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#### CONTRACT DATA REQUIREMENTS LIST Form Approved OMB No. 0704-0188 (1 Data Item) 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. C. CATEGORY: A. CONTRACT LINE ITEM NO. B. EXHIBIT 0003,0006,0009,0012,0015, TDP \_\_\_\_ TM \_\_\_ OTHER Management Α 0018,0021,0024,0027,0030 & 0033 D. SYSTEM/ITEM E. CONTRACT/PR NO. F. CONTRACTOR SOFSA USZA22-03-D-0006 2. TITLE OF DATA ITEM 1.DATA ITEM NO. 3. SUBTITLE A003 MIS Support Report 4. AUTHORITY (Date Acquisition Document No.) 5. CONTRACT REFERENCE 6. REQUIRING OFFICE FIPS-PUB-87 PWS 1.3; 3.6.1; SOAL-L 3.6.7 10, FREQUENCY 12, DATE OF FIRST DISTRIBUTION 7. DD 250 REQ 9. DIST STATEMENT REQUIRED SUBMISSION Quarterly Electronically 10 JAN 2004 LT 11. AS OF DATE 13. DATE OF SUBSEQUENT 8. APP CODE b, COPIES SUBMISSION a. ADDRESSEE 10th day following end of each Quarter 16. REMARKS Reg Draft Repro Preparation Instructions: Shall provide the status of all the ADP equipment and software in use to meet the ACO 1 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. 15. TOTAL G. PREPARED BY H. DATE I. APPROVED BY J. DATE

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Project Status, Due the 9th of the month  Performance Outside the U.S., as required  DI-MISC-81419: 'In-Country' in Paras 10.2.1 and 10.2.3 means OCONUS. The report will also indicate the date the employee last received the Force Protection/antiterrorism Briefings. The contractor shall also provide status of contractor staffing by specific location and divisions, which will include the Lexington Airport and Bldg 221 separate from other Lexington operations, Identify existing or potential problem areas that may affect the contractor's capabilities. The contractor shall also provide a list of all employees who carry weapons or who handle weapons in the course of their durities. The report shall include the persons name, position, frequency of access to weapons, and the date of the individual's last psychological exam, randon drug test, and criminal records check. This information shall be provided quarterly.  DI-MGMT-80368: Shall reflect total deliverable items, on time and late deliverables. Narrative shall be provided for items that are delivered late, completed under or above budget. Proposal cost of all projects closed each month. The											
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## CONTRACT DATA REQUIREMENTS LIST

Form Approved OMB No. 0704-0188

OMB No. 0704-0188 (1 Data Item) 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. B. EXHIBIT 0003,0006,0009,0012,0015, TOP \_\_\_\_ TM \_\_\_\_ OTHER Management Α 0018,0021,0024,0027,0030 & 0033 E. CONTRACT/PR NO. F. CONTRACTOR D. SYSTEM/ITEM USZA22-03-D-0006 SOFSA 2. TITLE OF DATA ITEM 1.DATA ITEM NO. 3. SUBTITLE A006 Overtime Report 4. AUTHORITY (Data Acquisition Document No.) 5. CONTRACT REFERENCE 6. REQUIRING OFFICE DI-MGMT-81508 **PWS 1.3** SOAL-L 9. DIST STATEMENT 7. DD 250 REQ 10. FREQUENCY 12. DATE OF FIRST DISTRIBUTION REQUIRED SUBMISSION LT Monthly Electronically 31 OCT 2003 11. AS OF DATE 8. APP CODE 13. DATE OF SUBSEQUENT b. COPIES SUBMISSION a. ADDRESSEE Last day of each Month 16. REMARKS Final Draft Repro Preparation Instructions: The overtime report shall provide information regarding overtime ACO 1 man-hours worked in the assigned projects and compare it to the direct man-hours charged to the project. The report is used in the preparation of briefings and to advise סמ 1 SOFSA on the cost and the overtime man-hours worked per program in order to determine if additional manpower may be required. Format: The overtime 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 report shall contain information regarding the number of projects requiring overtime, overtime hours worked. The data shall be compared to the direct man-hours charged to the project/program. The report shall be submitted on or before the last day of each month and shall cover the previous accounting month. 15. TOTAL 2 J. DATE G. PREPARED BY H. DATE I. APPROVED BY

03/14/2003

#### CONTRACT DATA REQUIREMENTS LIST Form Approved OMB No. 0704-0188 (1 Data Item) 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. C. CATEGORY: A. CONTRACT LINE ITEM NO. B. EXHIBIT 0003,0006,0009,0012,0015, TDP \_\_\_\_ TM \_\_\_\_ OTHER Management 0018.0021.0024.0027.0030 & 0033 E. CONTRACT/PR NO. D. SYSTEM/ITEM F. CONTRACTOR SOFSA USZA22-03-D-0006 1.DATA ITEM NO. 2. TITLE OF DATA ITEM 3. SUBTITLE A007 Property Accountability Preparation of DD1662 Report 5, CONTRACT REFERENCE 6. REQUIRING OFFICE 4. AUTHORITY (Data Acquisition Document No.) DI-MGMT-80441 PWS 3.4.2 SOAL-L 7. DD 250 REQ 9. DIST STATEMENT 10. FREQUENCY 12. DATE OF FIRST DISTRIBUTION REQUIRED SUBMISSION Annually Electronically LŤ 31 OCT 2003 8. APP CODE 11. AS OF DATE 13. DATE OF SUBSEQUENT ADDRESSEE b. COPIES SUBMISSION 31 Oct Annually 16. REMARKS Final Draft Repro Reg Preparation Instructions: Annual report detailing government property utilized in performance PA1 The DDFORM 1662, DOD property in custody of contractor report, 1 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 SQFSA 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. 15. TOTAL 2 G. PREPARED BY H. DATE I. APPROVED BY J. DATE

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# CONTRACT DATA REQUIREMENTS LIST (1 Data Item)

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#### CONTRACT DATA REQUIREMENTS LIST Form Approved OMB No. 0704-0188 (1 Data Item) 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. C, CATEGORY: A. CONTRACT LINE ITEM NO. B. EXHIBIT 0003,0006,0009,0012,0015, Α TDP \_\_\_\_ TM \_\_\_ OTHER Management 0018,0021,0024,0027,0030 & 0033 E. CONTRACT/PR NO. F. CONTRACTOR D. SYSTEM/ITEM USZA22-03-D-0006 SOFSA 2. TITLE OF DATA ITEM 3. SUBTITLE 1.DATA ITEM NO. Quality Deficiency Report A011 Property Accountability 4. AUTHORITY (Data Acquisition Document No.) 5, CONTRACT REFERENCE 6. REQUIRING OFFICE PWS 3.4.3 SOAL-L DI-QCIC-80736 9. DIST STATEMENT 10. FREQUENCY 12. DATE OF FIRST DISTRIBUTION 7. DD 250 REQ SUBMISSION REQUIRED LT Monthly Electronically 10 NOV 2003 8. APP CODE 11. AS OF DATE 13. DATÉ OF SUBSEQUENT ADDRESSEE b. COPIES SUBMISSION 10th day of each Month 16. REMARKS Final Draft Reg Repro OP DIV 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. 15. TOTAL I. APPROVED BY G. PREPARED BY H. DATE J. DATE

03/14/2003

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SUBMISSION 10 <sup>th</sup> day following end of each Quarter												
16. REMARKS							1	Draft	Reg	Repro		
DI-MGMT-80259: 7.3 changed to Quarterly in lieu of annual basis.  Disregard 3.1, 10.1. Replace with the following instructions:  The monthly cyclic inventory report shall provide the status of property on-hand based on a randomly selected 25% inventory, based on the property records account.												
presentation warrangement si	ould be de hall be use	graded, d for all	the in	nitially us equent si	sed format ubmissions.		00		,			
arrangement shall be used for all subsequent submissions.  Content: The contractor shall provide summary information on number of lines inventoried. The inventory shall be a minimum of 25% of the total property records and shall be selected randomly.  The report shall include the following data:  Dollar value of line inventoried  Specific item data (NSN, nomenclature, etc.)  Causative research data												
Acquisition dollar value for each item not found during the inventory												
								<del>  -</del>	<del>  -</del>	<del> </del>		
								-	<del> </del>	<del>                                     </del>		
							15. TOTAL		2	<b> </b>		
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#### CONTRACT DATA REQUIREMENTS LIST Form Approved (1 Data Item) 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. C. CATEGORY: A. CONTRACT LINE ITEM NO. B. EXHIBIT 0003,0006,0009,0012,0015, Α TDP \_\_\_\_ TM \_\_\_ OTHER Management 0018,0021,0024,0027,0030 & 0033 E. CONTRACT/PR NO. F. CONTRACTOR D. SYSTEM/ITEM USZA22-03-D-0006 SOFSA 1.DATA ITEM NO. 2. TITLE OF DATA ITEM 3. SUBTITLE A013 Accident/Incident Report 6. REQUIRING OFFICE 4. AUTHORITY (Data Acquisition Document No.) 5. CONTRACT REFERENCE PWS 3.3.1.3 SOAL-L DI-SAFT-81563 10. FREQUENCY 12. DATE OF FIRST 7. DD 250 REQ 9. DIST STATEMENT 14. DISTRIBUTION REQUIRED SUBMISSION As required Electronically Upon occurrence LT and requested B. APP CODE 11. AS OF DATE 13. DATE OF ADDRESSEE b. COPIES SUBSEQUENT SUBMISSION As required and requested 16, REMARKS Final Reg Draft Repro DI-SAFT-81563: The accident/incident/safety report identifies any ACO accident occurring in the SOFSA facilities causing major injury or DO 1 death to contractor personnel.

DD Form 1423-1, FEB 2001

H. DATE

03/14/2003

G. PREPARED BY

I. APPROVED BY

15. TOTAL

J. DATE

03/14/2003

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presentation would be degraded, the initially used format arrangement shall be used for all subsequent submissions.  Content: The report shall contain information describing the hazardous waste generated at the SOFSA facilities. The report shall list the actions taken to dispose the waste. The report shall be sub-division by location of the SOFSA facilities using the account numbers: Lexington-BG Station, Richmond-BGADS Airport.  The first report shall be submitted NLT 31 Mar 04 and subsequent reports shall be submitted annually each March.												
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Automated Inform detailed instruction	ns for proces	sing class	sified inforn	nation on c	omputers.								
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#### CONTRACT DATA REQUIREMENTS LIST Form Approved OMB No. 0704-0188 (1 Data Item) 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. B. EXHIBIT C. CATEGORY: 0003,0006,0009,0012,0015, Α TDP \_\_\_\_ TM \_\_\_\_ OTHER Management 0018,0021,0024,0027,0030 & 0033 E. CONTRACT/PR NO. D. SYSTEM/ITEM F. CONTRACTOR USZA22-03-D-0006 SOFSA 1.DATA ITEM NO. 2. TITLE OF DATA ITEM 3. SUBTITLE A016 4. AUTHORITY (Data Acquisition Document No.) 6. REQUIRING OFFICE 5. CONTRACT REFERENCE SOAL-L DOD Publication C 5105.21-M-1 PWS 3.3.2.7 10. FREQUENCY 12. DATE OF FIRST DISTRIBUTION 9. DIST STATEMENT 7. DD 250 REQ REQUIRED SUBMISSION As required Electronically 30 days after LT and contract award requested 8. APP CODE 11. AS OF DATE 13. DATE OF ADDRESSEE b. COPIES SUBSEQUENT SUBMISSION As required and requested 16. REMARKS Final Draft Reg Repro SECOFF DO 1 15. TOTAL 2 H. DATE I. APPROVED BY J. DATE G. PREPARED BY

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(alarm, entry controls repairs and maintena	s, gates, etc.) nce required ar	The report and the amo	shall unt o	identify f time th	all system r ne system w	nalfunctions, to as of line.		•					
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### CONTRACT DATA REQUIREMENTS LIST

(1 Data Item)

## Form Approved OMB No. 0704-0188

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9.1.1 Reason for Retirement

9.1.2 Expected timeframe for retirement

9.2 List of Equipment to be Purchased										
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9.6 List of current employee positions with number	of employees at each position				•					
9.7.1 Expected changes during year with de	scription									
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Section X - Audit Procedures and Documentation										
10.1 Describe audit procedures and features within s	system that audit									
10.2 Attach maintenance and repair documentation										
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DD Form 1423-1, FEB 2001

H, DATE

03/14/2003

G. PREPARED BY

I. APPROVED BY

15. TOTAL

J. DATE