



Department of Defense MANUAL

NUMBER 5000.04-M-1
November 4, 2011

CAPE

SUBJECT: Cost and Software Data Reporting (CSDR) Manual

References: See Enclosure 1

1. PURPOSE. This Manual:

a. Reissues DoD 5000.04-M-1 (Reference (a)) as DoDM 5000.04-M-1 in accordance with the authority in DoD Directive 5000.04 (Reference (b)) and DoD Instruction 5000.02 (Reference (c)).

b. Serves as the primary requirements document for the development, implementation, and operation of the contractor cost data reporting (CCDR) and software resources data reporting (SRDR) systems, collectively referred to as the CSDR system.

c. Provides guidance and detailed requirements for implementing the mandatory CCDR and SRDR policies established in References (b) and (c) and DoD 5000.4-M (Reference (d)).

d. Prescribes procedures and instructions that DoD stakeholders in the CCDR and SRDR processes must follow to ensure that the data reported through the CSDR system is accurate and consistent and is quickly made available to DoD cost and software estimators.

2. APPLICABILITY. This Manual applies to the OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (hereinafter referred to collectively as the "DoD Components").

3. DEFINITIONS. See Glossary.

4. POLICY. This Manual implements the mandatory CSDR policies contained in References (b) and (c). It is the primary source of information about operation and use of the CSDR system, the two principal components of which are CCDR and SRDR.

DoDM 5000.04-M-1, November 4, 2011

5. RESPONSIBILITIES

a. OSD Deputy Director, Cost Assessment (DDCA). The OSD DDCA, under the authority, direction, and control of the Director, Cost Assessment and Program Evaluation (CAPE), is responsible for establishing CSDR procedures and processing requirements for administering all acquisition category (ACAT) IAM, IAC, IC, and ID programs in accordance with Reference (b).

b. Directors, DoD Component Cost Centers. The Directors, DoD Component cost centers, shall ensure that the CSDR system is implemented according to this Manual. The Directors will also establish and implement specific procedures to ensure that the CSDR responsibilities are effectively completed.

6. PROCEDURES

a. CSDR Planning or Execution Process. See Enclosure 2 for detailed procedures, which are categorized as part of either the CSDR planning or execution process. The planning process involves determining what data is needed, when the data is needed, and how the data will be reported, and formally incorporating appropriate contractual requirements into requests for proposal (RFPs), model contracts, subcontracts, and other pertinent contract-related documents. The execution process begins with contract award and involves the submission of CSDR data in accordance with the contract requirements that were developed during the planning process. Procedures are described in terms of activities that must be performed to effectively complete the planning and execution processes. Activity descriptions include the performing entity, a brief summary of the work to be done, and the estimated timeline.

b. Stakeholder Activities. Enclosure 3 summarizes the major activities that must be performed by each major group of stakeholders involved in the CSDR planning and execution processes.

c. Defense Acquisition Cost Information Management System (DACIMS). See Enclosure 4 for a description of the DACIMS operation and its hosting of the CSDR central repository, including authorized access to its contents.

7. INFORMATION REQUIREMENTS. See Enclosure 5.

8. RELEASABILITY. UNLIMITED. This Manual is approved for public release and is available on the Internet from the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.

DoDM 5000.04-M-1, November 4, 2011

9. EFFECTIVE DATE. This Manual is effective upon its publication to the DoD Issuances Website.

A handwritten signature in black ink, appearing to read 'Christine H. Fox', is positioned above the printed name.

Christine H. Fox
Director
Cost Assessment and Program Evaluation

Enclosures

1. References
2. Procedures
3. Stakeholder Activities
4. DACIMS
5. Information Requirements

Glossary

TABLE OF CONTENTS

ENCLOSURE 1: REFERENCES.....	6
ENCLOSURE 2: PROCEDURES.....	8
GENERAL.....	8
CSDR PLANNING.....	9
CSDR EXECUTION	16
ENCLOSURE 3: STAKEHOLDER ACTIVITIES.....	26
INTRODUCTION	26
OFFICE OF THE UNDER SECRETARY OF DEFENSE FOR ACQUISITION, TECHNOLOGY, AND LOGISTICS (OUSD(AT&L)).....	26
OFFICE OF DDCA	26
DoD COMPONENT COST CENTERS.....	26
DoD PM OFFICE	26
CWIPT	30
DCARC.....	30
REPORTING CONTRACTOR ORGANIZATIONS	31
DCAA	32
DCMA.....	33
ENCLOSURE 4: DACIMS	34
DESCRIPTION.....	34
STAKEHOLDERS	34
ACCESS TO DACIMS CSDR DATA.....	35
ENCLOSURE 5: INFORMATION REQUIREMENTS	36
PLANNING TOOLS AND FORMS	36
REPORTING FORMS	37
OTHER TOOLS	37
REPORTING REQUIREMENTS	38
SRDR REQUIREMENTS	42
GLOSSARY	44
PART I: ABBREVIATIONS AND ACRONYMS	44
PART II: DEFINITIONS.....	45

TABLES

1. Summary Guide to CSDR Plans	12
2. CCD Reports	37
3. SRD Reports	37

FIGURES

1. Notional Timeline for Preparing Program and Contract CSDR Plans	14
2. Notional Timeline for Executing Contract CSDR Plans	21

DoDM 5000.04-M-1, November 4, 2011

ENCLOSURE 1REFERENCES

- (a) DoD 5000.04-M-1, "Cost and Software Data Reporting (CSDR) Manual," April 18, 2007 (hereby cancelled)
- (b) DoD Directive 5000.04, "Cost Analysis Improvement Group (CAIG)," August 16, 2006
- (c) DoD Instruction 5000.02, "Operation of the Defense Acquisition System," December 8, 2008
- (d) DoD 5000.4-M, "Cost Analysis Guidance and Procedures," December 11, 1992
- (e) Defense Federal Acquisition Regulation Supplement, current version¹
- (f) Military Handbook 881, "Work Breakdown Structures for Defense Materiel Items," July 30, 2005²
- (g) "Software Resources Data Reporting: Initial Government Report," SRDR Sample Format 1 and Instructions, current version³
- (h) Data Item Description DI-FNCL-81565, "Cost Data Summary Report," current version
- (i) Data Item Description DI-MGMT-81334, "Contract Work Breakdown Structure," current version⁴
- (j) Data Item Description DI-FNCL-81566, "Functional Cost-Hour Report," current version⁵
- (k) Data Item Description DI-FNCL-81567, "Progress Curve Report," current version⁶
- (l) Data Item Description DI-FNCL-81765, "Contractor Business Data Report," current version⁷
- (m) Data Item Description DI-MGMT-81739, "Software Resources Data Reporting: Initial Developer Report and Data Dictionary," SRDR Sample Format 2 instructions, current version⁸
- (n) Data Item Description DI-MGMT-81740, "Software Resources Data Reporting: Final Developer Report and Data Dictionary," SRDR Sample Format 3 instructions, current version⁹
- (o) Defense Contract Audit Agency (DCAA) Manual 7640.1, "DCAA Contract Audit Manual (CAM)," continuously updated¹⁰
- (p) Federal Acquisition Regulation, current version¹¹
- (q) DoD 8910.1-M, "DoD Procedures for Management of Information Requirements," June 30, 1998

¹ Available at <http://akss.dau.mil/servlet/ActionController?screen=Policies&Organization=4>

² Available at <http://dcarc.pae.osd.mil/Policy/csdwbs.aspx>

³ Available at <http://dcarc.pae.osd.mil/Policy/csdwforms.aspx>

⁴ Available at <http://assist.daps.dla.mil/quicksearch/>

⁵ Available at <http://assist.daps.dla.mil/quicksearch/>

⁶ Available at <http://assist.daps.dla.mil/quicksearch/>

⁷ Available at <http://assist.daps.dla.mil/quicksearch/>

⁸ Available at <http://assist.daps.dla.mil/quicksearch/>

⁹ Available at <http://assist.daps.dla.mil/quicksearch/>

¹⁰ Available at <http://www.dcaa.mil/cam.htm>

¹¹ Available at <http://www.acquisition.gov/far>

DoDM 5000.04-M-1, November 4, 2011

- (r) DoD Directive 5000.01, "The Defense Acquisition System," May 12, 2003
- (s) Glossary of Defense Acquisition Acronyms and Terms, 13th Edition, November 2009

ENCLOSURE 2PROCEDURES1. GENERAL

a. CSDR is the DoD system for collecting actual costs and software data and related business data. The resulting repository serves as the primary contract cost and software data (CSD) repository for most DoD resource analysis efforts, including cost database development, applied cost estimating, cost research, program reviews, analysis of alternatives (AoA), and life cycle cost estimates. The repository may be accessed by authorized users (see Enclosure 4 of this Manual) only to obtain CSD to estimate total program acquisition and life cycle costs (includes work by contractors and the U.S. Government), total program contract costs (awarded and future) for a particular contractor (referred to as “contractor program estimates”), and individual contract costs.

b. CSD reports may be used to:

(1) Prepare acquisition and life cycle cost estimates for major system milestone reviews. Cost estimating in support of milestone reviews is presented to the Defense Acquisition Board (DAB) and DoD Component acquisition executive at system milestone reviews. These estimates include program office estimates prepared by or for system program managers (PMs) in the Military Departments, DoD Component cost analyses prepared by Military Service organizations other than the program offices (usually DoD Component cost centers or agencies), and independent cost estimates (ICEs) prepared mainly by DoD Component cost centers and the OSD DDCA.

(2) Develop independent U.S. Government contract cost estimates in support of cost and price analyses. CSDR addresses the need for cost estimates during contracting, particularly for the system development and demonstration, production, and deployment phases of an acquired system. During contracting, more is known about the physical and technical characteristics of a system. Armed with more detailed descriptions of a system and its component parts, cost analysts rely on cost estimating relationships, methods that relate physical and technical characteristics to cost, as well as engineering build-up methods. In developing such estimates, programs are described in terms of program work breakdown structure (WBS) and contract WBS (CWBS). Separate estimates are usually prepared for individual WBS elements; some estimates correspond to separate contracts and others correspond to line items in contracts. Cost estimates of these elements aid in AoA, proposal evaluation, and contract negotiations. These component estimates are then combined with other data to arrive at a system-level estimate.

(3) Develop estimates to support AoAs, cost as an independent variable, and long-range planning efforts. Actual CSD reports can be used in any analysis that requires the use of historical contractor acquisition and sustainment costs.

DoDM 5000.04-M-1, November 4, 2011

(4) Investigate the impact of Major Defense Acquisition Program (MDAP) and Major Automated Information System (MAIS) cancellation decisions on remaining DoD programs at a particular contractor site using the DD Form 1921-3, "Contractor Business Data Report" (CBDR). The CBDR provides the means to facilitate estimating and analysis of indirect contract costs on MDAPs and MAISs.

c. Contractor cost data (CCD) reports focus on the collection of actual total contract costs that are subdivided into standard categories for cost estimating purposes (e.g., by CWBS, functional categories, and resource elements). Software resources data (SRD) reports supplement these costs with software metrics that provide a better understanding and improved estimating of software-intensive programs. In addition, information on resources including labor hours, overhead costs, material costs, and other direct costs are available through the CCD report DD Form 1921-1, "Functional Cost-Hour Report." The DoD programs to which the CSDR requirements apply include MDAPs and MAISs classified as ACAT IAM, IAC, IC, and ID. Software data collected from applicable programs shall be limited to the type and size of the software application, the schedule and labor resources needed for its development, and (optionally) the quality of the delivered software. In particular, new software, modified software, reused software, and code growth need to be separately identifiable components of data to fully describe software effects. Using historical data from similar systems, analysts should be able to make realistic projections of the expected sizes of new systems. More realistic size estimates should, in turn, result in better software effort and schedule estimates.

d. The Defense Federal Acquisition Regulation Supplement (DFARS) (Reference (e)) mandates CSDR-related contractual activities in several sections. Specifically, section 234.7100 establishes general CSDR policy. Section 234.7101 prescribes use of the solicitation provision and contract clause. Sections 252.234-7003 and 252.234-7004 establish content requirements of the solicitation provision and contract clause, respectively. Section 242.503-2(b) requires that the CSDR process be discussed in post-award conferences involving conferences with CSDR requirements.

e. CSDR procedures and electronic data systems established in this Manual are based upon the need to collect, process, and store contractor proprietary data. Any other highly sensitive, classified, cryptologic, and intelligence projects and programs shall follow this Manual to the maximum extent practicable consistent with security requirements established in applicable laws, Executive orders, Presidential Directives, and DoD issuances.

2. CSDR PLANNING

a. Introduction. The planning process involves determining what data is needed, when the data is needed, and how the data will be reported. This includes formally incorporating appropriate contractual requirements into RFPs, model contracts, subcontracts, and other pertinent contract-related documents. These requirements are later executed in contracts and subcontracts with the contractors during the execution process.

DoDM 5000.04-M-1, November 4, 2011

b. CSDR Plans. The key documents in the planning process are the program and contract CSDR plans that ultimately reflect the approved CSDR data requirements for an individual acquisition program. DD Form 2794, "Cost and Software Data Reporting Plan," referred to as the CSDR plan, specifies the WBS elements, the specific collection of CCDR and SRDR data by program or contract, reporting frequency, and other supporting material such as the resource distribution table (RDT) and technical characteristics. The two types of reporting plans are program CSDR plans and contract (including subcontract) CSDR plans. In this Manual, the term CSDR plan refers to both types. If the information presented involves only one type of plan, the type is specified.

(1) General Requirements. The CSDR plan shall be prepared and processed according to the requirements in this enclosure and the more detailed instructions on the DCARC (Defense Cost and Resource Center) website, <http://dcarc.pae.osd.mil>. Specific guidance and business rule information regarding CSDR requirements (including report type, level of reporting, and reporting frequency) can be found in Enclosure 5 of this Manual. DoD PMs shall develop the CSDR plans with the CSDR Planning and Execution Tool (cPET) and submit them using the Submit-Review System. Uploading requires the use of a DoD Common Access Card (CAC) or an External Certification Authority (ECA) certificate. (See the DCARC website for certificate instructions.)

(2) Reporting Structure. Military Handbook (MIL-HDBK)-881 (Reference (f)) serves as the basis for developing the Program WBS and CWBS. Routine reporting shall be at CWBS level 3 for prime contractors and subcontractors. Extensions of the CWBS can be tailored to the specific program but will be consistent with Reference (f). More detailed reporting of the CWBS shall be required only for those lower-level elements that address high-risk, high-value, or high-technical-interest areas of a program. Identifying these additional elements is a critical early assignment for the Cost Working-Group Integrated Product Team (CWIPT). Such reporting applies only if the CWIPT proposes and the OSD DDCA approves. The reporting elements consist largely of the product-oriented WBS structure that is composed of hardware, software, services, data, and facilities elements. This structure shall be closely developed with systems engineering and other functional area experts, as appropriate, during the acquisition of a defense materiel item.

(3) RDT. The program and contract CSDR plans include the requirement to prepare and submit the RDT using the CSDR Review-Submit System. Refer to the DCARC website for a complete description of the requirements.

(4) Subcontractor Reporting. The prime contractor shall be required to flow-down CSDR requirements to all subcontractors at all tiers that meet reporting thresholds. Depending upon the specific contractual relationship, prime contracts and subcontracts may have similar requirements regarding report type, frequency, and method of transmission. The prime contractor shall be required to work with the CWIPT and all appropriate subcontractors to prepare separate subcontract CSDR plans for submission to the DCARC for DDCA approval using the CSDR Submit-Review System.

DoDM 5000.04-M-1, November 4, 2011

(5) Subcontractor CSDR Plans. Subcontractor CSDR plans are developed based on the contract RDT. The subcontractor plan should only contain WBS elements for the work contained in the subcontractor's scope of work. The subcontract plan generally should not be a duplication of the prime contractor's plan and WBS. If a subcontractor is performing all the work for a prime contract WBS element, the prime's CSDR plan need not reflect any subordinate WBS levels for that element. The subordinate WBS elements will be contained in the subcontractor's WBS and CSDR plan. Refer to the DCARC website for a complete description of the procedures for the development of subcontract CSDR plans.

(6) Approval and Changes to CSDR Plans. The OSD DDCA shall approve all ACAT I and IA program and contract CSDR plans and any subsequent changes, including all block changes and contract options, before contract award, modification, or contract option is exercised. For example, if a new end item is added to the contract, a revised CSDR plan shall be submitted to the DCARC for OSD DDCA approval before contract award or contract modification. The CSDR plans shall also be updated to reflect current CSDR requirements before any new contract or major modification is made. Typically, this occurs as part of the milestone decision process. Table 1 compares the key attributes of program, contract, and subcontract CSDR plans.

DoDM 5000.04-M-1, November 4, 2011

Table 1. Summary Guide to CSDR Plans

	Program Plan	Contract Plan	Subcontract Plan
Cost Reporting*	No	Yes	Yes
Software Reporting	No	Yes	Yes
Required Delivery	Prior to RFP Prior to contract/ subcontract plans	Prior to RFP Prior to subcontract plan	Prior to RFP
WBS Level**	To Level 3 per Reference (f) or lower to show key subcontracts	To Level 3 per contract scope or lower for key/high-risk elements	To Level 3 per contract scope or lower for key/high-risk elements
Special End Notes	Program overview, contracting approach, and unique contractor instructions	Unique contractor instructions	Unique contractor instructions
Report Type/Frequency	Compilation of contract and subcontract plans	Specific to contract and its related direct reporting subcontracts	Specific to contract and consistent with prime contract plan requirements
Responsible Parties	PM and CWIPT	PM, CWIPT, and contractor	PM, CWIPT, contractor, and subcontractor
Contract Number	Contains several contracts	Single contract	Single contract
RDT	Program (including government-furnished equipment (GFE))	Contract	Subcontract
Relationship Among Plans	One program plan may have many contract/subcontract plans	One contract plan may have many subcontract plans	One subcontract plan may have one or more second tier subcontract plans

*Specific contractor reporting requirements are established in the contract and subcontract CSDR plans.

**There is a hierarchal WBS structure among the CSDR plans. Contract and subcontract plan WBS elements are typically at lower levels than the corresponding elements (excluding the common WBS elements) in the related program and contract plans. For example, a level 1 subcontract WBS element might correspond to a level 2 contract WBS element and a level 3 program WBS element.

DoDM 5000.04-M-1, November 4, 2011

c. Planning Timeline and Activities

(1) Planning Timeline. Figure 1 is a timeline of the major activities required for the total program and individual contracts during the CSDR planning process for ACAT IAM and ID programs. Each DoD Component may have its own process for ACAT IAC and IC programs, but these programs still require OSD DDCA approval for all program and contract CSDR plans. The DCARC shall continue to use the notional timeline to oversee the ACAT IAC and IC planning and reporting process. (See Enclosure 3 of this Manual for specific organizational responsibilities.) Activities also include related policies and business rules where appropriate.

(2) Planning Activities. Planning is subdivided into interrelated program and contract planning activities. Each numbered (program) and lettered (contract) activity in Figure 1 is explained in the following subparagraphs. Activities also include related business rules where appropriate.

(a) Program Activities

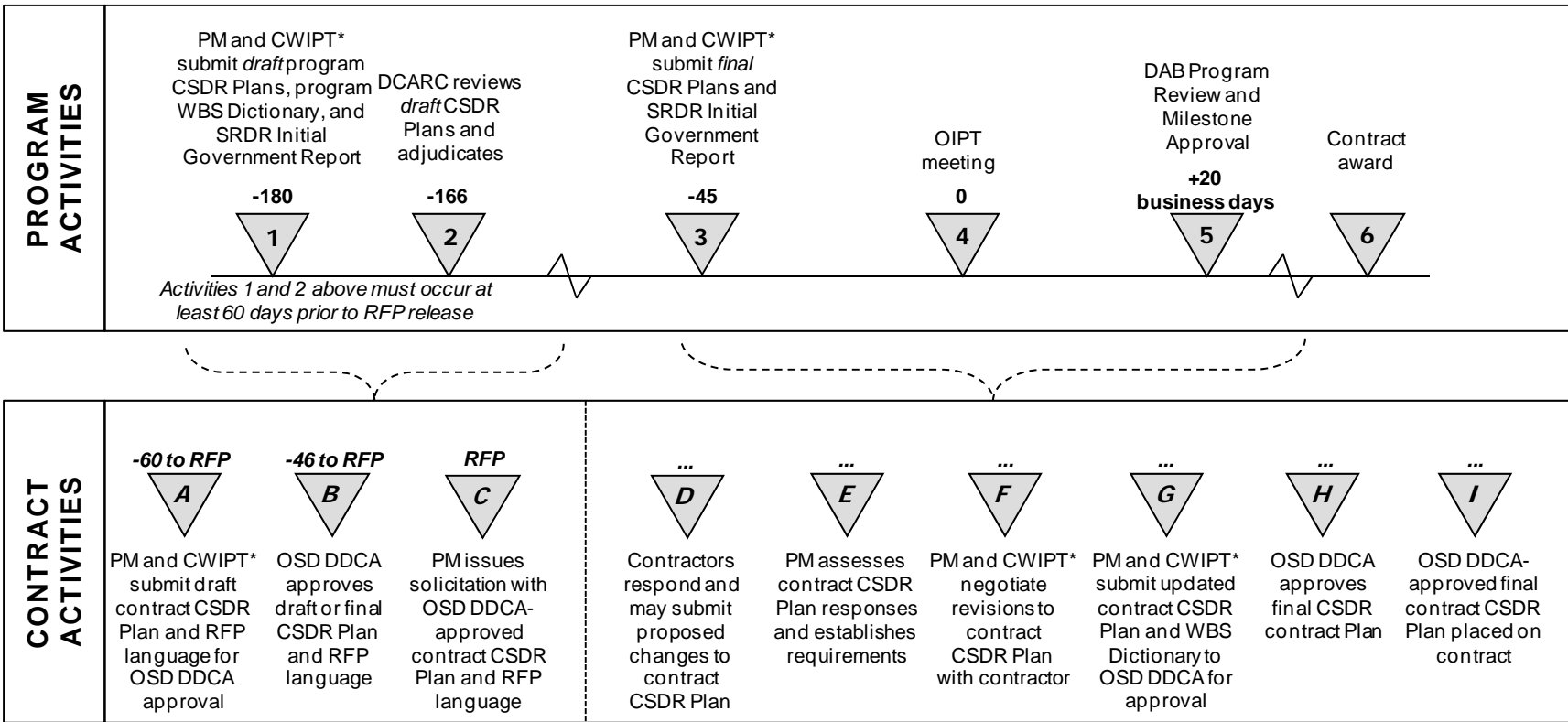
1. Activity 1. The CWIPT shall submit the program CSDR plan, contract CSDR plans (if appropriate), the related RFP language and program WBS dictionary as appropriate, and the SRDR Initial Government Report in accordance with SRDR Sample Format 1 and Instructions (Reference (g)) using the CSDR Submit-Review System. (See the DCARC website for recommended RFP language that contains the essential instructions for implementing CCD reports and SRD reports.) These documents are submitted at the same time that the draft cost analysis requirements description (CARD) is due to OSD (i.e., 180 days before the overarching integrated product team (OIPT) conducts its program review) or 60 days prior to RFP release, whichever is earlier. If a CWIPT has not been established, the PM shall perform the required activity in coordination with the designated OSD Office of DDCA, DoD Component, and DCARC analysts. Two scenarios are possible:

a. Scenario 1. The draft CARD is due before the draft RFP's 60-day period occurs. The CWIPT, or PM if a CWIPT has not been established, must submit the draft program and contract CSDR plans, RDTs, and the related RFP language and program WBS dictionary with the draft CARD.

b. Scenario 2. The draft RFP's 60-day period occurs before the draft CARD is due, or no CARD is required. The CWIPT, or PM if a CWIPT has not been established, must submit the draft program and contract CSDR plans, RDTs, and the related RFP language and program WBS dictionary as appropriate to meet the RFP schedule.

2. Activity 2. The DCARC shall review and adjudicate the draft CSDR plans, dictionaries, RDTs, and SRDR Initial Government Report on all ACAT I and IA CSDR plans and any subsequent changes. The DCARC also makes specific recommendations to the DDCA for approval or disapproval of the CSDR plans. These activities are scheduled to be completed within 14 days after documents are received.

Figure 1. Notional Timeline for Preparing Program and Contract CSDR Plans



*In the absence of a CWIPT, the PM shall perform the required activity in coordination with the designated OSD Office of DDCA, Component, and DCARC cost analysts.

DoDM 5000.04-M-1, November 4, 2011

3. Activity 3. The CWIPT shall prepare and submit the draft final program and contract CSDR plans (if appropriate), the related RFP language and program WBS dictionary as appropriate, the RDTs, and the SRDR Final Government Report using the CSDR Submit-Review System. These documents are submitted 60 days prior to the RFP release. If a CWIPT has not been established, the PM shall perform the required activity in coordination with the designated OSD Office of DDCA, DoD Component, and DCARC analysts.

4. Activity 4. The OIPT meets to review the program 20 business days before the DAB program review.

5. Activity 5. The Defense Acquisition Executive conducts a DAB program review that results in a milestone approval or disapproval decision.

6. Activity 6. The DoD contracting officer, typically referred to in the Services as the Procurement Contracting Officer (PCO), awards the contract in coordination with the DoD PM.

(b) Contract Activities. The following planning activities describe the contracting process from U.S. Government solicitation through contract award. The key document in this process is the contract CSDR plan, which requires OSD DDCA approval before it is incorporated into either the draft or final RFP and, if there are subsequent changes during the negotiation process, before it is incorporated into the final contractual document. In all cases, the contract award must include the final OSD DDCA-approved contract CSDR plan.

1. Activity A. The CWIPT shall prepare and submit to DCARC, using the CSDR Submit-Review System, the draft or final (as appropriate) program and contract CSDR plans, corresponding RDTs, and the draft or final RFP language for OSD DDCA approval at least 60 days before the RFP is issued. The 60-day RFP requirement is independent of the program activity schedule requirements. If a CWIPT has not been established, the PM shall perform the required activity in coordination with the designated Office of OSD DDCA, DoD Component, and DCARC analysts. (See the DCARC website for recommended RFP language that contains the essential instructions for implementing CCD and SRD reports.)

2. Activity B. The DCARC shall review and adjudicate the draft or final (as appropriate) program and contract CSDR plans, dictionaries, RDTs, and RFP language and make specific recommendations to the OSD DDCA for approval or disapproval. The OSD DDCA approves or disapproves these documents within 14 days after receipt.

3. Activity C. The PM, in association with the DoD contracting officer, shall issue the RFP, which incorporates the OSD DDCA-approved RFP language, contract CSDR plan, and corresponding RDT. The PM forwards an electronic copy of the RFP to the DCARC within 15 days after the RFP is released using the CSDR Submit-Review System.

4. Activity D. The contractor shall be required to respond to the RFP and provide cost estimates in the prescribed formats. The contractor also has the option to propose changes to the contract CSDR plan and related supporting documents.

DoDM 5000.04-M-1, November 4, 2011

5. Activity E. The PM, in coordination with the CWIPT, shall assess the contractor's response regarding the CSDR plan and related supporting documents, revise the requirements as appropriate, and coordinate the results with the DCARC.

6. Activity F. The PM, in association with the DoD contracting officer and in coordination with the CWIPT, shall negotiate with the contractor any revisions to the contract CSDR plan and related supporting documents.

7. Activity G. The CWIPT, upon completion of negotiations, shall prepare and submit the updated contract CSDR plan and related supporting documents to the DCARC using the CSDR Submit-Review System for OSD DDCA approval. If a CWIPT has not been established, the PM shall perform the required activity.

8. Activity H. The DCARC shall review and adjudicate the proposed revisions to the OSD DDCA-approved CSDR plan and related supporting documents and make specific recommendations to the OSD DDCA for approval. These activities shall be completed within 14 days after documents are received.

9. Activity I. The PM, in association with the DoD contracting officer, shall incorporate into the contract the final OSD DDCA-approved contract CSDR plan and related supporting documents.

(3) Approved Contract CSDR Plan. The final approved contract CSDR plan shall be incorporated into the Contract Data Requirements Lists (CDRL) that identify specific CCDR and SRDR requirements for development, production, and sustainment contracts. DD Form 1423-1, "Contract Data Requirements List," is available for download from the Washington Headquarters Services website at <http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>.

(a) In the case of CCD reports, a separate CDRL is prepared for each of the four CCD reports and the CWBS. Examples of CDRLs for DD Forms 1921, "Cost Data Summary Report"; 1921-1, "Functional Cost-Hour Report"; 1921-2, "Progress Curve Report"; and 1921-3, "Contractor Business Data Report"; and their CWBSs can be found at the DCARC website. Contractors shall be required to submit the first CWBS Index and Dictionary using the CSDR Submit-Review system at the same time the first Interim Report is due or, when the Initial Report, if required, is due. However, contractors also have the option to submit the Index and Dictionary earlier to facilitate report planning.

(b) In the case of SRDR, one CDRL shall be prepared for each of the SRD reports, the Initial Developer Report and the Final Developer Reports. (See the DCARC website for examples of CDRLs for SRDR Initial and Final Developer Reports.)

3. CSDR EXECUTION

DoDM 5000.04-M-1, November 4, 2011

a. This section establishes the framework for the execution process (also referred to as “the reporting process”). It describes the preparation and submission of CSD reports for U.S. Government PMs, U.S. Government reporting entities, reporting contractors and subcontractors, and other CSDR stakeholders. Paragraphs 3.b. and 3.c. and their subparagraphs describe the CSD reports, which consist of four CCD reports and three SRD reports, as specified in Enclosure 5 of this Manual.

b. CCD Reports and CWBS Index and Dictionary. All CCD reports shall use the CWBS elements established in the approved contract CSDR plan and related CWBS Index and Dictionary.

(1) DD Form 1921 and CWBS Index and Dictionary. The DD Form 1921 and CWBS Index and Dictionary are required on all ACAT I, IA, and sustainment contracts and subcontracts that meet the reporting thresholds. They capture all CWBS elements at the level specified in the OSD DDCA-approved CSDR plan. Individual CWBS element costs are subdivided into recurring and nonrecurring costs, as appropriate. The DD Form 1921 shall be prepared in accordance with Data Item Description DI-FNCL-81565 (Reference (h)), while the CWBS Index and Dictionary shall be prepared in accordance with Data Item Description DI-MGMT-81334 (Reference (i)).

(2) DD Form 1921-1. The DD form 1921-1 applies to the total contract level as well as to selected CWBS elements and shall be prepared in accordance with Data Item Description DI-FNCL-81566 (Reference (j)). DD Form 1921-1 is directed at CWIPT-selected CWBS elements where more detailed cost data are needed. It contains a functional breakout (e.g., engineering and manufacturing) and a cost element breakout (e.g., direct labor and material) within functional categories. The form applies to the total contract level and specifically to WBS elements of high risk, high technical interest, or high value. The CWIPT should specifically consider applying the report to hardware, software, system test and evaluation, and systems engineering and program management CWBS elements.

(3) DD Form 1921-2. The DD form 1921-2 captures recurring costs on lot or unit data for CWIPT-selected CWBS elements and shall be prepared in accordance with Data Item Description DI-FNCL-81567 (Reference (k)). The report is required on programs of high risk, high technical interest, high value, or high quantity from research and development through low-rate initial production and the first full-rate production buy. The CWIPT should specifically consider applying the report to all recurring hardware CWBS elements. Any CWBS element requiring DD Form 1921-2 will also require DD Form 1921-1.

(4) DD Form 1921-3. The DD form 1921-3 provides a summary of the business base for the contractor’s business entity (e.g., plant, site, or business unit) responsible for submitting the forward pricing rate proposal (FPRP) representing the basis for forward pricing rate agreement (FPRA) negotiations with the Government and shall be prepared in accordance with Data Item Description DI-FNCL-81765 (Reference (l)). It captures direct costs by major program and functional category and indirect costs by major cost element and functional category. The report also includes summary level capacity, labor, and sales data.

DoDM 5000.04-M-1, November 4, 2011

(5) Report Submission. Contractors shall be required to submit CCD reports at frequencies specified in the OSD DDCA-approved CSDR plan and in the contract. All CCD reports shall be submitted electronically using the CSDR Submit-Review System. The required file format for each CCD report is specified in its Data Item Description (DID). The CWBS Index and Dictionary must be submitted in Microsoft Word-compatible files. Data submitters must register through the DCARC website and possess a DoD-issued CAC or DoD-approved ECA digital certificate to obtain a DCARC Portal account and be authorized to upload CSDR content. Users can obtain access by submitting user information about themselves and their organizations to the DCARC Portal and requesting a CSDR submitter user role. After the registration information has been verified, the DCARC shall authorize the user account and requested roles. DCARC Portal users with a DoD-issued CAC shall be able to register their CAC with their DCARC Portal account, enabling CAC login. All DCARC Portal accounts need to be renewed at least annually.

(6) Other CCDDR Requirements. The following requirements apply to the preparation of CCD reports.

(a) Protection of Proprietary Information. The DoD Components shall protect company proprietary information. (See Enclosure 4 of this Manual for details about access to DACIMS CSDR data.)

(b) Tailoring Forms. Contractors shall be required to submit the standard CCDDR forms according to the guidelines in this Manual and the appropriate DID. DoD PMs may request data other than that provided for on the standard CCDDR forms, requiring tailoring of the forms. These tailored forms constitute separate reports that require separate contract actions (e.g., CDRLs).

(c) Recurring or Nonrecurring Cost Classification. Classification of costs as recurring or nonrecurring shall be dictated by the contractual agreement resulting from a pre- or post-award conference to determine the final CWBS, split between recurring and nonrecurring, and any other CSDR issues. The foundation and starting point for any agreement shall be as defined in the Glossary of this Manual and in the CCDDR DIDs.

(d) Use of Subcontractor Level 1 Costs. Prime contractors have the option to obtain subcontract Level 1 actual costs and estimates at completion (EACs) by recurring, nonrecurring, and total costs for direct CSDR reporting subcontractors. This option allows the prime contractor to report the same Level 1 costs reported in the subcontractor's report. If the prime contractor chooses this option, the requirement and the related transmission media should be included in the subcontract CDRL and in the contract's statement of work (section C). The cost comparison between the prime contractor and subcontractor reports is not included in the DCARC validation process and will not affect report acceptance or rejection.

c. SRD Reports. All the SRDR formats should be tailored based upon the way that the software developer performs its activities and the related metrics that it uses. The three sample SRDR formats are intended as the starting point for developing tailored reports that capture the developer's unique software process.

DoDM 5000.04-M-1, November 4, 2011

(1) SRDR Initial Government Report. This tailored format contains context information that identifies the product and developer and is completed by the U.S. Government program office. Project identification information includes the project name, the version or release of the product, the developing organization, the report as-of date, contract number or other identifier, and reporting event (initial or revision). This form also contains U.S. Government program office estimates of the size, effort, schedule, and (optionally) quality of the described software development or upgrade. SRDR Sample Format 1 is available on the DCARC website.

(2) SRDR Initial Developer Report and SRDR Final Developer Report. These tailored formats contain planned and actual data, respectively, and are completed by the software developer (contractor or internal U.S. Government organization). Both formats contain project-level information that describes the process used to develop the software application. These data include the type of application, the associated development process, a capability rating of the developer, and a list of previous similar projects that the developer has completed. The formats also require information on all primary and secondary languages used, the extent to which existing commercial or U.S. Government off-the-shelf applications were used, and the effort required to customize these products. The formats also require data on the planned and actual overall project size, effort, schedule, and quality (if required by the program office) as well as of each planned or delivered interim release or build. These data help analysts understand the context of the product and may be used to calibrate commercial software estimation models to refine effort and schedule estimates. SRDR Sample Format 2 and Sample Format 3 are available on the DCARC website.

(3) Report Submission. Contractors shall be required to submit SRD reports and SRDR data dictionary at frequencies specified in the OSD DDCA-approved CSDR plan and in the contract. All SRD reports shall be submitted electronically to the DACIMS secure website using the CSDR Submit-Review System. Data submitters must register through the DCARC website and possess a DoD-issued CAC or DoD-approved ECA digital certificate to obtain a DCARC Portal account and be authorized to upload CSDR content. (See Enclosure 4 of this Manual for information on how to obtain a certificate.) The required file format for each report is specified in its DID. Descriptions and status of major software development efforts can be found at the DCARC website.

(4) Other SRDR Requirements

(a) Reporting Elements. The data items shown on the sample formats are only examples and must be customized to be consistent with data that the development organization normally maintains to manage a project. Thus, the sample formats illustrate, but do not mandate, the data items needed to satisfy the basic requirement to estimate and report software size, effort, schedule, and (optionally) quality at the beginning and end of a major software development or upgrade.

(b) SRDR Data Dictionary. For any submission of an SRD report, the contractor shall be required to submit an explanatory document, known as an SRDR data dictionary, which explains data definitions and gives details required to correctly interpret the responses. The

DoDM 5000.04-M-1, November 4, 2011

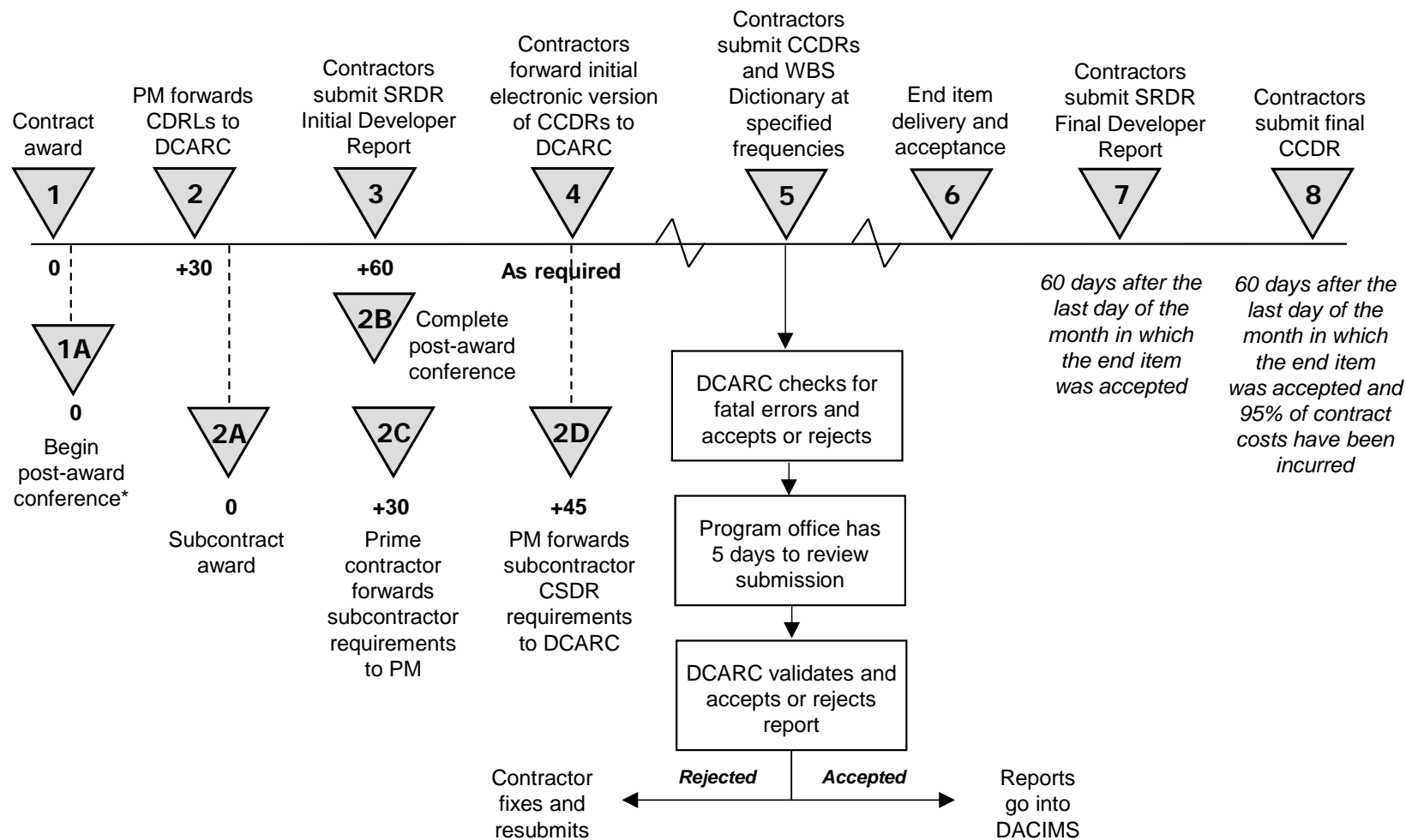
described software development or upgrade effort may be the subject of a single software contract or a deliverable release within a larger software effort. Large software developments may separately report one or more software components of the overall system on individual SRD reports. The subject development or upgrade may be performed commercially or by a government entity. (For convenience, the term “contract” is used in the SRDR parts of this Manual to mean the authorizing vehicle or agreement that describes the software development or upgrade project, whether or not it is a formal contract.)

(c) Exclusions. The tailored SRDR formats are designed to record the expectations and actual results of new software developments or upgrades. They are not designed, nor should they be used, for reporting on software maintenance or software operation and sustainment efforts. Similarly, reporting should not be used for collecting management tracking measures during the course of a project, as the sample data items are not designed to record progress or interim results.

d. Execution Timeline and Activities

(1) Execution Timeline. Figure 2 is a timeline of the activities required during execution of the approved contract CSDR Plan for ACAT I, IA, and sustainment programs. PMs may need to incorporate into their timelines any additional requirements levied by the DoD Component for ACAT IAC and IC programs, although the OSD DDCA still maintains approval authority for the CSDR plans of those programs. The descriptions of these activities in the subparagraphs that follow include related procedures and business rules, as appropriate. (See Enclosure 4 of this Manual for information about the DACIMS.)

Figure 2. Notional Timeline for Executing Contract CSDR Plans



* For noncompetitively awarded contracts, the conference can be conducted before or immediately after contract award.

DoDM 5000.04-M-1, November 4, 2011

(2) Detailed Execution Activities

(a) Activity 1. The PM awards the contract in association with the DoD contracting officer.

(b) Activity 1A. The PM shall reconvene the CWIPT when the contracting officer decides to hold a post-award conference for a contract containing CSDR requirements. The CWIPT, in coordination with the PM and contracting officer, will review with the responsible contractor all report content, including determination of the final CWBS elements, recurring and nonrecurring classifications, delivery dates, electronic reporting requirements including the use of the CSDR Submit-Review System, subcontractor flow-down requirements, and the process for addressing any rejections of prime and subcontractor reports, and other issues as deemed appropriate. Any proposed revisions to the DDCA-approved contract CSDR plan must be submitted to DCARC and approved by the OSD DDCA prior to implementation. (See the DCARC website for detailed requirements for a post-award conference.)

(c) Activity 2. The PM shall forward the electronic version of the contract that establishes the CSDR requirements, CDRLs, or statement of work to the DCARC within 30 days of contract award using the CSDR Submit-Review System. Uploading requires the use of a DoD CAC or an ECA certificate. (See the DCARC website for certificate instructions.)

(d) Activity 2A. The prime contractor awards a subcontract that meets the CSDR thresholds as determined by the DoD PM, in coordination with the CWIPT. (See Enclosure 5 of this Manual for specific CCDR and SRDR requirements.)

(e) Activity 2B. The DoD PM, in coordination with the CWIPT, and contractor shall complete the CSDR part of the conference and document the results in coordination with the DoD contracting officer. If the conference results in proposed CSDR plan changes, the PM must submit a revised plan to DCARC for review and OSD DDCA approval within 30 days using the CSDR Submit-Review System. Uploading requires the use of a DoD CAC or an ECA certificate. (See the DCARC website for certificate instructions.)

(f) Activity 2C. The prime contractor shall be required to forward the electronic version of the contract and subcontract that establishes the CSDR requirements to the DoD PM within 30 days of subcontract award.

(g) Activity 2D. The PM shall forward the electronic version of the contract that establishes the CSDR requirements to the DCARC within 15 days after receipt from the prime contractor using the CSDR Submit-Review System. Uploading requires the use of a DoD CAC or an ECA certificate. (See the DCARC website for certificate instructions.)

(h) Activity 3. The prime contractor shall be required to prepare and submit the tailored SRDR Initial Developer Report in accordance with Data Item Description DI-MGMT-81739 (Reference (m)). The report must describe the entire software development or upgrade, and it must be submitted to the DCARC within 60 days of the contractually required post-award

DoDM 5000.04-M-1, November 4, 2011

CSDR conference or, in the absence of a conference, within 60 days of contract award, modification, or definitization, as applicable, using the CSDR Submit-Review System. Uploading requires the use of a DoD CAC or ECA certificate. (See the DCARC website for certificate instructions.) The tailored SRDR Initial Developer Report shall reflect all the planned software deliverables, and shall be customized as agreed to by the CWIPT. The prime contractor shall also be required to prepare and submit an SRDR Initial Developer Report to the DCARC within 60 days of the start of each planned release or build that will be delivered to the U.S. Government. (At the beginning of the contract, developers shall be required to submit an SRDR Initial Developer Report describing the entire development or upgrade and an SRDR Initial Developer Report describing the first deliverable increment of software, unless only one delivery of software is planned.)

(i) Activity 4. Contractors shall only be required to prepare and submit initial electronic CCD reports on an exception basis as determined by the OSD DDCA during the contract CSDR contract plan review and approval process. Typically, initial reports will only be required when the contractor has not previously demonstrated the capability to produce the required report(s). The initial CCDR forms (DD Forms 1921, 1921-1, and 1921-2) shall be required to be marked “initial” and should contain EACs for each reporting element to the extent that the data is available within the contractor’s earned value management system (EVMS).

(j) Activity 5. Contractors shall be required to prepare and submit electronic CCD reports at the specified frequencies included in the OSD DDCA-approved contract CSDR plan that was incorporated into the contract. Contractors are required to prepare and submit the CWBS Index and Dictionary at the same time that the first Interim Report is due; however, contractors also have the option to submit the Index and Dictionary earlier to facilitate report planning. Verifying that the CWBS meets requirements of Reference (f) and Reference (i) at this early stage will help preclude the expenditure of significant contractor effort under a non-compliant CWBS. The contractor shall also be required to maintain and update the WBS dictionary throughout the life of the contract. Updated WBS dictionaries will typically be submitted with the next CSD report submission unless other contract events, such as major contract changes, warrant.

1. Contractors shall be required to upload their CSD reports using the CSDR Submit-Review System. Uploading requires the use of a DoD CAC or ECA certificate. (See the DCARC website for certificate instructions.) Send questions about data submission to dcarcweb@osd.mil.

2. Upon receipt, the CSDR Submit-Review System notifies the contractor and the cognizant DoD PM via e-mail that the CSD reports have been received and the submission is placed into the DCARC validation queue. The DoD PM has 5 days to review, comment on, and approve or reject the reports using the CSDR Submit-Review System.

3. DCARC checks each report for mathematical consistency and metadata completeness according to the OSD DDCA-approved contract CSDR plan and the applicable DIDs.

DoDM 5000.04-M-1, November 4, 2011

a. The DCARC has established a goal of 15 business days to validate CSD reports and to notify DoD PMs and contractors of acceptance or rejection.

b. Acceptance or rejection by DCARC is based solely on compliance with the OSD DDCA-approved CSDR plan and the DID.

c. The DCARC does not check data accuracy or validity against the contractor's accounting system or the EVMS. These responsibilities reside with the Defense Contract Audit Agency (DCAA) and the Defense Contract Management Agency (DCMA). Any findings by either organization that question the accuracy or validity of the data will normally supersede any acceptance by the DCARC office.

4. If the DCARC finds the CSD reports to be unacceptable, the DoD PM, reporting contractor, and others with vested interest shall be notified via a formal rejection memorandum. The contractor shall be required to resubmit within 30 days. If the opportunity arises, the DCARC shall contact the contractor to resolve discrepancies before issuing a formal rejection memorandum. Late resubmissions will be considered in the DCARC assessment of program CSDR performance in the appropriate OSD management oversight systems.

5. If the DCARC finds the CSD reports to be acceptable, the DoD PM, reporting contractor, and others with vested interest shall be notified by a formal acceptance memorandum. The CSD reports shall then be loaded into the DACIMS database, where they are available for authorized users to view and download.

(k) Activity 6. The contractor delivers the last major end item, which is then accepted by the DoD.

(l) Activity 7. For each software release or element, contractors shall be required to prepare and submit a tailored SRDR Final Developer Report in accordance with Data Item Description DI-MGMT-81740 (Reference (n)). The reports must be customized as agreed to by the CWIPT, describing the software release or element "as built." These final reports shall be submitted within 60 days after each software release using the CSDR Submit-Review System. Uploading requires the use of a DoD CAC or ECA certificate. (See the DCARC website for certificate instructions.) Contractors shall also be required to submit a final SRDR Final Developer Report for the entire software product within 60 days of the end of development. (At the end of the contract, contractors shall be required to submit an SRDR Final Developer Report describing the entire development or upgrade and an SRDR Final Developer Report describing the last deliverable increment of software, unless there has been only one delivery of software.)

(m) Activity 8. The contractor shall be required to submit the final CCD report using the CSDR Submit-Review System. Final Reports are intended to capture all or substantially all actual contract costs. A final DD 1921 report is required as of the last day of the month when two conditions have been satisfied: the final end item has been delivered and accepted by the government (e.g., as evidenced by a completed DD 250) or higher tier contractor, in the case of a subcontractor; and 95 percent or more of total contract costs have been incurred.

DoDM 5000.04-M-1, November 4, 2011

1. The Final Report due date is 60 days following the as-of date. In some cases, no-cost contract extensions may be required to allow preparation and submission of the Final Report.

2. For Final Report planning purposes, the following methodology may be used for contracts that are not expected to incur significant cost after delivery of the last end item: use a report due date of 6 months following the last day of the month in which the last major end item is expected to be delivered and accepted by the U.S. Government or higher tier contractor, in the case of a subcontractor. The 180 days consist of an “as of” date 4 months after the last day of the month of final delivery and acceptance and an additional 2 months for report preparation time. In the case of a support or sustainment contract that has no deliverable end item, or a contract that is expected to incur significant cost after delivery of the last end item, the contract period of performance may be used in projecting the timing of the Final CCD Reports. Final Reports shall be required to be marked “Final.”

DoDM 5000.04-M-1, November 4, 2011

ENCLOSURE 3

STAKEHOLDER ACTIVITIES

1. INTRODUCTION. This enclosure contains a summary, by major stakeholder entity, of the detailed activities described in Enclosure 2 of this Manual to facilitate understanding and implementation of CSDR requirements.

2. OFFICE OF THE UNDER SECRETARY OF DEFENSE FOR ACQUISITION, TECHNOLOGY AND LOGISTICS (OUSD(AT&L)). OUSD(AT&L) has primary responsibility for Reference (f); systems and software engineering; and earned value management (EVM) policy.

3. OFFICE OF DDCA. The Office of DDCA establishes CSDR procedures and processing requirements for administering all ACAT IAM, IAC, IC, and ID programs (see Reference (b)). The OSD DDCA within this office shall approve all ACAT IAM, IAC, IC, and ID program CSDR plans at major milestone reviews, and approve contract CSDR plans:

- a. Before issuing a solicitation (draft or final) to industry.
- b. Before contract award if there are changes.
- c. After contract award if there are any subsequent changes.

4. DoD COMPONENT COST CENTERS. DoD Component cost centers shall:

- a. Review all DoD Component-specific ACAT IAM, IAC, IC, and ID CSDR plans and plan changes to ensure usability and consistency of resulting data and to ensure compliance with procedures in this Manual.
- b. Designate individual cost analysts within their organizations to be on the CWIPT for each of their DoD Component programs.

5. DoD PM OFFICE. The DoD PM Office shall:

- a. Prepare and obtain OSD DDCA approval of program and contract CSDR plans, place approved CSDR plan requirements on contract, and ensure that contractors comply with the CSDR contractual provisions.

DoDM 5000.04-M-1, November 4, 2011

b. In the absence of a CWIPT, carry out the responsibilities indicated in paragraph 6.d. of this enclosure in coordination with the designated Office of OSD DDCA, DoD Component, and DCARC analysts.

c. With respect to the CWIPT:

(1) Formally establish the CWIPT, with all the appropriate CSDR stakeholders, at least 12 months before the OIPT milestone review or with significant lead time to adequately develop any solicitations or RFPs to industry.

(2) Determine CWIPT membership in coordination with the DoD Component cost centers, the OSD Office of DDCA, and the DCARC.

(a) CWIPT membership shall include, but not be limited to, designated cost analysts from the OSD Office of DDCA, the DCARC, the DoD Component cost center, the DoD Component commodity command, the program office, and the representative contractors, as appropriate. CWIPs are expected to organize and operate in sufficient time before the draft CARD is submitted to allow for effective and efficient CSDR planning and execution processes.

(b) The PM's EVM and systems engineering representatives generally participate in the CWIPT process to assist in building the WBS. This WBS shall be thoroughly coordinated with CSDR stakeholders. The need for additional EVM and systems engineering participation at other DoD levels is left to the discretion of the PM and the CWIPT.

(c) When appropriate, the DoD PM shall invite the applicable contractors to participate in the CWIPT deliberations.

(d) When appropriate, the DoD PM shall also invite other parties with a vested interest in the program's costs, software, and performance to participate in the CWIPT deliberations.

(3) Adjudicate issues within the CWIPT. The DoD PM shall refer unresolved issues that involve mandatory CSDR policies and procedures to the OSD DDCA or higher OSD authority for adjudication.

d. Concerning the solicitation or RFP process, in coordination with the government contracting officer, who is a key member of the PM team who must satisfy the PM's acquisition requirements as well as established contracting functional requirements:

(1) Incorporate the content of the OSD DDCA-approved contract CSDR plan(s) and program WBS dictionary into the applicable solicitation(s).

(2) Before RFP release, submit to the DCARC an extract of the RFP that contains CSDR requirements for review.

DoDM 5000.04-M-1, November 4, 2011

(3) Before RFP release, submit to the DCARC copies of the DD Form 1423-1 that establishes the WBS, the WBS dictionary, and the CSDR requirements in the solicitation or RFP (a separate DD Form 1423-1 for the CWBS Index and Dictionary and each CCD and SRD report).

(4) Require reporting contractors to submit appropriate documents in response to the solicitation when CSDR requirements are to be placed on contract. (See sections 234.7101, 252.234-7003, and 252.234-7004 of Reference (e)). CSD reports shall be kept to a minimum to help streamline solicitation responses.

(5) Reconvene (or contact via e-mail, teleconference, etc.) the CWIPT to review any contractor-proposed changes to the OSD DDCA-approved CSDR plan(s), revise the contract CSDR plan(s) and update the program CSDR plan as necessary, and forward the plans to the DCARC for final review and DDCA approval before contract award.

(6) Ensure that the OSD DDCA-approved CSDR plan is included in the awarded contract.

e. Reconvene the CWIPT when the contracting officer decides to convene a post-award conference for a contract containing CSDR requirements in accordance with section 242.503-2 (b) of Reference (e). The CWIPT, in coordination with the PM and contracting officer, will review with the responsible contractor all report content to include the recurring and nonrecurring classifications, delivery dates, electronic reporting requirements including the use of the CSDR Submit-Review System, subcontractor flow-down requirements, and the process for addressing any rejections of prime and subcontractor reports. (See the DCARC website for detailed requirements for a post-award conference.)

(1) For noncompetitively awarded contracts, the conference shall be held either before or immediately after contract award.

(2) For competitively awarded contracts, the conference shall be held immediately after contract award.

(3) Any changes to the CSDR plan based upon agreements made during the CSDR conference will be reflected in a revised OSD DDCA-approved contract CSDR plan and properly placed on contract, either in the basic contract award or in a subsequent contract modification.

f. Within 30 days after the contract is awarded, forward electronic copies of the signed CDRLs containing CSDR requirements using the CSDR Submit-Review System.

g. Within 15 days of receipt, review and forward to the CWIPT and the DCARC all documents associated with subcontractors with reporting requirements, including the prime contractor's formal direction to the subcontractor(s) and the proposed subcontractor CSDR plan(s).

DoDM 5000.04-M-1, November 4, 2011

h. Designate reviewers within the program office to assess compliance of CSD report submissions with the contract CSDR Plan and the guidance contained in this Manual and the DID. If a support contractor representative is selected, that individual must have a signed nondisclosure agreement (NDA) with each of the reporting contractors.

i. Within 5 days of receipt, review CSD reports and notify the DCARC of the results using the CSDR Submit-Review System.

j. Assist the DCARC in ensuring that reporting contractors promptly resolve all reporting deficiencies the DCARC identifies during the validation process.

k. File concerns and comments regarding CSDR through the DCARC.

l. In coordination with the CWIPT:

(1) Develop the WBS according to the product-oriented structure in Reference (f) and ensure that each contract has only one program WBS and one contract WBS.

(a) The program WBS submitted with the CARD shall agree with the program CSDR plan WBS.

(b) Any differences must be identified and explained when the latter of the two documents is submitted.

(2) Prepare the program RDT and technical characteristics for inclusion in the remarks section of the program CSDR plan.

(3) Ensure that the OSD DDCA-approved CSDR requirements are properly placed on all contracts and subcontracts that meet reporting thresholds. This requirement includes GFE in the PM's budget that may be purchased from a contractor via another U.S. Government agency (e.g., a propulsion system PM). In such cases, the funding PMs shall follow the same procedures for providing RFP and CDRL information to the DCARC as they would if they had directly procured the item.

(4) Forward all program and contract CSDR plans to the DCARC using the CSDR Submit-Review System for OSD DDCA approval and include a cover memorandum (e-mail is sufficient) that identifies those individuals and organizations outside the PM's organization that coordinated on the plan (e.g., CWIPT members and DoD Component cost center representatives).

(5) Submit the following using the CSDR Submit-Review System to the OSD DDCA and the DCARC 180 days before the OIPT review or 60 days before the draft solicitation to industry:

(a) A program CSDR plan, including the RDT, program WBS dictionary, and contract CSDR plans with the applicable RDTs.

DoDM 5000.04-M-1, November 4, 2011

(b) SRDR Initial Government Report.

(6) Ensure that the CSDR plans and related WBS dictionaries are current and accurate through completion of production and through the sustainment phase, if applicable.

6. CWIPT. The CWIPT shall:

a. Identify and advise the DoD PM of cost analysis requirements for programs and contracts to facilitate the preparation of timely, high-quality cost estimates.

b. Coordinate within the DoD Components according to procedures established in this Manual.

c. Identify and advise the DoD PM regarding software data requirements.

d. Serve as the DoD PM's agent in the following capacity:

(1) Begin planning for CSDR with enough lead time to adequately develop the solicitation or RFP to industry.

(2) Determine reporting frequency early in the CSDR planning process to meet the DoD need for contractor CSD.

(3) Complete the draft program CSDR plan, including the RDT, product-oriented WBS dictionary (describing each WBS element), and draft contract CSDR plan(s) with the applicable RDTs no later than 60 days before the draft solicitation or RFP is released to industry.

(4) Complete the final program CSDR plan, including the RDT, product-oriented WBS dictionary (describing each WBS element), and draft contract CSDR plan(s) with the applicable RDTs, to support the earlier of the following:

(a) The DoD PM's submission of the final CARD to the OSD DDCA (due 45 days before the OIPT meets).

(b) No later than 60 days before the final solicitation or RFP is released to industry.

(5) Determine, as early as possible in the CSDR planning process and when justified for purposes of cost estimating, the CCDR requirements to be placed on high-risk or high-technical-interest contracts based upon the dollar thresholds established in Reference (c).

7. DCARC

DoDM 5000.04-M-1, November 4, 2011

a. The DCARC administers the CSDR system for all ACAT I and IA programs and serves as the repository for all CSDR data. In this capacity, the DCARC functions as the OSD DDCA's primary representative on all CSDR matters.

b. The DCARC shall:

(1) Assign representatives to participate in the CWIPT process to ensure that CSDR requirements are satisfied (e.g., that the product-oriented WBS structure in Reference (f) is used and that CSDR requirements are included in RFPs, proposals, and contracts).

(2) Participate in the CWIPT process to ensure that CSDR requirements are satisfied (e.g., that the product-oriented WBS structure as shown in Reference (f) is used and CSDR requirements are included in RFPs, proposals, and contracts).

(3) Be the primary office for final receipt and review of program, contract, and subcontract CSDR plans for ACAT IAM, IAC, IC, and ID programs.

(4) Advise the OSD DDCA of any CSDR concerns noted during the review process and make recommendations for disposition.

(5) Be the primary office for final receipt, validation, acceptance, and distribution of CCD reports and SRD reports for ACAT IAM, IAC, IC, and ID programs.

(6) Notify the reporting contractor, the responsible PM, and the cognizant program executive officer about any discrepancies identified during the validation process and ensure that they are resolved in a timely manner. The DCARC has established a goal of 15 business days to validate CSD reports and notify PMs and contractors of acceptance or rejection.

(7) Follow up with the PM and the CWIPT to ensure that the issued solicitation is consistent with the approved contract CSDR plan and CSDR policy.

(8) Periodically (at least annually) assess the need for field reviews of contractor implementation of CSDR for ACAT I and IA programs.

c. The Director, DCARC, shall periodically provide the status of the CSDR processing with recommended action items, if appropriate, to the OSD DDCA for ACAT IAM and ID programs.

8. REPORTING CONTRACTOR ORGANIZATIONS. Reporting contractor organizations shall be required through DoD solicitations and contracts to:

a. Provide, as part of a proposal in response to a solicitation containing the provision at section 252.234-7003 of Reference (e):

(1) A description of the process to be used to satisfy the requirements of this Manual and the DDCA-approved CSDR contract plan.

DoDM 5000.04-M-1, November 4, 2011

(2) A demonstration of how CCDR will be based, to the maximum extent possible, upon actual cost transactions and not cost allocations.

(3) A demonstration of how the data from its accounting system will be mapped to the standard reporting categories required in the CCDR DIDs.

(4) A description of how recurring and nonrecurring costs will be segregated.

(5) Comments on the adequacy of the CSDR contract plan and related RDT.

(6) A submission of the estimates on DD Forms 1921 and 1921-1 with its pricing proposal.

b. Review reporting requirements and issues with the PM and the CWIPT in a Post Contract Award conference when convened by the DoD contracting officer on a contract containing CSDR requirements. Use the CSDR Submit-Review System to submit the CWBS Index and Dictionary at the same time the first Interim Report is due. However, contractors also have the option to submit the Index and Dictionary earlier to facilitate report planning.

c. Prepare CSD reports and submit using the CSDR Submit-Review System according to contractual requirements, including the OSD DDCA-approved contract CSDR plan and the appropriate DIDs, and the mandatory guidance contained in this Manual. For contracts related to solicitations issued on or after November 24, 2010, the contractor will use a documented CSDR process that satisfies the guidelines contained in this Manual.

d. Resolve within 30 days any discrepancies the DCARC identifies during the validation process.

e. With assistance from the CWIPT as needed, prepare and forward the contract and lower-tier subcontract CSDR plans to the DoD PM and CWIPT for review. For subcontractor reporting, the prime contractor shall forward the subcontract reference that specifies the CSDR requirement to the DoD PM and the CWIPT within 30 days of subcontract award.

f. Direct subcontractors and other lower-tier subcontractors to submit their CCD and SRD reports directly to the DCARC using the CSDR Submit-Review System.

9. DCAA. The audit responsibilities of the DCAA for CCD reports are specified in section 11-400 of DCAA Manual 7640.1 (Reference (o)). The DCAA shall also:

a. Coordinate with the DCARC when planning CCDR audits to identify any high-risk or sensitive contracts that should be included in the audit sample.

DoDM 5000.04-M-1, November 4, 2011

b. Conduct audits of CSDR actual cost submissions based upon specific requests from DCARC. These requests will focus on final reports and any interim reports where there are indications that significant deficiencies may exist.

10. DCMA. The DCMA shall:

a. Ensure that contract requirements pursuant to the clause at section 252.234-7004 of Reference (e) are delivered in accordance with incorporated CDRLs.

b. Provide specific functional expertise in support of DCAA audits as requested.

DoDM 5000.04-M-1, November 4, 2011

ENCLOSURE 4

DACIMS

1. DESCRIPTION. The DACIMS is a secure web-based information system that hosts the CCDR repository, the SRDR repository, and the forward pricing rate (FPR) library. DACIMS is accessed through the DCARC Knowledge Portal.

a. Content. The DACIMS holds scanned images of historical CCD reports for legacy MDAPs and MAISs as well as CCD and SRD reports in Microsoft Excel-compatible formats for current MDAPs and MAISs. The DACIMS also contains supporting CSDR materials, such as CSDR plans, CWBS dictionaries, program RDTs, and CSDR validation memos.

b. Flow of Data. Reporting contractors' personnel submit CCD reports, SRD reports, and Business Base data to the DACIMS in electronic form using the CSDR Submit-Review System, a secure web-based data upload facility. DCARC and program office reviewers assess submissions for completeness and accuracy and then DCARC publishes accepted documents to DACIMS. Authorized U.S. Government users may view, search, and download files from the DACIMS via a secure connection using a DoD CAC. For information about authorization to access the DACIMS, see section 3 of this enclosure.

2. STAKEHOLDERS. Reporting contractors, DCMA personnel, DCAA personnel, DoD PMs, and DoD government analysts are the five main types of stakeholders that interact with the DACIMS.

a. Reporting Contractors. Reporting contractors are the prime contractors, associate contractors, and subcontractors that have contracts to develop, produce, or support ACAT I or IA programs. They are required to submit CSD reports to the DACIMS in electronic form using the CSDR Submit-Review System. They may also be responsible for submitting Business Base data information to the DCARC. Reporting contractors may also be required to propose a compliant CSDR system in response to an RFP for an ACAT I weapon system or MAIS Program.

b. DCMA Personnel. DCMA personnel from various DCMA field offices negotiate FPRs (proposals, recommendations, and agreements) for the reporting contractor for which they are responsible. They may also be responsible for providing technical evaluations for DCAA audits performed at DCARC request.

c. DCAA Personnel. DCAA auditors are responsible for evaluating the effectiveness of the contractor's CCDR policies, procedures, and practices for the accumulation of data and preparation of CCD reports. DCAA auditors also provide evaluations of the reporting contractor's data for accuracy and compliance with CSDR requirements.

d. DoD PMs. DoD PMs are U.S. Government civilian and military personnel who are responsible for monitoring contractors' execution of approved programs. DoD PM staff

DoDM 5000.04-M-1, November 4, 2011

members have three roles in the CSDR process: CSDR planner, CSDR reviewer, and cost estimator. The information that the DoD PM provides in these roles specifies the reporting schedule and content of the CSD reports that reporting contractors submit. Instructions for submitting CSD reports are available on the DCARC website. DoD PMs may access the DACIMS through the Internet to search for specific types of major program data and to view and download CCD and SRD reports.

e. DoD Government Analysts. These are U.S. Government civilian or military personnel who use cost data, including CSD reports, primarily to analyze the costs of programs. They may be members of the OSD Office of DDCA, OUSD(AT&L), a Service headquarters acquisition organization, a DoD Component cost center, a commodity command, or a DoD PM's organization. DoD government analysts may access the DACIMS through the Internet to search for specific types of major program data and to view and download CCD and SRD reports.

3. ACCESS TO DACIMS CSDR DATA. The guidelines regarding CSDR data access were developed by the DCARC, coordinated with CSDR stakeholders, and approved by the OSD DDCA. The guidelines are based on guidance contained in the Federal Acquisition Regulation (Reference (p)) and the DCARC operating environment, and they provide ready and secure access to CSDR data to authorized users while safeguarding the proprietary interests of reporting contractors.

a. Authorization for Access. The DCARC provides authorization to access CSDR data based on a valid need to use the data. DoD civilian and military government analysts, DoD PMs, DCAA, and DCMA personnel may be authorized access to DACIMS data by submitting user information about themselves and their organizations to the DCARC Portal and requesting the DACIMS Analyst user role. Other Federal government organizations may also be granted access to DACIMS, provided they have a demonstrated need and receive approval from the OSD DDCA. Federally Funded Research and Development Center (FFRDC) personnel may also obtain access to DACIMS provided they have contracts with the DoD to confirm they require access to CSDR data and have signed appropriate NDAs (see Reference (p)). Authorized users may gain access to specific CSDR data through the DACIMS after registering with the DCARC and obtaining a DCARC Portal account as discussed in paragraph 3.b. of this enclosure. Any support contractor access must be coordinated with DCARC to ensure proper NDAs are in place.

b. Registering with the DCARC. Authorized users must register through the DCARC website with either a DoD-issued CAC or an ECA certificate to obtain a DCARC Portal account that establishes a secure web session with the DACIMS. After the registration information has been verified, the DCARC shall create a DACIMS user account, authorize the user account and requested roles, and send an e-mail message with instructions on how to access the DACIMS. DACIMS users with a DoD-issued CAC shall be able to register their CAC with their DACIMS DCARC Portal account, enabling CAC login. All DCARC Portal accounts need to be renewed at least annually.

ENCLOSURE 5INFORMATION REQUIREMENTS1. PLANNING TOOLS AND FORMS

a. Planning for the CSDR requirement should begin well in advance of a planned draft RFP release date. For programs with high levels of industrial participation, technical complexity and work scope, the CWIPT should initiate CSDR planning activities 12 months prior to the draft RFP release date. This allows the CWIPT to develop, refine and coordinate the planned WBS within the systems engineering and test and evaluation communities both in government and industry.

b. CSDR planning tools and forms consist of the following:

(1) DD Form 2794. The DD Form 2794 is the most important of all planning documents. This form summarizes all the planning for CSDR reporting and requires approval of the DDCA. CSDR plans consist of program plans and contract plans (including both prime contract and subcontract plans). In this Manual, the term “CSDR plan” refers to both plan types; however, if the information presented only involves one type of plan, that type is specified. Upon DDCA approval, CSDR plans form the basis for CSDR compliance.

(2) RDT. The RDT is a planning document used by CWIPT members to understand how an MDAP's or MAIS's resources are to be distributed between government and industry organizations per acquisition phase. The RDT takes two forms; the first is the program plan RDT and the second is the contract plan RDT. A program plan RDT conveys planned resource expenditures for a particular acquisition phase and includes costs associated with the MDAP or MAIS government Program Office. It utilizes the program WBS. Conversely, a contract plan RDT is intended to convey planned resource expenditures on a contractual basis including all prime, subcontractor and government entities, if applicable. The RDT documents are the most important tools that the CWIPT has available to ensure that the CSDR requirement is applied to all organizations whose contract values exceed the CSDR reporting threshold dollar amounts.

(3) cPET. The cPET performs several functions for government and industry CSDR stakeholders. From a CSDR planning perspective, cPET standardizes and expedites the development of required CSDR forms, namely the CSDR Plan (program, contract, and subcontract) and the RDT (program and contract). Its other primary capabilities include:

(a) Automated conversion of plans from the 2003 and 2007 format to the current DD 2794 format.

(b) Creation of RDTs.

(c) Validation of 1921 and 1921-1 cost reports (requires a copy of CSDR Plan in Microsoft Excel).

2. REPORTING FORMS

a. CSDR forms are:

(1) CCD Reports. The CCD reports are the current versions of the forms in Table 2. According to DoD 8910.1-M (Reference (q)), the Office of Management and Budget Control assigned the CCDDR forms number 0704-1088.

Table 2. CCD Reports

Form Number	Form Title	DID	DID Reference
DD Form 1921	Cost Data Summary Report	DI-FNCL-81565	(h)
DD Form 1921-1	Functional Cost-Hour Report	DI-FNCL-81566	(j)
DD Form 1921-2	Progress Curve Report	DI-FNCL-81567	(k)
DD Form 1921-3	Contractor Business Data Report (CBDR)	DI-FNCL-81765	(l)

(2) SRD Reports. See the sample formats for the SRD reports listed in Table 3. Instructions and DIDs for each report are provided in the referenced documents:

Table 3. SRD Reports

SRDR Format	Report Title	DID	Reference
Sample Format 1	Software Resources Data Reporting: Initial Government Report	N/A	(g)
Sample Format 2	Software Resources Data Reporting: Initial Developer Report	DI-MGMT-81739	(m)
Sample Format 3	Software Resources Data Reporting: Final Developer Report	DI-MGMT-81740	(n)

(3) CWBS. The DID for the CWBS is Reference (i). The sample format for the DID is contained within the DID.

b. Microsoft Excel templates for the CCDDR forms and the SRDR sample formats are available from the DCARC website. The applicable DIDs may also be obtained from the Acquisition Streamlining and Standardization Information System (ASSIST) database, available on the ASSIST website at <http://assist.daps.dla.mil/quicksearch/>.

3. OTHER TOOLS

a. The CSDR Submit-Review System is a secure web-based facility that allows authorized stakeholders to prepare and submit CSDR plans, submit and selectively validate CSD reports and submit business data.

- b. See the DCARC website for further information.

4. REPORTING REQUIREMENTS

a. Introduction

(1) Reference (c) and DoD Directive 5000.01 (Reference (r)), provide mandatory requirements and procedures for managing acquisition programs, except when statutory requirements override. If there are any conflicting requirements pertaining to contracting, either the current edition of Reference (p) or Reference (e) takes precedence.

(2) Reference (r) authorizes the publication of Reference (c) and establishes policies and principles for all DoD acquisition programs. Reference (c) establishes a simplified and flexible approach for managing all acquisition.

b. General CSDR Requirements

(1) Reporting and processing requirements of the CSDR system shall be determined by a program's ACAT designation (see Reference (r) for specific guidelines) and the value of individual contracts and subcontracts within the program.

(2) CSDR coverage begins at milestone (MS) A or the equivalent and extends to the completion of production. It continues through the sustainment phase if contractor logistics support (CLS) meets CSDR thresholds.

(3) The CSDR planning and reporting process is flexible and adaptable to each and every acquisition strategy and contract type implemented by the DoD.

c. CCDR Requirements

(1) General Requirements. CCD reports shall be required from contractors for all ACAT I and IA programs and pre-MDAP and pre-MAIS programs subsequent to MS A approval. The CCDR requirement applies to program contracts and subcontracts regardless of contract type based on the dollar thresholds established in Reference (c). For CSDR reporting purposes, the term "contract" (or "subcontract") may refer to the entire standalone contract, to a specific task or delivery order, to a series of tasks or delivery orders, to a contract line item number, or to a series of line item numbers within a contract. The intent is to capture data on contractual efforts necessary for cost estimating purposes irrespective of the particular contract vehicle used. CSD reports are not required under the following conditions provided the DoD PM requests and obtains approval for a reporting waiver from the OSD DDCA: procurement of commercial systems or for non-commercial systems bought under competitively awarded, firm fixed-price contracts, as long as competitive conditions continue to exist. The program office must provide the supporting documentation for each contract that meets these conditions in its request for a reporting waiver.

DoDM 5000.04-M-1, November 4, 2011

(a) CCDR may be required for high-risk or high-technical-interest contracts that are priced below the mandatory dollar threshold yet above the lower dollar threshold established in Reference (c) if needed for cost estimating. CCDR is not required on contracts priced below the lower threshold. For CCDR purposes, contract value shall represent the estimated price at contract completion (i.e., initial contract award plus all expected authorized contract changes) and be based on the assumption that all contract options shall be exercised.

(b) These reporting requirements also apply to individual WBS elements (or group of WBS elements) within ACAT I or IA programs that are separately managed by other U.S. Government PMs. These WBS elements retain the ACAT designation of the parent ACAT I or IA program and are subject to the same reporting thresholds and requirements as those elements that are directly managed by the parent ACAT I or IA PM. The CWIPT is primarily responsible for determining reporting requirements based upon individual program and contract circumstances for review and approval by the OSD DDCA.

(c) Contractors shall report all costs associated with the contract, including advance procurement, long lead materials, multiyear procurement, inter-division or inter-company work orders, foreign military sales, warranty, etc. Costs should not be omitted based on contract line item number (CLIN) structure or definition.

(2) Level of Reporting. Routine CCDR shall normally be at level 3 of the CWBS and determined separately for each prime contractor and subcontractor that meets the reporting thresholds. Reporting at levels 4 and below shall be required on those prime contracts or subcontracts containing WBS elements that address high-risk, high-value, or high-technical-interest areas of a program. Such reporting applies only if the CWIPT proposes and the DDCA approves.

(3) Report Timing

(a) Initial reports are only required on an exception basis as determined by the CWIPT and approved by the OSD DDCA during the contract CSDR plan review and approval process. Typically, Initial reports will only be required when the contractor has not previously prepared and submitted CCD reports.

(b) An Interim Report is any report other than the Initial Report that is prepared before submission of the Final Report. The first Interim Report is required only after contract definitization. The as-of date for the first Interim Report is the last day of the 12th month following contract award, or the last day of the third month following contract definitization, whichever is later. The due date is 60 days following the as-of date. This requirement applies to all development, production, and sustainment contracts that meet the reporting thresholds. For subsequent reporting on development contracts, reporting contractors typically shall submit CCD reports after such major events as first flight or completion of prototype, before major milestones, and upon completion of contract deliveries. However, annual reporting on development contracts may be allowed on a case by case basis. For production contracts, reporting contractors normally shall submit CCD reports upon the delivery of each annual lot for

DoDM 5000.04-M-1, November 4, 2011

all major programs. Due to the extended construction process for ships, CCD reports are also required for the total number of ships in each buy and for each individual ship within that buy at three intervals: Initial Report (total buy and individual ships); at the mid-point of first ship construction (individual ships only) or other relevant timeframe as the CWIPT determines; and after final delivery (total buy and individual ships).

(c) Final Reports are required as of the last day of the month when two conditions have been satisfied: the final end item has been delivered and accepted by the government (e.g., as evidenced by a completed DD Form 250) or higher tier contractor, in the case of a subcontractor; and 95 percent or more of total contract costs have been incurred. The final due date is 60 days following the as-of date. In some cases, no-cost contract extensions may be required to allow preparation and submission of the Final Report. Also, in the case of a support or sustainment contract which has no deliverable end item, or a contract which is expected to incur significant cost after delivery of the last end item, the contract period of performance may be used in determining the timing of the final CCD reports.

(d) Multiyear contracts require special consideration to ensure that DoD cost analysis needs are satisfied. Specific reporting requirements will be determined by the CWIPT and included in the contract CSDR Plan for OSD DDCA approval and contract implementation. Multiyear contract reporting will also be addressed at the joint U.S. Government and contractor conference just before or after contract award.

(4) Nonrecurring and Recurring Cost Categories. Costs shall be segregated and reported in two classifications, nonrecurring and recurring, in consideration of the definitions in the Glossary in this Manual. Although a “one-size-fits-all” prescription for classifying recurring and nonrecurring costs is impractical, the following subparagraphs outline the general types of work and the overarching considerations that may help establish implementation consistency across all new DoD systems.

(a) Building Units. When deciding the proper cost classification, consider efforts required to produce the hypothetical “next” unit. The activities performed and resources consumed to build the hypothetical next unit shall be classified as recurring. Regardless of how many units are actually built, any activities or resources required to produce an additional unit shall be classified as recurring.

(b) Product or Tool Modifications or Rework. If the product or tool modification significantly increases performance or adds additional capability, the activities performed and resources consumed to effect the modification shall be classified as nonrecurring. Conversely, if the product or tool modification maintains or restores the product to its original condition or involves only a minor increase in performance or capability, the activities performed and resources consumed to effect the modification shall be classified as recurring.

(c) Support Services or Other Services Performed. If services are rendered that are not immediately traceable to a product but instead relate to general purpose services, such as sustaining engineering or post-delivery product support, the following principles apply:

DoDM 5000.04-M-1, November 4, 2011

1. If the services performed are required throughout the program life-cycle, the cost of those services shall be classified as recurring.

2. If the services performed are relegated to a particular system life-cycle phase or are only required intermittently throughout the system development life-cycle, the cost of those services shall be classified as nonrecurring.

(d) Overarching Considerations. Three overarching considerations should be addressed in properly classifying costs as either recurring or nonrecurring:

1. Cost-Benefit of Cost Classification. While it may be possible to identify costs at the lowest possible level as recurring or nonrecurring, it may be cost-prohibitive to do so. Cost classification should be accomplished at a level appropriate for capturing the underlying nature of the activities performed and resources consumed.

2. Current Program Practices. This consideration recognizes that work is not accomplished in a vacuum; indeed, seldom are efforts clearly delineated between recurring and nonrecurring activities. For example, the explanation of nonrecurring cost outlined in subparagraph 4.c.(4) includes both software development (ordinarily a nonrecurring activity) and software maintenance (ordinarily a recurring activity). In practice, the scope of software “maintenance” usually accomplishes routine maintenance as well as the addition of product enhancements or additional capabilities. Nonrecurring cost includes these elements, thereby recognizing the practice of combining these efforts plus the impracticality of separating these efforts out for cost classification purposes. However, the CWIPT may require the contractor to classify software maintenance costs incurred during development as recurring if it determines such costs are significant for cost estimating purposes and can reasonably be accounted for by the contractor.

3. Consistency. The third consideration recognizes that consistent treatment of costs as either recurring or nonrecurring is essential to proper cost estimating.

(e) Agreement on Cost Classification. U.S. Government and contractor stakeholders shall confer immediately before or after contract award to reach agreement on the recurring and nonrecurring cost classification for that specific contract.

(5) CBDR – DD Form 1921-3. CBDRs shall be required from contractors for all ACAT I and IA programs and pre-MDAP and pre-MAIS programs subsequent to MS A approval, on all contracts and subcontracts regardless of contract type if CSDR requirements have been included in at least one contract in the business unit.

(a) The CBDR is to be prepared by and for the business entity (e.g., plant, site, or business unit) responsible for submitting the FPRP representing the basis for FPRA negotiations with the government.

DoDM 5000.04-M-1, November 4, 2011

(b) Reports are to be submitted annually, within 60 days subsequent to the end of the contractor's fiscal year. Only one report per business unit is required regardless of the number of contracts that contain CSDR requirements.

(c) The reports must be submitted to the DCARC using the Submit-Review System.

5. SRDR REQUIREMENTS

a. General Requirements. SRD reports shall be required from software developers for all ACAT I and IA programs and pre-MDAP and pre-MAIS programs subsequent to MS A approval for any software development element with a projected software effort greater than the dollar thresholds established in Reference (c).

(1) This requirement applies to all major contracts and subcontracts, regardless of contract type, as well as internal U.S. Government documents used to authorize and fund U.S. Government software efforts.

(2) This reporting requirement also applies to individual WBS elements (or group of WBS elements) within ACAT I and IA programs that are separately managed by other U.S. Government PMs. These WBS elements retain the ACAT designation of the parent ACAT I and IA program and are subject to the same reporting thresholds and requirements as those elements directly managed by the parent ACAT I or IA PM. As noted for CCD reports, the CWIPT is primarily responsible for determining SRDR requirements based upon individual program and contract circumstances for review and approval by the OSD DDCA.

b. Level of Reporting. The program office, in coordination with the CWIPT, may choose to combine a set of smaller releases within a contract into a single release for reporting purposes. Separate software element developments within a single contract may be reported on separately or may be aggregated at the discretion of the CWIPT. Software data for subcontracts with less than the reporting threshold established in Reference (c) that are a portion of a larger software effort and are of a similar application domain shall be aggregated onto one or more reports. Software data for subcontracts with less than the Reference (c) dollar threshold that are in a distinct application domain from the prime contract shall be separately considered for reporting purposes.

c. Report Timing. Within 60 days of contract award or definitization, as appropriate, the software developer shall be required to submit an SRDR Initial Developer Report (see Reference (m) for instructions) for the entire software product, customized as agreed to by the CWIPT. The software developer also shall be required to submit an SRDR Initial Developer Report for each deliverable software release or element within 60 days of the beginning of its development. In addition, the software developer shall be required to submit an "as built" SRDR Final Developer Report (see Reference (n) for instructions), customized as agreed to by the CWIPT, within 60 days after delivery of each software release or element to the U.S. Government. Developers shall be required to submit an SRDR Final Developer Report for the entire software product upon contract completion. Every SRDR Final Developer Report submission, containing the

DoDM 5000.04-M-1, November 4, 2011

actual values for the size, effort, and schedule of a build or of an entire project, shall correspond to a previous SRDR Initial Developer Report submission, containing the estimates for that build or project.

GLOSSARYPART I. ABBREVIATIONS AND ACRONYMS

ACAT	acquisition category
AoA	analysis of alternatives
ASSIST	Acquisition Streamlining and Standardization Information System
CAC	Common Access Card
CAPE	Cost Assessment and Program Evaluation
CARD	cost analysis requirements description
CBDR	Contractor Business Data Report
CCD	contractor cost data
CCDR	contractor cost data reporting
CDRL	Contract Data Requirements List
CLIN	contract line item number
CLS	Contractor Logistics Support
cPET	CSDR Planning and Execution Tool
CSD	cost and software data
CSDR	cost and software data reporting
CWBS	contract work breakdown structure
CWIPT	Cost Working-Group Integrated Product Team
DAB	Defense Acquisition Board
DACIMS	Defense Automated Cost Information Management System
DAU	Defense Acquisition University
DCAA	Defense Contract Audit Agency
DCARC	Defense Cost and Resource Center
DCMA	Defense Contract Management Agency
DDCA	Deputy Director, Cost Assessment
DFARS	Defense Federal Acquisition Regulation Supplement
DID	Data Item Description
EAC	estimate at completion
ECA	External Certification Authority
EVM	earned value management
EVMS	earned value management system
FFRDC	Federally Funded Research and Development Center
FPR	forward pricing rate
FPRA	forward pricing rate agreement
FPRP	forward pricing rate proposal
GFE	government-furnished equipment
ICE	independent cost estimate

DoDM 5000.04-M-1, November 4, 2011

MAIS	Major Automated Information System
MDAP	Major Defense Acquisition Program
MIL-STD	military standard
MS	milestone
NDA	nondisclosure agreement
OIPT	overarching integrated product team
OUSD(AT&L)	Office of the Under Secretary of Defense for Acquisition, Technology, and Logistics
PCO	procurement contracting officer
PD&D	product design and development
PM	program manager
RDT	resource distribution table
RFP	request for proposal
SRD	software resources data
SRDR	software resources data reporting
ST&E	system test and evaluation
WBS	work breakdown structure

PART II. DEFINITIONS

Unless otherwise noted, these terms and their definitions are for the purpose of this Manual. Some definitions in this section can also be found in the Defense Acquisition University (DAU) Glossary of Defense Acquisition Acronyms and Terms (Reference (s)). However, the definitions shown here provide either for unique CSDR application or additional details to facilitate preparation and use of CSDRs.

ACAT. Definitions of ACATs IAM, IAC, IC, and ID can be found in Reference (c).

acquisition program. A directed, funded effort designed to provide a new, improved, or continuing materiel, weapon, information system, capability, or service in response to a validated operational or business need. Acquisition programs are divided into categories that are established to facilitate decentralized decision making, execution, and compliance with statutory requirements.

actual costs. The costs sustained in fact, on the basis of costs incurred, as opposed to standard or predetermined costs. Estimated actual costs may be used for actual costs that have not been recorded in the books of record, when based on verifiable records such as invoices and journal vouchers that have not yet been accrued in the books of record, to ensure all valid costs are

included. Actual costs to date include cost of direct labor, direct material, and other direct charges specifically identified to appropriate control accounts as incurred, and any overhead costs and general administrative expenses allocated to control accounts.

associate contractor. Any prime contractor whose contract with the U.S. Government requires joint participation with other prime contractors to accomplish the government requirement. Joint participation involves the potential sharing of information, data, technical knowledge, expertise, and resources. Such participation is intended to ensure the greatest degree of cooperation to meet the terms of the contract in satisfying the common requirement.

CLS. Includes all costs incurred by contractors during the sustainment phase, in support of a system, subsystem and associated support equipment. It includes products and services including maintenance and repair of items at all organizational levels, modifications, sustaining engineering and program management services, training, data and replenishment of reparable items. Under some circumstances it may also include manpower used to operate systems or subsystems.

day. Calendar day unless specified otherwise.

high-risk item. A selected product-oriented WBS element that the CWIPT designates as being of higher-than-average risk in terms of cost, schedule, or technical performance. Key considerations in designating high-risk items are the importance of the cost drivers associated with them and the needed visibility into lower-level elements for cost evaluations.

high-technical-interest item. A selected product-oriented WBS element that the CWIPT designates as having important technical consequences on a specific contract or program or on future contracts or programs (e.g., use of composites or introduction of a new production technology).

high-value item. A selected product-oriented WBS element that constitutes 10 percent or more of total contract costs or that the CWIPT designates as being an important contributor to the system's overall cost. For example, the selected element may not meet the 10 percent contract criteria, but it still may be an important element over the life of the entire program or in estimating future programs.

nonrecurring costs. Non-repetitive elements of development, investment or sustainment costs that generally do not vary with the quantity being produced or maintained, irrespective of system life cycle phase and the appropriation. Nonrecurring cost categories include product design and development (PD&D) activities, including those for modifications; system test and evaluation (ST&E) including ST&E for modifications; tooling; pre-production or pre-maintenance activities; design and development of support equipment, training, and data; and certain elements of systems engineering and program management. Examples of PD&D activities include preliminary, critical, prototype, and test article design activities and software design and maintenance, regardless of whether the purpose is to correct deficiencies or add capabilities. (The CWIPT can require the contractor to classify software maintenance costs as recurring if a determination is made that such costs are significant for cost-estimating purposes and can

reasonably be accounted for by the contractor). Examples of ST&E activities include test articles built for testing purposes only (i.e., units that are not production-representative) such as test stands, wind tunnel models, and bench and coupon test articles; structural development, static, fatigue, software, and ballistics testing; stress analysis; flight, ground, or sea testing of system properties; redesign as a result of testing; and retesting efforts. Examples of nonrecurring tooling activities include special test equipment, special tooling, procurement of initial and rate tooling, tool replacement (with the exact same tool), and tool modification (to accommodate product configuration changes). Examples of pre-production activities include production planning and production line or maintenance line set-up. Examples of nonrecurring support equipment, training, and data activities include initial equipment design and test efforts, test program sets, initial courseware development, and simulator development. Systems engineering and program management activities occur throughout the system life cycle and are supportive in nature; as such, these costs take on the characteristics of the underlying activities being performed. Examples of nonrecurring systems engineering and program management activities include system development and design, testing, planning, organizing, and monitoring activities.

RDT. A required attachment (usually Microsoft Excel-compatible) to the CSDR plan that provides key data about organizations assigned responsibility for completing specific program and CWBS elements. The program RDT components include the program WBS, prime contract numbers, contractor or subcontractor estimated values, contractor or subcontractor names and addresses, government-furnished equipment, and the requiring U.S. Government activity. The contract or subcontract RDT components include the contract WBS, prime contract numbers, contractor or subcontractor estimated values, contractor or subcontractor names and addresses, and the requiring U.S. Government activity. The RDT was formerly called the responsibility assignment matrix.

recurring costs. Repetitive elements of development, investment or sustainment costs that may vary with the quantity being produced or maintained, irrespective of system life cycle phase and appropriation. Recurring cost categories include procurement, and production and maintenance activities; acceptance testing; maintenance and support equipment, training, and data; test articles built to an operational configuration; and certain elements of systems engineering and program management. Examples of procurement and production activities include fabrication; assembly; procurement of raw materials, purchased parts and equipment, and major and minor subcontracts; integration; installation and checkout; and quality assurance (inspection efforts). Examples of recurring maintenance and support activities include product and tooling maintenance (to restore a product or tool to its original condition); production of support and training equipment, initial spares, repairable items and simulators; reproduction of maintenance or technical data; and courseware updates. Recurring test articles are only those units built to a completed operational configuration, including full-scale, fatigue, static, and avionics equipment test articles. Systems engineering and program management activities occur throughout the system life cycle and are supportive in nature; as such, these costs take on the characteristics of the underlying activities being performed. Examples of recurring systems engineering and program management activities include sustaining engineering, logistics support, planning, organizing, monitoring, and reporting activities.

reporting contractor. One whose defense contract or subcontract contains CSDR requirements.

reporting element. A defined product, task, or contract item on which data are to be collected. The primary examples are the individual elements of a WBS as defined in Reference (f). Other examples include the summary elements that apply to the total contract, such as facilities capital cost of money, and general and administrative expenses, rather than to specific WBS elements.

software. The set of computer programs and accompanying documentation developed under a given contract. Development activities include specifying software requirements, design, coding, testing, and integration. Software includes all related activities involving the internal development and documentation of code for both original programs and modifications to existing software (contractor-developed, government-furnished, or commercial). Commercial software is also included if delivered to and paid for by the U.S. Government.

subcontract. Any agreement, purchase order, or instrument other than a prime contract calling for work or for the material required for the performance of one or more prime contracts. It usually covers procurement of major components or subsystems that require the subcontractor to do extensive design, development, engineering, and testing to meet a prime contractor's procurement specifications.