

**CONTRACT DATA REQUIREMENTS LIST**

**FOR**

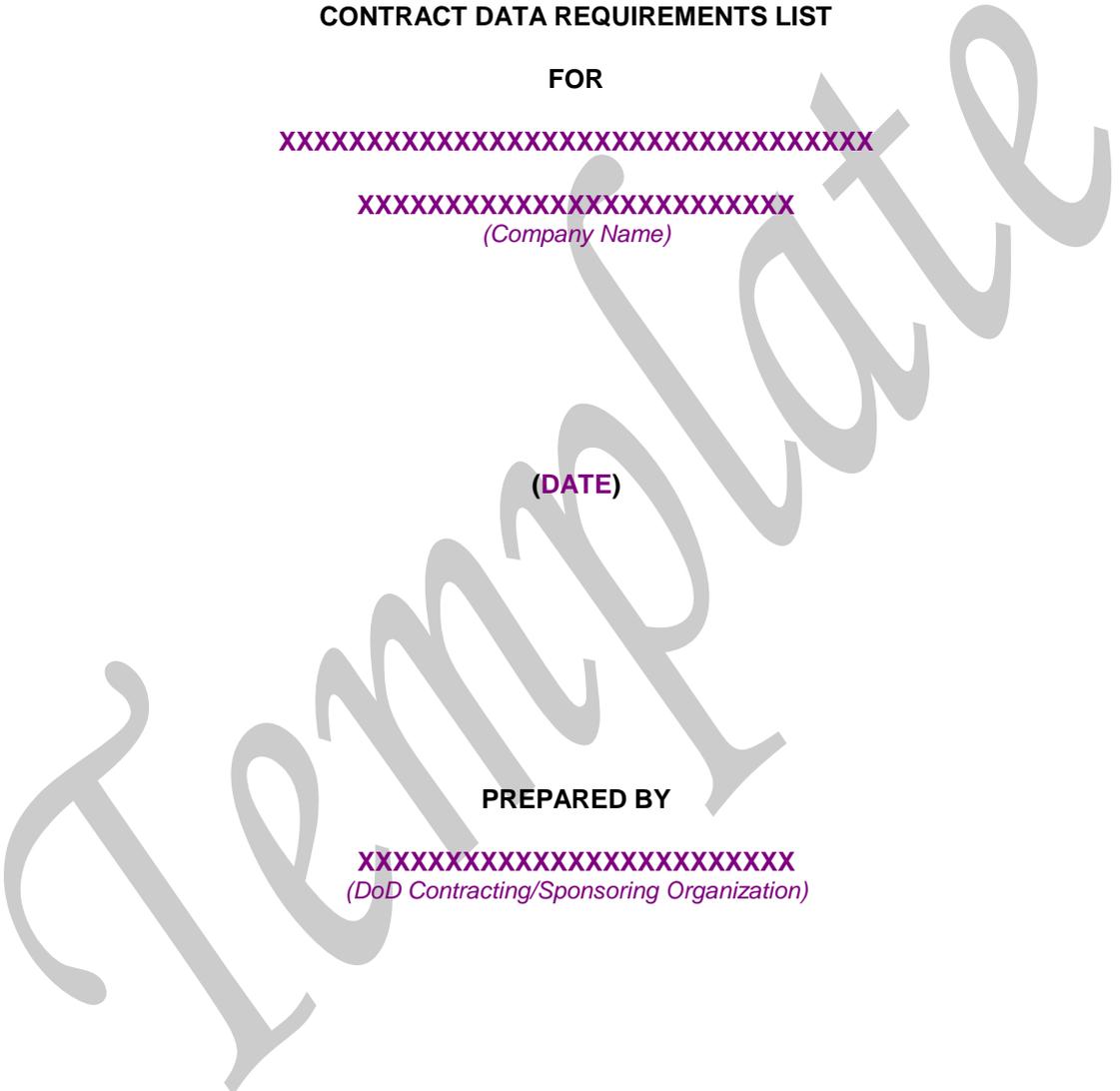
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXX  
*(Company Name)*

**(DATE)**

**PREPARED BY**

XXXXXXXXXXXXXXXXXXXXXXXXXXXX  
*(DoD Contracting/Sponsoring Organization)*



**A. INTRODUCTION**

The Contract Data Requirements List (CDRL) is prepared in a word processing format to increase the efficiency of electronic development and transmission. Block numbering and titles remain as used in the DD Form 1423 as derived from *Procedures for the Acquisition and Management of Technical Data*, DoD 5010.12-M.

**B. APPLICABLE DOCUMENTS**

DoDD 5230.24, *Distribution Statements on Technical Documents*, March 18, 1987.  
DoDD 5230.25, *Withholding of Unclassified Technical Data From Public Disclosure*, November 6, 1984

**C. AUTHORITIES (BLOCK 4)**

Data Item Descriptions (DIDs) entered in CDRL blocks 2 and 4 are selected from the Acquisition Streamlining and Standardization Information System (ASSIST) data base available at <http://assist.daps.dla.mil/>. The application of any DID tailoring is indicated by addition of the suffix "T" to the DID number entered in Block 4. Such tailoring is accomplished to relax format requirements or conform the data requirement to those requirements contained in the Statement of Work (SOW).

**D. APPROVAL (BLOCK 8)**

Selected data will require approval before their submission is considered final. The approving authority shall be the Contracting Officer's Technical Representative (COTR) as indicated by the first addressee entry of Block 14.a. The use of "N/A" in Block 8 does not forfeit or otherwise affect the Government's right to consider unacceptable any submission of data that does not comply with the contract requirements.

**E. DATA DELIVERY DUE DATES (BLOCKS 12 AND 13)**

Data will be considered delinquent when not physically arriving or electronically available at the distribution destination on the date(s) specified. Unless otherwise indicated, references to "days" are calendar days.

**F. DEFINITIONS OF ACRONYMS AND ABBREVIATIONS**

<u>Entry</u>	<u>Definition</u>
LT	Letter of transmittal
N/A	Not applicable
ASREQ	As required
OTIME	One time
DD	Destination Inspection and Acceptance

**G. ADDRESSEE LIST**

Block 14  
Entry

Address

COTR

XXXXXXXXXXXXXXXXXX  
Email: XXXXXXXXXXXX

DTIC

Defense Technical Information Center  
ATTN: DTIC-O  
8725 John J. Kingman Road  
Fort Belvoir, VA 22060-6218

**Email For Unclassified-Unlimited Documents Only:** TR@dtic.mil

**H. REQUIRING OFFICE AND BLOCK 6 ENTRY**

XXX (*Org Name/Acronym*) Applicable XXX Director (or designated focal point) to which requests for distribution of reports to other than U.S. Government agencies are to be submitted, routed through the XXX COTR or Contracting Officer.

## I. ELECTRONIC SUBMISSION

ALL UNCLASSIFIED REPORTS SHALL BE SUBMITTED TO THE CONTRACT COTR, AS WELL AS TO (*Org Name/Acronym*). THESE DELIVERABLES SHALL BE IN MICROSOFT OFFICE OR ADOBE ACROBAT FORMAT.

Contractors shall:

Standard Form (SF) 298, Report Documentation Page:

Complete a Standard Form (SF) 298, *Report Documentation Page* to accompany each report deliverable. A fill-able SF-298 is available at <http://www.dtic.mil/dtic/submit/howtosubmit/howtosubmit.html>. Information entered on the SF-298 must match the information and markings on the report cover.

Distribution Statement:

Mark the document cover and block 12a of the SF-298, *Report Documentation Page*, with the following Distribution Statement:

(Insert the applicable Distribution Statement, as directed by DoD Directive 5230.24, *Distribution Statements on Technical Documents*; see <http://www.dtic.mil/dtic/pdf/submit/523024p.pdf>.)

Distribution Statements control who is authorized to receive the report without further approval from the controlling office. For more information on Distribution Statements, see <http://www.dtic.mil/dtic/submit/guidance/distribstatement.html>.

(If it is determined that the report is subject to Export Control, insert "Critical Technology" as a reason into the distribution statement and include the following instruction.) Add the *Export Control Warning* on the document cover and append the full Notice as required by DoDD5230.25 Enclosure 5; see <http://www.dtic.mil/whs/directives/corres/html/523024.htm>.

Data Rights Legends (if applicable):

Mark the document cover with the following legend on all reports, briefs, technical documents, etc., submitted to the Government under this award:

(Insert the applicable Data Rights Legend)

The DFARS Clause 252.227-7018 specifies the precise placement and wording of the Data Rights legend: <http://www.acq.osd.mil/dpap/dars/dfars/html/current/252227.htm>.

DTIC Electronic Submission Procedures:

As specified, certain report deliverables (final reports, etc.) shall be submitted to the Defense Technical Information Center (DTIC). For the latest DTIC guidance, tab on "Submit Documents" at <http://www.dtic.mil/>. DTIC provides tutorials about Technical Report preparation at <http://www.dtic.mil/dtic/submit/guidance/tutorialsandotherguidance.html>

DTIC prefers to receive documents electronically and accepts a variety of formats: MS Word, Excel, PowerPoint, WordPerfect, ASCII Text, Rich text and PDF.

For convenience, DTIC offers the STINT-TR Electronic Document Submission System. This Web-based application includes a step-by-step guide of how to complete the Report Documentation Page (SF-298), provides the user the option of creating the SF-298 in the system or uploading an existing completed SF-298 along with the document, and securely transferring both to DTIC. Additional information and registration instructions for STINT-TR Electronic Document Submission System may be found at <http://www.dtic.mil/dtic/submit/electronic/stintredoc.html>.

DTIC also accepts technical reports on CD or DVD; mail to:

Defense Technical Information Center  
ATTN: DTIC-O  
8725 John J. Kingman Rd  
Fort Belvoir, VA 22060-6218

Documents which are **Unclassified, Unlimited/Authorized for Public Release, only**, may be emailed to: TR@dtic.mil

To access DTIC unclassified, unlimited, or even potentially limited, data:

DTIC provides valuable technical information of Defense-sponsored research, development, test and evaluation (RDT&E) efforts to assist U.S. Department of Defense (DoD) and Federal Government employees and their contractors with their on-going research.

Complete the online registration form <http://www.dtic.mil/dtic/registration/contractors/index.html> by following the Step by Step Instructions.

For additional information or assistance, contact the Information Collection Division at (703) 767-9001 / [AQ@dtic.mil](mailto:AQ@dtic.mil).