

1. The instructions for preparation of each data item in the CDRL (DD Form 1423-1) are given on individual Data Item Descriptions (DIDs), DD Forms 1664. DIDs may be found on the Defense Standardization Program Web site at <http://www.dsp.dla.mil>. The DID revision current at time of contract award shall be used, unless otherwise noted. In some cases the CDRL contains additional instructions for preparation of data items. Where these additional instructions are extensive, backup sheets are utilized. All the instructions contained in the CDRL forms or on the backup sheets are directive on the contractor. CDRL Revisions will be issued on a page-by-page basis.

2. The contractor shall collect, prepare and distribute the data in accordance with the CDRL or as called for by FAR and FAR Supplement clauses of the contract. This will be done by the most economical method, within the requirements of the contract.

3. The data items in the CDRL are cross-referenced to the associated work statement tasks under which the basic information is generated. "Contract Reference" will be Statement of Work paragraph numbers unless annotated otherwise. When new delivery orders are placed utilizing existing CDRLs, the "contract references" block does not need to be updated.

4. Transmittal letters must clearly identify the document(s) delivered and must also be sequentially numbered within CDRL Sequence Number(s), i.e., the third delivery of CDRL Sequence Number A001 shall be identified as A001-003. Transmittal letters shall also specify the delivery order requiring the delivery. Each item delivered under the same CDRL number shall be separately sequenced. However, each delivered item under each separately sequenced submittal number shall be a complete submittal for that data item. In such an event that only a partial submittal of the data item is made, the transmittal letters shall clearly state this fact and shall provide a detailed explanation as to the status of the portions not included. Final delivery of each data item shall also be annotated on the transmittal letters.

- a. Transmittal letters for classified deliverables shall note at least the following (as applicable):
  - i. Date deliverable(s) provided via SIPRNet
  - ii. Location of deliverable(s) provided via SIPRNet
  - iii. Email recipients if provided by SIPRNet email
  - iv. Date classified media were shipped
  - v. Addressee for classified media
  - vi. Tracking number(s) for classified media
  - vii. Date classified media provided by courier

5. For all data items requiring Government approval, the contractor shall deliver a final version within 30 days after receipt of Government comments (DARGC) unless otherwise noted on the individual DD Forms 1423. Each submittal of a data item, including drafts, shall be complete and fully conforming to the requirements of the data item. The Government's response may take the form of approval, approval-with-comments or comments. The following definitions apply:

Approval: The data submission is acceptable as submitted.

Approval-With-Comments: The data submission will be acceptable when Government comments are satisfactorily incorporated.

Comments: The data submission is deficient in scope, format, technical content and/or intelligibility and requires rework. The data submission will not be considered for further action by the Government until the comments are adequately incorporated.

6. The contractor shall use distribution and control markings as follows:
  - a. The following Distribution Statement shall be used on all data deliverables except as noted on the individual DD Form 1423 or as required by b. below:

**DISTRIBUTION STATEMENT D:** Distribution authorized to the Ministries of Defense (MOD) of France, Germany, Italy and Spain, the US DoD, and their contractors only in order to control critical technology. Other requests for this document shall be referred to the MIDS International Program Office (MIDS IPO), 33050 Nixie Way, San Diego, CA 92147-5416.

- b. The following Distribution Statement shall be used on all data deliverables that are determined to be releasable within the United States only:

**DISTRIBUTION STATEMENT D:** Distribution authorized to the United States Department of Defense and US DoD contractors only in order to control critical technology. Other requests for this document shall be referred to the MIDS Program Office (MPO), 33050 Nixie Way, San Diego, CA 92147-5416.

- c. The following Warning shall be used on all data deliverables that are determined to contain export-controlled technical data:

**WARNING** – This document contains technical data whose export is restricted by the Arms Export Control Act (Title 22, U.S.C., Sec 2751, et. Seq.) or the Export Administration Act of 1979, as amended, Title 50, U.S.C., App. 2401 et. Seq. Violations of these export laws are subject to severe criminal penalties.

7. The contractor may deliver CDRL items early except that CDRL items with an established as-of date shall not be delivered prior to the as-of date as established by the DD Form 1423, Block 11. Delivery dates stipulated are for receipt at the destination.
8. All CDRL items identified on the DD Form 1423 as Joint CDRL items require signature by each participating contractor prior to submittal to the Government. Only one of the participating contractors is required to submit the data item; however, the contractor that is not submitting the data item shall provide a transmittal letter referencing the submittal by the contractor providing the data item.
9. Data shall be delivered in digital format. The method for this delivery shall be via the Program Office's data Web site for unclassified (e.g. MIDSVue) and classified data (e.g. SIPRNet, HAIPNet). If the SIPRNet or HAIPNet is temporarily unavailable, data shall be delivered via mail in digital format on portable electronic media. A scanned electronic image of the signed, formal delivery letter and all signature pages for all deliveries shall be included in the data delivery. Data provided in hard copy format or on portable digital media shall be delivered to the following addresses:

Unclassified Mailing Address:

MIDS Program Office  
Attn: Michael Posner (324)  
33050 Nixie Way  
San Diego, CA 92147-5416

Classified Mailing Address\*:

Commanding Officer,  
SPAWAR Systems Center Pacific, Attn: Document Control  
53560 Hull St.  
San Diego, CA 92152-5001  
(619) 553-6910/12

\* The unclassified mailing address shall be put on the inside wrapping of the classified mailing.

10. Classified CDRLs which also require NSA review shall also be provided to NSA on portable electronic media. If shipped, provide to the following address:

Department of Defense  
9800 Savage Road  
Suite 6755  
Fort Meade, MD 20755-6755  
POC: Prithwish Saha

11. Data items delivered in digital format on portable electronic media shall be provided either on CD-ROM or DVD.

12. Digitally formatted data deliveries shall be provided in PDF or XML format. For two dimensional drawings, illustrations, and schematics, the digital formats shall be “Vector (CGM, SVG)” for new products and “Raster (TIFF, BMP, JPEG, PNG)” for existing data products. Native format files will be supplied to the Government upon request or if specified in the DD Form 1423. With the exception of specific types of technical drawings and databases, the preferred native file format for most deliveries is in the latest commonly available version of MS Office (MS Word for text and tables, MS Excel format for spreadsheets and MS PowerPoint for presentations).

13. With the exception of specific types of technical drawings, the contractor shall use U.S. Letter (8.5” x 11”)-size paper for formatting of all data items.