILIZATION REQUIREMENTS BEEN IDENTIFIED AND INCLUDED?** - The Program Office will identify mobilization requirements. The PCO will provide guidance for inclusion of applicable contract clauses.

**QUESTION 20, PART 1 - WILL TECHNICAL DATA AND/OR TECHNICAL DATA PACKAGES BE PROCURED IN DELIVERABLE MEDIA FORM? YES? NO?** - If CDRLs for technical data or technical data packages are attached to the PID, review and approval of the forms must be made by following the provisions of AIR-1.1.2 procedures, NAVAIRINST 4200.21C, and DOD 5010.12-M. Technical provisions of the CDRLs should be reviewed by appropriate Competency 3.3 IPT members.

**QUESTION 20, PART 2 - WILL TECHNICAL DATA AND/OR TECHNICAL DATA PACKAGES BE ACQUIRED VIA ACCESS? YES? NO?** - If digital information access is the stated method of acquisition, in addition to the requirements of PART 1 above, two other events must occur. First, the IPT must provide the Government Concept of Operations (GCO) document as Government Furnished Information in Section J of the PID (ref. DOD 5010.12-M). Second, the Information Services, Core Functions, and Tailorable Functions that the contractor will be required to develop their CONTRACTOR'S INTEGRATED TECHNICAL INFORMATION SERVICES (CITIS) effort must be defined as part of the PID CALS requirements. These PID scope of effort and requirements will be prepared by the IPT following the dictates of DOD 5010.12-M, and will be developed to apply Standard Automated Information Systems (e.g. JCALS, CMIS, NAVWAN, JEDMICS, etc.). Application of proprietary automated information systems as CITIS implementation vehicle for Navy users will be avoided unless total lifecycle cost assessments/impacts justifies such use.

a. **QUESTION 20A - ARE REQUIREMENTS INCLUDED IN THE PID? (E.G., DD FORM 1423, TDP OPTION SELECTION WORKSHEET)** - Enter "NO" or "YES" and place an "X" in each proper space. The IPT, with the assistance of AIR-1.1.2 and AIR-3.3.2, shall provide the applicable attachments and exhibits to the PID.

b. **QUESTION 20B - ARE SPECS AND DRAWINGS REQUIRED BY PROSPECTIVE BIDDERS AND OFFERORS? YES? NO? - IF YES, COMPLETE 18C AND 18D** - Enter an "X" in the proper space. If "YES," complete Questions 18C and 18D.

c. **QUESTION 20C - WILL SPECS AND DRAWINGS BE PROVIDED WITH THE PID? AND BLOCK 18D - IF NOT PROVIDED WITH THE PID, INDICATE HOW PROSPECTIVE BIDDERS AND OFFERORS CAN OBTAIN OR REVIEW THE SPECS/DRAWINGS.** - The IPT will determine whether or not specifications and drawings will be provided with the PID and ensure that they are provided. If not provided, the PCO will inform the prospective bidders how and where the specifications and drawings will be made available.

d. **QUESTION 20D - IS STATUS OF RIGHTS IN TECHNICAL DATA KNOWN? YES? NO?** - Answer YES if the acquisition effort and SOW/SOO identify any of the four categories of rights: 1) Unlimited Rights, 2) Government Purpose License Rights, 3) Limited Rights, and 4) Specifically Negotiated License Rights as applying to the acquisition effort. Remember that these categories can apply--in whole, in part, or combination thereof--to Commercial Items, Non-commercial Items, and Computer Software and Software Documentation. The IPT also needs to incorporate applicable DFAR technical data clause(s) and clause series into the PID. If existing rights in data are involved, these clauses still apply, with the addition of a PID attachment identifying each document or item for which rights are applicable. Various combinations will require selection of appropriate, related clauses used to support election of the primary clause. For instance, the below clauses are needed to support 252.227-7013:

- (1) 252.227-7016, Rights in Bid or Proposal Information;
- (2) 252.227-7030, Technical Data--Withholding of Payment;
- (3) 252.227-7036, Certification of Technical Data Conformity; and
- (4) 252.227-7037, Validation of Restrictive Markings on Technical Data (paragraph (e) of the clause contains information that must be included in a challenge)."

Answer NO if none of the above apply or if unknown.

e. **QUESTION 20E - IS INFORMATION PROTECTION CRITERIA REQUIRED? YES? NO?** - Answer YES if information protection categories including: 1) Export Control, 2) Distribution Statement Control, 3) Proprietary Control, 4) Classified Material Control, 5) Automated Information System data integrity (under CALSIP), and 6) Military Critical Technology List controlled are involved. Appropriate contract attachments and DD Form 1423 annotations must be generated by the IPT members. Answer NO if none apply, Note, however, that Distribution Statement "A" will still be applied to DD Form 1423s.

f. **QUESTION 20F - DOES THE NAVY INTEND TO DELAY EITHER DELIVERY OR ORDERING OF TECHNICAL DATA OR TECHNICAL DATA PACKAGES? YES? NO?** - If YES, the IPT, with the assistance of AIR-1.1.2, 2.0, and 3.3.2, will insert the required DD Form 1423 annotations and DFAR provisions.

**QUESTION 21 - HAS THE DISTRIBUTION LIST BEEN IDENTIFIED FOR THE SOLICITATION OR CONTRACTUAL DOCUMENT?** - Attach the contract distribution list to the Procurement Planning Data Sheet.



**PROCUREMENT PLANNING  
DATA SHEET (CONT'D)**

---

12. IS FUNDING REQUIRED?  
A. APPROPRIATION (APN, WPN, R&D)  
B. AMOUNT \_\_\_\_\_
13. ARE SECURITY REQUIREMENTS ADDRESSED?  
A. WILL THE CONTRACTOR REQUIRE ACCESS TO CLASSIFIED INFORMATION?  
YES \_\_\_\_\_ NO \_\_\_\_\_  
B. (ONLY FOR MODIFICATION TO EXISTING CONTRACTS.) ARE SECURITY ASPECTS TO CONTRACT CHANGED AS A RESULT OF THIS MODIFICATION?  
YES \_\_\_\_\_ NO \_\_\_\_\_  
C. WHAT IS THE HIGHEST LEVEL OF ACCESS REQUIRED?  
TOP SECRET \_\_\_\_\_ SECRET \_\_\_\_\_ CONFIDENTIAL \_\_\_\_\_ SENSITIVE \_\_\_\_\_  
NO CLASSIFIED OR SENSITIVE ACCESS REQUIRED
14. WILL GOV'T FURNISHED MATERIAL, FACILITIES, PRODUCTION AND RESEARCH PROPERTY BE REQUIRED? IF SO, HAVE THEY BEEN INCLUDED IN SOLICITATION (e.g., SEC H)?  
A. GOVERNMENT FURNISHED MATERIAL. YES \_\_\_\_\_ NO \_\_\_\_\_  
B. IS THIS BUY FOR A NAVY STOCK ITEM? YES \_\_\_\_\_ NO \_\_\_\_\_  
C. WILL NAVY-OWNED MATERIAL BE FURNISHED FOR INCORPORATION INTO A STOCK ITEM? YES \_\_\_\_\_ NO \_\_\_\_\_  
D. WILL GOVERNMENT FACILITIES BE FURNISHED? YES \_\_\_\_\_ NO \_\_\_\_\_  
E. IS GOVERNMENT PRODUCTION AND RESEARCH PROPERTY TO BE MADE AVAILABLE TO THE CONTRACTOR? YES \_\_\_\_\_ NO \_\_\_\_\_
15. HAS PRIORITY RATING CERTIFICATION FOR NATIONAL DEFENSE BEEN ASSIGNED? IF YES, ENTER NUMBER \_\_\_\_\_
16. HAS THE DOD MASTER URGENCY LIST DESIGNATOR BEEN ASSIGNED? IF YES, ENTER NUMBER \_\_\_\_\_
17. DO YOU HAVE FIRST ARTICLE REQUIREMENTS? \_\_\_\_\_  
ARE THEY INCLUDED IN THE PID? \_\_\_\_\_
18. HAS A SURVEILLANCE CRITICALITY DESIGNATOR BEEN ASSIGNED? (e.g., A,B,C,NONE) \_\_\_\_\_
19. HAVE THE MOBILIZATION REQUIREMENTS BEEN IDENTIFIED AND INCLUDED?

**FIGURE 3.5  
PROCUREMENT PLANNING DATA SHEET (Cont'd)**

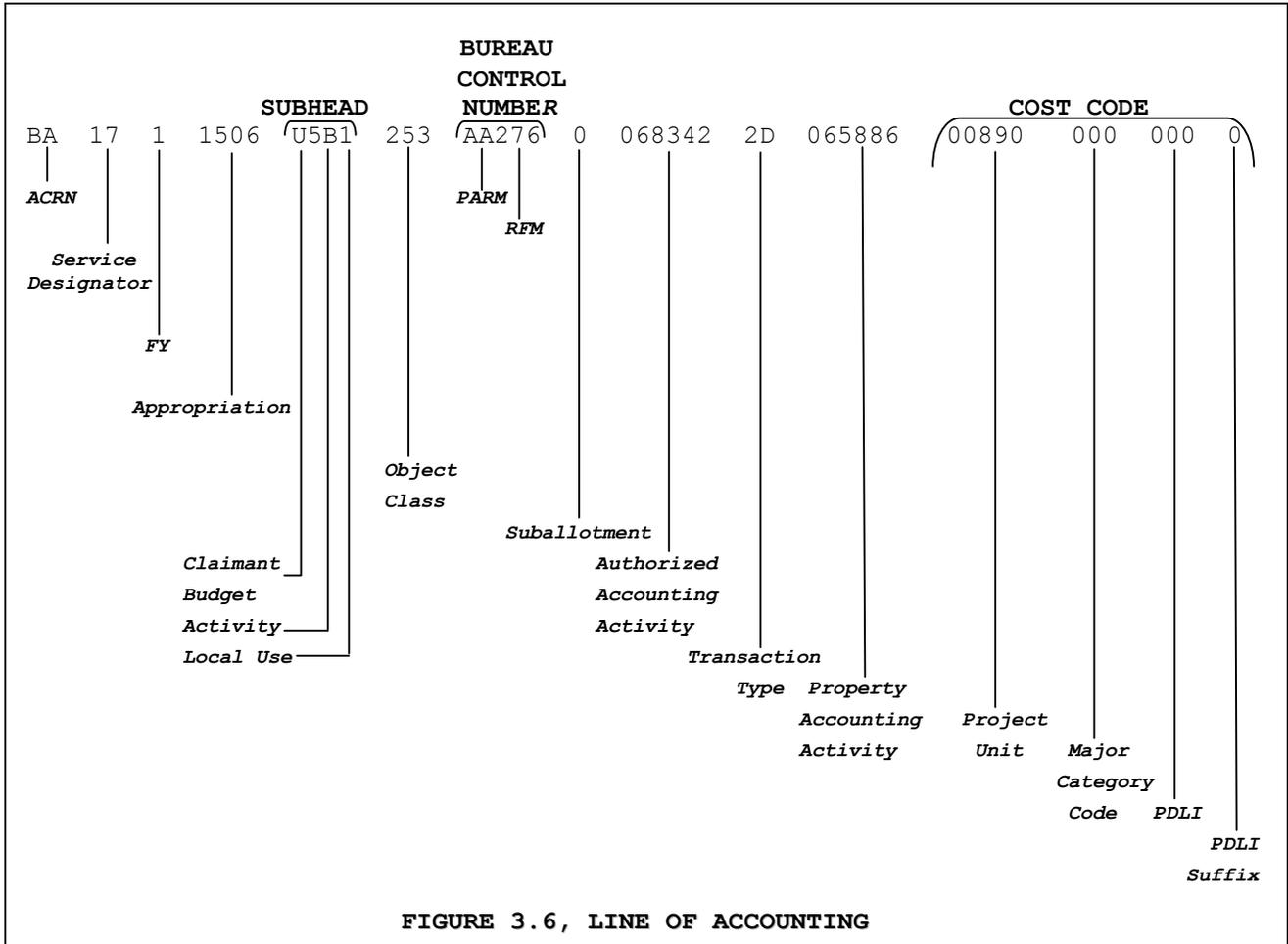
**PROCUREMENT PLANNING  
DATA SHEET (CONT'D)**

20. WILL TECHNICAL DATA AND/OR TECHNICAL DATA PACKAGES BE PROCURED IN DELIVERABLE MEDIA FORM? YES\_\_\_ NO\_\_\_: AND/OR BE ACQUIRED VIA ACCESS? Yes\_\_\_ No \_\_\_
- A. ARE REQUIREMENTS INCLUDED IN THE PID? \_\_\_\_\_  
(e.g., DD FORM 1423 \_\_\_\_\_ TDP OPTION SELECTION WORKSHEET) \_\_\_\_\_
- B. ARE SPECS AND DRAWINGS REQUIRED BY PROSPECTIVE BIDDERS AND OFFERORS? YES\_\_\_ NO\_\_\_ IF YES, COMPLETE 18C AND 18D.
- C. WILL SPECS AND DRAWINGS BE PROVIDED WITH THE PID? Yes\_\_\_ No\_\_\_  
IF NOT PROVIDED WITH THE PID, INDICATE HOW PROSPECTIVE BIDDERS AND OFFERORS CAN OBTAIN OR REVIEW THE SPECS/DRAWINGS.
- D. IS STATUS OF RIGHTS IN TECHNICAL DATA KNOWN? Yes\_\_\_ No \_\_\_
- E. IS INFORMATION PROTECTION CRITERIA REQUIRED? Yes\_\_\_ No \_\_\_
- F. DOES THE NAVY INTEND TO DELAY EITHER DELIVERY OR ORDERING OF TECHNICAL DATA OR TECHNICAL DATA PACKAGES? Yes\_\_\_ No \_\_\_
21. HAS THE DISTRIBUTION LIST BEEN IDENTIFIED FOR THE SOLICITATION OR CONTRACTUAL DOCUMENT? \_\_\_\_\_

**FIGURE 3.5  
PROCUREMENT PLANNING DATA SHEET (Cont'd)**

### 3.4 LINE OF ACCOUNTING

The Line of Accounting provides AIR-10.2 the appropriation, program and or project on which funds are being expended. The following is a detailed description of a line of accounting.



a. **ACRN** - The Accounting Classification Reference Number (ACRN) is used for recording initiations, commitments and obligations. In compliance with NAVAIRINST 7300.8C, Enclosure (11), ACRNs are assigned as follows: (Excluding "I" and "O")

<u>ACRN</u>	<u>COGNIZANT AIR CODE</u>	<u>APPROPRIATION</u>
BA thru KZ	AIR-10.2	APN, WPN, GRE, OPN
SA thru VZ	AIR-10.2	Other Customer Funds
WA thru ZZ	AIR-10.2	FMS
LA thru MZ	AIR-10.4	O&MN, O&MN,R
NA thru QZ	AIR-10.3	RDT&E,N

3A thru 39

Naval Air Technical                      All  
Data & Engineering  
Services Command (NATEC)

**NOTE: All other alpha numeric combinations are reserved for AIR-10.2.**

For example: **BA** - A two digit code that identifies the entire line of accounting. Is inserted by AIR-10.2.

**BA**

b. **SERVICE DESIGNATOR** - Is the first two digits of the Appropriation field. The service designator identifies which branch of DOD is responsible for the information contained in the line of accounting.

For example:    17 indicates Department of the Navy  
                  21 indicates Department of the Army  
                  57 indicates Department of the Air Force  
                  97 indicates Office of the Secretary of Defense

**BA 17**

c. **BEGINNING FISCAL YEAR** - Is the third digit of the Appropriation field

Indicates the last digit of the beginning fiscal year.

**BA 17 1**

d. **APPROPRIATION** - Is the last four digits of the Appropriation field. This field provides a four digit code identifying the appropriations (also known as Treasury Symbol). NAVAIR executes funding from a wide variety of appropriations. Each appropriation has unique requirements and limitations.

For example:    1506 - Aircraft Procurement, Navy (APN)  
                  1507 - Weapons Procurement, Navy (WPN)  
                  1508 - Procurement Ammunition, Navy and  
   Marine Corps (PAN&MC)  
                  .    1810 - Other Procurement, Navy (OPN)  
                  1319 - Research, Development, Test and  
   Evaluation, Navy (RDT&E,N)  
                  1804 - Operations and Maintenance, Navy (O&M,N)  
                  1806 - Operations and Maintenance, Navy Reserves  
   (O&M,NR)  
                  0400 - Research, Development, Test and  
   Evaluation, Defense Agencies (RDT&E,DA)  
                  0300 - Procurement, Defense Agencies (PDA)  
                  0380 - Coastal Defense Augmentation, Navy  
   (CDA,N)  
                  0350 - National Guard and Reserve

Equipment (NG&RE)

**BA 17 1 1506**

e. **SUBHEAD** - The four digits identify the major claimant or subclaimant, the major program (budget activity, activity group), and the specific budget line item for which the funds are designated. Provides funds control and reporting below the appropriation level.

**BA 17 1 1506 UB51**

f. **OBJECT CLASS** - These three digits identify the nature of services, articles, or other items. A list of object codes is found in NAVCOMPT Manual, Vol. 2.

For example: 210 - Travel and transportation of persons  
251 - Advisory and assistance services (This class requires the use of Major Category Codes (MCC) which are either MSS, SAE or ETS as explained in the Cost Code section of the Accounting Classification definition.)  
252 - Other Services  
253 - Purchases of goods and services from government agencies  
255 - Research and development contracts  
311 - Equipment (\$100K or less)  
312 - Equipment (\$100K or more)

**BA 17 1 1506 UB51 253**

g. **BUREAU CONTROL NUMBER** - The first two letters are the Participating Manager (PARM), a supporting office or activity responsible for administering a portion of the RFMs funding.

The last three digits are the Requiring Financial Manager (RFM), the NAVAIR program office responsible for administering and executing the funds allocated for that office.

The RFM or PARM is responsible for executing requirements.

**BA 17 1 1506 UB51 253 AA276**

h. **SUBALLOTMENT** - This is always 0. It identifies a performing activity that is receiving an allotment from a requiring activity.

**BA 17 1 1506 UB51 253 AA276 0**

i. **AUTHORIZED ACCOUNTING ACTIVITY** - Identifies the activity performing the accounting for the operating budget holder. For NAVAIR appropriations the Authorized Accounting Activity (AAA) is always 068342 which represents Standard Accounting Reporting System (STARS) as the accounting activity.

**BA 17 1 1506 UB51 253 AA276 0 068342**

j. **TRANSACTION TYPE** - this is two character code used to provide easy determination of:

- Stores account purchases
- Plant property account purchases
- Other special suspense type accounts
- Formal and other special obligation accounting
- Successor appropriations
- Register and listing identification
- Other transactions of special interest

Frequently used codes:

- 6A - per diem for travel
- 6C - transportation cost for carrier for travel
- 2B - end use purchases, formal departmental obligations
- 2D - transactions not included as any other transaction type

**BA 17 0 1506 UB51 253 AA276 0 068342 2D**

k. **PROPERTY ACCOUNTING ACTIVITY** - This field is used differently depending on the appropriation. The following is a breakdown by appropriation on how this field is used within NAVAIR.

The procurement accounts i.e., APN, WPN, OPN and PANMC, and the operations and maintenance accounts, i.e., O&M,N and O&M,NR use this field to identify the UNIT IDENTIFICATION CODE (UIC) of the receiving or performing activity. EXAMPLE: 065886

Research, Development, Test and Evaluation, Navy uses this field to identify the *performer distribution code* of the receiving (first 3 characters), the *state code* of that activity (4<sup>th</sup> and 5<sup>th</sup> characters) and the letter "Q" for the *expense element* (6<sup>th</sup> character). EXAMPLE: 05406Q.

**BA 17 0 1506 UB51 253 AA276 0 068342 2D 065886/05406Q**

1. **COST CODE**

a. **Project Unit** - the first five digits of the COST CODE. It is an important cross-reference between budget formulation and budget execution in the procurement arena. Are unique categories which equate to specific elements of cost for weapons systems.

**BA 17 1 0 1506 UB51 253 AA276 0 068342 2D 065886 00890**

b. **Major Category Code** - Digits 6, 7 and 8 of the Cost Code. The MCC for NAVAIR is 000 unless purchasing Advisory and Assistance Services (A&AS). This field is used by NAVAIR to record contractor support costs. The following are NAVAIR A&AS codes:

- ETS - Engineering and Technical Services
- SAE - Studies, Analyses and Evaluations
- MSS - Management Support Services

**BA 17 1 0 1506 UB51 253 AA276 0 068342 2D 065886 00890 000**

c. **Project Directive Line Item and Suffix** - The last four digits of the COST CODE.

**BA 17 1 0 1506 UB51 253 AA276 0 068342 2D 065886 00890 000 000 0**

**Populating the Four Digit Field** - All Appropriations - If the funding document uses a project directive (PD) as the reference number, then the PD dictates the PDLI. A PD must be prepared to identify the Major Category Code (MCC) and corresponding PDLI prior to issuing a funding document for Advisory and Assistance Services (A&AS). These four digits will always be 0 unless it is RDT&E, then it will be 9990.

### **3.5 PREPARATION OF SCHEDULE A, THE SOLICITATION/CONTRACT FORM**

Schedule A of Part I to the PID will be completed by the PCO.

### **3.6 COMPLETION OF SECTIONS B THROUGH H OF THE PID OR CONTRACTUAL DOCUMENT**

Chapter 2 provides detailed instructions for completing Sections B through H and J of the PID.

### **3.7 PREPARATION OF EXHIBITS (CDRLs)**

Preparation of CDRL exhibits and samples are included in Chapter 2. Additionally, it provides a definition of data (administrative, management, technical, financial) and a discussion of data management, selecting data item descriptions, approval of data requirements and the Data Requirements Review Board (DRRB).

### **3.8 ATTACHMENTS**

Chapter 2 provides guidance on how to incorporate attachments into the PID and provides examples, such as SOWs, specifications and DD 254.

### **3.9 PREPARATION OF CONTRACT MODIFICATIONS FOR CONSIGNMENT INSTRUCTIONS ONLY**

NAVAIRINST 4330.15B provides procedures and guidelines for preparation of contract modifications which provide consignment instructions only, determined after award of the contract. In reference to paragraph 3 of said instruction, NAVAIR has established a Class VIII Contracting Officer for consignment instructions.

# APPENDIX A

## Definitions, Abbreviations and Acronyms

## BASIC DEFINITIONS AND

### GLOSSARY OF ABBREVIATIONS AND ACRONYMS

#### 1.1 DEFINITIONS

This appendix will briefly define some of the more commonly used terms. In defining some of the acronyms or terms, it is necessary to use other terms that may be unfamiliar to you. You may have to review more than one definition to get the full meaning of a term or acronym. Whenever there is a FAR cite, you should also refer to the corresponding cite in the DFARS and NAPS to see if there is additional guidance. For example, if FAR 42.302 is referenced, DFARS 242.302 and NAPS 5242.302 should also be reviewed. The same applies if there is just a DFARS reference; the NAPS should be reviewed.

ACQUISITION CATEGORIES (ACAT). The ACAT system is the Navy's basic mechanism for decentralizing Research and Development, Test and Evaluation acquisition management. The lower on the ACAT scale ("I" is the highest), the lower the decision-making level and the less extensive the documentation requirements. Programs are designated an ACAT when first authorized, but may be redesignated any time thereafter. There are currently four major acquisition categories which are used to determine the decision authority for systems acquisition. These categories are described in DOD Directive 5000.1.

ACQUISITION REFORM (AR). Is a system of individual judgment, responsibility and accountability. It allows for tailoring of solicitations to unique requirements of specific programs thereby improving the cost/schedule/performance aspects of deliverables. Employing CAIV and using Performance-based Specifications and operating with cross-functional team members on IPTs are key aspects of AR.

ACQUISITION PLAN (AP). The principal document for Navy program review and oversight which details program structure, acquisition strategy, logistics, reliability and maintainability, budget availability, program history and many other applicable program related requirements (FAR Part 7, NAVAIRINST 4200.36B, Acquisition Plans).

ACQUISITION REVIEW BOARD (ARB). Held for the purpose of assessing all programs going to higher level reviews and periodic appraisal reviews. The chairman of a NAVAIR ARB is the Commander (AIR-00). (NAVAIRINST 5000.19A)

ADMINISTRATIVE CONTRACTING OFFICER (ACO). Contracting Officer means a person with authority to enter, administer and/or terminate contracts and make related determinations and findings. ACO refers to a Contracting Officer who is administering contracts. The ACO is usually located in an administrative field organization (i.e., DPRO) which supports the Procuring Contracting Officer (PCO). The ACO is delegated Contracting Officer responsibilities as defined in FAR 42.302.

ADVANCE ACQUISITION CONTRACT (AAC). A preliminary contract committing the contractor to proceed with effort, including planning and engineering, placement of orders for material and other production effort necessary to protect the required delivery schedule for the contract end items cited in the contract. It is used when the lead time is too long to allow waiting for funds in the fiscal year for which the end items are to be procured. Long lead funds are specifically appropriated for this type of effort. The definitive contract is negotiated at a later date and supersedes the AAC.

ALL-UP-ROUND (AUR). How a missile, target, range pod or remotely piloted vehicle (RPV) is described when the unit is fully assembled. The cost of an all-up-round usually includes all the costs of the components and labor to assemble the unit.

APPROVAL FOR FULL PRODUCTION (AFP). Approval is usually granted after successful completion of the formal OPEVAL (Operational Evaluation) in which the Navy conducts a full field test of the system to determine whether to grant AFP. Milestone Decision Authority (MDA) approval is required to enter Milestone (MS) III per DOD Directive 5000.1. Authority to proceed varies with the ACAT designation. (OPNAVINST 5000.42D, NAVAIRINST 5720.3C)

APPROVAL FOR LIMITED PRODUCTION (ALP). Approval to proceed to the initial low rate production of a system in limited quantity to be used in test and evaluation for verification of a design. MDA approval is required to enter MS II or MS III phases per DOD Directive 5000.1. Authority to proceed varies with the ACAT designation. (OPNAVINST 5000.42D)

ASSISTANT PROGRAM MANAGER FOR LOGISTICS (APML). The title given to the AIR-3.0 representative who has the responsibility to manage all logistics related procurements and problems in support of a specific program manager within NAVAIR.

ASSISTANT SECRETARY OF THE NAVY (ASN). There are currently four ASNs in the immediate Office of the Secretary of the Navy: 1) Research, Development and Acquisition (RDA) which oversees production, logistics, contract and business management, 2) Installations and Environment (I&E), 3) Financial Management (FM) which controls budget formulation and execution, and 4) Manpower and Reserve Affairs (MRA).

BASIC ORDERING AGREEMENT (BOA). A contractual vehicle which defines general terms and conditions under which individual orders may be placed. Each order placed under the BOA is a stand-alone contract incorporating the provisions of the BOA. The BOA itself is not a contract. (FAR 16.703)

BEST AND FINAL OFFER (BAFO). In a competitive negotiated procurement, a BAFO will be requested after completion of discussions. A BAFO from a contractor represents his best offer for the supplies or services requested. (FAR 15.611)

BILATERAL. A bilateral modification (often referred to as a supplemental agreement) is a contract modification that is signed by the contractor and the Contracting Officer. (FAR 43.103)

BUY OUR SPARES SMART (BOSS). A program that was initiated with the objective of reducing acquisition costs for spare parts through competition and breakout.

CERTIFICATION OF CURRENT COST OR PRICING DATA. The document contractors must execute upon completion of negotiations whenever certified cost or pricing data are required pursuant to FAR 15.406-2. The contractor certifies that the cost or pricing data disclosed during negotiations are current, complete and accurate as of the date the contractor and the government agreed on a price. (FAR 15.406-2)

CHANGE ORDER. A written order signed by the Contracting Officer directing the contractor to make a change that the "Changes" clause authorizes the Contracting Officer to order without the contractor's consent (i.e., changes within the general scope of the contract in 1) drawings, designs or specifications, 2) method of shipment or packing, and 3) place of delivery). This is a type of modification which can be issued unilaterally after award by the Contracting Officer to correct mistakes, change specifications or improve the design. (FAR 43.2)

CLAIM. A written demand or written assertion by one of the contracting parties seeking as a matter of right, the payment of money, adjustment or interpretation on contract terms or other relief arising under or relating to a contract. (FAR 33.2, NAVAIRINST 4365.2)

CLASS DESK. The person cognizant of systems engineering on a particular program. The class desk officer maintains overall cognizance of systems engineering in order to ensure that ultimate integration of all products is addressed. This person is the AIR-4.0 representative on a major system and coordinates all of AIR-4.0 actions in connection with the project. The person assesses the impact of any changes in form, fit or function of the overall system performance. This person is sometimes referred to as the Assistant Program Manager for Systems Engineering (APMSE).

COLOR OF MONEY. A term used to describe the appropriation used for a particular item. Different kinds of appropriated funds must be used for various procurements. The specific type of money used in Navy procurement and the AIR codes responsible in the Comptroller's (AIR-10,0) office are:

<u>Money Type</u>	<u>NAVAIR Code</u>	<u>Purpose</u>
OPN	10.2.1.2	Other Procurement, Navy
APN	10.2.1.1	Aircraft Procurement, Navy
WPN	10.2.1.2	Weapons Procurement, Navy
O&MN	10.2.1.3	Operations and Maintenance, Navy
RDT&E	10.2.1.4	Research, Development, Test and Evaluation
FMS	10.2.2	Foreign Military Sales

Misc.            10.2.2            Miscellaneous other (includes Air Force, Army, other non-Navy, non-FMS funds and Navy funds not allocated directly to NAVAIR)

FEDBIZOPPS (FBO). The public notification media published in Chicago, Illinois whose primary purpose is to identify (by synopsis) contracting and subcontracting opportunities and by which U.S. Government agencies publicize proposed contract actions and contract awards. The FBO is published in five or six daily editions weekly as necessary. (FAR 5.1)

COMMERCIAL-OFF-THE-SHELF. Any item other than real property that is of a type customarily used for nongovernmental purposes and that has been sold, leased, or licensed to the general public, or has been offered for sale, lease or licensed to the general public.

COMPETITION ADVOCATE GENERAL (CAG). The position of CAG was established by the Competition in Contracting Act of 1984. Each agency is required to have a competition advocate who in turn designates a competition advocate for each procuring activity of the agency. The competition advocate is responsible for promoting full and open competition and challenging any barriers to such competition. The CAG for the Navy is located within ASN (RDA). The competition advocate for NAVAIR is AIR-2.0. (FAR Subpart 6.5)

COMPETITION IN CONTRACTING ACT (CICA). This act was enacted in 1984 and established "full and open" competition as the standard.

COMPONENT ACQUISITION EXECUTIVE (CAE). ASN (RDA) has been designated as the Navy's CAE.

CONSTANT YEAR DOLLARS. Level of costs, without inflation, in a specified base year.

CONTRACT ADMINISTRATION OFFICE. An office that performs (a) assigned post award functions related to the administration of contracts and (b) assigned preaward functions. (FAR 2.101, FAR 42.3)

CONTRACT DATA SHEET (replaces FINANCIAL ACCOUNTING DATA SHEET AND FINANCIAL DATA ADDENDUM SHEET) (NAVMAT FORM 7300/10 & 7300/6) **NOTE; WITH THE SAP APPLICATION THE CONTRACT DATA SHEET NEE FAD SHEET IS NO LONGER REQUIRED.** The data sheet commits the government to availability of funds for specific amounts as displayed on the data sheet. It is the final proof the Contracting Officer needs to show that funds are available to obligate the government. The data sheet is prepared and approved by the appropriate AIR-10.0 division after the commitment has been entered into the applicable accounting system which indicates that the funds have been reserved for this action. The data sheet is inserted in Section G of any contract or modification involving money. The data sheet is a part of the contract and indicates funding availability.

CONTRACTOR PERFORMANCE ASSESSMENT REPORTING SYSTEM (CPARS). Used for Source Selections in evaluating contractor's performance for contracts greater than \$5 million.

CONTRACTOR SUPPORT SERVICES. These services are acquired from non-governmental sources to support the development, acquisition and operation of specific weapon systems and to support or improve other functions of a generic nature (such as agency policy, development, decision making or management and operation of organizations). (NAVAIRINST 4200.26B, FAR Part 37)

COST ACCOUNTING STANDARDS (CAS). Public Law 91-379 requires certain national defense contractors and subcontractors to comply with established standards regarding their cost accounting practices. Contractors are required to submit a written description of their cost accounting practices and procedures in a document called a Disclosure Statement. They must consistently follow their disclosed cost accounting practices. (FAR Part 30)

COST AS AN INDEPENDENT VARIABLE (CAIV). An acquisition strategy focusing on cost performance tradeoffs in setting program goals. It engages the customer, the developer and the supporter to facilitate meaningful tradeoffs to arrive at an affordable balance among performance and schedule. These tradeoffs enable the customer to make choices that will provide the best performance from the system within available resources.

COST OF OWNERSHIP. An Acquisition Reform principle focusing on the need to reduce the cost of acquisition and ownership (i.e., operating and supporting) goods and services within the DOD and Services.

COST PLUS AWARD FEE (CPAF). A type of contract with a base fee amount plus an additional fee amount that may be awarded in whole or in part, based upon periodic evaluations of ongoing contractor performance in specified areas. (FAR 16.301, 16.305, 16.306, 16.404)

COST PLUS FIXED FEE (CPFF). A type of contract in which the government agrees to reimburse the contractor for all auditable, allowable, allocable and reasonable costs incurred in the performance of the contract plus a fixed number of dollars above the reimbursable costs as a fee. CPFF is used when uncertainties preclude the use of other types of contracts. (FAR 16.306, 16.301)

COST PLUS INCENTIVE FEE (CPIF). A cost-reimbursement type contract with provision for a fee which is adjusted by formula in accordance with the relationship which total allowable costs bear to target cost. (FAR 16.304, 16.4)

CURRENT YEAR DOLLARS. Level of cost, with inflation, in the year actual cost will be incurred (also referred to as "then-year" dollars).

DATA SHEET (NAVMAT Form 7300/10) (now CONTRACT DATA SHEET). **NOTE WITH THE APPLICATION OF SAP THIS FORM IS NO LONGER REQUIRED FOR NAVAIR PROCUREMENTS.** The full name is Financial Accounting Data Sheet. The data sheet commits the government to availability of funds for specific amounts as displayed on the data sheet. It is the final proof the Contracting Officer needs to show that funds are available to obligate the government. The data sheet is prepared and approved by the appropriate AIR-10.0 division after the commitment has been entered into

the applicable accounting system which indicates that the funds have been reserved for this action. The data sheet is inserted in Section G of any contract or modification involving money. The data sheet is a part of the contract (as opposed to the Financial Data Addendum Sheet, NAVMAT Form 7300/6) and indicates funding availability.

DEFECTIVE PRICING ACTION (DPA). If after contract award, cost or pricing data relied upon by the PCO are found to be inaccurate, incomplete or noncurrent as of the date of final agreement on price given on the contractor's or subcontractor's Certificate of Current Cost or Pricing Data, the government is entitled to a price adjustment, including profit or fee, of any amount by which the price was increased because of the defective data. (FAR 15.804-7)

DEFENSE ACQUISITION BOARD (DAB). A major defense acquisition program will be designated as either a DAB or Component program. Designations will be recommended by the Defense Acquisition Executive (DAE) and approved by the Secretary of Defense. A DAB program requires a Secretary of Defense decision at each milestone review point, unless delegated to the cognizant DOD Component Head, the Secretary of the Navy, by the Secretary of Defense.

DEFENSE ACQUISITION REGULATION (DAR). This document was the predecessor to the FAR.

DEFENSE CONTRACT AUDIT AGENCY (DCAA). An audit activity located at or near the contractor's plant which performs a pricing review function. (NAPS 5242.190)

DEFENSE CONTRACT MANAGEMENT COMMAND (DCMC). The principal government organization for contract administration.

DEFENSE FEDERAL ACQUISITION REGULATION SUPPLEMENT (DFARS). The DFARS is issued by the Assistant Secretary of Defense in coordination with the Secretaries of the Army, Navy and Air Force and the Director of the Defense Logistics Agency (DLA). It establishes uniform policies and procedures for the Department of Defense that implement the FAR as well as supplementary material that is unique to the DOD. The DFARS is not a stand-alone document and must be read in conjunction with the FAR.

DEFENSE PLANT REPRESENTATIVE OFFICE (DPRO). A Contract Administration Office that is often located at the contractor's plant and staffed by Defense Logistics Agency personnel. (Now DCMC)

DOD DESKBOOK. Automated acquisition reference tool providing DOD acquisition information for all Services across all functional disciplines.

ECONOMIC PRICE ADJUSTMENT (EPA). A provision that may be included in contracts that provides for upward and downward revision of the stated contract price upon the occurrence of specified economic contingencies. (FAR 16.203 and 52.216)

ENGINEERING CHANGE PROPOSAL (ECP). A term which includes both a proposed engineering change and the documentation by which the change is described and suggested. The engineering change is an alteration in the configuration of an item or items, either delivered or to be delivered, or under development after formal establishment of its configuration baseline.

ENTERPRISE RESOURCE PLANNING. The concept of using integrated software and a central database to reengineer an enterprise's (NAVAIR) business processes.

EQUAL EMPLOYMENT OPPORTUNITY (EEO). The right of every individual under the law to be considered for employment without discrimination based on race, color, sex, national origin, age, religion, non-disqualifying mental or physical handicap or any other non-merit factor. (FAR 22.8)

FEDERAL ACQUISITION REGULATIONS (FAR). The document which is used as a guide in day-to-day activities associated with the federal acquisition world. It is a codification and publication of uniform policies and procedures for acquisition by all Federal executive agencies. The FAR system consists of the FAR which is the primary document, and agency acquisition regulations that implement or supplement the FAR. The FAR includes guidelines and procedures for administering and maintaining the FAR system. (FAR1.101) (website: <http://www.arnet.gov/far/>)

FEDERAL SERVICE CODE. A NAVAIR internal requirement for all CS contracts. See Appendix C for further guidance in selecting the FSC.

FINANCIAL DATA ADDENDUM SHEET (NAVMAT Form 7300/6) (FAD SHEET) (now CONTRACT DATA SHEET). The document that identifies funds required for a particular procurement. It indicates the appropriate funding citation and dollar limitation that is required for procuring the designated item. It is attached to Section G of the PID or forwarded by a separate funding PID to initiate the actions required by AIR-10.0 to approve and authorize the funds. The FAD sheet is distinguished from the data sheet which becomes a part of the executed contract.

FIXED-PRICE INCENTIVE (FPI). A type of contract that provides for adjusting profit and establishing the final contract price by application of a formula based on the relationship of total final negotiated cost to total target cost. The final price is subject to a price ceiling, negotiated at the outset. There are two types of FPI contracts, firm target and successive targets. (FAR 16.204, 16.403)

FOREIGN MILITARY SALES (FMS). A procurement made on behalf of a foreign country. (DFARS 225.73)

FREEDOM OF INFORMATION ACT (FOIA). This act provides that information is to be made available to the public either by (a) publication in the Federal Register, (b) providing an opportunity to read and copy records at convenient locations, or (c) upon request, providing a copy of a reasonably described record. Within AIR-2.0, the typical request for information is a contractor request for pricing information, source

selection information or copies of contracts. FOIA requests are administered by AIR-8.0F. (FAR 24.2, SECNAVINST 5720.42E)

GENERAL ACCOUNTING OFFICE (GAO). The primary purpose of this office is to assist Congress in providing legislative control over the receipt, disbursement and application of public funds. It operates principally in the fields of auditing, accounting, claims settlement, bid protest resolution and records management. The GAO is under the direction of the Comptroller General of the United States. This office reports to Congress and publishes the decisions it renders on the legality of expenditures of public funds to heads of executive departments and independent agencies.

GENERAL AND ADMINISTRATIVE (G&A). An element of cost which is an overhead expense that is incurred by or allocated to a business unit and which is for the general management and administration of the business unit as a whole. These indirect expenses include a company's general and executive offices, executive compensation, the cost of staff services such as legal, accounting, public relations, financial and other miscellaneous expenses related to the overall business.

GOVERNMENT FURNISHED EQUIPMENT (GFE). Property in the possession of, or directly acquired by, the government and subsequently made available to a contractor. (FAR Part 45.3)

HEAD OF THE CONTRACTING ACTIVITY (HCA). The official who has overall responsibility for managing the contracting activity (AIR-00). (FAR 2.101)

INTEGRATED LOGISTICS SUPPORT (ILS). The program planning and engineering necessary to acquire and maintain equipment in a state of operational readiness over its life cycle.

INVITATION FOR BID (IFB). This type of solicitation is issued only when sealed bidding is used. Sealed bidding is a method of contracting that employs competitive bids, public opening of bids and awards based on price only. (FAR Part 14)

JUSTIFICATION AND APPROVAL (J&A). A document to justify procurement using other than full and open competition. This document is required prior to commencing negotiation for a contract resulting from an unsolicited proposal or any other contract award which does not provide for full and open competition as defined in FAR 6.303.

LETTER CONTRACT. A written preliminary contractual instrument that authorizes the contractor to begin work prior to negotiation of specific terms. It is used when there is no time to negotiate a definitive contract. (FAR 16.603, DFARS 217.74)

MAJOR DEFENSE ACQUISITION PROGRAM. A program 1) designated by the Secretary of Defense as a major defense acquisition program because of urgency of need, development risk, joint funding, significant Congressional interest or other considerations, or 2) that is estimated to require an eventual total expenditure for research, development, test

and evaluation of more than \$315 million (based on FY 2000 constant dollars). (DODD 5000.1, 10/23/00)

MODIFICATION (MOD). Describes a change to a basic contract. Modifications can be bilateral or unilateral. (FAR Part 43)

NAVY ACQUISITION PROCEDURES SUPPLEMENT (NAPS). The Navy implementing guidance of provisions in the FAR and DFARS.

NON-DEVELOPMENTAL ITEM (NDI). Any item of supply that is available in the commercial marketplace or any previously developed item of supply that is in use by a department or agency of the U.S. Federal Government, State or local government or a foreign government with mutual defense agreement. (DFARS 210.001)

OBLIGATIONS. The formal binding of the U.S. Government to expend appropriated funds. For our purposes, this occurs when the Contracting Officer properly executes a contract or modification which obligates the government to pay a given contractor a set amount of money for specific goods or services. Program Managers and AIR-10.0 closely track the "plan" for obligating funds versus the actual execution.

OPERATIONAL EVALUATION (OPEVAL). The test and analysis of a specific end item or system, insofar as practicable under service operating conditions, in order to determine if quantity production is warranted considering the increase in military effectiveness to be gained and its effectiveness as compared with currently available items or systems. OPEVAL is conducted using actual production, not prototype, equipment.

OVERHEAD. An accounting cost pool that includes general indirect expenses which are necessary to operate a business but not directly accountable to specific goods or services. Some examples are building rent, utilities, salaries of corporate officers, janitorial services, office supplies and furniture.

PERFORMANCE RISK ASSESSMENT GROUP (PRAG) DESK GUIDE - A guide developed by JACG to be used in conjunction with CPARS.

POLICY AND PROCEDURES MEMORANDA (PPM). Documents generated by the policy division, AIR-2.1, to provide guidance or clarify existing regulations, laws, etc., within the contracts group.

PROCUREMENT PLANNING AGREEMENT (PPA). The document which summarizes the results of the PPC. This is an informal "contract" among the principals of the conference and identifies the events and the projected dates on which they will occur. (NAVAIRINST 4200.37A)

PROCUREMENT PLANNING CONFERENCE (PPC). A meeting which proceeds the initiation of certain procurements. The conference is a meeting of personnel to determine milestones, procurement strategy and other aspects of the procurement up front. It highlights key issues and actions required to execute the procurement. (NAVAIRINST 4200.37A)

PROCURING CONTRACTING OFFICER (PCO). An official authorized to obligate the government. The person responsible for signing contracts.

PROGRAM EXECUTIVE OFFICER (PEO). Key full time managers of major programs who report directly to the Component Acquisition Executive.

PROGRAM MANAGER, AIR (PMA). Responsible for overall management, direction, control and integration of assigned program efforts.

PROVISIONED ITEM. A line item in the contract for which firm requirements (quantity or type) are not known at the time of contract preparation. A line item is, therefore, established for any item selected under provisioning procedures. "Provisioning" means the process of determining the range and quantity of spare and repair parts, and support and test equipment required to operate and maintain an end item for an initial period of service. Requirements for these line items are initiated by a requisition issued by the requiring office to the ACO. The ACO, after receiving authorization from the PCO, in accordance with the ordering clause of the contract, negotiates and issues an order for the requirement. The PCO may also order provisioned items. (DFARS 217.76)

RATIFICATION ACTION. The act of approving an unauthorized commitment by an official who has the authority to do so. (FAR 1.602-3, NAPS 5201.602-3)

REQUEST FOR EQUITABLE ADJUSTMENT (REA). A letter or proposal from a contractor requesting a change to the contract price or schedule. (DFARS 233.7000)

REQUEST FOR PROPOSAL (RFP). A type of solicitation. A proposal received in response to an RFP constitutes an offer that can be accepted by the government to create a binding contract either following negotiations or (when certain criteria are met) without discussion. (FAR Subpart 15.4)

REQUEST FOR QUOTATION (RFQ). A type of solicitation. A quotation received in response to an RFQ is not considered an offer and cannot be accepted by the government to create a binding contract without conducting additional discussions with all offerors. (FAR Subpart 15.4)

SECRETARY OF THE NAVY (SECNAV). SECNAV is responsible for the establishment of fundamental policies and the promulgation of such orders and directives as he deems necessary.

SIGMA. NAVAIR's enterprise resource planning project. Included in that project is the SAP software, the business processes designed for NAVAIR, the bolt on software, and interfaces to DOD and DON mandated systems.

SMALL BUSINESS. A concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on government contracts and qualified as a small business under the criteria and size standard in FAR 19.102. (FAR Part 19)

SMALL DISADVANTAGED BUSINESS (SDB). A small business concern that is at least 51 percent owned by one or more individuals who are both socially and economically disadvantaged, or a publicly owned business having at least 51 percent of its stock owned by one or more socially and economically disadvantaged individuals and has its management and daily business controlled by one or more such individuals. Individuals who certify that they are Black Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans and Asian-Indian Americans are considered to be socially and economically disadvantaged. (FAR Part 19)

SMART SOURCING. This is a process which applies to all tasks for services in excess of \$75K unless an exemption/exception apply. See NAVAIR Notice 7300 and attached handbook for guidance on this procedure.

SOURCE SELECTION ADVISORY COUNCIL (SSAC). A group of people normally including senior representation from the various competency areas involved in the procurement process, i.e., AIR-2.0, AIR-3.0, AIR-4.0. The SSAC members are appointed by the SSA. The council is responsible for reviewing and approving the Source Selection Plan and the solicitation of competitive awards for major and certain less-than-major procurements. The council also determines what proposals are in the competitive range and provides recommendations to the SSA for final selection. (NAVAIRINST 4200.39A CH. 1 and FAR 15.612)

SOURCE SELECTION AUTHORITY (SSA). The person that makes the final source selection in a competition. The SSA is responsible for ensuring that the entire source selection process is properly and efficiently conducted. (NAVAIRINST 4200.39A)

SOURCE SELECTION PLAN (SSP). The document that describes the selection criteria, process and organization to be used in evaluating proposals for competitively awarded contracts. (NAVAIRINST 4200.39A and FAR 15.612)

SPECIAL TOOLING/SPECIAL TEST EQUIPMENT (ST/STE). ST is tooling of such a specialized nature that without substantial modification or alteration, their use is limited to the development or production of particular supplies or the performance of particular services. STE is equipment that accomplishes special purpose testing in performing a contract. (FAR Part 45)

STANDARD PROCUREMENT SYSTEM (SPS). An automated system designed to bring a common operating environment throughout the DOD acquisition community in accordance with the paperless environment concept.

SYSTEMS, APPLICATIONS, PRODUCTS. The software NAVAIR is using to implement ERP.

SYNOPSIS. Contracting Officers are required to publicize their contract actions in order to increase competition, broaden industry participation and assist small businesses in obtaining contracts and subcontracts. The method of public notification of proposed contract actions and contract awards is the publication of a synopsis in the FedBizOpps. (FAR Subpart 5.2)

TECHNICAL DATA PACKAGE (TDP). Contains all the descriptive documentation of an item without regard to form, format, or media, to support IPTs, users, and customers with life-cycle planning, acquisition, maintenance, product/process reviews, configuration management products, product development/update and spares provisioning. The descriptive documentation defines the required design configuration and procedures required to ensure adequacy of item performance. It includes such data as 3-D product model data, drawings, associated lists, specifications, standards, performance requirements, QA provisions and packaging details.

UNDEFINITIZED CONTRACT ACTION (UCA). Any contract action for which the contract terms, specifications or price are not agreed upon before performance is begun under the action. (DFARS 217.74, NAVAIRINST 4200.33C)

UNILATERAL. Performed by a single party. The Contracting Officer does something without the concurrence of the contractor. For example, a unilateral modification would be a change to a contract where the PCO signs but the contractor does not. An option exercise or a decision by the PCO setting the definitized price of a ceiling priced modification when contractor agreement cannot be obtained are examples of unilateral modifications. Unilateral modifications are used for 1) making administrative changes, 2) issuing change orders, 3) making changes authorized by clauses other than the changes clause (e.g., options clause, property clause, etc.) and 4) issuing termination notices. (FAR 43.103)

VALUE ENGINEERING. A formal technique by which contractors 1) voluntarily suggest methods for performing more economically and share in any resulting savings, or 2) establish a program to identify and submit to the government methods for performing more economically. Value engineering attempts to eliminate, without impairing essential functions or characteristics, anything that increases acquisition, operation or support costs. (FAR Part 48, NAVAIRINST 4858.3B)

VALUE ENGINEERING CHANGE PROPOSAL (VECP). This is a contractor proposal that requires a change to the instant contract to implement, and results in reducing the overall projected cost without impairing essential functions or characteristics. (FAR Part 48)

WARRANTY. A promise given by a contractor to the government in the form of a special contract clause regarding the nature, usefulness, or condition of the supplies or services to be furnished under the contract. (FAR 46.701, NAVAIRINST 13070.7A)

## 1.2. GLOSSARY OF ABBREVIATIONS AND ACRONYMS

AAA	Authorization Accounting Activity
AAC	Advance Acquisition Contract
ABM	Acquisition Business Management (Office on the staff to ASN(RDA))
ACAT	Acquisition Category
ACCB	Airframe Change Control Board
ACI	Applied Cost Indicator
ACO	Administrative Contracting Officer
ACRN	Accounting Classification Reference Number
ACSN	Advanced Change Study Notice
ADL	Authorized Data List
ADM	Advanced Development Model
ADP	Automatic Data Processing or Automated Data Processors
ADPO	Advanced Development Program Officer
ADR	Aircraft Deficiency Report
ADR	Alternative Disputes Resolution
AEDS	Aircraft Environmental Design Standards
AFAD	Air Force Acquisition Document
AFP	Approval for Full Production
AFRP	Approval for Full Rate Production
AIS	Automated Information Systems
ALP	Approval for Limited Production
AM	Acquisition Manager
AMC	Acquisition Method Code
AMSDL	Acquisition Management Systems and Data Requirements Control List ( <b>now obsolete</b> )
ANSI	American National Standards Institute

AOC	Acquisition Operations Council
AP	Acquisition Plan
APA	Appropriation Purchase Account
APB	Acquisition Program Baseline
APF	Advice of Project Fund
APM	Assistant Program Manager
APMC	Assistant Program Manager for Contracts
APM(S&E)	Assistant Program Manager for Systems and Engineering
APML	Assistant Program Manager for Logistics
APN	Aircraft Procurement, Navy
AOC	Acquisition Operations Council
AR	Acquisition Reform
AR	Aeronautical Requirement
ARB	Acquisition Review Board
ARO	Acquisition Reform Office (part of ASN (RDA) staff)
ASN	Assistant Secretary of the Navy
ASN(FM)	Assistant Secretary of the Navy (Financial Management)
ASN(I&E)	Assistant Secretary of the Navy (Installations and Environment)
ASN(M&RA)	Assistant Secretary of the Navy (Manpower and Reserve Affairs)
ASN(RDA)	Assistant Secretary of the Navy (Research, Development and Acquisition)
ASO	Aviation Supply Office
ASQC	American Society for Quality Control
ASR	Assembly Service Records or Acquisition Strategy Report
ASSIST	American Streamlining and Standardization Information System On-Line Tool to Provide Specification Standards Information and Data Item Descriptions

ASU	Approval for Service Use
ATC	Air Traffic Control
ATE	Automatic Test Equipment
ATM	Airborne Test/Training Missile
ATP	Acceptance Testing Procedures
ATP	Acquisition Technology Protection
AUR	All-Up-Round
BAFO	Best and Final Offer
BCC	Bar Code Central
BCN	Bureau Control Number
BCP	Block Change Process
BCWP	Budgeted Cost of Work Performed
BCWS	Budgeted Cost of Work Scheduled
BFM	Business and Financial Manager
BITE	Built-in-Test Equipment
BLRIP	Beyond Low-Rate Initial Production
BMPD	Best Manufacturing Practices Database
BOA	Basic Ordering Agreement
BOSS	Buy Our Spares Smart
CAAS	Contracted Advisory and Assistance Services
CACO	Corporate Administrative Contracting Officer
CAD	Computer-Aided Design
CADMSS	Configuration and Data Management Support System
CAE	Component Acquisition Executive
CAG	Competition Advocate General
CAGE	Commercial and Government Entity
CAIV	Cost as an Independent Variable

CALS	Continuous Acquisition and Lifecycle Support
CAO	Contract Administration Office
CAS	Cost Accounting Standards
CASS	Consolidated Automated Support System
CBD	Commerce Business Daily (See FedBizOpps)
CBL	Commercial Bill of Lading
CCA	Clinger-Cohen Act
CCB	Change Control Board or Commonality Control Board
CCDR	Contractor Cost Data Report
CCI	Controlled Cryptographic Item
CDR	Critical Design Review
CDRL	Contract Data Requirements List
CE	Compromising Emanations
CEIN	Contract End Item Number
CETS	Contract Engineering and Technical Services
CFA	Cognizant Field Activity
CFE	Contractor Furnished Equipment
CFO	Completion of Fitting Out
CFSR	Contract Funds Status Report
CI	Commercial Item
CICA	Competition in Contracting Act
CIDS	Critical Item Development Specification
CIPS	Contractor Insurance/Pension Review
CIR	Cost Information Reporting
CITIS	Contractor Integrated Technical Information System
CLIN	Contract Line Item Number
CLIPS	Classified Information Processing Systems

CM	Configuration Management
CMRS	Calibration/Measurement Requirements Summary
CMS	Cost Monitoring Specialist
CNO	Chief of Naval Operations
CNWDI	Critical Nuclear Weapon Design Information
CO	Contracting Officer
COMSEC	Communications Security
COO	Cost of Ownership
COR	Contracting Officer's Representative (new)
COTR	Contracting Officer's Technical Representative (old)
COTS	Commercial Off-the-Shelf
CPAF	Cost-Plus-Award-Fee
CPARS	Contractor Performance Assessment Reporting System
CPFF	Cost-Plus-Fixed-Fee
CPIF	Cost-Plus-Incentive-Fee
CP-IPT	Cost Performance-Integrated Program Team
CPR	Cost Performance Report
CPS	Cost Performance Summary
CRC	Contractor Recommended Code
CS	Consulting Services or Controlled Space
CSAR	Configuration Status Accounting Report
CSCI	Computer Software Configuration Item
C/SCSC	Cost/Schedule Control Systems Criteria
CSO	Cognizant Security Office
CSS	Contractor Support Services
C/SSR	Cost/Schedule Status Report
CTA	Cognizant TEMPEST Authority

CTIC	Contractor Technical Information Coding
DAB	Defense Acquisition Board
DAC	Days After Contract Award
DAC	Defense Acquisition Circular
D&F	Determination and Finding
DAR	Defense Acquisition Regulation (Superseded by FAR)
DATM	Dummy Air Training Missile
D&V	Demonstration and Validation
DBOF	Defense Business Operations Fund
DCAA	Defense Contract Audit Agency
DCI	Director of Central Intelligence
DCMAO	Defense Contract Management Area Operations
DCMC	Defense Contract Management Command
DCMR	Defense Contract Management Region
DCP	Decision Coordinating Paper
DCS	Defense Courier Service
DDC	Defense Documentation Center
DEV	Deviation
DFARS	Defense Federal Acquisition Regulations Supplement
DFASDAO	Defense Finance and Accounting Service Defense Accounting Office
DFDEL	Deferred Delivery
DID	Data Item Description
DIS	Defense Investigative Service
DIS/CVF	Defense Investigative Service/Central Verification Facility
DLA	Defense Logistics Agency
DMR	Defense Management Review

DOD	Department of Defense
DODAAC	DOD Activity Address Code
DODAAD	DOD Activity Address Directory
DODISS	DOD Index of Specifications and Standards
DOF	Degrees of Freedom
DON	Department of the Navy
DPA	Defective Pricing Action
DPAS	Defense Priorities and Allocations System
DPC	Defense Procurement Circular
DPM	Deputy Program Manager (e.g., S&E, Logistics or Contracts)
DPMC	Deputy Program Manager for Contracts
DPML	Deputy Program Manager for Logistics
DPMS&E	Deputy Program Manager for Systems and Engineering
DPMT&E	Deputy Program Manager for Test and Evaluation
DPRO	Defense Plant Representative Office
DRPM	Direct Reporting Program Manager
DRRB	Data Requirements Review Board
DSIP	Defense Standards Improvement Program
DSP	Defense Standardization Program
DT&E	Developmental Test and Evaluation
DTIC	Defense Technical Information Center
ECP	Engineering Change Proposal
EDM	Engineering Development Model
EEO	Equal Employment Opportunity
EHR	Equipment Historical Records
ELIN	Exhibit Line Item Number
EMC	Electromagnetic Compatibility

EMD	Engineering and Manufacturing Development
EMI	Electromagnetic Interference
EOD	Explosive Ordnance Disposal
EPA	Economic Price Adjustment
ERP	Enterprise Resource Planning
ESS	Environmental Stress Screening
ETS	Engineering and Technical Services
EW	Electronic Warfare
FAAT	First Article Approval Test
FAC	Federal Acquisition Circular
FACI	First Article Configuration Inspection
FACNET	Federal Acquisition Computer Network
FAD	Financial Data Addendum
FAR	Federal Acquisition Regulation (Formerly DAR)
FARA	Federal Acquisition Reform Act (1996)
FASA	Federal Acquisition Streamlining Act (1994)
FCA	Functional Configuration Audit
FCL	Facility Clearance
FCT	Foreign Comparative Test
FFP	Firm Fixed-Price
FFRDC	Federally Funded Research and Development Center
FIP	Federal Information Processing
FIPC	Financial Information Processing Center
FIRMR	Federal Information Resources Management Regulation
FLTAC	Fleet Analysis Center
FMS	Foreign Military Sales
F.O.B.	Free-On-Board

FOCI	Foreign Ownership, Control or Influence
FOIA	Freedom of Information Act
FOUO	For Official Use Only
FP	Fixed Price
FPI	Fixed Price Incentive
FRD	Formerly Restricted Data
FRP	Full-Rate Production
FSC	Federal Supply Code
FSD	Full Scale Development
FSN	Federal Stock Number
FY	Fiscal Year
FYDP	Future Year Defense Plan
GAO	General Accounting Office
G&A	General and Administrative
GBL	Government Bill of Lading
GCS	Guidance Control Section
GFB	Government Furnished Baseline
GFE	Government Furnished Equipment
GFEL	Government Furnished Equipment List
GFM	Government Furnished Material
GFP	Government Furnished Property
GLAT	Government Lot Acceptance Test
GMTS	Guided Missile Test Set
GPRA	Government Performance and Results Act (1993)
GSA	General Services Administration
GSBCA	General Services Board of Contract Appeals
HCA	Head of the Contracting Activity

HRI	Human Readable Interpretation
HSI	Human System Integration
HWIL	Hardware-in-the-Loop
IA	Information Assurance
IAW	In Accordance With
IBP	Industrial Base Program
ICRL	Individual Component Repair List
IEC	Individual Experts and Consultants
IFB	Invitation for Bid
IFF	Identification Friend or Foe
ILP	International Logistics Program
ILS	Integrated Logistics Support
ILT	Installation Lead Time
IMIP	Industrial Modernization Incentives Program
IOC	Initial Operational Capability
IMPP	Integrated Master Program Plan
IPO	International Pact Organization
IPP	Industrial Preparedness Planning
IPPD	Integrated Product and Process Development
IPR	Industrial Progress Review, In Process Review or Interdepartmental Purchase Request
IRAD	Independent Research and Development
IPT	Integrated Program Team
IT	Information Technology
ITAR	International Traffic in Arms Regulations
ITMRA	Information Technology Management Reform Act
ITS	Instrumented TEMPEST Survey

J&A	Justification and Approval
JACG	Joint Aeronautical Commanders Group
JAST	Joint Advanced Strike Technology Program
JSF	Joint Strike Fighter
LFT&E	Live Fire Test and Evaluation
LIMDIS	Limited Dissemination
LIRN	Line Item Reference Number
LO	Lot
LOA	Letter of Offer and Acceptance
LOE	Level of Effort
LOR	Letter of Request
LORA	Level of Repair Analysis
LRE	Latest Revised Estimate
LRIP	Low Rate Initial Production
LSA	Logistics Support Analysis
LSP	Logistics Support Plan
LT	Letter of Authority
MA	Managing Activity
MAF	Maintenance Action Form
MANTECH	Manufacturing Technology
MAP	Military Assistance Program
MAPAC	Military Assistance Program Address Code
MAPP	Master Acquisition Program Plan
MAR	Major Aircraft Review
MCA	Material Control Activity
MCC	Major Category Code
MCTL	Militarily Critical Technology List

MDA	Milestone Decision Authority
MDE	Major Defense Equipment
MDR	Material Deficiency Report
M/F	Mark For
MFAC	Multiple Fund Accounting Citation
MGFEL	Master Government Furnished Equipment List
MILSPEC	Military Specification
MILSTAMP	Military Standard Transportation and Movement Procedure
MILSTD	Military Standard
MILSTRIP	Military Standard Requisition and Issue Procedure
MIPR	Military Interdepartmental Purchase Request
MIRR	Material Inspection and Receiving Report
MMAS	Material Management and Accounting System
MOA	Memorandum of Agreement
MOD	Modification
MNS	Mission Need Statement
MPCAG	Military Parts Control Advisory Group
MPT	Manpower, Personnel and Training
MRB	Material Review Board
MRIL	Master Repairable Item List
MSR	Module Service Record
MSS	Management Support Services
MTBF	Mean Time Between Failure
MTBR	Mean Time Between Repair
NACSI	National Communications Security Instructions
NAE	Navy Acquisition Executive
NAPS	Navy Acquisition Procedures Supplement

NASO	Naval Aviation Supply Office
NATEC	Naval Air Technical Data and Engineering Service Command (formerly NATSF)
NATO	North Atlantic Treaty Organization
NATSF	Naval Air Technical Services Facility (now NATEC)
NAVCOMPT	Comptroller of the Navy
NAVFAC	Naval Facilities Engineering Command
NAVICP	Naval Inventory Control Point
NAVILCO	Navy International Logistics Control Office
NAWC	Naval Air Warfare Center
AD	Naval Air Warfare Center, Aircraft Division (now NAVAIR-AD)
WD	Naval Air Warfare Center, Weapons Division (now NAVAIR-WD)
NAWPR	Navy Aviation Warranty Program Report
NCD	Navy Contracting Directive (formerly NPD)
NDI	Non-Developmental Item
NGS	Non-Government Standards
NGSC	Navy Gage and Standards Center
NICN	Navy Item Control Number
NISPOM	National Industrial Security Program Operating Manual
NLT	Not Later Than
NMF	Navy Management Fund
NOR	Notice of Revision
NOSIH	Naval Ordnance Station, Indian Head
NPAR	Nonstandard Part Approval Request
NPD	Navy Procurement Directive (Currently NCD)
NPFC	Navy Publications and Forms Center
NRCC	Navy Regional Contracting Center
NSF	Navy Stock Fund
NSN	National Stock Number

NSP	Not Separately Priced
NSWC	Naval Surface Warfare Center
NWAC	Naval Warfare Assessment Center
NWC	Naval Weapons Center
O&MN	Operations and Maintenance, Navy
OB	Operating Budget
ODS	Ozone Depleting Substance
OMB	Office of Management and Budget
OOC	Office of Counsel
OPEVAL	Operational Evaluation
OPN	Other Procurement, Navy
OPSEC	Operations Security
OR	Operations Requirement
ORD	Operational Requirements Document
OSD	Office of The Secretary of Defense
OSIP	Operational Safety Improvement Program
OT	One-Time
OT&E	Operational Test and Evaluation
OWLD	Obligation Work Limiting Date
PAA	Property Accounting Activity
PARM	Participating Manager
PAT	Process Action Team
PBD	Program Budget Decision
PBL	Product Base Line
PCA	Physical Configuration Audit
PCO	Procuring Contracting Officer
PD	Project Directive

PDLI	Project Directive Line Item
PDM	Program Decision Memorandum
PDR	Preliminary Design Review
PE	Program Element
PEO	Program Executive Officer
PEO(A)	Program Executive Officer for AIR Anti-Submarine Warfare, Assault and Special Mission Programs
PEO(JSF)	Program Executive Officer for Joint Strike Fighter
PEO(T)	Program Executive Officer for Tactical Aircraft Programs
PEO(W)	Program Executive Officer for Strike Weapons and Unmanned Aviation
PEP	Plant Equipment Package
PERT	Program Evaluation Review Technique
PEST	Practical EOD System Trainer
PID	Procurement Initiation Document
PIIN	Procurement Instrument Identification Number
PLT	Production Lead Time
PM	Program Manager
PMA	Program Manager, Air
PMEG	Program Managers Environmental Guide
PMR	Program Management Review
PMS	Planned Maintenance System
P/N	Part Number
PN	Procurement Number (now PID number)
PO	Project Order
POM	Program Objectives Memorandum
PP	Program Plan
PPA	Procurement Planning Agreement

PPC	Procurement Planning Conference
PPD	Program Planning Document
PPM	Policy and Procedures Memoranda
PPSL	Program Parts Selection List
PR	Procurement Request (now PID)
PRAG	Performance Risk Assessment Group
PRAT	Production Reliability Acceptance Testing
PRB	Procurement Review Board
PRM	Production Representative Model
PRMIS	Procurement Request Management Information System
PRR	Production Readiness Review
PRS	Provisioning Requirements Statement
PSE	Peculiar Support Equipment
PSO	Primary Support Official
PST/PSTE	Production Special Tooling/Production Special Test Equipment
PTD	Provisioning Technical Document
PU	Project Unit
PVT	Product Verification Test
PX	Project Order
QA	Quality Assurance
QAP	Quality Assurance Provisions or Quality Assurance Procedures
QAPP	Quality Assurance Program Plan
QAR	Quality Assurance Representative
QDR	Quality Deficiency Report
QMB	Quality Management Board
QPL	Qualified Products List

R&D	Research and Development
R&M	Reliability and Maintainability
RCP	Request For Contractual Procurement
RD	Restricted Data
RDD	Required Delivery Date
RDGT	Reliability Development/Growth Test
RDN	Reference Document Number
RDT	Reliability Development Testing
RDT&E	Research, Development, Test, and Evaluation
RDT&E,N	Research, Development, Test and Evaluation, Navy
REA	Request for Equitable Adjustment
RFD	Released for Delivery
RFI	Ready for Issue
RFM	Requiring Financial Manager
RFP	Request for Proposal
RFQ	Request for Quotation
RFW	Request for Waiver
RQT	Reliability Qualification Test
RSN	Record Serial Number
RX	Request for Contractual Procurement
SA	Sub-allotment/Subsidiary Allotment
SAE	Studies, Analyses and Evaluations
SAIP	Spares Acquisition Integrated into Production
SAP	Simplified Acquisition Procedure
SAP	Special Access Program
SAP	Systems, Applications, Products
SAT	Simplified Acquisition Threshold

SBIR	Small Business Innovative Research
SCG	Security Classification Guide
SCI	Sensitive Compartmented Information
SCN	Specification Change Notice
SDB	Small Disadvantaged Business
SE	Support Equipment (Formerly GSE)
SECNAV	Secretary of the Navy
SES	Senior Executive Service
SIN	System Identification Number
SLIN	Subline Item Number
SML	Support Material List
SNCL	Serial Number Configuration List
SOO	Statement of Objectives
SOW	Statement of Work
SPC	Statistical Process Control
SPCC	Ships Parts Control Center (DISESTABLISHED 7/25/95)
SPECAG	Specification Control Advocate General
SPI	Single Process Initiative
SPS	Standard Procurement System
SPS	Software Production Specification
SQA	Software Quality Assurance
SRC	Scheduled Removal Component
SSA	Second Source Approval or Source Selection Authority
SSAC	Source Selection Advisory Council
SSEM	Systems Security Engineering Management
SSP	Source Selection Plan
SSR	Software Specification Review

STARS	Standard Accounting and Reporting System
ST/STE	Special Tooling/Special Test Equipment
STU	Secure Telephone Unit
SUM	Software Use Manual
TAC	Transportation Account Code
T&E	Test and Evaluation
TAMPS	Tactical Aircraft Mission Planning System
TBD	To Be Determined
TCN	Transportation Control Number
TD	Technical Directive
TDMP	Technical Data Management Plan
TDP	Technical Development Plan or Technical Data Package
TDPR	Technical Data Package Requirements
TEAM	Naval Aviation Systems Team
TECHEVAL	Technical Evaluation
TEMPEST	Unclassified short name referring to investigations of unintentional intelligence-bearing signals
TIK	Test Instrumentation Kit
TINA	Truth in Negotiations Act
TM	Technical Manual
TMCR	Technical Manual Contract Requirement
TO	Technical Order
TOA	Total Obligation Authority
TOB	Technical Operating Budget
TPS	Test Program Set
TRR	Test Readiness Review
TRS	Technical Repair Standard

TT	Transaction Type
TVAR	TEMPEST Vulnerability Assessment Request
TWG	Technical Working Group
UCA	Undefinitized Contract Action
UDID	Unique Data Item Description
UIC	Unit Identification Code
USAF	United States Air Force
USD(A&T)	Under Secretary of Defense (Acquisition and Technology)
VECP	Value Engineering Change Proposal
VIDS	Visual Information Display System
WBS	Work Breakdown Structure
WIZDIP	Weapons System Test and Performance Data Protection Plan
WNINTEL	Warning Notice Intelligence Sources or Methods Involved
WPC	Word Processing Center
WPN	Weapon Procurement, Navy
WR	Work Request
WRA	Weapon Replaceable Assembly
WSS	Weapon System Support
WSSA	Weapon System Software Activity
WX	Work Request

**APPENDIX B**

**ALPHA CODES**

ALPHA CODES FOR DIVISIONS/OFFICES ORIGINATING  
SOLICITATIONS, CONTRACT MODIFICATIONS OR ORDERS  
(LISTED IN ALPHABETICAL ORDER)

<u>ALPHA CODE</u>	<u>ORGANIZATION CODE</u>	<u>ORGANIZATION</u>
AB	DRPM-AT	Advance Sensor Application Systems
AC	JAX	Naval Aviation Depot, Jacksonville, FL
AD	LAK 4.8.5	F/A-18 Acquisition Management
AE	AIR-6.3.67003	NAVAIR Depot, Cherry Point, NC
AF	AIR-4.5.1	Avionics Systems Engineering Division
AG	AIR-2.0	Contracts
AH	PM-PS	Predator System Program Office
AJ	.	Naval Air Support Training Activity, Corpus Christi, TX
AL	AIR-7.1	Strategic Mgmt. Support Department
AM	PMA-268	Advanced Medium Range Air-to-Air Missiles Program Office
AN	AIR-4.5	Avionics Department
AP	PMA-290	Maritime Surveillance Aircraft Program Office
AQ	NADEP	North Island, CA
AR	PMA-203	Manufacturing Resource Program
AS	PMA-202	Aircrew Systems Program Office
AT	PMA-260	Aviation Support Equipment Program Office
AU	PMA-299	Multi-Mission Helicopters Program Office
AV	PMA-209	Air Combat Electronics
AZ	PMA-201	Conventional Strike Weapons Program Office
CA	PMA-221	North Island, CA Detachment
CB	PMA-222	Jacksonville, FL Detachment
CC	PMA-223	Alameda, CA Detachment
CD	PMA-224	Norfolk, VA Detachment
CE	PMA-225	Pensacola, FL Detachment
CF	PMA-227	Patuxent, MD Detachment
CG	PMA-207	Support/Commercial Derivative Aircraft
CH	PMA-207	
CP	PMA-226	Cherry Point, NC Detachment
FA	PMW/PMA-160	ATDLS
FB	PMW/PMA-177	Navigation System
FE	AIR-7.6.1.3	Operations & Manpower Budget
FF	AIR-7.6.2.2	Customer Budget Execution Branch
FG	AIR-7.6.1.1	Procurement Budget Branch
LA	AIR-3.1.2	ASW/AKT (APEO, L(A)) Division
LB	AIR-5.0	Navy Ranges and Field Activity Management
LC	AIR-3.1.4	COMAVI/SUPSYS/OOP Division
LD	AIR-3.1.1	TACAUR/AC/TACWPS Division
LE	AIR-3.1.3	UAV/Targets/Missiles Division
LF	AIR-3.1.3	Logistics Management Department

LH	AIR-3.6.1.1	ILS Policy Branch
LJ	PMA-234	A6/EA6 Program Office
LK	ASO-122	Supply Policy Mgmt. & Fin. Programs
LL	PMA-2051	Dep. for Tact. Aircraft Trng. Sys.
LM	PMA-2052	Dep. ASW/Assault/Spec. Miss.
LN	PMA-2053	Dep. CNET/Genl. Prgm. Apmts.
LP	PMA-2054	Dep. for Bus/Fin Management
LQ	PMA-2055	Dep. Business Financial Mgmt. Office
LR	AIR-3.6.2	Logistics Support
LS	AIR-3.0A	Dep. Asst. Cdr. for Logistics
LT	AIR-3.1.8	Logistics, Configuration Management
LU	PMA-205	Aviation Training Systems Program Office
LW	AIR-3.6.4	Log. Financial Management Division
LX	AIR-8.0Y2B	Industrial Facilities
LY	PMA-209	Air Combat Electronics
MD	AIR-4.10A	Dep. CAEP Department
MF	AIR-4.1.1	Carrier-based TACAIR Division
MK	AIR-4.1.9	Manufacturing Division
MN	AIR-4.3.2	Aeromechanics Tech. Spec.
MP	AIR-4.3.3	Structures Division
MQ	AIR-4.3.5	Vehicle Subsystems Division
MR	AIR-4.3.4	Metals Team
MS	PMA-210	AMCM Acquisition & Logistics
MT	PMA-202	Aircrew Systems Program Office
MW	AIR-4.1.4	Weapons Engineering Division
NA	NATSF	Naval Air Technical Services Facility
PA	PMA-200	Special Mission and Support Aircraft Program Office
PB	AIR-1.4	International Program Department
PC	PMA-242	Defense Suppression Systems Program Office
PD	PMA-273	Jet Flight Training System (T45TS) Program Office
PE	PMA-261	H-53 Helicopters Program Office
PF	PMA-257	A/V Weapon Systems Program Office
PG	PMA-290	Maritime Surveillance Aircraft Program Office
PH	PMA-264	Air ASW Systems Program Office
PJ	PMA-231	E-2/ATDS Program Office
PK	PMA-272	Tactical Aircraft Electronic Warfare Program Office
PM	PMA-265	F/A-18 Program Office
PN	PMA-299	Multi-Mission Helicopters Program Office
PP	PMA-270	Naval Aviation Logistics Command Mgmt Info. Systems
PQ	PMA-272	Tactical Aircraft Electronic Warfare Program Office
PS	AIR-6.0	Industrial Operations
PT	PMA-258	Anti-ship Weapon System Program Office

PU	PMA-275	V-22 Program Office
PV	AIR-6.3	Industrial Production Support
PW	PMA-2081	Dep. for Supersonic Targets
PX	PMA-259	Air-to-Air Missile Systems Program Office
PY	PMA-276	AH-1 Program Office
PZ	JAST	Joint Advanced Strike Technology Program
QA	AIR-4.4.1	Propulsion and Power Systems Department
QB	AIR-4.4.1	Propulsion and Power Systems Department
QC	AIR-4.4.1	Propulsion and Power Systems Department
QD	AIR-4.4	Integ. and Power Systems Branch
QL	PMA-251	Aircraft Launch and Recovery Program Office
QM	PMA-278	Tri-Service Stand-Off Attack Missile Program
QN	PMA-280	Tomahawk All-Up-Round Program Office
QP	PMA-281	Cruise Missiles Command and Control Program Office
QQ	PMA-282	Cruise Missile Weapons System Program Office
QS	PEO (W)	Strike Weapons and Unmanned Aviation
QX	PMA-213	Air Traffic Control and Landing Systems Program Office
QY	PMA-271	Airborne Strategic Communications Program Office
RA	AIR-4.0C	Engineering Group Staff Office
RC	AIR-4.3	Air Vehicle Department
RD	AIR-4.0T	Weapons Tech. Office
RE	AIR-4.5T	Avionics Technology Office
RF	AIR-4.5.6	Component Engineering Division
RK	AIR-4.0T3	Weapons Tech. Office
RL	AIR-4.3.4	Materials
RM	AIR-4.3.3	Structures
RN	AIR-4.4T	Prop./POW Tech. Office
RP	AIR-4.0T2	Advanced Systems Office
TJ	PMA-233	TAMPS
TK	PMA-263	Navy Unmanned Aerial Vehicles Program Office
TL	PMA-251	Aircraft Launch and Recovery Program Office
TM	PMA-241	F-14 Program Office
TN	PMA-250	Medium Lift Replacement
TP	AIR-4.1.2	Systems Engineering Department
TQ	AIR-4.0T1	SBIR
TS	PMA-233	TAMPS
VC	AIR-7.3.3A	Corporate Mgmt. Directorate
VD	AIR-7.2.5.2	Facilities & Property Mgmt. Branch
VE	AIR-7.0C	Congressional & Public Affairs Office

VF	AIR-8.0D	OCC Safety/Health Department
VJ	AIR-1.1	Program Support Department
WA	AIR-1.6	Test & Evaluation Department
WB	AIR-1.6.1	PEO/T&E (TACAIR) Program Division
WD	PMA-248	Tactical Training Ranges Program Office
ZA	AIR-2.2	Major Weapons Systems for Tactical Aircraft & Missiles Department
ZB	AIR-2.3	Major Weapons Systems for AIR ASW, Assault & Special Mission Programs Department
ZC	AIR-2.5	Major Weapons Systems for Aircraft Support Contracts Department
ZD	AIR-2.4	Major Weapons Systems for Cruise Missiles & UAV Department
ZE	AIR-7.3	Technical Transfer/DISC
ZF	AIR-2.5.5.1	Competency Services (PAX)
ZH	AIR-2.5.3.3	A/C Maintenance & NADEP Contracts Div. (PAX)

APPENDIX C  
FEDERAL SERVICE CODES

**FSC Code & Title Words**  
**to be inserted into the "FSC" Feld Drop-Down List in the Web Tool for the**  
**Obligation Database**

AC1 / **CTD-SDD** = Defense Systems R&D, Aircraft (for **CTD-SDD** contracts)

AC2 / **CTD-SDD** = Defense Systems R&D, Missile & Space Systems (for **CTD-SDD** contracts)

AC1 / **ES** = Defense Systems R&D, Aircraft (for **Engineering Service** contracts)

AC2 / **ES** = Defense Systems R&D, Missile & Space Systems (for **Engineering Service** contracts)

AC1 / **PM** = Defense Systems R&D, Aircraft (for **Program Management** contracts)

AC2 / **PM** = Defense Systems R&D, Missile & Space Systems (for **Program Management** contracts)

AJ4 = General Science & Technology, R&D, Engineering (for S&T contracts)

B505 = Special Studies & Analysis, not R&D, Cost Benefit Analysis (for Program Management contracts)

B522 = Special Studies, Legal Studies (for Admin/Other Support Service contracts)

B544 = Special Studies & Analysis, not R&D, Technology Studies (for S&T contracts)

B599 = Special Studies & Analysis, not R&D, Other Special Studies and Analysis (for S&T contracts)

D301 = Automatic Data Processing (ADP), Facility Operation & Maintenance Services (for IT contracts)

D302 = Automatic Data Processing (ADP), Systems Development Services (for IT contracts)

D307 = Automatic Information systems Design & Integration Services. Programming Services (for IT contracts)

D399 = Other Automatic Data Processing (ADP) and Telecom Services (for IT contracts)

J0 = Maintenance, Repair & Rebuilding of Equipment (for CLS contracts)

K0 = Modification of Equipment (for CLS contracts)

R408 = Professional Services, Program Management / Support (for Program Management contracts)

R414 = Professional Services, Systems Engineering Services (for Engineering Service contracts)

R418 = Professional Services, Legal Services (for Admin/Other Support Service contracts)

R425 / **ES** = Professional Services, Engineering Technical Services (for **Engineering Service** contracts)

R425 / **RF** = Professional Services, Engineering Technical Services (for **Range & Facilities** contracts)

R499 = Other Professional Services (for Program Management contracts)

R602 = Administration Support, Courier / Messenger (for Admin/Other Support Service contracts)

R607 = Administration, Word Processing, Typing (for Admin/Other Support Service contracts)

R699 = Other Administration Support Services (for Admin/Other Support Service contracts)

R706 = Management Support Services, Logistics Support Services (for Logistics Service contracts)

R708 = Management Services, Public Relations (for Admin/Other Support Service contracts)  
R710 = Management Support Services, Financial Services (for Business & Financial Management contracts)  
R799 = Other Management Support Services (for Program Management contracts)

S216 = Facilities Operations Support (for Admin/Other Support Service contracts)

U099 = Education & Training Services, Other Education & Training (for Admin/Other Support Service contracts)

# Choosing the Proper FSC Code

<b>"Non-CSS" Work Categories</b>			
<b>Category:</b>	<b>Work Definition:</b>	<b>Federal Service Code (FSC):</b>	<b>Object Classification Code (OCC):</b>
<b>S&amp;T (Science &amp; Technology)</b>	<b>Basic Research, Exploratory Development Activities</b>	- <b>"AJ4"</b> : General Science & Technology, R&D, Engineering - <b>"B544"</b> : Special Studies & Analysis, not R&D, Technology Studies - <b>"B599"</b> : Special Studies & Analysis, not R&D, Other Special Studies & Analysis	- <b>Research &amp; Development Contracts (25.5)</b>
<b>CTD &amp; SDD (Concept &amp; Tech Development and System Development &amp; Demonstration)</b>	<b>Prime contractors &amp; their subcontractors doing system demonstration and development work</b>	- <b>"AC1/CTD-SDD"</b> : Defense Systems R&D, Aircraft - <b>"AC2/CTD-SDD"</b> : Defense Systems R&D, Missile & Space Systems	- <b>Research &amp; Development Contracts (25.5)</b>
<b>Contractor Logistics Support</b>	- <b>Maintenance, Repair &amp; Rebuilding, Installations &amp; Modifications of Equipment, Fleet Weapon Systems &amp; Trainers</b> - <b>Maintenance, Repair &amp; Rebuilding, Installations &amp; Modifications of Equipment, NAVAIR Weapon Systems &amp; Trainers (including PBLs, Inventories, Depot, Intermediate and Organizational Level Maintenance)</b>	- <b>"J0"</b> : Maintenance, Repair & Repair Rebuilding of Equipment - <b>"K0"</b> : Modification of Equipment	- <b>Other Services (25.2)</b> - <b>Operating and Maintenance of Equipment (25.7)</b>

# Choosing the Proper FSC Code (cont)

<b>"CSS" Work Categories</b>			
<b>Category:</b>	<b>Work Definition:</b>	<b>Federal Service Code (FSC):</b>	<b>Object Classification Code (OCC):</b>
<b>Engineering Services</b>	<p>-All Life Cycle Engineering related services for Weapon Systems &amp; Trainers, including Non-Dem Val/E&amp;MD T&amp;E efforts</p> <p>-(Contractor efforts that are similar to Government efforts, i.e., software development, data analysis, AIR-4.2 cost analysis, etc.)</p>	<p>-<b>"R425/ES": Professional Services, Engineering Technical Services</b></p> <p>-<b>"R414": Professional Services, Systems Engineering Services</b></p> <p>-<b>"AC1/ES": Defense Systems R&amp;D, Aircraft</b></p> <p>-<b>"AC2/ES": Defense Systems R&amp;D, Missile &amp; Space Systems</b></p>	<p>-<b>Advisory &amp; Assistance Services (25.1)</b></p> <p>-<b>Other Services (25.2)</b></p>
<b>Logistics Services</b>	<p>-All Logistics related services for Weapon Systems &amp; Trainers including Tech Pub Activities, Configuration Management, Manpower &amp; Training Systems Support, Supply Support</p> <p>-(Contractor efforts that are similar to Government efforts, NOT Maintenance or Repair Services)</p>	<p>-<b>"R706": Management Support Services, Logistics Support Services</b></p>	<p>-<b>Advisory &amp; Assistance Services (25.1)</b></p> <p>-<b>Other Services (25.2)</b></p>
<b>Program Management</b>	<p>-Program Management provided to a specific program, including acquisition support services such as Cost Reviews &amp; Analyses, Preparation of Major Program Documents, Strategies &amp; Plans, Review of Prime Contractor CDRLs, Assisting in Program Reviews, Program Risk Assessments, GFE Management</p> <p>-All Phases of Life Cycle Support</p> <p>-This category includes S&amp;T efforts that are "Advisory &amp; Assistance" services (i.e., Object Class Code 25.1)</p>	<p>-<b>"R408": Professional Services, Program Management Support</b></p> <p>-<b>"R499": Other Professional Services</b></p> <p>-<b>"R799": Other Management Support Services</b></p> <p>-<b>"AC1/PM": Defense Systems R&amp;D, Aircraft</b></p> <p>-<b>"AC2/PM": Defense Systems R&amp;D, Missile &amp; Space Systems</b></p> <p>-<b>"B505": Special Studies &amp; Analyses, not R&amp;D, Cost Benefit Analysis</b></p>	<p>-<b>Advisory &amp; Assistance Services (25.1)</b></p>

# Choosing the Proper FSC Code (cont)

<b>"CSS" Work Categories</b>			
<b>Category:</b>	<b>Work Definition:</b>	<b>Federal Service Code (FSC):</b>	<b>Object Classification Code (OCC):</b>
<b>Business Financial Management</b>	-Financial Support provided to a specific program, competency or headquarters office -(BFM & Comptroller related)	- <b>"R710": Management Support Services, Financial Services</b>	- <b>Advisory &amp; Assistance Services (25.1)</b>
<b>Administrative/Other Support Services</b>	-Clerical, Regular Business Tasks (i.e., Vu-graph, chart making), Base Operating Support, PAO, Security, HR, Legal, Congressional Liason -TPS Flight & Academic Instructors -66 -II Phases of Life Cycle Support	- <b>"B522": Special Studies, Legal Studies</b> - <b>"R418": Professional Services, Legal Services</b> - <b>"R602": Administration Support, Courier/Messenger</b> - <b>"R607": Administration, Word Processing, Typing</b> - <b>"R699": Other Administration Support Services</b> - <b>"R708": Management Services, Public Relations</b> - <b>"S216": Facilities Operations Support</b> - <b>"U099": Education &amp; Training Services, Other Education &amp; Training</b>	- <b>Advisory &amp; Assistance Services (25.1)</b> - <b>Other Services (25.2)</b> - <b>Operation &amp; Maintenance of Facilities (25.4)</b> - <b>Operating &amp; Maintenance of Equipment (25.7)</b>
<b>Range &amp; Facilities Support</b>	-Maintenance & Operation of T&E Facilities -Test Article Preparation (Maintenance & Operation of Test Instrumentation on Aircraft)	- <b>"R425/RF": Professional Services, Engineering Technical Services</b>	- <b>Advisory &amp; Assistance Services (25.1)</b> - <b>Research &amp; Development Contracts (25.5)</b>
<b>Information Technology (IT)</b>	-Information Technology, Telecommunications, Database Management (e.x., internal NAVAIR activities) -(Non-weapon system platform related activities)	- <b>"D301": Automatic Data Processing (ADP), Facility Operation &amp; Maintenance Services</b> - <b>"D302": Automatic Data Processing (ADP), Systems Development Services</b> - <b>"D307": Automatic Information Systems Design &amp; Integration Services, Programming Services</b> - <b>"D399": Other Automatic Data Processing (ADP) and Telecom Services</b>	- <b>Advisory &amp; Assistance Services (25.1)</b> - <b>Other Services (25.2)</b> - <b>Operating &amp; Maintenance of Equipment (25.7)</b>

**APPENDIX D**

**EXHIBIT 8A TO  
SECNAVINST 5510.36**

**PROCEDURES FOR ASSIGNING  
DISTRIBUTION STATEMENTS ON  
TECHNICAL DOCUMENTS**

## APPENDIX D

### PROCEDURES FOR ASSIGNING DISTRIBUTION STATEMENTS ON TECHNICAL DOCUMENTS

1. Newly generated unclassified technical documents shall be assigned Distribution Statements A, B, C, D, E, F, or X. If not already in the public domain and are likely to be disseminated outside the DoD, existing unclassified technical documents shall be assigned Distribution Statements A, B, C, D, E, F, or X.
2. Technical documents in preliminary or working draft form shall not be disseminated without a proper security classification review and assignment of a distribution statement.
3. Classified technical documents shall be assigned Distribution Statements B, C, D, E, or F. The distribution statement assigned to a classified document shall be retained on the document after declassification or until specifically changed or removed by the originating command. If a technical document without a distribution statement is declassified, it shall be handled as a Distribution Statement F document until otherwise notified by the originating command.
4. If a newly generated technical document contains export-controlled technical data, it shall be marked with the statement in paragraph 1 under "ADDITIONAL NOTICES," in addition to Distribution Statements B, C, D, E, F, or X.
5. Scientific and technical documents which include a contractor-imposed "limited rights" statement shall be appropriately marked and controlled (see "CONTRACTOR-IMPOSED DISTRIBUTION LIMITATIONS" below).
6. The distribution statement shall be displayed conspicuously so it is readily recognized by recipients. For standard written or printed material, the distribution statement shall appear on the face of the document, title page, and DD 1473, "Report Documentation Page." When possible, parts that contain information creating the requirement for the distribution statement shall be prepared as an appendix to permit broader distribution of the basic document. When practicable, the abstract of the document, the DD 1473, and bibliographic citations shall be written in such a way that the information shall not be subject to Distribution Statements B, C, D, E, F, or X. If the technical information is not in standard written or printed form and does not have a cover or title page, the distribution statement shall be conspicuously stamped, printed, or written by other means.
7. Distribution statements remain in effect until changed or removed by the originating command. Each command shall establish and maintain a procedure for review of technical documents for which it is responsible, with the objective of increasing their availability as soon as conditions permit. Public release determinations shall be processed per DoD Instruction 5230.29 of 6 May 1996 (NOTAL). When public release clearance is obtained, Distribution Statement A shall

be assigned and document handling facilities, including the Defense Technical Information Center (DTIC), shall be notified.

8. Technical documents with superseded distribution limitation markings shall be reviewed and assigned the appropriate distribution statement when a request for the document is received. Superseded distribution limitation markings shall be converted as follows:

a. Documents with distribution marking A or B need not be reevaluated or remarked.

b. Documents with distribution marking #2 shall be assigned Distribution Statement C.

c. Documents with distribution marking #3 (U.S. Government Only) shall be assigned Distribution Statement B.

d. Documents with distribution marking #4 (DoD Only) shall be assigned Distribution Statement E.

e. Documents with distribution marking #5 (Controlled) shall be assigned Distribution Statement F.

9. Originating commands shall promptly notify DTIC and other information repositories holding their technical documents when:

a. The address of designated originating commands is changed.

b. The originating command is redesignated.

c. Classification markings, distribution statements, or export control statements are changed.

#### **DISTRIBUTION STATEMENTS**

1. The following distribution statements are authorized for use on technical documents:

a. **"DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited."**

(1) This statement shall be used only on unclassified technical documents that have been cleared for public release by competent authority per DoD Instruction 5230.29 (NOTAL) and DoD Directive 5230.9 of 9 April 1996 (NOTAL).

(2) Technical documents resulting from contracted fundamental research efforts shall normally be assigned Distribution Statement A, except for those rare and exceptional circumstances where there is a high likelihood of disclosing performance characteristics of military systems, or of manufacturing technologies that are unique and critical to defense, and agreement on this situation has been recorded in the contract or grant.

(3) Technical documents with this statement may be made available or sold to the public including foreign nationals, companies, and governments, and may be exported.

(4) This statement shall never be used on technical documents that formerly were classified without a positive determination of such releasability by the command exercising cognizance over the information prior to release.

(5) This statement shall not be used on classified technical documents or documents containing export-controlled technical data as provided in *OPNAVINST* 5510.161 of 29 July 1985.

**b. "DISTRIBUTION STATEMENT B: Distribution authorized to U.S. Government agencies only; (fill in reason) (date). Other requests for this document shall be referred to (insert originating command)."**

(1) This statement shall be used on unclassified or classified technical documents if necessary to ensure distribution limitation in addition to need-to-know requirements of this regulation or in the event the document is declassified.

(2) Reasons for assigning Distribution Statement B include:

(a) FGI-To protect and limit information distribution per the desires of the foreign government that furnished the technical information. Information of this type is normally classified at the Confidential level or higher.

(b) Proprietary Information -- To protect information not owned by the U.S. Government and protected by a contractor's "limited rights" statement, or received with the understanding that it may not be routinely transmitted outside the U.S. Government.

(c) Critical Technology -- To protect information and technical data that advance current technology or describe new technology in an area of significant or potentially significant military application or that relate to a specific military deficiency of a potential adversary. Information of this type may be classified or unclassified; when unclassified, it is export-controlled and subject to the provisions of *OPNAVINST* 5510.161 of 29 July 1985.

(d) Test and Evaluation -- To protect results of test and evaluation of commercial products or military hardware when disclosure may cause unfair advantage or disadvantage to the manufacturer of the product.

(e) Contractor Performance Evaluation -- To protect information in management reviews, records of contract performance evaluation, or other advisory documents evaluating programs of contractors.

(f) Premature Dissemination -- To protect patentable information on systems or processes in the developmental or concept stage from premature dissemination.

(g) Administrative/Operational Use -- To protect technical or operational information from automatic dissemination under the International Exchange Program or by other means. This protection covers publications required solely for official use or strictly for

administrative or operational purposes. This statement shall be applied to manuals, pamphlets, technical orders, technical reports, and other publications containing valuable technical or operational data.

(h) Software Documentation -- Releasable only per the provisions of DoD Instruction 7930.2 of 31 December 1979 (NOTAL).

(i) Specific Authority -- To protect information not specifically included in the above reasons and discussions, but which requires protection per valid documented authority such as E.O.s, classification guidelines, DoD or DON regulations, or policy guidance. When filling in the reason, cite "Specific Authority (identification of valid documented authority)."

**c. "DISTRIBUTION STATEMENT C: Distribution authorized to U.S. Government agencies and their contractors; (fill in reason) (date). Other requests for this document shall be referred to (insert originating command)."**

(1) May be used on unclassified or classified technical documents if necessary to ensure distribution limitation in addition to need-to-know requirements of this regulation or in the event the document is declassified.

(2) Reasons for assigning Distribution Statement C include:

(a) FGI -- Same as Distribution Statement B.

(b) Critical Technology -- Same as Distribution Statement B.

(c) Software Documentation -- Same as Distribution Statement B.

(d) Administrative or Operational Use -- Same as Distribution Statement B.

(e) Specific Authority -- Same as Distribution Statement B.

**d. "DISTRIBUTION STATEMENT D: Distribution authorized to DoD and DoD contractors only; (fill in reason) (date). Other U.S. requests shall be referred to (insert originating command)."**

(1) May be used on unclassified or classified technical documents if necessary to ensure distribution limitation in addition to need-to-know requirements of this regulation or in the event the document is declassified.

(2) Reasons for assigning Distribution Statement D include:

(a) FGI -- Same as Distribution Statement B.

(b) Administrative or Operational Use -- Same as Distribution Statement B.

(c) Software Documentation -- Same as Distribution Statement B.

(d) Critical Technology -- Same as Distribution Statement B.

(e) Specific Authority -- Same as Distribution Statement B.

**e. "DISTRIBUTION STATEMENT E: Distribution authorized to DoD Components only; (fill in reason) (date). Other requests shall be referred to (insert originating command)."**

(1) May be used on unclassified or classified technical documents if necessary to ensure distribution limitation in addition to need-to-know requirements of this regulation or in the event the document is declassified.

(2) Reasons for assigning Distribution Statement E include:

(a) Direct Military Support -- Document contains export-controlled technical data of such military significance that release for purposes other than direct support of DoD-approved activities may jeopardize an important technological or operational military advantage of the U.S. Designation of such data is made by competent authority per OPNAVINST 5510.161 of 29 July 1985.

(b) FGI -- Same as Distribution Statement B.

(c) Proprietary Information -- Same as Distribution Statement B.

(d) Premature Dissemination -- Same as Distribution Statement B.

(e) Test and Evaluation -- Same as Distribution Statement B.

(f) Software Documentation -- Same as Distribution Statement B.

(g) Contractor Performance and Evaluation -- Same as Distribution Statement B.

(h) Critical Technology -- Same as Distribution Statement B.

(i) Administrative/Operational Use -- Same as Distribution Statement B.

(j) Specific Authority--Same as Distribution statement B

**f. "DISTRIBUTION STATEMENT F: Further dissemination only as directed by (insert originating command) (date) or higher DoD authority."**

(1) Normally used only on classified technical documents, but may be used on unclassified technical documents when specific authority exists.

(2) Distribution Statement F is used when the originator determines that the information is subject to the special dissemination limitation specified in chapter 6, paragraph 6-11.3a.

(3) When a classified document assigned Distribution Statement F is declassified, the statement shall be retained until specifically changed or removed by the originating command.

**g. "DISTRIBUTION STATEMENT X:" Distribution authorized to U.S. Government agencies and private individuals or enterprises eligible to obtain export-controlled technical data in accordance with OPNAVINST 5510.161. Other requests shall be referred to (originating command)."**

(1) This statement shall be used on unclassified documents when Distribution Statements B, C, D, E, or F are not applicable but the document contains technical data per OPNAVINST 5510.161 of 29 July 1985.

(2) This statement shall not be used on classified technical documents. It may be assigned to technical documents that formerly were classified.

#### **ADDITIONAL NOTICES**

1. In addition to the distribution statement, the following notices shall be used when appropriate:

a. All technical documents determined to contain export-controlled technical data shall be marked **"WARNING -- This document contains technical data whose export is restricted by the Arms Export Control Act (Title 22, U.S.C. Sec. 2751 et seq.) or the Export Administration Act of 1979, as amended, Title 50, U.S.C., App 2401, et seq. Violations of these export laws are subject to severe criminal penalties. Disseminate per the provisions of OPNAVINST 5510.161."** When it is technically impracticable to use the entire statement, an abbreviated marking shall be used, and a copy of the full statement added to the "Notice To Accompany Release of Export Controlled Data" required by OPNAVINST 5510.161 of 29 July 1985.

2. Unclassified/Limited Distribution documents shall be handled using the same standard as FOUO information, and shall be destroyed by any method that will prevent disclosure of contents or reconstruction of the document. When local circumstances or experience indicate that this destruction method is not sufficiently protective of unclassified limited information, local authorities may prescribe other methods but must give due consideration to the additional expense balanced against the degree of sensitivity.

#### **CONTRACTOR IMPOSED DISTRIBUTION LIMITATIONS**

1. Contractors may have proprietary technical data to which the U.S. Government is given limited rights. The contractor shall place a

limited rights statement on each document containing contractor controlled technical data furnished to the U.S. Government. Documents with limited rights information shall be assigned Distribution Statements B, E, or F.

2. Limited rights is defined as the right to use, duplicate, or disclose technical data in whole or in part, by or for the U.S. Government, with the express limitation that such technical data, without the written permission of the party furnishing the technical data, shall not be:

a. Released or disclosed in whole or in part outside the U.S. Government.

b. Used in whole or in part by the U.S. Government for manufacture, or in the case of computer software documentation, for reproduction of the computer software.

c. Used by a party other than the U.S. Government, except for:

(1) Emergency repair or overhaul work only by or for the U.S. Government, when the item or process concerned is not otherwise reasonably available to enable timely performance of the work, provided that the release or disclosure outside the U.S. Government will be made subject to a prohibition against further use, release, or disclosure; or

(2) Release to a foreign government, as the interest of the U.S. Government may require, only for information or evaluation within the foreign government or for emergency repair or overhaul work by or for the foreign government under the conditions of subparagraph (1) above.

3. The limited rights statement remains in effect until changed or cancelled under contract terms or with the permission of the contractor and the controlling office notifies recipients of the document that the statement has been changed or cancelled. Upon cancellation of the limited rights statement, the distribution, disclosure, or release of the technical document will then be controlled by its security classification or, if it is unclassified, by the appropriate distribution statement.

**APPENDIX E**

**DD 254**

**PREPARATION INSTRUCTIONS/FORM**

## DD254 Preparation Instructions

In Item 1a, Facility Clearance Required, insert the highest level of facility clearance required by the contractor for access to classified information in the performance of the contract. Use only the words TOP SECRET, SECRET, or CONFIDENTIAL. The contractor must have a valid facility clearance at least as high as the classification indicated in this item.

In Item 1b, Level of Safeguarding Required, insert the highest level of safeguarding capability required by the contractor for performance of the contract. The classification level shown in 1b may not be higher than that shown in item 1a. If the contractor will not possess classified information at the cleared facility during performance of the contract, enter Non-applicable (N/A) or None.

In Item 2a, Prime Contract Number, insert an X for a prime contract and enter the contract number. (The delivery order number, when applicable, shall also be entered in this block.)

Item 2b, Subcontract Number, is for use by contractors for their subcontractors.

Item 2c, Solicitation Number, is used for a solicitation only. Insert an X for the initial solicitation (RFQ, RFP, IFB), enter the appropriate identification number and the due date.

Item 3a, Original DD254, When an original DD254 is issued with a solicitation (where applicable), an X is marked in item 3a and the date of DD254 preparation is entered in the date block. Upon award, another DD254 is executed and that preparation date is entered in the date block. The date of the original award DD254 will appear unchanged on each revised or final DD254 issued.

Item 3b, Revised DD254, When a revised DD254 is issued (during contract performance) insert an X in this item, show revision number and enter date of revision. Each time a revision is issued, it shall be given a sequential revision number.

Item 3c, Final DD254, When a final DD254 is issued, insert an X in this item and enter date. Item 5 is always marked YES when a final DD254 is issued. A final DD254 is not required until, and unless, the contractor requests an extension of retention authority and is authorized an extension.

Item 4, Follow-on Contracts, A follow-on contract is a contract awarded to the same contractor for the same item or service as the preceding contract. When these conditions exist, enter an X in the YES box, and enter the preceding contract number in the space provided. This item authorizes the contractor to transfer classified material received or generated under the preceding contract to the current contract.

Item 5, Final DD254, This item is marked YES when the contractor formally requests retention

In Item 6a. Prime Contractor, enter the name and address of the prime contractor to whom the contract has been awarded.

In Item 6b. CAGE Code, enter the contractor's five position Commercial And Government Entity (CAGE) Code.

In Item 6c. Cognizant Security Office, enter the name and address of the appropriate Cognizant Security Office (CSO).

NOTE: When the DD254 is being prepared for a solicitation, the following must be typed across items' 6a, b and c. "FOR BIDDING PURPOSES ONLY, NOT VALID FOR ACTUAL CONTRACT"

Item 7. Subcontractor, IS ONLY USED BY A PRIME CONTRACTOR WHEN SUBCONTRACTING.

Item 8. Actual Performance, on the DD254 is completed ONLY when classified contract performance will occur at a contractor location other than that specified in Item 6. The User Agency is NEVER entered in this block.

Items' 8a, b and c, If work is to be performed at a contractor location other than that specified in item 6a, enter the appropriate name and address in Item 8a, the CAGE Code in 8b, and in 8c the appropriate CSO (if unknown contact your COSR).

Item 9. Procurement Identification. Enter a short, concise, unclassified description of the procurement action.

#### ACCESS REQUIREMENTS

Item 10a COMMUNICATION SECURITY (COMSEC) INFORMATION. If the contractor requires access to any COMSEC information, enter an X in the YES box. COMSEC information includes accountable or non-accountable COMSEC information and controlled cryptographic items (CCI). If accountable COMSEC information is involved, the contractor must have a COMSEC account and Item 11h would also be marked YES. Accountable COMSEC information is: Keying Material, CCI (Controlled Cryptographic Item) Material and CRYPTO. COMSEC information requires special briefings, markings, and controls. If the contractor has a STU/III in their spaces that is owned by the Government then 10a is marked yes but 11h is marked no. If the contractor has a STU/III in their spaces that they own, 10a is marked yes and 11h is marked yes. Annotate item 13 "STU/III only COMSEC account required. When this item is checked yes, you must state in Item 13: "Written Approval of the Contracting Officer is required prior to subcontracting."

Item 10b RESTRICTED DATA. If access to RESTRICTED DATA, information that is classified and controlled under the Atomic Energy ACT of 1954, or CRITICAL NUCLEAR WEAPON DESIGN INFORMATION (CNWDI) is required, this item would be marked YES. This item would always be marked YES if item 10c is marked YES.

Item 10c CRITICAL NUCLEAR WEAPON DESIGN INFORMATION. If the contractor requires access to CNWDI, this item will be marked YES. CNWDI information requires special briefings and procedures. You must also state in item 13: "Approval of the Contracting Officer is required prior to subcontracting."

Item 10d FORMERLY RESTRICTED DATA. Formerly restricted data is classified information jointly determined by the DOE and the DOD to be related primarily to the military utilization of atomic weapons and removed by the DOE from the Restricted Data category pursuant to section 142(d) of the Atomic Energy Act of 1954, as amended, and safeguarded as National Security Information, subject to the restrictions on transmission to other countries and a regional defense organizations that apply to Restricted Data. If access to FORMERLY RESTRICTED DATA is required, this item will be marked YES.

Item 10e INTELLIGENCE INFORMATION.

(1) SCI requires coordination with the Special Security Officer (SSO) and the Scientific and Technical Intelligence Liaison Officer (STILO). (2) Non-SCI requires coordination with the Scientific and Technical Intelligence Liaison Officer (STILO) only. This coordination will be conducted by the COSR.

Item 10f SPECIAL ACCESS INFORMATION. This means a Special Access Program (SAP).

Item 10g NATO INFORMATION. This refers to information/documents belonging to, and circulated by, the North Atlantic Treaty Organization (NATO). If this item is marked YES, you must state in item 13: "Approval of the Contracting Officer is required prior to subcontracting."

Item 10h FOREIGN GOVERNMENT INFORMATION. This item includes any foreign government information except NATO. If this item is marked YES, you must state in item 13: "Approval of the Contracting Officer is required prior to subcontracting."

Item 10i LIMITED DISSEMINATION INFORMATION (LIMDIS). This item refers to restrictive controls established by an original classification authority to emphasize need-to-know protective measures available within the regular security system. Any restrictions on subcontracting should be included in the contract. When this item is marked YES, item 14 would be marked YES, and item 15 would be marked NO.

Item 10j FOR OFFICIAL USE ONLY INFORMATION (FOUO). When this item is marked YES, the contracting activity is responsible for providing the contractor with the safeguards and procedures necessary for protection of the information. If FOUO information is accounted for, generated or handled under this contract, it shall be safeguarded.

Item 10k OTHER. This item may be used for any other information not included in items' 10a through j. Specify the type of information and include any additional remarks needed in item 13.

NOTE: Items' 10a, 10b, 10c, 10d, 10e, 10f, 10g and 10h require a final U.S. Government clearance, at the appropriate level, for access.

The access requirements listed above are included as part of the form because they are common situations that occur in classified contracts. If they are not applicable to the contract requirements, indicate NO for all of them, add in item 10k: "See item 13," and include appropriate statements in item 13.

Item 11a-Have access to classified information only at another contractor's facility or at a Government activity. Note the word only. This means that there will be no access to classified information at the contractor's facility. The contractor will not be required to have any safeguarding capability at its facility and item 1b would be marked N/A or NONE. If the YES box is marked for this item, item's 11b, 11c, 11h and 11k must be marked NO.

Item 11b-Receive classified documents only. Note the word only. This means the contractor will receive classified documents at his facility, but is not expected to generate classified information that will require detailed guidance. The contractor will be required to have safeguarding capability at its facility and item 1b would be marked with the level of safeguarding capability required. If the YES box is marked for this item, items' 11a and 11c must be marked NO.

Item 11c-Receive and generate classified information. This means the contractor is expected to receive and generate classified information (documents and/or hardware) and will require detailed security classification guidance for performance of the contract. The contractor will be required to have safeguarding capability at its facility and item 1b would be marked with the level of safeguarding capability required. If the YES box is marked for this item, items' 11a, 11b, and 11e must be marked NO. Detailed security classification guidance must be provided to the contractor. The guidance may be included in item 13, attached to the DD254, forwarded under separate cover, or included in the contract document itself. Statements, as appropriate, shall be included in item 13 to direct the contractor to the guidance for the contract.

Item 11d-Fabricate, modify, or store classified hardware. This means the contractor is expected to fabricate, modify or store classified hardware. If this item is marked YES, item 11a, 11b and 11e must be marked NO. Include as much information as possible (additional information can be added in item 13) to indicate if Restricted or Closed Areas will be required. How much hardware is involved? How large? If more than 2 cubic feet of storage is required, contact the CSO to verify storage capability at the contractor facility.

Item 11e-Perform services only. A YES in this item will require a statement in item 13 to explain the services and to provide appropriate guidance. Sample statements are given below.

For service-type contracts not covered, add any appropriate statement in item 13 that explains why the contract is a classified contract and provide guidance to ensure protection of the classified information.

(1) If Graphic Arts Services, add the following statement in Item 13: "Reproduction services only. Classification markings on the material to be reproduced will provide the classification guidance necessary for performance of this contract."

(2) If Engineering Services, add the following statement in Item 13: "Contract is for engineering services. Classification markings on the material to be furnished will provide the classification guidance necessary for performance of this contract."

(3) If Equipment Maintenance Services, add the following statement in Item 13: "Contract is for equipment maintenance services on equipment which processes classified information. Actual knowledge of, generation, or production of classified information is not required for performance of the contract. Cleared personnel are required to perform this service because access to classified information cannot be precluded by escorting personnel. Any classification guidance needed will be provided by the using activity."

Item 11f-Have access to U.S. classified information outside the U.S., Puerto Rico, U.S. Possessions and Trust Territories. A YES to this item will require a statement in Item 13 to indicate city and country of overseas performance. Item 14 may be YES and should be completed if appropriate.

Item 11g-Be authorized to use the services of the Defense Technical Information Center (DTIC) or other secondary distribution center. A YES in this item means the contractor is authorized to use the services of DTIC and will require the contractor to prepare and process DD Form 1540 and 1541, through the COSR, prior to requesting these services.

Item 11h-Require a COMSEC account. If accountable COMSEC information will be provided to the contractor, enter an X in the YES box. A COMSEC account is required if a contractor has a STU/III in spaces that they own. (This is a STU/III only COMSEC account) If the contractor has a STU/III in spaces that are owned by the Government the contractor uses the Government COMSEC account, block 10a is marked yes and this block is marked NO.

**Item 11i-Have TEMPEST Requirements.** TEMPEST requirements are in addition to the requirements of the NISPOM. They do not apply if the contract is for maintenance service. This item will be marked YES only if the following conditions apply: If ADP processing of classified information is at the SECRET (Special Category) level or above (OPNAVNOTE C5510) at the contractor's facility, this item is marked YES, and the contractor shall be required to submit a Contractor TEMPEST Questionnaire (attached). Make the following entry in Item 13: "Contractors operating contractor owned or controlled ADP resources on non-Government premises to provide classified ADP support to the DON must comply with the provisions of the NISPOM, DOD 5220.22-M and must submit a Contractor TEMPEST Questionnaire for systems processing data at the SECRET (Special Category) level or above within 30 days of contract award." Note: If the contract is marked SCI and the contractor will be producing classified in their spaces or in Government spaces on their own equipment or Government equipment, Item 11i will be marked yes.

**Item 11j-Have OPERATIONS SECURITY (OPSEC) requirements.** OPSEC requirements are in addition to the requirements of the NISPOM. If YES in this item, Item 14 must also be marked YES. If contract performance will occur at government facilities or other contractor facilities ONLY (Item 11a marked yes) a statement shall be added to Item 13: "Contractor shall follow applicable user agency and/or activity Operations Security plan/instructions." If an Operations Security plan is required, this requirement must be stated in the Statement of Work, the Contract Data Requirements List (CDRL), the Data Item Description (DID) and contract clauses. The appropriate Distribution Statement designator must be entered in Block 16 of each CDRL.

**Item 11k-Be authorized use of the Defense Courier Service (DCS).** This item authorizes the contractor to use the services of DCS.

DCS is used for TOP SECRET transmission

**Item 11l-Other (specify).** Use this item to add any additional performance requirements not covered above. Item 13 should be annotated to provide any necessary remarks. If you expect the Prime Contractor to receive or transmit classified information via a STU III please add the following in item 11l: "Receipt and transmission of classified information via secure facsimile equipment" and mark the yes block. Add in

**Item 12 Public Release.** The contractor is responsible for obtaining the approval

**Item 13 Security Guidance.** This is the most important part of the entire DD254. In completing this item, ask yourself these questions:

- What classified information will the contractor need in the performance of this contract?
- What guidance will the contractor need to protect the classified information?
- Is there an existing security classification guide applies to this contract? All or part?
- What portion of the security classification guide may provide guidance that will assist the contractor?

- Are there other security classification guides which may provide guidance that will assist the contractor?
- Will classified hardware be furnished to or generated by the contractor? What information makes the hardware classified?
- Will hardware being generated require classification? At what stage in its production does it become classified?
- What unique characteristics are involved that need protection? Are there design features which require protection?

What technical information requires protection? What breakthroughs would be significant if achieved in an R&D effort? Are there some performance limitations that require protection?

These are merely some of the questions that should be asked when preparing guidance for a contract. Put yourself in the contractor's place and try to determine what guidance will be needed to properly protect the classified information that will be furnished or generated under the contract. Use this item to identify applicable security classification guides, to provide narrative guidance which identifies the specific types of information to be classified, to provide appropriate downgrading or declassification instructions, to provide any special instructions, explanations, comments or statements required for information or to clarify any other items identified in the DD254. Each contract is unique in its performance requirements. Do not try to follow a format or provide all the guidance in this item. Give reasons for the classification. Write the guidance in plain English. Use additional pages as necessary to expand or explain the guidance.

The DD254, with its attachments and incorporated references, is the only authorized means for providing security classification guidance to a contractor. It should be written as specifically as possible and it should include only that information that pertains to the contract for which it is issued. It should not contain references to NAWCAD instructions and directives. If such documents provide guidance applicable to the contract, the pertinent portions should be extracted and provided as attachments. Any and all documents/ references cited in Item 13 should be provided to the contractor, either as attachments or forwarded under separate cover if they are classified. The requirements of the NISPOM or its supplements should not be extracted and included in the DD254; the NISPOM provides safeguarding requirements and procedures for classified information, not security classification guidance. Security classification guidance provides detailed information that relates what information requires classification, what level of classification to assign, and the downgrading or declassification instructions that apply to the information or material generated by the contractor in the performance of the contract.

It is a difficult task to prepare security guidance that covers all of the performance requirements of the classified contract. It is an even more difficult task to prepare guidance that can be understood and implemented by the contractor. Encourage the contractor to assist in the preparation of the guidance, if at all possible, and to provide comments and/or recommendations for changes in the guidance that has been provided. Only through effective communication with the contractor can you achieve guidance that is understandable and will ensure proper classification and protection of the information generated in the performance of the contract.

**Item 14 Additional Security Requirements.** This item applies any time security requirements are imposed on a contractor that are in addition to the requirements of the NISPOM or its Supplements.

**Item 15 Inspection Information.** Applies when the CSO is relieved of inspection responsibility in whole or in part. A YES in this item requires coordination with the STILO and SSO

Item 16a shall contain the name of the Contracting Officer's Security Representative (COSR) for certifying that the security requirements are complete and adequate for performance of the classified effort.

Item 16b shall contain the title COSR.

Item 16c shall contain the telephone number of the COSR.

Item 16d shall contain the address of the COSR.

Item 16e shall contain the signature of the COSR.

Item 17 shall indicate the required distribution for classified contracts

- (a) Contractor
- (c) Cognizant Security Office for Prime Contractor
- (e) Administrative Contracting Officer
- (f) Others As Necessary: Program/Project Manager  
COSR and COR

<b>DEPARTMENT OF DEFENSE CONTRACT SECURITY CLASSIFICATION SPECIFICATION</b> <i>(The requirements of the DoD Industrial Security Manual apply to all security aspect of this effort.)</i>			<b>1. CLEARANCE AND SAFEGUARDING</b>		
			a. FACILITY CLEARANCE REQUIRED		
			b. LEVEL OF SAFEGUARDING REQUIRED		
<b>2. THIS SPECIFICATION IS FOR:</b> (X and complete as applicable)			<b>3. THIS SPECIFICATION IS:</b> (X and complete as applicable)		
a. PRIME CONTRACT NUMBER GS-35F-0494K		a. ORIGINAL (Complete date in all cases)		Date (YYMMDD)	
b. SUBCONTRACT NUMBER		b. REVISED (Supersedes all previous specs)	Revision No.	Date (YYMMDD)	
c. SOLICITATION OR OTHER NUMBER	Due Date (YYMMDD)	c. FINAL (Complete Item 5 in all cases)		Date (YYMMDD)	
<b>4. IS THIS A FOLLOW-ON CONTRACT?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO. If Yes, complete the following:			Classified material received or generated under _____ (Preceding Contract Number) is transferred to this follow-on contract.		
<b>5. IS THIS A FINAL DD FORM 254?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO. If Yes, complete the following:			In response to the contractor's request dated _____ Retention of the identified classified material is authorized for the period of _____		
<b>6. CONTRACTOR</b> (Include Commercial and Government Entity (CAGE) code)					
a. NAME, ADDRESS, AND ZIP CODE		b. CAGE CODE	c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)		
<b>7. SUBCONTRACTOR</b>					
a. NAME, ADDRESS, AND ZIP CODE		b. CAGE CODE	c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)		
<b>8. ACTUAL PERFORMANCE</b>					
a. LOCATION		b. CAGE CODE	c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)		
<b>9. GENERAL IDENTIFICATION OF THIS PROCUREMENT</b>					
<b>10. THIS CONTRACT WILL REQUIRE ACCESS TO:</b>			<b>11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:</b>		
a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION	YES	NO	a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY	YES	NO
b. RESTRICTED DATA			b. RECEIVE CLASSIFIED DOCUMENTS ONLY		
c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION			c. RECEIVE AND GENERATE CLASSIFIED MATERIAL		
d. FORMERLY RESTRICTED DATA			d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE		
e. INTELLIGENCE INFORMATION:			e. PERFORM SERVICES ONLY		
(1) Sensitive Compartmented Information (SCI)			f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER		
(2) Non (SCI)			g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER		
f. SPECIAL ACCESS INFORMATION (SECRET)			h. REQUIRE A COMSEC ACCOUNT		
g. NATO INFORMATION (SECRET)			i. HAVE TEMPEST REQUIREMENTS		
h. FOREIGN GOVERNMENT INFORMATION			j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS		
i. LIMITED DISSEMINATION INFORMATION			k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE		
j. FOR OFFICIAL USE ONLY INFORMATION			l. OTHER (Specify):		
k. OTHER (Specify)					

**12. PUBLIC RELEASE.** Any information (classified or unclassified) pertaining to this contract shall not be released for public dissemination except as provided by the Industrial Security Manual or unless it has been approved for public release by appropriate U.S. Government authority. Proposed public releases shall be submitted for approval

Direct  Through (Specify):

to the Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs)\* for review.  
 \*In the case of non-DoD User Agencies, requests for disclosure shall be submitted to that agency.

**13. SECURITY GUIDANCE.** The security classification guidance needed for this classified effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes; to challenge the guidance or the classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation of this guidance to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. *(Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any documents/guides/extracts referenced herein. Add additional pages as needed to provide complete guidance.)*

**14. ADDITIONAL SECURITY REQUIREMENTS.** Requirements, in addition to ISM requirements, are established for this contract. *(If Yes, identify the pertinent contractual clauses in the contract document itself, or provide an appropriate statement which identifies the additional requirements. Provide a copy of the requirements to the cognizant security office. Use item 13 if additional space is needed.)*

Yes  No

**15. INSPECTIONS.** Elements of this contract are outside the inspection responsibility of the cognizant security office. *(If Yes, explain and identify specific areas or elements carved out and the activity responsible for inspections. Use Item 13 if additional space is needed.)*

Yes  No

**16. CERTIFICATION AND SIGNATURE.** Security requirements stated herein are complete and adequate for safeguarding the classified information to be released or generated under this classified effort. All questions shall be referred to the official named below.

a. TYPED NAME OF CERTIFYING OFFICIAL	b. TITLE	c. TELEPHONE <i>(Include Area Code)</i>
d. ADDRESS <i>(Include Zip Code)</i>	<b>17. REQUIRED DISTRIBUTION</b> <input type="checkbox"/> a. CONTRACTOR <input type="checkbox"/> b. SUBCONTRACTOR <input type="checkbox"/> c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR <input type="checkbox"/> d. US. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY <input type="checkbox"/> e. ADMINISTRATIVE CONTRACTING OFFICER <input type="checkbox"/> f. OTHERS AS NECESSARY	
e. SIGNATURE		

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## A

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