

DATA ITEM DESCRIPTION			Form Approved OMB MO. 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 this burden, to 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.				
1. TITLE			2. IDENTIFICATION NUMBER	
Contract Change Proposals (CCPs)			DI-ADMN-81401A	
3. DESCRIPTION/PURPOSE				
3.1 CCPs are used to propose, control, and approve nonbaseline changes to contracts. A CCP must not be used for making changes to specifications, drawings, or other baseline documentation. In the event changes to both baseline and nonbaseline documents are made, all changes should be included in an Engineering Change Proposal.				
4. APPROVAL DATE (YYMMDD) 970124	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) F/ASC-YFEC	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
7. APPLICATION/INTERRELATIONSHIP				
7.1 This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.				
7.2 This DID may be used on any type contract where a vehicle for control and processing of contract changes is needed.				
7.3 This DID supersedes DI-ADMN-81401				
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS	9b. AMSC NUMBER F7233	
10. PREPARATION INSTRUCTIONS				
10.1 <u>Format</u> . Contractor format is acceptable.				
10.2 <u>Content</u> . The CCP shall contain the information outlined below.				
a. Control number and date of preparation. A CCP number shall be assigned. The date of preparation shall also be included.				
b. Title. A descriptive title shall be assigned.				
c. Items affected. Identifies the part or parts of the contract which are affected by the proposed changes (e.g., contract data requirements list, statement of work paragraph, plan, or contract section).				
d. Statement of justification and alternatives. Identifies reason for the change. Presents viable alternatives which may exist. Includes impact statement to address effect of not making the change.				
e. Description of proposed change. Provides a detailed description of the proposed change.				
f. Schedule. Identifies working schedule for implementation of the CCP, including target date for implementation via contract modification. If conditions exist which make implementation urgent, a brief explanation should be included.				
g. Estimated cost. Presents estimated cost (or estimated savings) expected as a result of implementing the change.				
11.. DISTRIBUTION STATEMENT				
DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.				