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 estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0701-0188), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. Please DO NOT RETURN your form to the above address. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.

A. CONTRACT LINE ITEM NO.	B. EXHIBIT	C. CATEGORY
0005/1005/2005/3005/4005	A	TDP_____ TM_____ OTHER

D. SYSTEM / ITEM	E. CONTRACT / PR NO.	F. CONTRACTOR

1. DATA ITEM NO.	2. TITLE OF DATA ITEM	3. SUBTITLE
A001	Quarterly Status Report (QSR)	

4. AUTHORITY *(Data Acquisition Document No.)*	5. CONTRACT REFERENCE	6. REQUIRING OFFICE
	Section J	

7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION:
No	No	Quarterly	See block 11
8. APP CODE		**11. AS OF DATE: 10th working day of January, April, July, October**	**13. DATE OF SUBSEQUENT SUBMISSION**
No			See block 11

16. REMARKS

The QSR shall be submitted electronically and consist of two parts. The first part shall be provided in the Excel format of CDRL Attachment 1 with all cells filled in. The second part shall be provided in Word format and consist of a narrative addressing, at a minimum:

Performance Status -- indicate significant accomplishments of technical progress made during the affected reporting period and significant challenges or risks encountered that impact the successful delivery of required services
Schedule Status -- indicate if efforts are on schedule. If not, indicate the reason for the delay and the projected completion or delivery date, as applicable
Cost Status – indicate whether the cost of services provided during the affected reporting period is commensurate with the available funding and anticipated burn rate. This description does not waive the requirement for formal Limitation of Funds/Cost notifications, when warranted.
Personnel Status – indicate the total number of 'direct-charge' employees working on this contract/order. Additionally, indicate the average number of full-time equivalents (FTEs) that were performing during this reporting period.
Travel/ODC Status – indicate any travel accomplished during this period with sufficient detail to support costs listed in Attachment 1. Additionally, if material purchases were made this period, provide a detailed description.

14. DISTRIBUTION

a. ADDRESSEE	b. COPIES: DRAFT	Final: Reg	Final: Repro
Contracting Officer's Representative (COR)		1	
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SPWAR Code 8.1, Total Force Management		1	
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Contract Specialist		1	
Maureen.cameron@navy.mil			
15. TOTAL			

G. PREPARED BY	H. DATE	I. APPROVED BY	J. DATE