

**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 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 Office for the Contract/PR No. Listed in Block E.

A. CONTRACT LINE ITEM NO. 0003,0006,0009,0012,0015, 0018,0021,0024,0027,0030 & 0033		B. EXHIBIT A	C. CATEGORY: TDP _____ TM _____ OTHER <u>Management</u>				
D. SYSTEM/ITEM SOFSA		E. CONTRACT/PR NO. USZA22-03-D-0006		F. CONTRACTOR			
1. DATA ITEM NO. A001	2. TITLE OF DATA ITEM Five Year Security Facilities Plan			3. SUBTITLE			
4. AUTHORITY (Data Acquisition Document No.) DI-ADMN-80238		5. CONTRACT REFERENCE PWS 3.3.1		6. REQUIRING OFFICE SOAL-L			
7. DD 250 REQ YES	9. DIST STATEMENT REQUIRED	10. FREQUENCY As required and requested	12. DATE OF FIRST SUBMISSION 90 Days ACA	14. DISTRIBUTION Electronically			
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION As required and requested	ADDRESSEE	b. COPIES		
16. REMARKS Preparation Instructions: Contractor format is acceptable The contractor shall develop a Five Year Security Plan within 90 days of contract award. The plan shall identify all physical security systems (alarms, entry control systems, fences, gates, guard buildings, lighting, etc.) and establish a schedule for replacing or upgrading each system as needed over a five year period. The Security Facilities Plan will be updated as required. 1. Change to read: 5 Year Facility Security Plan (5YFSP) 3.1. No change 3.2. Change to read: The 5 Year Facility Security Plan (5YFSP) will identify the physical security systems used to protect SOFSA facilities. These include all fences, gates, guard shelters, alarm systems, automatic entry control systems, lighting, communications systems (telephone/radio), security badges, screening and electronic scanning equipment and individual guard uniforms, equipment and weapons. It will identify those systems that are in need of upgrading and/or replacement and provide a schedule for such upgrade/replacement actions. 7.1. No change 10.1. No change 10.2. No change 10.2.1. No change 10.2.2. Change to read: Facility Identification and Location: Enter the identification and location of the facility. (Building number, military reservation, or city and state.) 10.2.3. Change to read: Architectural Drawings or Building Plans. Plans of the building (s) housing the facility(s) shall be drawn to scale and sufficiently detailed showing the locations of security systems and individual equipment items identified in the the plan as needing upgrade or replacement. Hand drawn diagrams are not acceptable. 10.2.4. Delete, 10.2.4 Delete 10.2.6. Change to read: Other diagrams. If applicable, additional diagrams shall be prepared to scale and sufficiently detailed to identify the location, functions and interface for new or specialized equipment being proposed for inclusion in the physical protection of the SOFSA facilities. 10.2.7. Delete, 10.2.8. Delete, 10.2.9. Delete, 10.2.10. Delete, 10.2.11. Delete 10.2.12. Delete, 10.2.13. No change				ACO D0	Draft	Final	
						Reg	Repro
						1	1
15. TOTAL					2		
G. PREPARED BY [REDACTED]		H. DATE 3/14/2003		I. APPROVED BY [REDACTED]			
				J. DATE 3/14/2003			

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A. CONTRACT LINE ITEM NO. 0003,0006,0009,0012,0015, 0018,0021,0024,0027,0030 & 0033	B. EXHIBIT A	C. CATEGORY: TDP ____ TM ____ OTHER <u>Management</u>
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D. SYSTEM/ITEM SOFSFA	E. CONTRACT/PR NO. USZA22-03-D-0006	F. CONTRACTOR
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1. DATA ITEM NO. A002	2. TITLE OF DATA ITEM Space Utilization Report/Facilities Maintenance Report/Facility Capability Report	3. SUBTITLE
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4. AUTHORITY (Data Acquisition Document No.) DI-MISC-81423, DI-TCSP-80715	5. CONTRACT REFERENCE PWS 3.3.1	6. REQUIRING OFFICE SOAL-L
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7. DD 250 REQ LT	9. DIST STATEMENT REQUIRED	10. FREQUENCY As required and requested	12. DATE OF FIRST SUBMISSION 10 JAN 2004	14. DISTRIBUTION Electronically
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8. APP CODE	11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION As required and requested	a. ADDRESSEE	b. COPIES
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16. REMARKS DI-MISC-81423: 10.1 should read "four sections" in lieu of "three". DI-MISC-81423: 10.1 add D- Category IV—for other miscellaneous maintenance. DI-TCSP-80715: Disregard 10.2. Replace with: Format may be contractor selected. Unless effective presentation would be degraded, the initially used format arrangement shall be used for all subsequent submissions. Content shall contain a general discussion of the space available, and its respective use according to the PWS and the customer's requirements. Brochures, sketches, and/or drawings shall accompany the report. Any special use of space or areas, which support peculiar equipment, shall be identified.	Final		
	Draft	Reg	Repro
	ACO	1	
	PBO	1	
	DO	1	
15. TOTAL	3		

G. PREPARED BY 	H. DATE 3/14/2003	I. APPROVED BY 	J. DATE 3/14/2003
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A. CONTRACT LINE ITEM NO. 0003,0006,0009,0012,0015, 0018,0021,0024,0027,0030 & 0033	B. EXHIBIT <b>A</b>	C. CATEGORY: TDP ____ TM ____ OTHER <u>Management</u>
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D. SYSTEM/ITEM <b>SOFSA</b>	E. CONTRACT/PR NO. <b>USZA22-03-D-0006</b>	F. CONTRACTOR
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1. DATA ITEM NO. <b>A003</b>	2. TITLE OF DATA ITEM <b>MIS Support Report</b>	3. SUBTITLE
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4. AUTHORITY (Data Acquisition Document No.) <b>FIPS-PUB-87</b>	5. CONTRACT REFERENCE <b>PWS 1.3; 3.6.1; 3.6.7</b>	6. REQUIRING OFFICE <b>SOAL-L</b>
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7. DD 250 REQ <b>LT</b>	9. DIST STATEMENT REQUIRED	10. FREQUENCY <b>Quarterly</b>	12. DATE OF FIRST SUBMISSION <b>10 JAN 2004</b>	14. DISTRIBUTION <b>Electronically</b>
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8. APP CODE	11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION <b>10<sup>th</sup> day following end of each Quarter</b>	a. ADDRESSEE	b. COPIES
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**16. REMARKS**  
Preparation Instructions:  
Shall provide the status of all the ADP equipment and software in use to meet the requirements listed in the contract. Report should include equipment and software on hand and projected for procurements.  
The report is used to prepare briefings and to advise SOFSA of the status of the MIS program in support of customers' requirements and any potential or existing problem that may limit the contractor supporting capabilities listed in the PWS. Format: The MIS support report format shall be contractor selected. Unless effective presentation would be degraded, the initially used format arrangement shall be used for all subsequent submissions.  
Content: The MIS report shall contain information regarding ADP equipment on hand, the status, and description of equipment and software in use to meet requirements listed in the contract. Furthermore, the report shall list any projected equipment and software procurements. Additionally, the report shall identify any potential or existing problems that may impact in the contractor's supporting capabilities to meet the ADP requirements listed in the contract and the PWS. The report will include the log of all IAVAs, their applicability and status. This log will include mitigating activities when vulnerabilities can not be eliminated.  
The report will also include information about software development, to include, Name of Project, date project started, projected completion date and description of project. Information about pending projects will include proposed name, proposed start date, estimated days to complete and description.

a. ADDRESSEE	b. COPIES		
	Draft	Final Reg	Repro
<b>ACO</b>		<b>1</b>	
<b>15. TOTAL</b>		<b>1</b>	

G. PREPARED BY 	H. DATE	I. APPROVED BY 	J. DATE
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(1 Data Item)

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D. SYSTEM/ITEM SOFSa	E. CONTRACT/PR NO. USZA22-03-D-0006	F. CONTRACTOR
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1. DATA ITEM NO. A005	2. TITLE OF DATA ITEM Waiver/Deviations/Tracking Equipment Modification Reports	3. SUBTITLE
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4. AUTHORITY (Data Acquisition Document No.) DI-CMAN-80641B, DI-CMAN- 80640C, DI-CMAN-81018	5. CONTRACT REFERENCE PWS 3.5.1	6. REQUIRING OFFICE SOAL-L
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7. DD 250 REQ LT	9. DIST STATEMENT REQUIRED	10. FREQUENCY Monthly	12. DATE OF FIRST SUBMISSION 10 NOV 2003	14. DISTRIBUTION Electronically
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION 10 <sup>th</sup> day of each Month	15. COPIES

16. REMARKS Shall be equal to the Data Acquisition Document No. in Block 4. Format may be contractor selected. Unless effective presentation would be degraded, the initially used format arrangement shall be used for all subsequent submissions.	ADDRESSSEE	b. COPIES		
		Draft	Final Reg	Repro
	OP DIV		1	
	15. TOTAL		1	

G. PREPARED BY [Redacted]	H. DATE 03/14/2003	I. APPROVED BY [Redacted]	J. DATE 03/14/2003
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D. SYSTEM/ITEM SOFSA	E. CONTRACT/PR NO. USZA22-03-D-0006	F. CONTRACTOR
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1. DATA ITEM NO. A007	2. TITLE OF DATA ITEM Property Accountability	3. SUBTITLE Preparation of DD1662 Report
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4. AUTHORITY (Data Acquisition Document No.) DI-MGMT-80441	5. CONTRACT REFERENCE PWS 3.4.2	6. REQUIRING OFFICE SOAL-L
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7. DD 250 REQ LT	9. DIST STATEMENT REQUIRED	10. FREQUENCY Annually	12. DATE OF FIRST SUBMISSION 31 OCT 2003	14. DISTRIBUTION Electronically
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8. APP CODE	11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION 31 Oct Annually	ADDRESSSEE	b. COPIES
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16. REMARKS <b>Preparation Instructions:</b> Annual report detailing government property utilized in performance of the contract. The DDFORM 1662, DOD property in custody of contractor report, is an annual report which provides detailed cost and quantities of government property being utilized by a contract and the PWS. The report is used in the preparation of briefings and to advise SOFSA on any potential property needs in support of customers' requirements. Provides updated government records to SOFSA and the administrative contracting officer for accounting of government property. The format and content preparation instructions for the data produced by specific and discrete task requirements as delineated in the contract and FAR 45.505-14. Format: The DDFORM 1662 report shall be contractor selected unless effective presentation would be degraded, the initially used format arrangement shall be used for all subsequent submissions. Content: The contractor shall perform an annual 100% inventory of government property. The report shall be submitted NLT 30 SEP annually. The DDFORM 1662 shall depict current property status for the reporting period.	ADDRESSSEE	b. COPIES			
		PA	Draft	Final Reg	Repro
	DO			1	
	15. TOTAL		2		

G. PREPARED BY	H. DATE 03/14/2003	I. APPROVED BY	J. DATE 03/14/2003
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D. SYSTEM/ITEM SOFSFA	E. CONTRACT/PR NO. USZA22-03-D-0006	F. CONTRACTOR
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1. DATA ITEM NO. A008	2. TITLE OF DATA ITEM Property Accountability	3. SUBTITLE Status of Government Furnished Equipment (GFE) Report
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4. AUTHORITY (Data Acquisition Document No.) DI-MGMT-80269	5. CONTRACT REFERENCE PWS 4.0	6. REQUIRING OFFICE SOAL-L
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7. DD 250 REQ LT	9. DIST STATEMENT REQUIRED	10. FREQUENCY Quarterly	12. DATE OF FIRST SUBMISSION 10 JAN 2004	14. DISTRIBUTION Electronically
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8. APP CODE	11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION 10 <sup>th</sup> day following end of each Quarter	14. ADDRESSEE	b. COPIES
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16. REMARKS  Shall be equal to the Data Acquisition Document No. in Block 4.  Format may be contractor selected. Unless effective presentation would be degraded, the initially used format arrangement shall be used for all subsequent submissions.	Final		
	Draft	Reg	Repro
	PA	1	
	DO	1	
	15. TOTAL	2	

G. PREPARED BY	H. DATE 03/14/2004	I. APPROVED BY	J. DATE 03/14/2003
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D. SYSTEM/ITEM SOFSFA	E. CONTRACT/PR NO. USZA22-03-D-0006	F. CONTRACTOR
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1. DATA ITEM NO. A009	2. TITLE OF DATA ITEM Property Accountability	3. SUBTITLE Property Control Report
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4. AUTHORITY (Data Acquisition Document No.) DI-MISC-81420	5. CONTRACT REFERENCE PWS 3.4.3	6. REQUIRING OFFICE SOAL-L
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7. DD 250 REQ LT	9. DIST STATEMENT REQUIRED	10. FREQUENCY As required and requested	12. DATE OF FIRST SUBMISSION Prior to contract award	14. DISTRIBUTION Electronically
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION As required and requested	a. ADDRESSEE
				b. COPIES

16. REMARKS  DI-MISC-81420: Disregard 3.2., 7.2. This report is an annual requirement, which provides contractor's procedures for receiving, storing, issuing, and maintaining government property being utilized by contractor in performance of the contract and the PWS.  The report is used in the preparation of briefings and to advise SOFSA of any potential property needs in support of customers' requirements.  The format and content preparation instructions for the data produced by specific and discrete task requirements as delineated in the contract and FAR 45.502.  The plan is used as the standard by which the contractor accounts for government property. The plan is subject of the contracting officer's approval.  DI-MISC-81420: Disregard 10.2 and replace Content: The report shall be prepared IAW far 45.502. The plan shall be submitted prior to contract award for evaluation to the Administrative Contracting Officer through the Property Administrator and subsequently updated as required.	PA	Final			
		DO	Draft	Reg	Repro
				1	
15. TOTAL		2			

G. PREPARED BY 	H. DATE 03/14/2003	I. APPROVED BY 	J. DATE 03/14/2003
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D. SYSTEM/ITEM SOFSA		E. CONTRACT/PR NO. USZA22-03-D-0006		F. CONTRACTOR			
1. DATA ITEM NO. A010	2. TITLE OF DATA ITEM Property Accountability		3. SUBTITLE Government Furnished Material (GFM) by National Stock Number (NSN)				
4. AUTHORITY (Data Acquisition Document No.) DI-ILSS-80727		5. CONTRACT REFERENCE PWS 3.8.4		6. REQUIRING OFFICE SOAL-L			
7. DD 250 REQ LT	9. DIST STATEMENT REQUIRED	10. FREQUENCY Monthly	12. DATE OF FIRST SUBMISSION 10 NOV 2003		14. DISTRIBUTION Electronically		
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION 10 <sup>th</sup> day of each Month		ADDRESSEE		
16. REMARKS  The following instructions are changes to DI-ILSS-80727. The monthly GFM by NSN requisition summary report shall provide by NSN/part number visibility of GFM requisitioned by the contractor through the defense logistics system.  The report is used in the preparation of briefings and to advise SOSA of any potential property needs in support of customers' requirements.  Provides updated government records to SOFSA and the contracting officer for the accounting of GFM requisitions submitted through the defense logistics system.  Format: contractor selected, unless effective presentation would be degraded, the initially used format arrangement shall be used for all subsequent submissions.  DI-ILSS-80727: disregard 10. Preparation Instructions						b. COPIES	
					Final		
					Draft	Reg	Repro
					PA	1	
					DO	1	
15. TOTAL		2					
G. PREPARED BY		H. DATE	I. APPROVED BY		J. DATE		
[REDACTED]		03/14/2003	[REDACTED]		03/14/2003		

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D. SYSTEM/ITEM SOFSFA	E. CONTRACT/PR NO. USZA22-03-D-0006	F. CONTRACTOR
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1. DATA ITEM NO. A011	2. TITLE OF DATA ITEM Property Accountability	3. SUBTITLE Quality Deficiency Report
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4. AUTHORITY (Data Acquisition Document No.) DI-QCIC-80736	5. CONTRACT REFERENCE PWS 3.4.3	6. REQUIRING OFFICE SOAL-L
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7. DD 250 REQ LT	9. DIST STATEMENT REQUIRED	10. FREQUENCY Monthly	12. DATE OF FIRST SUBMISSION 10 NOV 2003	14. DISTRIBUTION Electronically
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8. APP CODE	11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION 10 <sup>th</sup> day of each Month	14. ADDRESSEE	b. COPIES
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16. REMARKS  DI-QCIC-80736: Add 10.5, Furnish a consolidated report monthly detailing status of QDR. Shall be equal to the Data Acquisition Document No. in Block 4. Format may be contractor selected. Unless effective presentation would be degraded, the initially used format arrangement shall be used for all subsequent submissions.	14. ADDRESSEE	Final		
		Draft	Reg	Repro
	OP DIV		1	
	15. TOTAL		1	

G. PREPARED BY 	H. DATE 03/14/2003	I. APPROVED BY 	J. DATE 03/14/2003
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D. SYSTEM/ITEM SOFSA	E. CONTRACT/PR NO. USZA22-03-D-0006	F. CONTRACTOR
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1. DATA ITEM NO. A013	2. TITLE OF DATA ITEM Accident/Incident Report	3. SUBTITLE
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4. AUTHORITY (Data Acquisition Document No.) DI-SAFT-81563	5. CONTRACT REFERENCE PWS 3.3.1.3	6. REQUIRING OFFICE SOAL-L
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7. DD 250 REQ LT	9. DIST STATEMENT REQUIRED	10. FREQUENCY As required and requested	12. DATE OF FIRST SUBMISSION Upon occurrence	14. DISTRIBUTION Electronically
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8. APP CODE	11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION As required and requested	14. ADDRESSEE	b. COPIES
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16. REMARKS  DI-SAFT-81563: The accident/incident/safety report identifies any accident occurring in the SOFSA facilities causing major injury or death to contractor personnel.	Final	
	Draft	Reg
	ACO	1
	DO	1
	15. TOTAL	2

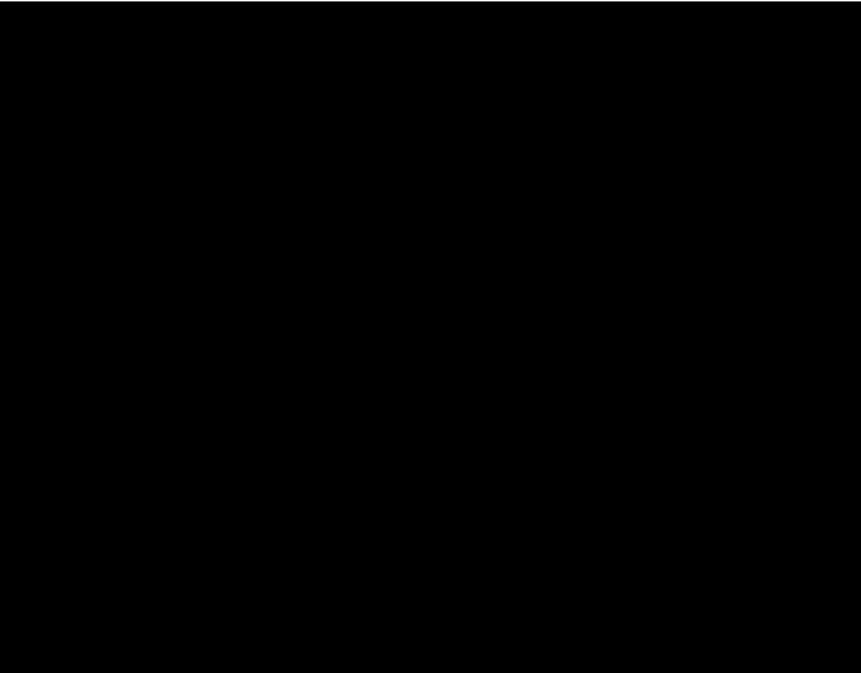
G. PREPARED BY  [Redacted]	H. DATE 03/14/2003	I. APPROVED BY  [Redacted]	J. DATE 03/14/2003
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OMB No. 0704-0188*

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A. CONTRACT LINE ITEM NO. 0003,0006,0009,0012,0015, 0018,0021,0024,0027,0030 & 0033		B. EXHIBIT A	C. CATEGORY: TDP ___ TM ___ OTHER <u>Management</u>				
D. SYSTEM/ITEM SOFSA		E. CONTRACT/PR NO. USZA22-03-D-0006		F. CONTRACTOR			
1. DATA ITEM NO. A015	2. TITLE OF DATA ITEM Standard Practice Procedures		3. SUBTITLE				
4. AUTHORITY (Data Acquisition Document No.) DI-MGMT-81580		5. CONTRACT REFERENCE PWS 3.2.2		6. REQUIRING OFFICE SOAL-L			
7. DD 250 REQ LT	9. DIST STATEMENT REQUIRED	10. FREQUENCY As required and requested	12. DATE OF FIRST SUBMISSION 30 days after contract award	14. DISTRIBUTION Electronically			
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION As required and requested	ADDRESSSEE	b. COPIES		
16. REMARKS Preparation Instructions: The SPP defines procedures to be employed to protect DOD classified information and materials in the possession of the contractor. The SPP is used to identify and monitor contractor security activities. Applicable when the DDForm 254, DOD contract security classification specification, is received. The contractor's implementation of the SPP, approved by the Contracting Activity, is also subject to joint inspection by Defense Investigative Service and the Contracting Authority. Shall implement all terms of DOD 5220.22-M, National Industrial Security Program Operating Manual (NISPOM). Shall provide procedures for ensuring that all personnel receive required briefings and formulate a security awareness program throughout the facility. Shall provide detailed instructions on the handling and storage, reproduction, destruction, accountability and control, and receipt and transmission of classified information and material. Shall contain detailed instructions for sending visit requests to government and other contractor locations; provide guidance on controlling visitors to the facility; include directions for conducting meetings where classified information will be discussed. Automated Information System instructions for use within a secure facility. Provide detailed instructions for processing classified information on computers. Shall address physical security issues as they apply to protection of classified information, includes but not limited to secure containers, secure telephones, wrapping classified for shipment, use of security badges, entry controls, etc. Preparation and submission of reporting requirements set forth in Chapter 1, Section 3 of the NISPOM.							
				15. TOTAL	2		
G. PREPARED BY		H. DATE	I. APPROVED BY		J. DATE		
		03/14/2003			03/14/2003		

<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 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 Office for the Contract/PR No. Listed in Block E.							
A. CONTRACT LINE ITEM NO. 0003,0006,0009,0012,0015, 0018,0021,0024,0027,0030 & 0033		B. EXHIBIT A		C. CATEGORY: TDP ____ TM ____ OTHER <u>Management</u>			
D. SYSTEM/ITEM SOFSFA			E. CONTRACT/PR NO. USZA22-03-D-0006		F. CONTRACTOR		
1. DATA ITEM NO. A016	2. TITLE OF DATA ITEM 			3. SUBTITLE			
4. AUTHORITY (Data Acquisition Document No.) DOD Publication C 5105.21-M-1		5. CONTRACT REFERENCE PWS 3.3.2.7		6. REQUIRING OFFICE SOAL-L			
7. DD 250 REQ LT	9. DIST STATEMENT REQUIRED	10. FREQUENCY As required and requested	12. DATE OF FIRST SUBMISSION 30 days after contract award	14. DISTRIBUTION Electronically			
8. APP CODE	11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION As required and requested	ADDRESSEE	b. COPIES			
16. REMARKS 					Final		
					Draft	Reg	Repro
				SECOFF		1	
				DO		1	
15. TOTAL					2		
G. PREPARED BY 		H. DATE 03/14/2003		I. APPROVED BY 		J. DATE 03/14/2003	



**CONTRACT DATA REQUIREMENTS LIST***(1 Data Item)**Form Approved  
OMB No. 0704-0188*

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A. CONTRACT LINE ITEM NO. 0003,0006,0009,0012,0015, 0018,0021,0024,0027,0030 & 0033	B. EXHIBIT A	C. CATEGORY: TDP ____ TM ____ OTHER <b>Management</b>
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D. SYSTEM/ITEM SOFA	E. CONTRACT/PR NO. USZA22-03-D-0006	F. CONTRACTOR
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1. DATA ITEM NO. A018	2. TITLE OF DATA ITEM Automated Information Systems Standard Practice Procedure (AISSPP)	3. SUBTITLE
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4. AUTHORITY (Data Acquisition Document No.) DOD-5220.22-M; DOD 5200.28	5. CONTRACT REFERENCE PWS 3.6.7	6. REQUIRING OFFICE SOAL-L
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7. DD 250 REQ LT	9. DIST STATEMENT REQUIRED	10. FREQUENCY As required and requested	12. DATE OF FIRST SUBMISSION Within 30 days of contract award	14. DISTRIBUTION Electronically
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8. APP CODE	11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION As required and requested	14. ADDRESSEE	b. COPIES
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16. REMARKS

**Preparation Instructions:**  
Shall provide detailed instructions for the protection of [REDACTED] during computer processing of such information. The AISSPP is prepared for each computer system and tailors procedures to that specific system. The AISSPP is utilized to identify the computer system authorized to process classified information and to monitor the contractor's computer security activities.

Applicable only when the contractor has a requirement to process [REDACTED] on a computer system in the performance of the contract.

Shall be submitted to the Defense Investigative Service (DIS) for review and approval. Written approval must be received from DIS prior to [REDACTED] on the computer system.

Format: Contractor selected.

Content: The AISSPP shall contain the contractor's AIS security policy and detail operating procedures for a specific computer system, and shall be prepared in accordance with chapter 8 of DOD 5220.22-M, National Industrial Security Program Operating Manual.

Accreditation: The AISSPP shall provide instruction for accreditation and re-accreditation of the computer system.

Security Mode of Operation: The AISSPP shall specify the security mode under which the computer system will be operated.

System Hardware: The AISSPP shall include a list of all computer hardware used [REDACTED] processing. It shall list any equipment that is used during [REDACTED] and detail the procedures for disconnecting this equipment during [REDACTED].

System Software: The AISSPP shall provide a list of all operating systems, environmental systems, application program, and utilities installed and/or used on the computer.

System Configuration: The AISSPP shall include a description of how the computer equipment is configured and how they interact with one another. The system configuration will identify any telecommunication capabilities, including configuration diagram(s).

Audit Features and Controls: The AISSPP shall include audit procedures and features that will provide a chronological record of AIS usage and system support activities. The audit documentation must show maintenance and repair, configuration changes, and system upgrades. Declassification and sanitation of system equipment must be recorded.

Draft	Final	
	Reg	Repro
SECOFF	1	
DO	1	
15. TOTAL	2	

G. PREPARED BY [REDACTED]	H. DATE 03/14/2003	I. APPROVED BY [REDACTED]	J. DATE 03/14/2003
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**CONTRACT DATA REQUIREMENTS LIST***(1 Data Item)**Form Approved  
OMB No. 0704-0188*

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A. CONTRACT LINE ITEM NO. 0003,0006,0009,0012,0015, 0018,0021,0024,0027,0030 & 0033	B. EXHIBIT A	C. CATEGORY: TDP _____ TM _____ OTHER <u>Management</u>
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D. SYSTEM/ITEM SOFA	E. CONTRACT/PR NO. USZA22-03-D-0006	F. CONTRACTOR
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1. DATA ITEM NO. A019	2. TITLE OF DATA ITEM Information Technology Security Plan	3. SUBTITLE
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4. AUTHORITY (Data Acquisition Document No.) DOD 5220.22; DOD 5200.28	5. CONTRACT REFERENCE PWS 3.6.7	6. REQUIRING OFFICE SOAL-L
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7. DD 250 REQ LT	9. DIST STATEMENT REQUIRED	10. FREQUENCY Annually	12. DATE OF FIRST SUBMISSION 90 days following contract award	14. DISTRIBUTION Electronically
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8. APP CODE	11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION 31 Oct Annually	ADDRESSSEE	b. COPIES
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16. REMARKS  Provide detailed procedures and measures implemented within computer systems and networks for the protection of [REDACTED] [REDACTED]	ADDRESSSEE	b. COPIES		
		Draft	Final Reg	Repro
	ACO		1	
	15. TOTAL		1	

G. PREPARED BY [REDACTED]	H. DATE 03/14/2003	I. APPROVED BY [REDACTED]	J. DATE 03/14/2003
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**CONTRACT DATA REQUIREMENTS LIST**  
(1 Data Item)

Form Approved  
OMB No. 0704-0188

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A. CONTRACT LINE ITEM NO. 0003,0006,0009,0012,0015, 0018,0021,0024,0027,0030 & 0033	B. EXHIBIT A	C. CATEGORY: TDP ___ TM ___ OTHER <u>Management</u>
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D. SYSTEM/ITEM SOFSA	E. CONTRACT/PR NO. USZA22-03-D-0006	F. CONTRACTOR
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1. DATA ITEM NO. A020	2. TITLE OF DATA ITEM Operations Security (OPSEC) Plan	3. SUBTITLE
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4. AUTHORITY (Data Acquisition Document No.) DI-MGMT-80934	5. CONTRACT REFERENCE PWS 3.2.3	6. REQUIRING OFFICE SOAL-L
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7. DD 250 REQ YES	9. DIST STATEMENT REQUIRED	10. FREQUENCY As required and requested	12. DATE OF FIRST SUBMISSION 90 days after contract award	14. DISTRIBUTION Electronically	
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION As required and requested	ADDRESSSEE	b. COPIES

16. REMARKS  Shall be equal to the Data Acquisition Document No. in Block 4.  Format may be contractor selected. Unless effective presentation would be degraded, the initially used format arrangement shall be used for all subsequent submissions. The contractor shall submit the plan for Government review, the Government shall have 45 days to review, comment and return the plan to the contractor. The contractor shall submit the final report within 15 days of receiving the Government comments.	Final	
	Draft	Reg
	SECOFF	1
	DO	1
	15. TOTAL	2

G. PREPARED BY 	H. DATE 03/14/2003	I. APPROVED BY 	J. DATE 03/14/2003
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**CONTRACT DATA REQUIREMENTS LIST***(1 Data Item)**Form Approved  
OMB No. 0704-0188*

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A. CONTRACT LINE ITEM NO. 0003,0006,0009,0012,0015, 0018,0021,0024,0027,0030 & 0033	B. EXHIBIT A	C. CATEGORY: TDP _____ TM _____ OTHER <u>Management</u>
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D. SYSTEM/ITEM SOFA	E. CONTRACT/PR NO. USZA22-03-D-0006	F. CONTRACTOR
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1. DATA ITEM NO. A022	2. TITLE OF DATA ITEM Continuity of Operations Plan	3. SUBTITLE
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4. AUTHORITY (Data Acquisition Document No.) DOD 5200.40; DOD 5200.28; DOD 5220.22	5. CONTRACT REFERENCE PWS 3.6.1	6. REQUIRING OFFICE SOAL-L
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7. DD 250 REQ Yes	9. DIST STATEMENT REQUIRED	10. FREQUENCY As required	12. DATE OF FIRST SUBMISSION 90 days following contract award	14. DISTRIBUTION Electronically
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION As requested and required	14. ADDRESSEE
				b. COPIES

16. REMARKS  
Preparation Instructions:  
Shall provide detailed procedures and measures implemented to protect Information Technology hardware and software in the event of a catastrophic event.

ADDRESSEE	b. COPIES		
	Draft	Final Reg	Final Repro
ACO		1	
15. TOTAL		1	

G. PREPARED BY 	H. DATE 03/14/2003	I. APPROVED BY 	J. DATE 03/14/2003
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A. CONTRACT LINE ITEM NO. 0003,0006,0009,0012,0015, 0018,0021,0024,0027,0030 & 0033		B. EXHIBIT A	C. CATEGORY: TDP _____ TM _____ OTHER <u>Management</u>	
D. SYSTEM/ITEM SOFA		E. CONTRACT/PR NO. USZA22-03-D-0006		F. CONTRACTOR
1. DATA ITEM NO. A023	2. TITLE OF DATA ITEM Quality Control/Quality Assurance Status/Rework, Repair, and Scrap Cost Reports		3. SUBTITLE	
4. AUTHORITY (Data Acquisition Document No.) FED-STD-368A, DI-CMAN-80789, DI-FNCL-80753A		5. CONTRACT REFERENCE PWS 3.5.1, 3.5.5.1; 3.5.5.5		6. REQUIRING OFFICE SOAL-L
7. DD 250 REQ LT	9. DIST STATEMENT REQUIRED	10. FREQUENCY Monthly	12. DATE OF FIRST SUBMISSION 25 NOV 2003	14. DISTRIBUTION Electronically
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION 25 <sup>th</sup> day of each Month	ADDRESSEE
16. REMARKS  FED-STD-368A, DI-CMAN-80789: Shall provide detailed information of the procedures and measures implemented to establish a QAP. The government will approve the plan and any proposed revisions to the plan prior to implementation. Format shall be contractor selected. Unless effective presentation would be degraded, the initially used format arrangement shall be used for all subsequent submissions. Content shall contain detailed information on quality and productivity performance in support of the customers' requirements and requirements outlined in work taskings. Special attention shall be focused on the following areas: total direct labor cost and the total rework labor cost identified by month. The quality of production inspected and the total number of defects (internal facility defect rate) identified by month. Narrative shall be provided when the defect rate exceeds the objective.  DI-FNCL-80753A: Rework data will be captured in all areas to include engineering.  The contractor shall submit the quality plan to the Government, who shall have 30 days to review, comment and return it to the Contractor. The contractor shall have 10 days to submit the final Plan.				b. COPIES
15. TOTAL				2
G. PREPARED BY	H. DATE	I. APPROVED BY		J. DATE
	03/14/2003			03/14/2003



**CONTRACT DATA REQUIREMENTS LIST***(1 Data Item)**Form Approved  
OMB No. 0704-0188*

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A. CONTRACT LINE ITEM NO. 0003,0006,0009,0012,0015, 0018,0021,0024,0027,0030 & 0033	B. EXHIBIT A	C. CATEGORY: TDP ____ TM ____ OTHER <u>Management</u>
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D. SYSTEM/ITEM SOFSA	E. CONTRACT/PR NO. USZA22-03-D-0006	F. CONTRACTOR
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1. DATA ITEM NO. A025	2. TITLE OF DATA ITEM Data Management Plan	3. SUBTITLE
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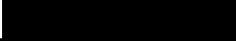
4. AUTHORITY (Data Acquisition Document No.) DI-MISC-80168	5. CONTRACT REFERENCE PWS 3.6.1	6. REQUIRING OFFICE SOAL-L
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7. DD 250 REQ Yes	9. DIST STATEMENT REQUIRED	10. FREQUENCY As required and requested	12. DATE OF FIRST SUBMISSION 30 days after contract award	14. DISTRIBUTION Electronically
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8. APP CODE	11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION As required and requested	14. ADDRESSEE	b. COPIES
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16. REMARKS  Shall be equal to the Data Acquisition Document No. in Block 4, plus add the following paragraphs to Paragraph 10.4: d. The plan shall include a description of the system configuration, how the computer equipment is configured and how they interact with one another. The system configuration will identify any telecommunications capabilities. The Data Management Plan shall include configuration diagram(s) (C,D or E size plotter) that include the details above. e. The plan shall describe any audit procedures and features which are provided within the system. The audit documentation must also show maintenance and repair, configuration changes and system upgrades. Declassification and sanitation of system equipment shall be recorded. f. The plan shall include separate lists reflecting expectations in the coming year, a list of equipment expected to be retired, a list of equipment expected to be purchase, a list of equipment expected to be upgraded, a list of software to be retired, a list of software upgrades, a list of new software. Each list will also include dependencies for full implementation. A list of positions in MIS and the number of employees in each position and expectations of changes in staffing levels. The following sections are added to Paragraph 10.5:  Section VII – Management Policies 7.1 Describe Data Management Policies 7.2 Identify by Specific Reference Standard Practices and detailed work instructions to implement data management program.  Section VIII – System Configuration 8.1 Description 8.2 Overall Configuration 8.3 System Interaction 8.4 Telecommunication Capability 8.5 Spreadsheet of Server Configuration 8.6 Attachment – Configuration Diagram(s)  Section IX – Spending and Implementation Plans 9.1 List of Equipment to be retired 9.1.1 Reason for Retirement 9.1.2 Expected timeframe for retirement	ACO	Draft	Final		
			Reg	Repro	
				1	

9.2 List of Equipment to be Purchased				
9.2.1 Dependencies for full implementation				
9.2.2 Expected timeframe for purchase and implementation				
9.3 List of Equipment to be Upgraded				
9.3.1 Dependencies for full implementation				
9.3.2 Expected timeframe for purchase and implementation				
9.4 List of Software to be Retired				
9.4.1 Reason for retirement				
9.4.2 Expected time for retirement				
9.5 List of Software to be Purchased				
9.5.1 Dependencies for full implementation				
9.5.2 Expected timeframe for purchase and implementation				
9.6 List of Software to be Upgraded				
9.6.1 Dependencies for full implementation				
9.6.2 Expected timeframe for purchase and implementation				
9.6 List of current employee positions with number of employees at each position				
9.7.1 Expected changes during year with description				
9.7.2 Expected timeframe for changes				
Section X – Audit Procedures and Documentation				
10.1 Describe audit procedures and features within system that audit				
10.2 Attach maintenance and repair documentation				
10.3 Attach configuration changes documentation				
10.4 Attach declassification and system sanitation documentation				
15. TOTAL			1	

G. PREPARED BY	H. DATE	I. APPROVED BY	J. DATE
	03/14/2003		03/14/2003



**CONTRACT DATA REQUIREMENTS LIST**

(1 Data Item)

*Form Approved*  
OMB No. 0704-0188

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A. CONTRACT LINE ITEM NO. 0003,0006,0009,0012,0015, 0018,0021,0024,0027,0030 & 0033		B. EXHIBIT A	C. CATEGORY: TDP ____ TM ____ OTHER <u>Management</u>				
D. SYSTEM/ITEM SOFSA		E. CONTRACT/PR NO. USZA22-03-D-0006		F. CONTRACTOR			
1. DATA ITEM NO. A027	2. TITLE OF DATA ITEM Incumbent Transition Plan		3. SUBTITLE				
4. AUTHORITY (Data Acquisition Document No.)		5. CONTRACT REFERENCE PWS 3.10.1		6. REQUIRING OFFICE SOAL-L			
7. DD 250 REQ Yes	9. DIST STATEMENT REQUIRED	10. FREQUENCY As required and requested	12. DATE OF FIRST SUBMISSION One year prior to contract expiration date	16. DISTRIBUTION Electronically			
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION	16. ADDRESSEE			
16. REMARKS Preparation Instructions: Format: Format shall be contractor selected.  The Plan shall address details of work in process to assure all delivery orders are achieved and work remaining is an efficient, uninterrupted transfer of work to the successor contractor. The plan shall include transition responsibility for contract performance to the successor contractor to include milestones and success metrics.  The government will approve the plan and any proposed revisions to the plan prior to implementation.				b. COPIES			
					Draft	Final	
						Reg	Repro
				ACO		1	
				15. TOTAL			
G. PREPARED BY		H. DATE	I. APPROVED BY	J. DATE			
[Redacted]		03/14/2003	[Redacted]	03/14/2003			