

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.		B. EXHIBIT A	C. CATEGORY: TOP _____ OTHER <u>X</u>			
D. SYSTEM/ITEM		E. CONTRACT/PR NO. To Be Determined (TBD)		F. CONTRACTOR To Be Determined (TBD)		
1. DATA ITEM NO. A002	2. TITLE OF DATA ITEM Incurred Cost and Progress Reporting		3. SUBTITLE Electronic Monthly Incurred Cost & Progress Reporting Rpt			
4. AUTHORITY (Data Acquisition Document No.) DI-MGMT-81468, See Block 16		5. CONTRACT REFERENCE PBWS Paragraph 11.2		6. REQUIRING OFFICE NAVAIR Navy ERP Business Office		
7. DD 250 REQ LT	9. DIST STATEMENT REQUIRED	10. FREQUENCY MTHLY	12. DATE OF FIRST SUBMISSION NLT 45 DAC	14. DISTRIBUTION		
8. APP CODE N/A	F	11. AS OF DATE 0	13. DATE OF SUBSEQUENT SUBMISSION NLT 15 th of the month following reporting period	a. ADDRESSEE	b. COPIES	
					Draft	Final
					Reg.	Repro
16 REMARKS: <ul style="list-style-type: none"> Block 4: Government format provided (Attachment B) Delivery of Documentation shall be provided electronically in Microsoft Office 2003 or higher compatible format. Data shall be reported in accordance with Contract References (Blk 5). This CDRL has the following attachments: <ol style="list-style-type: none"> Attachment B: Incurred Cost and Progress Reporting Block 14: Deliver electronic copies to: <ul style="list-style-type: none"> COR: Ms. Holly Gardner, Holly.Gardner@navy.mil Alternate COR: Ms. Crystal Lewis, Crystal.O.Lewis@navy.mil TPOC: Ms. Jodi Aldridge, Jodi.Aldridge@navy.mil Alternate TPOC: Ms. Ann McKay, Ann.McKay@navy.mil 				COR	1	
				ACOR	1	
				TPOC	1	
				ATPOC	1	
15. TOTAL				0	4	0
G. PREPARED BY <i>Jodi Aldridge</i>		H. DATE 8/5/2014	I. APPROVED BY <i>J. Ann McKay</i>		J. DATE 8/5/2014	

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

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.		B. EXHIBIT A		C. CATEGORY: TOP _____ OTHER <u>X</u>							
D. SYSTEM/ITEM			E. CONTRACT/PR NO. To Be Determined (TBD)		F. CONTRACTOR To Be Determined (TBD)						
1. DATA ITEM NO. A005		2. TITLE OF DATA ITEM Standard Operating Procedures (SOPs) and Desk Guides for NAVAIR Navy ERP Business Office			3. SUBTITLE SOPs and Desk Guides for NAVAIR Navy ERP Business Office						
4. AUTHORITY (Data Acquisition Document No.) DI-A-5003F, See Block 16			5. CONTRACT REFERENCE PBWS Paragraphs 9.0, 11.5		6. REQUIRING OFFICE NAVAIR Navy ERP Business Office						
7. DD 250 REQ LT	9. DIST STATEMENT REQUIRED	10. FREQUENCY AS REQ		12. DATE OF FIRST SUBMISSION AS REQ				14. DISTRIBUTION			
8. APP CODE N/A	F	11. AS OF DATE 0	13. DATE OF SUBSEQUENT SUBMISSION ANNUAL			a. ADDRESSEE		b. COPIES			
16 REMARKS: <ul style="list-style-type: none"> Block 4: Contractor format is acceptable pending Government approval. Blocks 10, 12: AS REQ stands for AS REQUIRED. Delivery of documentation shall be provided electronically in Microsoft Office 2003 or higher compatible format. The contractor must create/review and maintain, electronically on an annual basis, SOPs and Desk Guides and store to the appropriate NBO collaboration site. The Government shall be given an opportunity to review and provide input to each SOP/Desk Guide on an annual basis at a minimum. Support for SOPs and Desk Guides is not limited to activities that the contractor staff performs; rather, the contractor shall support documentation of NBO processes as required. All required documents should be posted to the appropriate NBO collaboration site on or before the deliverable due date and in accordance with established processes. The government will provide a listing of required documents and delivery dates for each newly identified SOP/Desk Guide. Version control / archives shall be maintained as required. Block 14: Deliver electronic copies to: COR: Ms. Holly Gardner, Holly.Gardner@navy.mil Alternate COR: Ms. Crystal Lewis, Crystal.O.Lewis@navy.mil TPOC: Ms. Jodi Aldridge, Jodi.Aldridge@navy.mil Alternate TPOC: Ms. Ann McKay, Ann.McKay@navy.mil 											
						COR		1			
						ACOR		1			
						TPOC		1			
						ATPOC		1			
						15. TOTAL					
G. PREPARED BY <i>Jodi Aldridge</i>			H. DATE 8/5/2014		I. APPROVED BY <i>J. Ann McKay</i>			J. DATE 8/5/2014			

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

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.		B. EXHIBIT A	C. CATEGORY: TOP _____ TM _____ OTHER <u>X</u>	
D. SYSTEM/ITEM		E. CONTRACT/PR NO. To Be Determined (TBD)		F. CONTRACTOR To Be Determined (TBD)
1. DATA ITEM NO. A006	2. TITLE OF DATA ITEM Non-Disclosure Forms		3. SUBTITLE Non-Disclosure Forms	
4. AUTHORITY (Data Acquisition Document No.) DI-A-5003F, See Block 16		5. CONTRACT REFERENCE PBWS Paragraphs 8.7, 11.6, 13.1		6. REQUIRING OFFICE NAVAIR Navy ERP Business Office
7. DD 250 REQ LT	9. DIST STATEMENT REQUIRED F	10. FREQUENCY AS REQ	12. DATE OF FIRST SUBMISSION CONTRACT START	14. DISTRIBUTION
8. APP CODE N/A		11. AS OF DATE 0	13. DATE OF SUBSEQUENT SUBMISSION NLT 2 BUSINESS DAYS AFTER NEW HIRE START	a. ADDRESSEE
				b. COPIES
				Draft
				Final
				Reg
				Repro
16 REMARKS:				
<ul style="list-style-type: none"> Block 4: Government format provided (Attachment F) Blocks 10, 12: AS REQ stands for AS REQUIRED. Delivery of documentation shall be provided electronically in Microsoft Office 2003 or higher compatible format. Contractor employees shall not discuss nor disclose any information to which they are exposed during the execution of contract tasking to parties other than the originator of the information, authorized Government investigative personnel, or COR personnel. Improper disclosure of sensitive information may be grounds for removal of contractor personnel. Each individual contractor employee must sign a non-disclosure agreement on or before his/her start date. Contractor will provide the TPOC/ATPOC with the signed non-disclosure agreement no later than five (5) business days prior to contract start. During contract execution, the contractor will provide the TPOC/ATPOC with the signed non-disclosure agreement within two (2) business days of performance start. Block 14: Deliver electronic copies to: COR: Ms. Holly Gardner, Holly.Gardner@navy.mil Alternate COR: Ms. Crystal Lewis, Crystal.O.Lewis@navy.mil TPOC: Ms. Jodi Aldridge, Jodi.Aldridge@navy.mil Alternate TPOC: Ms. Ann McKay, Ann.McKay@navy.mil 				
				15. TOTAL
				0 4 0
G. PREPARED BY <i>Jodi A Aldridge</i>		H. DATE 8/5/2014	I. APPROVED BY <i>J. Ann McKay</i>	
			J. DATE 8/5/2014	

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

