APPENDIX F

CONTRACT DATA REQUIREMENTS

FAA Academy Air Traffic Instructional Support Services

Prepared by AMA-500 Staff
February 1, 2007

CONTRACT DATA REQUIREMENTS LIST (CDRL)

A. Contract line Item No.	B. Exhibit	C. Category *(Check appropriate one)* TDP ☐ TM ☐ Other [X]
D. System/Item	E. Contract/PR No.	F. Contractor

1. Data Item No.	2. Title of Data Item	3. Subtitle
A001.	Contractor Employment Status	
4. Authority	5. Contact Reference	6. Requiring Office
	DTFAAC-07-D-	AMC-700

7. DD 250 Req'd	8. APPROVAL Code	9. Distribution Statement Required	10. Frequency	11. As of Date (AOD)
no	A	NA	ASREQ	

12. Date of First Submission	13. Date of Subsequent Submission
See Blk 14.	ASREQ

14. REMARKS:

The Contractor shall submit on/or before the fifth day of each month, any employment changes made during the reporting period. Such changes include: terminations (include name, SSN, and termination date), new hires (name, SSN, and hire date), and name changes. (Omit the SSN from CO and COR copies) The list should be in alphabetical order with the name of the Contractor and contract number. Copies will be distributed to the COR, CO, and AMC-700.

15. Distribution

a. Addressee	b. Draft Copies	c. Final Copies Reg.	Repro
AMC-700		1	
AMA-500-COR		1	
AMQ-300-CO		1	
16. Total			

G. Prepared By:	H. Date	I. Approved By	J. Date

17. Price Group	18. Estimated Total Price
NA	NA

CONTRACT EMPLOYEE PERSONNEL STATUS REPORT
REPORT BEGINNING DATE:
REPORT ENDING DATE:

CONTRACT NO. DTFAAC-07-D-
Contractor

Empl. No.	Last Name	First Name	MI	Task/ Subtask	Routing Symbol	Shift	Building	Room	Phone	ID #	Parking Decal #	Key #	Hiring or Termina-tion Date
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
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CONTRACT DATA REQUIREMENTS LIST (CDRL)

A. Contract line Item No.	B. Exhibit	C. Category *(Check appropriate one)* TDP ☐ TM ☐ Other [X]
D. System/Item	E. Contract/PR No.	F. Contractor

1. Data Item No.	2. Title of Data Item	3. Subtitle
A002.	AC Form 3370-2, Contract Employee Clearance Record	
4. Authority	5. Contact Reference	6. Requiring Office
	DTFAAC-07-D-	AMC-700

7. DD 250 Req'd	8. APPROVAL Code	9. Distribution Statement Required	10. Frequency	11. As of Date (AOD)
no	A	NA	ASREQ	

12. Date of First Submission	13. Date of Subsequent Submission
ASREQ	ASREQ

14. REMARKS:

Contractor shall ensure an AC Form 3370-2 is prepared for each terminating contract employee. Final clearance will be accomplished by close of business the final workday of the contract employee or the next day under special conditions. Copies of AC Form 3370-2 will be distributed to the COR, CO, and AMC-700 after completion.

15. Distribution

a. Addressee	b. Draft Copies	c. Final Copies Reg.	Repro
AMC-700		1	
AMA-500-COR		1	
AMQ-300-CO		1	
16. Total			

G. Prepared By:	H. Date	I. Approved By	J. Date

17. Price Group	
NA	NA

CONTRACT DATA REQUIREMENTS LIST (CDRL)

A. Contract line Item No.	B. Exhibit	C. Category *(Check appropriate one)* TDP ☐ TM ☐ Other [X]
D. System/Item	E. Contract/PR No.	F. Contractor

1. Data Item No.	2. Title of Data Item	3. Subtitle
A003.	Productive Hours Report	
4. Authority	**5. Contact Reference**	**6. Requiring Office**
	DTFAAC-07-D--	AMA-500

7. DD 250 Req'd	8. APPROVAL Code	9. Distribution Statement Required	10. Frequency	11. As of Date (AOD)
no	A	NA	Monthly	

12. Date of First Submission	See Blk 14	13. Date of Subsequent Submission	ASREQ

14. REMARKS:

Within 5 business days of the end of each month, the Contractor shall provide one electronic narrative Excel spreadsheet, transmitted via e-mail to the COR and to AMA-500's designated budget contact point, reflecting the total number of productive hours provided for the preceding month.

Block 12: Within 5 business days of the end of first month of the contract

The Contractor shall provide one hard copy via regular mail to the CO at:

Contract Management Team, AMQ-340
PO Box 25082
Oklahoma City, OK 73125

15. Distribution

a. Addressee	b. Draft Copies	c. Final Copies Reg.	Repro
AMA-500		1	
AMA-100		1	
AMQ-300		1	
16. Total			

G. Prepared By:	H. Date	I. Approved By	J. Date

17. Price Group	18. Estimated Total Price

CONTRACT DATA REQUIREMENTS LIST (CDRL)

A. Contract line Item No.	B. Exhibit ✓	C. Category *(Check appropriate one)* TDP ☐ TM ☐ Other [X]
D. System/Item	E. Contract/PR No.	F. Contractor

1. Data Item No.	2. Title of Data Item	3. Subtitle
A004.	Personnel Status Report	
4. Authority	**5. Contact Reference**	**6. Requiring Office**
	DTFAAC-07-D-	AMC-700

7. DD 250 Req'd	8. APPROVAL Code	9. Distribution Statement Required	10. Frequency	11. As of Date (AOD)
no	A		QRTLY	See Block 14

12. Date of First Submission	13. Date of Subsequent Submission
See Block 14	ASREQ

14. REMARKS:

Within 5 business days following each report period: the Contractor shall submit quarterly reports providing a complete listing by full name in alphabetical order with the social security number (SSN) of all contractor personnel who had access to an FAA facility, sensitive information and/or resources any time during the reporting period. (SSN shall be omitted from the CO and AMA-500 copies of reports.) Include the employee's task or subtask number; routing symbol, building(s) and room(s) in which he/she works; telephone extension number; work shift start and end times; DOT ID card number; parking decal number(s); and Government-issued key number(s).

Block 12: Within 5 business days of the end of first month of the contract.

Mailing address:

Investigations and Internal Security Branch, AMC-700
FAA Aeronautical Center
6500 S MacArthur Blvd
Oklahoma City, OK 73169

Contract Management Team, AMQ-340
FAA Aeronautical Center
PO Box 25082
Oklahoma City, OK 73125

Academy Air Traffic Division, AMA-500
FAA Aeronautical Center
PO Box 25082
Oklahoma Citv. OK 73125

15. Distribution

a. Addressee	b. Draft Copies	c. Final Copies Reg.	Repro
AMC-700		1	
AMA-500-COR		1	
AMQ-300-CO		1	
16. Total			

G. Prepared By:	H. Date	I. Approved By	J. Date

17. Price Group	18. Estimated Total Price
NA	NA

CONTRACT DATA REQUIREMENTS LIST (CDRL)

A. Contract line Item No.	B. Exhibit	C. Category *(Check appropriate one)*
	na	TDP ☐ TM ☐ Other [X]
D. System/Item	**E. Contract/PR No.**	**F. Contractor**

1. Data Item No.	2. Title of Data Item	3. Subtitle
A005.	Computer Hardware-Software Report	
4. Authority	**5. Contact Reference**	**6. Requiring Office**
	DTFAAC-07-D-	AMA-500

7. DD 250 Req'd	8. APPROVAL Code	9. Distribution Statement Required	10. Frequency	11. As of Date (AOD)
no	A	NA	QTRLY	

12. Date of First Submission	13. Date of Subsequent Submission	
See Blk 14	ASREQ	

14. REMARKS:

Within 5 business days of the end of each calendar quarter, the Contractor shall provide one electronic Excel spreadsheet, transmitted via e-mail to the COR, showing all items of computer hardware (computers and peripherals) and software provided by the contractor for use by personnel.

Block 12: Within 5 business days of the end of the first calendar quarter of the contract

15. Distribution

a. Addressee	b. Draft Copies	c. Final Copies Reg.	Repro
AMA-500-COR		1	
16. Total			

G. Prepared By:	H. Date	I. Approved By	J. Date

17. Price Group	18. Estimated Total Price
NA	NA

COMPUTER HARDWARE-SOFTWARE REPORT CONTRACT NO. DTFAAC-07-D-
BEGINNING DATE: Contractor
ENDING DATE:

Item Number	Hardware Item or Software Item	Brand	Model / Serial Number	Description / Specifications	FAA Approval
1	Computer	Dell	XXXXX / N234	Dell Pentium IV, 3.0GHz CPU, 40GB Hard Drive, 24X DVD Drive, 19-inch flat-panel monitor, video card w/32MB VRAM, Soundblaster Live Sound Card, Altec Lansing stereo speakers w/subwoofer, 101 key keyboard, and scroll mouse	
2	Analog Modem	US Robotics	XXXXX / N234	212Kb Flex Internal Modem	
3	Operating System	Microsoft	XXXXX / N234	Windows XP Professional	
4	Office Suite	Microsoft	XXXXX / N234	Microsoft Office Professional 2003	
5					
6					
7					
8					

CONTRACT DATA REQUIREMENTS LIST (CDRL)

A. Contract line Item No.	B. Exhibit	C. Category *(Check appropriate one)* TDP ☐ TM ☐ Other [X]
D. System/Item	E. Contract/PR No.	F. Contractor

1. Data Item No.	2. Title of Data Item	3. Subtitle
A006.	Contractor Hours with Labor Distribution Report	
4. Authority	**5. Contact Reference**	**6. Requiring Office**
	DTFAAC-07-D-	AMA-500

7. DD 250 Req'd	8. APPROVAL Code	9. Distribution Statement Required	10. Frequency	11. As of Date (AOD)
no	A	NA	BI-WE	

12. Date of First Submission	13. Date of Subsequent Submission
See Blk 14	ASREQ

14. REMARKS:

Within 5 business days of the end of each invoice period, the Contractor shall provide one electronic Excel spreadsheet, transmitted via e-mail to the COR, showing staffing data as of the last business day of each invoice period. Data will reflect the course number (e.g., 50019) and/or activity type (e.g., Provide Agency Information), labor type (e.g., course revision), and total numbers of hours for each labor type by employee.

Block 12: Within 5 business days of the end of the first two (2) weeks of the contract.

15. Distribution

a. Addressee	b. Draft Copies	c. Final Copies Reg.	Repro
AMA-500-COR		1	
AMA-100		1	
16. Total			

G. Prepared By:	H. Date	I. Approved By	J. Date

17. Price Group	18. Estimated Total Price
NA	NA

LABOR DISTRIBUTION REPORT
CONTRACTOR'S NAME
PERIOD START DATE:
PERIOD END DATE:

CONTRACT EMPLOYEE HOURS REPORT					CONTRACT NO. DTFAAC-07-D-		
INVOICE PERIOD #							Contractor
Last Name	**First Name**	**MI**	**Task or Subtask**	**Category**	**Course Number**	**Labor Type**	**Number of Hours**
Doe	Jane	P	10A	DPT	50145	revision	80
Brown	John	T	10B	instructor	50143	course prep	4
					50143	instruction	36
					50143	revision	40
Smith	Alice	S	11	instructor	50145	course prep	10
					50145	instruction	70

CONTRACT DATA REQUIREMENTS LIST (CDRL)

A. Contract line Item No.	B. Exhibit	C. Category *(Check appropriate one)* TDP ☐ TM ☐ Other [X]
D. System/Item	E. Contract/PR No.	F. Contractor

1. Data Item No.	2. Title of Data Item	3. Subtitle
A007.	Activity Report	
4. Authority	**5. Contact Reference**	**6. Requiring Office**
	DTFAAC-07-D-	

7. DD 250 Req'd	8. APPROVAL Code	9. Distribution Statement Required	10. Frequency	11. As of Date (AOD)
no	A	NA	Monthly	

12. Date of First Submission	See Blk 14	13. Date of Subsequent Submission	AS REQ

14. REMARKS:

Within 5 business days of the end of each month, the Contractor shall provide one electronic narrative Word document, transmitted via e-mail to the COR, and to all of AMA-500's managers and supervisors, reflecting the significant activities in each task and subtask, projected staffing changes, and any problems or concerns for the preceding month.

Block 12: Within 5 business days of the end of first month of the contract.

The Contractor shall provide one hard copy via regular mail to the CO at:
Contract Management Team, AMQ-340
PO Box 25082
Oklahoma City, OK 73125

15. Distribution

a. Addressee	b. Draft Copies	c. Final Copies Reg.	Repro
AMA-500		1	
AMQ-300		1	
16. Total			

G. Prepared By:	H. Date	I. Approved By	J. Date

17. Price Group	18. Estimated Total Price

CONTRACT DATA REQUIREMENTS LIST (CDRL)

A. Contract line Item No.	B. Exhibit	C. Category *(Check appropriate one)*
	√	TDP ☐ TM ☐ Other [X]
D. System/Item	**E. Contract/PR No.**	**F. Contractor**

1. Data Item No.	2. Title of Data Item	3. Subtitle
A008.	Training Report	
4. Authority	**5. Contact Reference**	**6. Requiring Office**
	DTFAAC-07-D	AMA-500

7. DD 250 Req'd	8. APPROVAL Code	9. Distribution Statement Required	10. Frequency	11. As of Date (AOD)
no	A	NA	Bi-weekly	

12. Date of First Submission	See Blk 14	13. Date of Subsequent Submission	As required

14. REMARKS:

Within 5 business days of the end of each invoice period, the Contractor shall provide information in writing to the COR reflecting any hours expended in support of certification or other training for contract employees. The report should reflect both subtotals in each applicable labor category to the training of each employee, as well as the total for the period.

Block 12: Within 5 business days of the end of the first two (2) weeks of the contract.

The Contractor shall provide a hard copy of the information to the CO at:
Contract Management Team, AMQ-340
PO Box 25082
Oklahoma City, OK 73125

15. Distribution

a. Addressee	b. Draft Copies	c. Final Copies Reg.	Repro
AMA-500		1	
AMQ-300		1	
16. Total			

G. Prepared By:	H. Date	I. Approved By	J. Date

17. Price Group	18. Estimated Total Price

CONTRACT EMPLOYEE TRAINING SUPPORT REPORT

CONTRACT NO. DTFAAC-07-D-
Contractor

INVOICE PERIOD #
BEGINNING DATE:
ENDING DATE:

The following information is required for each contract employee in training (developmental) status during the invoice period

Task	Subtask	Status	Last Name	First Name	Category	Hours Trainee was in Pay Status	Hours of Support by Other Employees
1	1A	Trainee	Smith	John	Pseudo-Pilot	65.00	0.00
		Trainer			Pseudo-Pilot Supervisor	0.00	40.00
		Trainer			Pseudo-Pilot	0.00	32.00
		Support			Instructor	0.00	24.00
					TOTALS - This trainee, this period	**65.00**	**96.00**

CONTRACT DATA REQUIREMENTS LIST (CDRL)

A. Contract line Item No.	B. Exhibit attached ✓	C. Category *(Check appropriate one)* TDP ☐ TM ☐ Other [X]
D. System/Item	E. Contract/PR No.	F. Contractor

1. Data Item No.	2. Title of Data Item	3. Subtitle
A009.	Contract Funds Status Report (CFSR)	
4. Authority	5. Contact Reference	6. Requiring Office
	DTFAAC-07-D-	AMA-500

7. DD 250 Req'd	8. APPROVAL Code	9. Distribution Statement Required	10. Frequency	11. As of Date (AOD)
no	A	NA	MTHLY	

12. Date of First Submission	13. Date of Subsequent Submission
See Blk 14	ASREQ

14. REMARKS:

For t

For the monthly invoice period, the Contractor shall provide one electronic Narrative Word document, transmitted via e-mail to the COR, and one mailed copy to the CO.

Include the following information:
Contractor Name
Contract Number
Date of Report
Delivery Order/Task Request No.

The document shall identify the following for all hours expended on the contract during the period invoiced.

Contract Line Item No.
Description
Delivery Order Totals (Estimates)
Delivery Order Funding Amount
Delivery Order/Task Cumulative Expenses Incurred
Amount Billed
Current Balance of Funds
Comments

15. Distribution

a. Addressee	b. Draft Copies	c. Final Copies Reg.	Repro
AMA-500-COR		1	
AMQ-300-CO		1	
16. Total			

G. Prepared By:	H. Date	I. Approved By	J. Date

17. Price Group	18. Estimated Total Price
NA	NA

CLIN	DESCRIPTION	CUMULATIVE NOT-TO-EXCEED AMOUNT	CURRENT PERIOD EXPENSES	CUMULATIVE EXPENSES	BALANCE OF FUNDS
0002	Program Mgmt, ISD and Reports	$	$	$	$
0003	Pseudo Pilot Support Services	$	$	$	$
0004	Specialized & Advanced Instruction	$	$	$	$
0005	Instruction for AT Initial Courses	$	$	$	$
0006	Fixed Fee	$	$	$	$
0007	Travel	$	$	$	$
0008	Over and Above Requirements	$	$	$	$