

CONTRACT DATA REQUIREMENTS LIST
Administrative/Project Management (A001 - A012)

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Form Approved
OMB No. 0704-0188

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 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 <input type="checkbox"/> TM <input type="checkbox"/> Other <input checked="" type="checkbox"/>
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D. SYSTEM / ITEM 100G ETHERNET ENCRYPTOR	E. CONTRACT / PR NO. NRO000-14-R-0099	F. CONTRACTOR
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1. Data Item No. A001	2. Title of Data Item Program Management Review Package	3. Subtitle
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4. Authority (Data Acquisition Document No.) DI-MGMT-80368A	5. Contract Reference SOW Section 3.0	6. Requiring Office COMM/IAO
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7. DD 250 Req N/A	9. Dist Statement Required B	10. Frequency Monthly	12. Date of First Submission Draft NLT 2 days prior to PMR	14. Distribution		
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8. App Code None	11. As Of Date N/A	13. Date of Subsequent Submission 5 days after PMR	a. Addressee	b. Copies		
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16. Remarks Use DID as a guide, vendor format acceptable. PMR Report shall contain PMR briefing material, submitted to Government for the record. Integrate financial, schedule, CDRL, and certification progress in review. Deliver softcopy in a MS Office 2007 or Acrobat Adobe compatible file format via e-mail or portable data storage device (i.e: floppy, CD-ROM).	COMM/IAO - COTR	1	1	
	COMM/IAO Contracts	1	1	
	15. Total	2	2	

17. Price Group
18. Estimated Total Price

1. Data Item No. A002	2. Title of Data Item Meeting Minutes w/Action Items & Action Closure; Trip Reports	3. Subtitle
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4. Authority (Data Acquisition Document No.) N/A	5. Contract Reference SOW Section 3.0	6. Requiring Office COMM/IAO
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7. DD 250 Req N/A	9. Dist Statement Required C	10. Frequency AS REQ	12. Date of First Submission AS REQ	14. Distribution		
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8. App Code None	11. As Of Date N/A	13. Date of Subsequent Submission AS REQ	a. Addressee	b. Copies		
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16. Remarks Deliver softcopy in a MS Office 2007 or Acrobat Adobe compatible file format via e-mail or portable data storage device (i.e: floppy, CD-ROM).	COMM/IAO - COTR		1	
	COMM/IAO Contracts		1	
	15. Total		2	

17. Price Group
18. Estimated Total Price

1. Data Item No. A003	2. Title of Data Item Program Management Plan	3. Subtitle
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4. Authority (Data Acquisition Document No.) DI-MGMT-80004A	5. Contract Reference SOW Section 3.0	6. Requiring Office COMM/IAO
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7. DD 250 Req N/A	9. Dist Statement Required B	10. Frequency ONE/R	12. Date of First Submission NLT 30 after ATP	14. Distribution		
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8. App Code A	11. As Of Date N/A	13. Date of Subsequent Submission N/A	a. Addressee	b. Copies		
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16. Remarks Deliver softcopy in a MS Office 2007 or Acrobat Adobe compatible file format via e-mail or portable data storage device (i.e: floppy, CD-ROM).	COMM/IAO - COTR		1	
	COMM/IAO Contracts		1	
	15. Total		2	

17. Price Group
18. Estimated Total Price

1. Data Item No. A004	2. Title of Data Item Program Protection Plan	3. Subtitle
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4. Authority (Data Acquisition Document No.) DD-254	5. Contract Reference DD-254 and SOW Section 3.0	6. Requiring Office COMM/IAO
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7. DD 250 Req N/A	9. Dist Statement Required B	10. Frequency ONE/R	12. Date of First Submission ATP + 30 days	14. Distribution		
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8. App Code A	11. As Of Date N/A	13. Date of Subsequent Submission NLT ATP + 60 days	a. Addressee	b. Copies		
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16. Remarks Vendor format acceptable. See DD-254 for content requirements.	COMM/IAO - COTR	1	1	
	COMM/Security	1	1	
	COMM/IAO Contracts	1	1	
	15. Total	3	3	

17. Price Group
18. Estimated Total Price

G. PREPARED BY	H. DATE 11/27/2013	I. APPROVED BY	J. DATE
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(b)(3)

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D. SYSTEM / ITEM 100G ETHERNET ENCRYPTOR	E. CONTRACT / PR NO. NRO000-14-R-0099	F. CONTRACTOR
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1. Data Item No. A005	2. Title of Data Item System Security Plan	3. Subtitle N/A
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17. Price Group

4. Authority (Data Acquisition Document No.) DD-254	5. Contract Reference SOW Section 3.0	6. Requiring Office COMM/IAO
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18. Estimated Total Price

7. DD 250 Req N/A	9. Dist Statement Required B	10. Frequency ONE/R	12. Date of First Submission ATP + 30 days	14. Distribution		
8. App Code A		11. As Of Date N/A	13. Date of Subsequent Submission NLT ATP + 60 days	a. Addressee	b. Copies	
					Draft	Reg

16. Remarks Use DSS SSP Template as guideline. If proposed AIS is already accredited by DSS submit approved AIS SSP for co-utilization approval. Deliver softcopy in MS Office 2007 or Acrobat Adobe compatible file format via email or floppy, CD-ROM.	COMM/IAO - COTR	1	1	
	DSS Security	1	1	
	COMM/IAO Contracts	1	1	
	15. Total	3	3	

17. Price Group

18. Estimated Total Price

1. Data Item No. A006	2. Title of Data Item Design Review Package (and Agendas)	3. Subtitle N/A
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4. Authority (Data Acquisition Document No.) See item 16	5. Contract Reference SOW Section 3.0	6. Requiring Office COMM/IAO
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7. DD 250 Req N/A	9. Dist Statement Required C	10. Frequency AS REQ	12. Date of First Submission NLT 2 weeks prior to review	14. Distribution		
8. App Code A		11. As Of Date N/A	13. Date of Subsequent Submission NLT 2 weeks after review (corrected and updated)	a. Addressee	b. Copies	
					Draft	Reg

16. Remarks Vendor format acceptable. Provide detailed agenda and review package for each of the major milestone reviews (SRR, PDR, CDR, TRR and EPAR).	COMM/IAO - COTR	1	1	
	COMM/IAO Contracts	1	1	
	15. Total	2	2	

17. Price Group

18. Estimated Total Price

1. Data Item No. A007	2. Title of Data Item Reserved	3. Subtitle
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4. Authority (Data Acquisition Document No.)	5. Contract Reference	6. Requiring Office
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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	Reg

16. Remarks						
				15. Total		

17. Price Group

18. Estimated Total Price

1. Data Item No. A008	2. Title of Data Item Contractor Work Breakdown Structure (CWBS) and CWBS Dictionary	3. Subtitle N/A
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4. Authority (Data Acquisition Document No.) NRO CWBS DID (Rev 2a,7 Dec 2011)	5. Contract Reference SOW Section 3.0	6. Requiring Office COMM/IAO
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7. DD 250 Req N/A	9. Dist Statement Required B	10. Frequency AS REQ	12. Date of First Submission NLT 15 th calendar day of month following first reporting period	14. Distribution		
8. App Code A		11. As Of Date Contract award or latest approved change	13. Date of Subsequent Submission See item 16	a. Addressee	b. Copies	
					Draft	Reg

16. Remarks Blk 12 (cont): First CWBS Dictionary 60 days following contract award. Blk 13 (cont): The contractor shall deliver subsequent CWBS and CWBS Dictionary submissions by the 15th calendar day of the month following any reporting period in which any changes resulting from contract modifications or significant changes to the program occurred.	COMM/IAO - COTR		1			
				15. Total	1	

G. PREPARED BY	H. DATE 11/27/2013	I. APPROVED BY	J. DATE
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D. SYSTEM / ITEM 100G ETHERNET ENCRYPTOR	E. CONTRACT / PR NO. NRO000-14-R-0099	F. CONTRACTOR
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1. Data Item No. A009	2. Title of Data Item Reserved	3. Subtitle
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4. Authority (Data Acquisition Document No.)	5. Contract Reference	6. Requiring Office
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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	Reg
				15. Total		

17. Price Group
18. Estimated Total Price

1. Data Item No. A010	2. Title of Data Item Integrated Master Schedule	3. Subtitle N/A
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4. Authority (Data Acquisition Document No.) NRO IMS DID (Rev 1c, 7 Dec 2011)	5. Contract Reference SOW Section 3.0	6. Requiring Office COMM/IAO
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7. DD 250 Req N/A	9. Dist Statement Required B	10. Frequency AS REQ	12. Date of First Submission Draft: NLT 45 days after award	14. Distribution			
8. App Code A		11. As Of Date Contract award or latest approved change	13. Date of Subsequent Submission See item 16	a. Addressee	b. Copies		
					Draft	Reg	Repro
16. Remarks Blk 12 (cont): The contractor shall deliver the first IMS submission NLT 45 days following contract award. Blk 13 (cont): The contractor shall maintain the IMS and provide subsequent submissions following any changes resulting from contract modifications or significant changes to the program. Final submission of the IMS shall be at contract completion. Electronic submission shall be compatible with the Government scheduling tool (i.e., MS Project). The CWBS number shall be mapped to populate the "Text 4" field in MS Project.				COMM/IAO - COTR	1	1	
				COMM/IAO Contracts	1	1	
				15. Total	2	2	

17. Price Group
18. Estimated Total Price

1. Data Item No. A011	2. Title of Data Item Contract Performance Report (CPR)	3. Subtitle
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4. Authority (Data Acquisition Document No.) NRO CPR DID (Rev 1c, 7 Dec 2011)	5. Contract Reference SOW Section 3.0	6. Requiring Office COMM/IAO
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7. DD 250 Req N/A	9. Dist Statement Required B	10. Frequency Monthly	12. Date of First Submission See item 16	14. Distribution			
8. App Code None		11. As Of Date Contractor accounting period nearest the end of each month	13. Date of Subsequent Submission 15 th calendar day of month	a. Addressee	b. Copies		
					Draft	Reg	Repro
16. Remarks Blk 11: CPR submissions shall be statused concurrently with the Integrated Master Schedule (IMS) as of the contractor's accounting period cutoff date. Blk 12 (cont): The contractor shall deliver the first CPR submission within the first accounting period following declaration of the Performance Measurement Baseline. The contractor shall deliver CPR Formats 1 and 5. Formats 2-4 are not required. The contractor shall deliver the CPR Format 1 electronically using ANSI X12 (or XML equivalent) format and in human-readable format (e.g. Excel, PDF). Format 5 shall be in contractor form. The contractor shall report and address in CPR Format 5 the top five (or as mutually-agreed upon by the Government and contractor Contracting Officers) most significant program variances. Significance may be based on: 1. The magnitude of current or cumulative (focus on current) cost, schedule, or at-completion variances (positive or negative). 2. Critical path impacts that affect major milestones or program deliverables 3. Technical risk. The contractor shall provide analysis of concerns not already addressed upon Government request.				COMM/IAO - COTR		1	
				COMM/IAO Contracts		1	
				15. Total		2	

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D. SYSTEM / ITEM 100G ETHERNET ENCRYPTOR	E. CONTRACT / PR NO. NRO000-14-R-0099	F. CONTRACTOR
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1. Data Item No. A012	2. Title of Data Item Contract Funds Status Report (CFSR)	3. Subtitle N/A
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4. Authority (Data Acquisition Document No.) NRO CFSR DID (Rev 1c, 07 Dec 2011)	5. Contract Reference SOW Section 3.0	6. Requiring Office COMM/IAO
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7. DD 250 Req N/A	9. Dist Statement Required B	10. Frequency Quarterly	12. Date of First Submission 15 th calendar day of month following first reporting period	14. Distribution		
8. App Code None		11. As Of Date Contractor accounting period nearest the end of each qtr.	13. Date of Subsequent Submission 15 th calendar day of month following the reporting period	a. Addressee	b. Copies	
					Draft	Final

16. Remarks The contractor shall deliver the CFSR electronically using the NRO-supplied standard Excel CFSR template. The reporting level(s) shall be mutually agreed to by the government and contractor program managers and shall be documented in the CDRL within 30 days after contract award.	COMM/IAO - COTR	1	
	COMM/IAO Contracts	1	
	15. Total	2	

G. PREPARED BY	H. DATE 11/27/2013	I. APPROVED BY	J. DATE
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17. Price Group
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