

**7 APRIL 1995**



**Contractor Data Management**

**MANAGEMENT OF CONTRACTOR DATA**

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This instruction implements AFD 60-1, *Operations and Resources Standardization*. It establishes Air Education and Training Command (AETC) responsibilities and procedures for the use of contractor data as outlined in Department of Defense (DoD) Directive 5000.1, *Defense Acquisition*; DoD Instruction 5000.2, *Defense Acquisition Management Policies and Procedures*, and its Air Force supplement; DoD Manual 5010.12-M, *Procedures for the Acquisition and Management of Technical Data*; and AFD 60-1. This instruction applies to the use of contractor data in the training environment and defines procedures for managing the acquisition of data from contractors for Air Force programs. It defines management responsibility for generating and controlling data requirements and data acquisition and distribution, which includes research, development, production, training, modification, overhaul, and operation and maintenance programs. It tells how to process data item descriptions (DID) for inclusion in DoD 5010.12-L, *Acquisition Management Systems and Data Requirements Control List* (AMSDL). This instruction applies to all AETC organizations and activities that order technical data under Air Force contracts. Send drafts of proposed training wing supplements to this instruction to HQ AETC, Directorate of Technical Training, Resources Branch (HQ AETC/TTRR) before publishing. Also, send a copy of published wing supplements to HQ AETC/TTRR.

**1. References, Acronyms and Terms.** **Attachment 1** lists references, acronyms, and terms used in this instruction.

**2. Objectives.** Objectives of this instruction are to:

- 2.1. Acquire only essential data.
- 2.2. Promote standardization of data requirements.

2.3. Ensure delivery of technical data as prescribed by MIL-STD-1840, *Automated Interchange of Technical Information*.

2.4. Ensure coordination of the management of contractor data with standardization activities as prescribed in AFPD 61-2, *Management of Scientific and Technical Information*.

2.5. Ensure tailoring of standard data requirements to meet program needs as prescribed by MIL-HDBK-248, *Acquisition Streamlining*.

2.6. Promote use of contractor's internal data, in contractor format, when it will satisfy the requirement.

2.7. Ensure procedures are established for reviewing, tracking, and approving data and ensuring data managers (DM) work closely with data requirers, program, and contract personnel to implement the established procedures.

**3. Applicable Data.** This instruction applies to technical data ordered under Air Force contracts. It does not apply to:

3.1. Any contract or order less than \$100,000.

3.2. Any research or exploratory development contract when reports are the only deliverable items.

3.3. Any service contract when the contracting officer, with the advice of the base DM and program manager (PM), determines that the use of DD Form 1423, **Contract Data Requirements List**, is impractical.

3.4. Any contract under which construction and architectural drawings and specifications are the only deliverable items.

3.5. Any contract for commercial items when the only deliverable data is such an item or would be packaged or furnished with such items according to customary trade practices.

3.6. Any contract for items containing potentially dangerous material requiring controls to ensure adequate safety when the only deliverable data is the Materials Safety Data Sheet (MSDS) required by the clause at Federal Acquisition Regulation (FAR) 52.223-3.

#### **4. Responsibilities:**

4.1. HQ AETC Director of Technical Training (HQ AETC/TT) will designate a command data management officer (CDMO) to implement contract data management policies and procedures.

4.2. The AETC CDMO (HQ AETC/TTRR) will:

4.2.1. Support joint DoD and Air Force training programs by participating on joint working groups in developing and updating performance standards and specifications associated with training.

4.2.2. Coordinate development and use of new data management techniques to foster continual process improvement.

4.2.3. Represent AETC in Government and industry working groups relating to data management.

4.2.4. Develop and maintain the command data management policy and procedures.

- 4.2.5. Serve as the command focal point for all data calls submitted to AETC, regardless of origin.
  - 4.2.6. Approve AETC data requirements.
  - 4.2.7. Attend the Air Force Data Managers Policy Committee.
  - 4.2.8. Continuously review new and revised policy, manuals, specifications, standards, and other documents related to data acquisition.
  - 4.2.9. Approve proposed DIDs before submission to the DoD. Consolidate a list of one-time DID numbers assigned, with titles, during the previous fiscal year by AETC. Furnish the consolidated list to the Air Force Data Management Officer (DMO) by 15 November.
  - 4.2.10. Ensure proper preparation of DD Form 1664, **Data Item Description**.
  - 4.2.11. Work with the data management focal points within their functional areas.
- 4.3. Numbered Air Forces (NAF):
- 4.3.1. Establish a data management focal point within functional areas as necessary. Inform HQ AETC/TTRR of the name and functional address symbol of the focal point; update as changes occur.
  - 4.3.2. Coordinate with the wing DMOs to ensure data requirements are met.
- 4.4. Training wings:
- 4.4.1. Designate a DMO whose primary duty is to ensure proper implementation of contractor data management policies and procedures. Inform HQ AETC/TTRR of the name of the DMO and functional address symbol; update as changes occur.
  - 4.4.2. Designate a DM within each organization who has a need for contractor-prepared data.
  - 4.4.3. Establish data management focal points within functional activities that do not require a DM.
  - 4.4.4. Participate in and support data management training programs.
- 4.5. Wing DMOs:
- 4.5.1. Establish local wing procedures to support the AETC Data Management Program. Serve as the focal point to resolve local data management problems.
  - 4.5.2. Establish and justify a Contract Data Requirements List (CDRL) in response to a data call, to include completing DD Form 1423, AF Form 585, **Contractor Data Requirement Substantiation**, and a data matrix, to include addressees for each data recipient within AETC. Prepare DD Form 1423 according to the instructions on back of the form (see sample at [Attachment 2](#)). Prepare AF Form 585 according to [Attachment 3](#) and [Attachment 4](#).
  - 4.5.3. Participate in Government and industry working groups related to data management.
  - 4.5.4. Establish procedures and centralized control for determining requirements and acquisition of contractor prepared data.
  - 4.5.5. Submit, to HQ AETC Requirements (HQ AETC/XOR), data requirements for acquisition or modification of any system being managed by HQ AETC/XOR.

- 4.5.6. Review, coordinate, and forward new or revised type I and type II DIDs, with the completed AETC Form 486, **Certification Checklist for Data Item Description (DID)** approval, (**Attachment 5**).
  - 4.5.7. Attend Data Requirement Review Boards (DRRB), as required, to ensure proper implementation of policy and procedures. If the acquisition agency fails to support AETC data requirements, the AETC representative will notify HQ AETC/TTRR and participating wings.
  - 4.5.8. Participate in and support training.
  - 4.5.9. Provide orientation, guidance, and assistance to DMs and other personnel acquiring and managing data.
  - 4.5.10. Provide technical guidance on data management and recommend resource allocation to program managers.
  - 4.5.11. Set up local procedures for data tracking, review, and approval.
  - 4.5.12. Challenge each data item requested to ensure compliance with the DoD "minimum essential data" policy.
  - 4.5.13. Consolidate the AETC data call response for a system or equipment program when designated as the prime wing for that program. Send approved requirements to the acquisition agency with one copy to HQ AETC/TTRR and participating wings. In the submittal, request a copy of the DRRB meeting minutes be sent to HQ AETC/TTRR and AETC offices requesting data.
  - 4.5.14. Maintain a copy of the AMSDL and training DIDs related to the wing's mission.
- 4.6. DMs will:
- 4.6.1. Assist program office personnel to incorporate data management into their program management planning.
  - 4.6.2. Participate in acquisition strategy planning meetings and working groups.
  - 4.6.3. Present and explain the data management process to all request for proposal (RFP) team members, preferably at the kickoff meeting.
  - 4.6.4. At the direction of the PM, issue a data call to enable a reasonable response from data requirers. Send data calls to the functional managers in program management, logistics, engineering, provisioning, contracting, training, maintenance, operations, supply, NAFs, and other functions, as applicable. Allow participants sufficient time to submit their requirements. A minimum of 30 days is recommended. An AF Form 585 (**Attachment 4**) may be used when issuing a data call. This form is not mandatory.
  - 4.6.5. Assist functional managers in selecting and tailoring DIDs from the AMSDL.
  - 4.6.6. Review new or revised DIDs and forward them to the DMO with a completed certification checklist (AETC Form 486). (See **Attachment 5**.)
  - 4.6.7. Consolidate and integrate data requirements for DRRB or equivalent review.
  - 4.6.8. Coordinate with the PM to schedule and convene an ad hoc DRRB for all Air Force program contracts having a potential cost of \$5,000,000 or more that will acquire data from contractors. The board should be convened before solicitation and at other times dictated by the PM or designee. The DRRB is usually chaired by the PM or designee. The DRRB should include func-

tional representatives from each office having data requirements. Final decision authority rests with the PM. A flowchart presented in **Figure 1.** illustrates the data call process.

4.6.9. Review acquisition packages for compliance with standards, such as continuous acquisition and life cycle support (CALS) and policy.

4.6.10. Ensure statement of work (SOW) paragraphs are cross-referenced to the appropriate CDRL item by entering the DID number or CDRL sequence number at the end of applicable SOW paragraphs.

4.6.11. Finalize data packages.

4.6.12. Prepare required revisions to CDRLs after contract award.

4.6.13. Ensure distribution statement requirements are identified on applicable CDRLS.

4.6.14. Ensure records of data submittals and approvals are maintained.

Figure 1. Data Call Process.

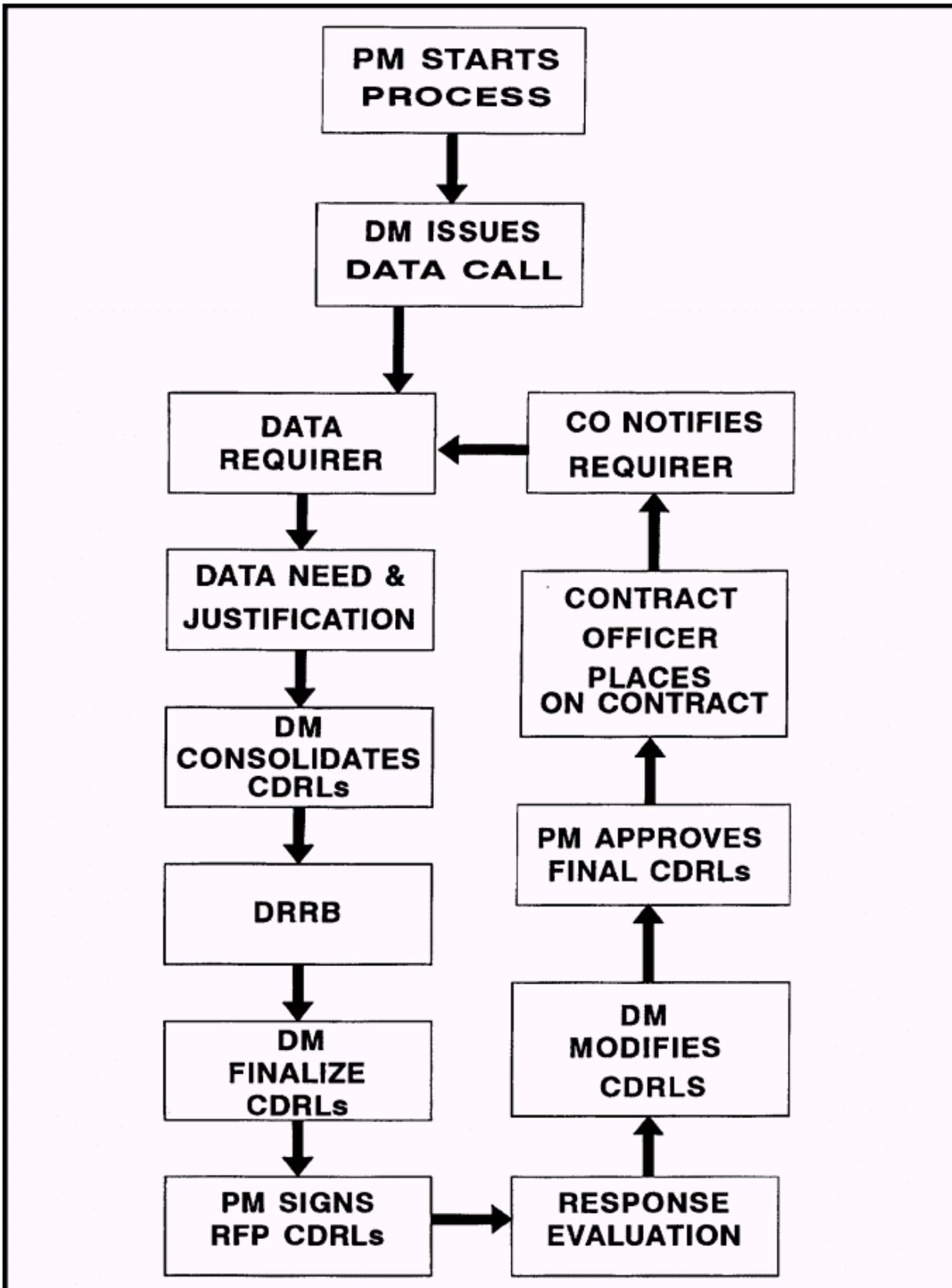
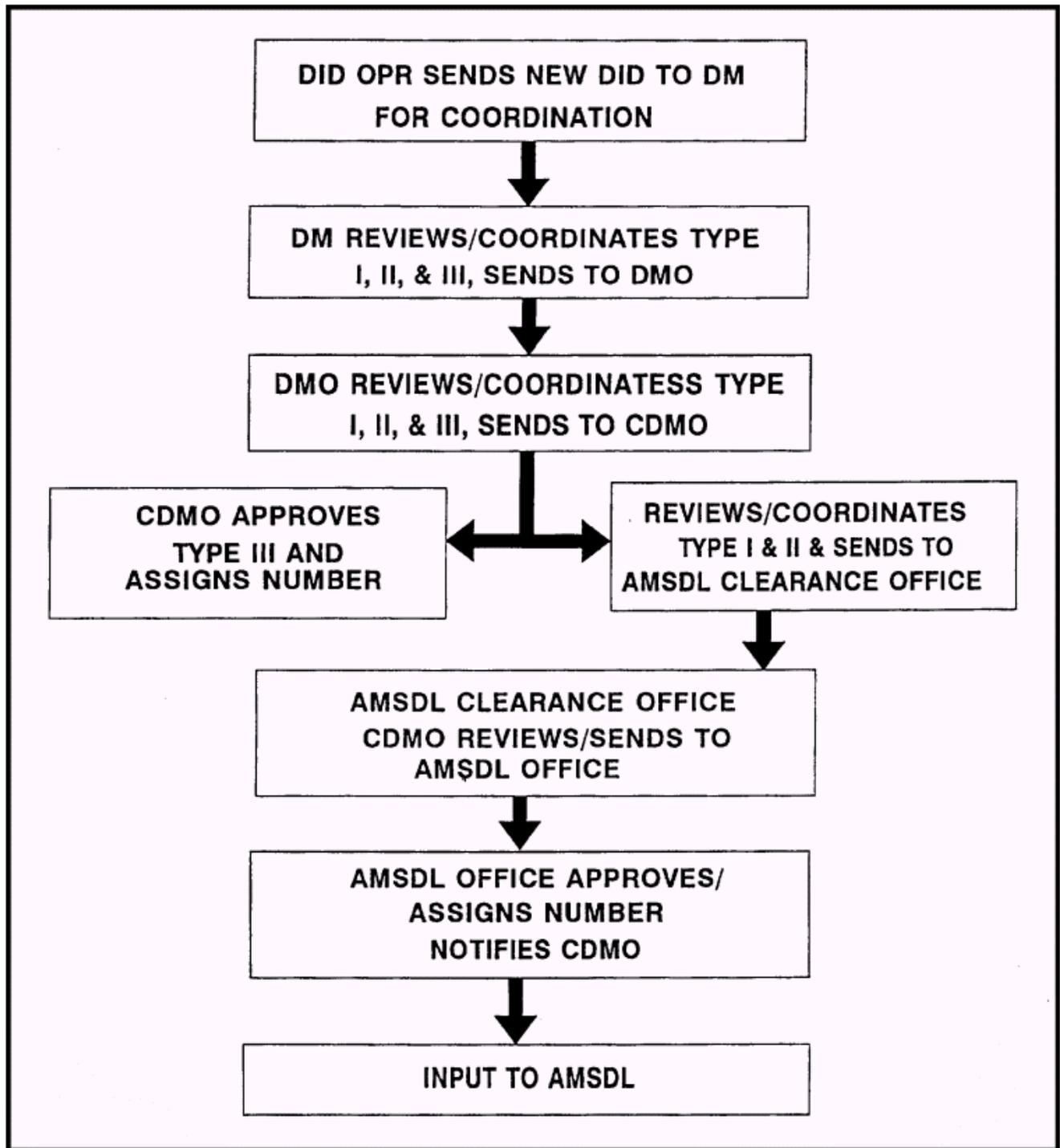


Figure 2. DID Review and Approval.



4.6.15. Investigate cases of unacceptable or late delivery of data. Work with the contracting officer and contracting officer's technical representative to resolve such problems.

4.6.16. Review advance change study notices (ACSN), engineering change proposals (ECP) and contract change proposals (CCP) for impact on data requirements. Coordinate changes with functional managers and assist them in amending CDRLs to reflect the changes.

4.7. Data requirers will:

4.7.1. Justify each data requirement. Either complete an AF Form 585, **Contractor Data Requirements Substantiation**, or an approved automated version. See **Attachment 3** for instructions on how to complete AF Form 585.

4.7.2. Use only DIDs listed in the AMSDL. For unique data requirements not contained in the AMSDL, prepare a DID in accordance with DoD-STD-963, *Preparation of Data Item Descriptions* and a certification checklist. Contact the DM for assistance if required. Forward the DID package to the DM for review. A flowchart presented in **Figure 2**. illustrates the approval process for new and revised DIDs.

4.7.3. Tailor DIDs, their source documents, and TMCR-86-01, *Air Force Technical Manual Contract Requirements*, if applicable, to specify only essential requirements.

4.7.4. Make maximum use of contractor format and commercial technical manuals to reduce the cost of data.

4.7.5. Specify delivery of data in digital form, complying with DoDI 5000.2. For technical manuals, specify delivery of data in digital form complying with AAFP 21-3, *Technical Orders*.

4.7.6. Ensure that all deliverable data is prescribed in a CDRL and that the applicable SOW paragraphs generate the required data.

4.7.7. Participate in data reviews.

4.7.8. Submit program changes and updated CDRLs with justifications to the DM, as necessary.

4.7.9. Initiate prompt followup action, coordinated with the DM, on delinquent or unacceptable data delivery.

4.7.10. Determine applicable distribution statements and export control warning notices in accordance with MIL-STD-1806, *Marking Technical Data Prepared by or for the Department of Defense* and through discussions with contractors, Scientific and Technical Information (STINFO) Program officers, public affairs, and contract personnel.

4.7.11. Participate in the RFP team kickoff meeting.

**5. Form Prescribed.** AETC Form 486.

JOSEPH H. WEHRLE, JR., Colonel, USAF  
Director of Technical Training

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 21-3, *Technical Orders*

AFPD 60-1, *Operations and Resources Standardization*

AFPD 61-2, *Management of Scientific and Technical Information*

DoDD 5000.1, *Defense Acquisition*

DoDI 5000.2, *Defense Acquisition Management Policies and Procedures*, and its AF Sup

DoD 5010.12-L, *Acquisition Management Systems and Data Requirements Control List*

DoD 5010.12-M, *Procedures for the Acquisition and Management of Technical Data*

DoD-STD-963, *Preparation of Data Item Descriptions*

MIL-STD-1840, *Automated Interchange of Technical Information*

MIL-STD-1806, *Marking Technical Data Prepared by or for the Department of Defense*

MIL-HDBK-248, *Acquisition Streamlining*

TMCR-86-01, *Air Force Technical Manual Contract Requirements*

***Abbreviations and Acronyms***

**ACSN**—Advance Change Study Notice

**AETC**—Air Education and Training Command

**AFMC**—Air Force Materiel Command

**AMSDL**—Acquisition Management Systems and Data Requirements Control List

**CALS**—Continuous Acquisition and Life Cycle Support

**CCP**—Contract Change Proposal

**CDMO**—Command Data Management Officer

**CDRL**—Contract Data Requirements List

**CO**—Contracting Officer

**DID**—Data Item Description

**DM**—Data Manager

**DMO**—Data Management Officer

**DoD**—Department of Defense

**DRRB**—Data Requirements Review Board

**DSN**—Defense Switched Network

**ECP**—Engineering Change Proposal

**FAR**—Federal Acquisition Regulation

**JCALs**—Joint Computer-aided Acquisition and Logistic Support

**MSDS**—Materials Safety Data Sheet

**NAF**—Numbered Air Force

**OPR**—Office of Primary Responsibility

**PM**—Program Manager

**RFP**—Request For Proposal

**RFPP**—Request for Proposal Package

**SOW**—Statement of Work

**SPO**—System Program Office

**STINFO**—Scientific and Technical Information Office

**TMCR**—Technical Manual Contract Requirement

### *Terms*

**Acquisition Management Systems and Data Requirements Control List (AMSDL)(DoD 5010.12-L)**—A centrally managed DoD list of Office of Management and Budget-cleared DIDs which may be applied in defense contracts. All data requirements must be selected from the AMSDL with the exception of one-time, unique applications approved by the data management officer (DMO). The AMSDL consists of five parts. Part I lists source documents/DIDs by data functional area assignment. Part II lists DIDs in numerical order. Part III provides a key-word index of DIDs. Part IV lists canceled or superseded DIDs. Part V contains a listing of documents approved for use by the strategic systems project office. Therefore, these documents are not available to the general public. The AMSDL also includes points of contact for ordering DIDs and copies of the AMSDL.

**Command Data Management Officer (CDMO)**—The major command-level individual designated to develop and implement appropriate instructions and ensure proper supervision and compliance with DoD data management policy and procedures.

**Continuous Acquisition and Life Cycle Support (CALs)**—An integrated environment created by applying the best commercial standards and practices for the functional management and exchange of business and technical information between DoD and its industrial supply base.

**Contract Data Requirements List (CDRL)(DD Form 1423, 1423-1, 1423-2)**—A list of deliverable data requirements authorized for a specific acquisition and made a part of the contract. The list is prepared on the specified forms or on approved automated versions of the forms.

**Contracting Officer**—The individual vested with the authority to enter into, administer, or terminate contracts and make related determinations and findings. A contracting officer may bind the Government only to the extent of the authority delegated to him or her.

**Data**—Recorded information, regardless of form or method of the recording.

**Data Call**—The formal procedure used by the data manager (DM) to define data requirements for a given

program from appropriate data requires.

**Data Item Description (DID) (DD Form 1664)**—A document that defines the data required of a contractor. The DID defines the purpose, intended use, data content, general format, and preparation instructions. Block 10 is the contractually binding portion of the DID. There are three types of data items:

- Type I DID. Describes data preparation instructions applicable to data requirements associated with a specification or standard. Type I DIDs must be approved by the CDMO and the AMSDL clearance office. Type I DIDs must also be coordinated with the office of primary responsibility (OPR) of the specification or standard.
- Type II DID. Describes data preparation instructions applicable to data requirements generated by the tasking contained in a statement of work (SOW). Type II DIDs must also be approved by the CDMO and AMSDL clearance office.
- Type III DID. Prepared for one-time use in a single acquisition with unique data requirements. Type III DIDs associated with a standard must be coordinated with appropriate OPRs. Type III DIDs, called one-time DIDs, must be approved and assigned a number by the CDMO. One-time DIDs may be used on follow-on contracts for acquisition of additional quantities of the original item. A type III DID is approved for use on only the contract for which it was developed. It is valid for the life of the contract.

**Data Management**—The process of applying policies, systems, and procedures for identification and control of data requirements, for the timely and economical acquisition of data, for ensuring adequacy of data for intended use, for distribution or communication of data to the point of use, and for use analysis.

**Data Management Focal Point**—The functional representative responsible for responding to data calls or representing the interests of data requirers.

**Data Management Officer (DMO)**—The individual designated at the wing level to implement policies and procedures, develop local procedures, and ensure proper compliance.

**Data Manager (DM)**—The individual designated to manage the data acquisition from contractors for a given acquisition program.

**Data Requirements Review Board (DRRB)**—A board established to review and recommend data requirements for a specific program. The board is comprised of the PM or designee and representatives from functional areas with data requirements. The board reviews all data requirements and associated tasks to ensure only essential data items are acquired at the proper time.

**Overage**—A data acquisition document that has exceeded the recommended lifespan for the type of document. As used in this instruction, any DID over 10 years old is considered overage and is subject to arbitrary cancellation by the AMSDL clearance office.

**Program Manager (PM)**—A military or civilian official who is responsible for managing a program. For the purposes of this instruction, the term is synonymous with system program director, product group manager, and material group manager.

**Scientific and Technical Information Office (STINFO)**—Information related to research, development, engineering, testing, evaluation, production, operation, and use and maintenance of military products, services, and equipment for military systems. This includes all production, engineering, and logistics information. STINFO is also a process designed to achieve timely and effective exchange of information.

**Source Document**—A standard or SOW tasking the contractor to perform work and establishing a data requirement which requires a DID to define the preparation requirements for data content and format.

**Statement of Work (SOW)**—The part of the contract that describes the tasks the contractor must perform. Tasks imposed by the SOW generate deliverable data (e.g., study, analyze, design, test, plan for, determine, but not "prepare" or "submit"). The SOW will not address preparation or delivery of data. Special attention must be given to the relationship between the SOW and CDRL to avoid duplicating a requirement or giving conflicting direction, which in turn may cause duplicate pricing or delivery by the contractor.

**Tailoring**—The deletion of requirements (or selection of applicable sentences, paragraphs, or sections) from block 10 of an approved DID to meet the needs of a specific contract.

**Technical Data**—Recorded information, regardless of the form or method of recording, of a scientific or technical nature, including computer software documentation. The term doesn't include computer software or data incidental to contract administration, such as financial or management information.



**Attachment 3****AF FORM 585, CONTRACT****DATA REQUIREMENTS SUBSTANTIATION**

**Section I. Identification.** If known, enter the contract number or purchase number. Otherwise, enter a reference to the data call notification. Include the nomenclature of the system or item being acquired.

**SECTION II, DD Form 1423 Entries.** Enter the appropriate information in items 1 through 16. If you are using a one-time DID, attach a copy of the DID to this form. Specific instructions for items 1 through 16 are described in DoD 5010.12-M, Contractor Data Management Procedures (see the section on DD Form 1423 preparation). The back of the printed DD Form 1423 also provides preparation instructions.

**Section III. Justification/Tailoring/Disposition.** Substantiate the requirements, indicate if any major cost-saving measures were used, and provide identification of the requester. Record the DRRB disposition of the request for the record. Specific instructions for items 17 through 20 are as follows:

17. JUSTIFICATION. Provide full justification for the data requirement including:

- Identity of directives, management concepts, functional disciplines, etc., which require the data.
- Description of how the data will be used.
- Identification of offices that will use the data.
- Explanation of why an office needs more than one copy, if applicable.
- Description of impacts if the data request is disapproved.
- If a one-time DID is attached, a list of standard DIDs considered and explanation of why they cannot be used.
- If additional space is needed, a separate, 8 1/2- by 11-inch sheet of white paper.

18. CHECK APPLICABLE BOXES. Check appropriate boxes to indicate cost-saving techniques used in the request. Contractor format saves considerable expense. Data requests that do not require a specific format should use contractor format. Each requirement in a data request costs money. Delete requirements in a DID that are not needed. When tailoring, be sure tailoring information is clearly presented in item 16. With the data request, advise the data manager to what degree delivery of data, or portions thereof, can be deferred.

19. REQUIRER IDENTIFICATION. Self-explanatory.

20. DRRB DISPOSITION. This section is completed by the person acting as the secretariat for the DRRB or equivalent approval process, then signed and dated by the program manager (PM) or designee. Return a copy to the requirer. If not approved, enter the reason in "REMARKS." If additional space is required, use a plain 8 1/2- by 11-inch sheet of white paper.

Attachment 4

SAMPLE AF FORM 585

CONTRACT DATA REQUIREMENTS SUBSTANTIATION									
<b>I. IDENTIFICATION</b>									
CONTRACT/PR NUMBER F33657-83-C-0264					SYSTEM/ITEM CT II AIRFRAME DEPOT PHASE II				
<b>II. DD FORM 1423 ENTRIES</b>									
1. DATA ITEM NO. A001		2. TITLE OF DATA ITEM Trainee and Training Course Completion Report				3. SUBTITLE			
4. AUTHORITY (DATA ACQUISITION DOC NO.) DI-ILSS-81104			5. CONTRACT REFERENCE SOW Para 3.8.2			6. REQUIRING OFFICE 373 TRS/FTH			
7. DD 250 REQ LT		9. DIST STATEMENT REQUIRED N/A	10. FREQ BLK16	12. DATE OF FIRST SUB BLK 16		14. DISTRIBUTION			
8. APP CODE		11. AOD BLK 16	13. DATE OF SUBSEQ SUB BLK 16		a. ADDRESSEE		b. COPIES		
16. REMARKS Blk 4: Contractor format is acceptable. Delete paragraphs 10.2; 10.3.d; 10.3.2.d; 10.3.2.e; 10.3.2.1.b; 10.3.2.1.c; 10.3.2.2.f; 10.3.2.3.c; 10.3.2.3.d; 10.3.2.4; 10.3.2.4.1; 10.3.2.4.2; 10.3.2.4.3; 10.3.2.4.4; 10.3.2.4.5; 10.3.2.4.6; 10.3.2.4.7; 10.3.2.5; and 10.3.4.  Paragraph 10.3.5: AF Form 1256 shall be provided to each student upon completion of course.  Blks 10-13, 14: Two (2) copies of tailored paragraphs 10.3.2; 10.3.2.1; 10.3.2.2; 10.3.2.3; 10.3.2.6; and 10.3.2.7; and one (1) copy of remaining paragraphs shall be forwarded within ten (10) work days after completion of each course.					373 TRS/FTH		Draft	Final	Repro
					15. TOTAL --->			2	
<b>III. JUSTIFICATION/TAILORING/DISPOSITION</b>									
17. JUSTIFICATION: STATE HOW THE DATA WILL BE USED, WHO WILL USE IT AND IMPACT IF NOT OBTAINED. Air Education and Training Command (AETC) training managers require this item to certify training for each student, approve funds for payment, and establish a tracking system for each student's attendance. Without this data, erroneous payments for training may be made to the contractor, and a student may receive the same training more than once.					18. CHECK APPLICABLE BOX(ES)		YES	NO	
					CONTRACTOR FORMAT ACCEPTABLE		X		
					DID REQUIREMENTS TAILORED		X		
					DELIVERY CAN BE DEFERRED			X	
					19. REQUESTOR IDENTIFICATION				
					NAME: SANDRA J. HALTER				
					ORG: 82 TRSS/TTOR				
					PHONE: (817)676-5214 DSN: 736-5214				
					DATE: 11/07/94				
					20. DATA REQ'T REVIEW BOARD DISPOSITION				
- APPROVED - DISAPPROVED - OTHER									
REMARKS:									
DATE		SIGNATURE							

Attachment 5

SAMPLE AETC FORM 486

CERTIFICATION CHECKLIST FOR DATA ITEM DESCRIPTION (DID) APPROVAL			
DID TITLE Training System Summary Report			
ITEM	YES	NO	N/A
1. Has a review of the AMSDL been performed to make sure an existing data item description can't satisfy your data requirement?	X		
2. Has a review of the AMSDL identified any DIDs that could be revised to add your requirement?		X	
a. If yes, is the OPR willing to revise the DID?			
b. If no, explain the reason.			
3. What is the impact on the mission if this data is not acquired? <i>(Be specific)</i> The lack of this standardized document will result in proliferation of service -unique, organizational-unique and corporation unique guidance documents on instructional products. This will result in duplication of effort and of similar products in response to similar training requirements, driving up cost and reducing the ability of different services to share and use training courses. More importantly, there will be no consistent baseline for what is required, leading to the training products being inconsistent. The end effect is that personnel may not be adequately trained in support of mission requirements, resulting in failure to accomplish the required mission.			
4. Is contractor format acceptable <i>(data content is specified, but format is determined by contractor)?</i>  If no, justify the need for a certain format (or form).	X		
5. Has a block-by-block review been made of DD Form 1664, Data Item Description, using the instructions for preparation of DIDs specified in DoD-STD-963? Block 10 is particularly important since it instructs the contractor. Remember not to task the contractor - data content and format should only be described.	X		
6. Identify MAJCOMs/activities/services that participated in the review of this requirement. If any participant non-concurs, provide the reason for non-concurrence. HQ AETC/TT, CONCUR HQ AETC/XO, CONCUR HQ AETC/LG, CONCUR			
7. Does this DID cover only a single data product?	X		
8. Does this DID comply with the following Acquisition Reform guidelines?			
a. No source documents other than Statement of Work (SOW) tasking in the contract unless the source document has a class waiver or is a Non-Government Standardization (NGS) document.	X		
b. No reference documents except for guidance.	X		
c. No imposition of methods on contractors regarding management, design, manufacture, quality assurance, test/ inspection, or how to do a task. The only exception is when a method is driven by law.	X		
d. No excessive oversight into contractor methods or activities. (The government defines performance requirements. The government does not care how the contractor meets the requirement - only that the requirement is met.)	X		

SAMPLE AETC FORM 486 (REVERSE)

Certification Checklist for DID Approval (Continued)			
ITEM	YES	NO	N/A
9. Identify DID type. (Check one)			
<input type="checkbox"/> Type I (A DID where tasking is contained in a NGS standard or specification or the military standard or specification has a class waiver (nuclear weapons/reactors)			
<input type="checkbox"/> Type II DID (A DID where tasking is imposed by a SOW)			
What category is the Type I or II DID			
<input type="checkbox"/> Category A - The information was already being collected, but had not been submitted for clearance.			
<input type="checkbox"/> Category B - The information had been collected previously, but the previous DID is being revised or has been cancelled.			
<input type="checkbox"/> Category C - The information had not been collected previously; it is a new requirement.			
<input checked="" type="checkbox"/> Type III (A DID approved for one-time use on a single acquisition). If the DID will be used more than once, a Type I or II DID must be prepared and submitted concurrently.			
10. Has a copy of the standard or specification (Type I) or SOW tasking paragraph (Type II) been included with the DID?	X		
11. Does the Type III DID include the limitation statement in block 7 and the solicitation number in block 8 on DD Form 1664?	X		
12. If the DID cites use of a form:			
a. Is a copy of the form included with the DID			
b. Has the form been cleared by the appropriate DoD or Service Forms Control Office to assure they are assigned the appropriate Office of Management and Budget (OMB) control number and contain the Agency Disclosure Notice (ADN)?			
c. Is a form approval clearance being submitted with the DID?		X	
13. Does the DID supersede the DIDs of another MAJCOM/Agency/Service? If yes, submit documentation providing proof of coordination and reflecting disposition of the superseded DID(s).		X	
14. Does this DID interrelate with any existing or new DID(s)? If Yes, list the numbers of existing DIDs or the titles of the new DIDs.		X	
15. Does the DID describe a technical report? If yes, place an "X" in block 6a of DD Form 1664 to reflect DTIC required.	X		
If 15 is yes, place the following address in block 7 of DD Form 1664:			
Administrator Defense Technical Information Center ATTN: DTIC-FDAC Bldg 5, Cameron Station Alexandria, VA 22304-6145			
16. Is the data applicable to the Government Industry Data Exchange Program (GIDEP)? If yes, place an "X" in block 6b of DD Form 1664 to reflect GIDEP applicable.		X	
If 16 is yes, place the following address in block 7 of DD Form 1664:			
Program Director GIDEP Operations Center Corona, CA 91720-5000			
SIGNATURE OF DID ORIGINATOR <i>Jerry W. Melton</i>	ORGANIZATION HQ AETC/TTRS 244 F St E Ste 2	TELEPHONE NO 7-2784	
SIGNATURE OF DATA MANAGEMENT OFFICER OR DM FOCAL POINT <i>Wayne L. Smith</i>	ORGANIZATION HQ AETC/TTRR 244 F St E Ste 2	TELEPHONE NO 7-3737	