

MILITARY STANDARD

DATA MANAGEMENT PROGRAM



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AREA MISC

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DEPARTMENT OF DEFENSE
Washington, DC 20301-3060

Data Management Program

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FOREWORD

The Department of Defense is committed to increase the quality of the data management programs that support the acquisition of systems and equipment. The Data Management Program plays an important role in the timely acquisition of data to support each phase of the life cycle of a system/equipment.

Acquisition of the proper documentation at the appropriate time will insure the Government of the capability to complete its reprourement of spare parts, thereby reducing their cost.

Contractors should be encouraged, within the context of this document, to propose revisions to the data item descriptions cited in contracts so as to capitalize on any advancements in the state-of-the-art in relation to data media.

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1. SCOPE

1.1 Purpose. The standard is to provide the basis for assuring the currency and timeliness of all data being acquired in accordance with the contract and paragraph VI.N.1, and paragraph 6c, Encl. 4, DoDI 5010.12.

1.2 Scope. This standard establishes requirements for a contractor's data management program.

1.3 Applicability. This standard when referenced in the contract, shall apply to all contract data requirements and deliveries, as stated in the contract and identified on the Contract Data Requirements List (CDRL), DD Form 1423.

1.4 Tailoring of task, method or requirement descriptions. The requirements of this standard may be tailored by calling out only specific paragraphs of Sections 4 and 5 for application in this contract.

1.5 Method of reference. This standard and specific paragraphs to be applicable shall be cited in requirements documents such as the statement of work.

2. REFERENCED DOCUMENTS

2.1 Government documents.

2.1.1 Standards. Unless otherwise specified, the following standard of the issue listed in that issue of the Department of Defense Index of Specifications and Standards (DoDISS) specified in the solicitation forms a part of this standard to the extent specified herein.

STANDARD

MILITARY

DOD-STD-963

Data Item Descriptions (DID), Preparation of

2.1.2 Other Government documents and publications. The following other Government documents and publications form a part of this standard to the extent specified herein.

Federal Acquisition Regulation

DoD FAR Supplement

DoDD 4120.21 - Application of Specifications, **Standards, and related Documents in the Acquisition Process**, 3 Nov 80

DoDI 5010.12 - Management of Technical Data, 5 Dec 68

(Copies of standards and publications required by manufacturers in connection with specific acquisition functions should be obtained from the contracting activity or as directed by the contracting officer.)

2.1.3 Order of precedence. In the event of a **conflict** between the **text** of this standard and the references cited herein, the text of this standard shall take precedence.

3. DEFINITIONS

3.1 Data. Data means recorded information, regardless of form or characteristic.

3.2 Technical data. Technical data means recorded information, regardless of form or characteristic, of a scientific or technical nature. It may, for example, include document research, experimental, developmental, or engineering work. It may be usable or used to define a design or process or to procure, produce, support, maintain, or operate material. The data may be graphic or pictorial delineations in media such as drawings or photographs, text in specifications or related performance or design type documents, or computer printouts. Examples of technical data include research and engineering data, engineering drawings and associated lists, specifications, standards, process sheets, manuals, technical reports, catalog item identification and related information, and documentation related to computer software.

4. GENERAL REQUIREMENTS

4.1 Data management program. The contractor shall establish a data management program, appropriately staffed and organizationally situated, that will be responsive to the requirements of this standard. The contractor's program shall address all facets of the generation and preparation of contractual management, financial, administrative and technical data and shall include: the administration of contract recordkeeping requirements; data duplication control; data quality control; acquisition/administration of subcontractor/vendor data; storage and retrieval systems; identification and handling of proprietary rights-in-data; maintenance and control of Contractor-developed information and Government-furnished information; handling of classified information; data pricing; and planning, scheduling and delivery of data to the Government. The contractor shall also establish procedures to review contractual requirements for adequacy and selection of the appropriate medium for the data (see 6.2).

4.2 Administrative requirements.

4.2.1 Data delivery discrepancies. The contractor shall designate a focal point for implementing the data management program. The contractor data management focal point shall also assist the Government in reconciling contractor data delivery discrepancies.

4.2.2 Contract data requirements. The contractor shall assist the Government in updating the Contract Data Requirements List (CDRL). This assistance shall include the identification of additional items and recommendations for revision, deletion, and tailoring of items listed on the CDRL, when appropriate, in accordance with DoDD 4120.21. Revisions to data item descriptions shall be in accordance with DOD-STD-963 (see 6.2).

4.2.3 Data preparation controls. The contractor shall develop controls for data preparation in a manner to prevent duplication of data previously developed and to avoid duplication of equipment data being developed for the contract. All data generated under the contract shall be made available to Government representatives for review at the contractor's facility upon request and establishment of need-to-know.

4.2.4 Data delivery. The contractor shall collect, prepare, publish, and deliver the data (i.e., management, administrative, technical, and financial data) herein referred to as data, in the quantities and types designated on the CDRL. This shall be done by the most economical method commensurate with the program needs in accordance with the individual DID cited on the contract CDRL.

5. DETAILED REQUIREMENTS

5.1 Contract Data Receipts (CDR). DD Form 2389, CDR, Figure 1, printed on no-carbon-required (NCR) paper, shall be prepared and attached to each data delivery, to each addressee, required by the CRDL. The contractor shall complete Part I, items 1 through 8, of the CDR as indicated below:

- (a) Item 1, SYS/EQUIP - The system or equipment which is the subject of the procurement as shown on the heading of the CDR
- (b) Item 2, CONTRACT - The name of the contractor.
- (c) Item 3, CONTRACT NUMBER - Contract number including Job/Delivery Order Number, when appropriate.
- (d) Item 4, SEQ NO - CDRL exhibit line item number (ELIN), to include the data submission identifier and, if required, the data revision level, in accordance with paragraph 3.3 below.
- (e) Item 5, DATA DUE (YYMMDD) - Date data is due to be delivered to the addressee as required by Blocks 12 and 13 of the CDRL.
- (f) Item 6, DATE MAILED (YYMMDD) - Date the document is to be mailed to the addressee.
- (g) Item 7, ADDRESSEE - The informal address of the data recipient utilizing the short form of address as used in Block 14 of the CDRL. Multiple addresses may be listed with sufficient copies being prepared for one copy to each addressee, plus one copy for the Government Technical Data Management Officer (TDMO).
- (h) Item 8, TYPE OF SUBMISSION - Self-explanatory.

5.1.1 An original or copy of the CDR, with Blocks 1 through 8 completed shall accompany each data delivery to every addressee listed on the CDRL. One receipt shall cover multiple deliveries of the same data (e.g., 10 copies of a report) to the same addressee. Addressees shall be indicated by circling the respective addressee to receive the data.

5.1.2 One copy of the CDR for each data delivery shall be mailed to the responsible TDMO specified on the DD Form 1423, without copies of the data item. This copy shall be an exact duplicate of the original, to include listing of all the addresses. Copies of the CDR shall be mailed to the TDMO from the contractor's facility concurrent with the mailing of data to the addresses. In case of frequent requirements, copies may be held for not more than one week and consolidated into a single mailing to the TDMO.

5.1.3 Preprinted CDR forms will be furnished by the Government upon request to the Contracting Officer or the TDMO. The request for forms shall state the contract number, contractor's mailing address, and the quantity of forms required.

DOD-STD-1700 (NS)

5.1.4 Locally reproduced copies of DD Form 2389 (Figure 1) may be used, if desired.

5.2 Data submission identification. The following system for the identification of data submissions and changes to data previously delivered under a contract shall be used. A contractor-recommended system may be used only if approved by the Government.

5.2.1 Data submission identifier. Each data submission shall be identified by adding a two digit dash number to the CDRL ELIN. Numbering shall begin with -01 for each CDRL ELIN requiring the delivery of data. Numbering shall be consecutive for each subsequent requirement for delivery of data under the same ELIN.

EXAMPLES:

- (a) The first data submission under ELIN A001, Progress Reports, shall be identified as A001-01. Since this type of report is a recurring report, the second submission would be numbered A001-02, the third A001-03, etc.
- (b) Manual requirements would be numbered, based on the type of deliveries required, such as ELIN G001, requiring:

Type	Ident. No.
(1) Outline	G001-01
(2) Review Draft	G001-02
(3) Preliminary Manual	G001-03
(4) Camera Ready Copy	G001-04

CONTRACT DATA RECEIPT		
PART I - TO BE COMPLETED BY THE CONTRACTOR AND FORWARDED TO ADDRESSEE		
1 SYS/EQUIP	2 CONTRACT	3 CONTRACT NUMBER
4 SEQ NO	5 DATE DUE (YYMMDD)	6 DATE REC'D (MM/DD)
7 ADDRESSEE		8 TYPE OF SUBMISSION (Check one)
		a Outline
		b Draft
		c Review
PART II - TO BE COMPLETED BY THE ADDRESSEE AND FORWARDED TO DONOR		
9 TIMELINESS OF DELIVERY (X one)		10 QUALITY OF PERFORMANCE (X one)
a Delivered on time		a High - Better than average
b Delayed Delivery - No detrimental effect		b Satisfactory - Average
c Late Delivery - Has detrimental effect		c Poor - Better than average
		d Rejected - Return for correction/rework
11 NO. PAGES/SHEETS/CARDS	12 RECEIVING ORGANIZATION	13 RECEIVED
		a By (Signature)

DD Form 2389, AUG 85

FIGURE 1. Example of DD Form 2389

5.2.2 Data revision level. Revisions or change pages to data delivered shall be identified with a dash alpha designator entered immediately after the data submission identifier. Data revision levels shall begin with -A and continue in alphabetical order for second and subsequent changes.

EXAMPLE: The first change to the first submission of the review draft under ELIN G001-02 would be identified as G001-02-A, the second change to the same submission would be identified as G001-02-B, the third as G001-02-C, etc.

5.2.3 Required identifiers shall be entered in Item 4 of the CDR. When the CDR is not used, the identifier will be included in the subject matter of the required letter of transmittal.

5.3 Data status reports.

5.3.1 The contractor shall, as a part of the initial progress or project status report, include information indicating the status of technical data deliveries for the reporting period (see 6.2).

5.3.2 Subsequent progress or project reports shall include the information for the current reporting period and shall update the information for delayed data identified in previous reports to include impact statements. Updates on delayed data shall be furnished until the data are delivered and accepted.

5.4 DD Form 250, Material Inspection and Receiving Report (FAR, 53.270).

5.4.1 DD Forms 250 shall be required only for those items of data listed on the DD Form 1423 having an entry in Block 7 for final inspection and acceptance of technical data.

5.4.2 DD Forms 250 shall be prepared and delivered only to the first listed organization in Block 14 of the DD Form 1423.

5.5 Contract data delivery schedule.

5.5.1 Data requirements due dates prescribed by the CDRL and those due dates derived by the contractor shall be reported by the contractor in a contract data delivery schedule, for Contracting Officer's Representative (COR) review and approval (see 6.2).

5.5.2 The contractor shall establish and report calendar due dates in those instances where the Procuring Activity has prescribed the due date for selected deliveries in terms of time increments preceding or following a prescribed event (e.g., x days prior to the critical design review (XDCDR)).

5.5.3 When approved by the Procuring Activity, the contract data delivery schedule shall constitute the requirements document employed by the COR to measure the effectiveness and timeliness of the contractor's response to CDRL delivery requirements.

5.5.4 Subsequent reports shall reflect recommended updates to the schedule for COR approval.

6. NOTES

6.1 Intended Use. This standard is intended for use when referenced in the contract to assure the currency and timeliness of all contractually required data.

6.2 Ordering data.

6.2.1 Acquisition requirements. Acquisition documents should specify the following: title, number, and date of this standard.

6.2 Data requirements list and cross reference. When this standard is used in an acquisition which incorporates a DD Form 1423, Contract Data Requirements List (CDRL), the data requirements identified below shall be developed as specified by an approved Data Item Description (DD Form 1664) and delivered in accordance with the approved CDRL incorporated into the contract. When the provisions of FAR 52.227-7031 are invoked and the DD Form 1423 is not used, the data specified below shall be delivered by the contractor in accordance with the contract or purchase order requirements. Deliverable data required by this specification is cited in the following paragraphs.

<u>Paragraph No.</u>	<u>Data Requirement Title</u>	<u>Applicable DID No.</u>	<u>Option</u>
4.1	Data Management Plan	DI-MISC-80168	--
4.2.2	Preparation of Data Item Description (DID), DD Form 1664	DI-MISC-80000	--
5.3.1, 5.5.1	Contract Data Status and Schedule Report	DI-MISC-80167	--

(Data item descriptions related to this standard, and identified in section 6 will be approved and listed as such in DoD 5000.19-L., Vol. II, AMSDL. Copies of data item descriptions required by the contractors in connection with specific acquisition functions should be obtained from the Naval Publications and Forms Center or as directed by the contracting officer.)

6.3 Subject term (keyword) listing.

Contract data delivery schedule
 Contract data receipts
 Data delivery discrepancies
 Data item description
 Data management program plan
 Data preparation controls
 Data revision level
 Data status reports
 Data submission identification

DOD-STD-1700 (NS)

Data submission identifier
Material inspection and receiving report
Technical data

Custodian:
NSA/CSS-R071

Preparing Activity:
NSA/CSS-R633
(Project MISC-0046)