CONTRACT DATA REQUIREMENTS LIST

(1 Data Item)

Form Approved
OMB No. 0704-0188

The public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Executive Services and Communications Directorate (0704-0188). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. **Please do not return your form to the above organization. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.**

A. CONTRACT LINE ITEM NO.	B. EXHIBIT	C. CATEGORY: TDP ____ TM ____ OTHER MGMT

D. SYSTEM/ITEM	E. CONTRACT/PR NO.	F. CONTRACTOR
[Short Title of Soln.]	N65236-##-R-####	TBD

1. DATA ITEM NO.	2. TITLE OF DATA ITEM	3. SUBTITLE	17. PRICE GROUP
A###	Contractor Manpower Quarterly Status Report (QSR)		

4. AUTHORITY *(Data Acquisition Document No.)*	5. CONTRACT REFERENCE	6. REQUIRING OFFICE	18. ESTIMATED TOTAL PRICE
DI-MGMT-80227 (guidance)	PWS Para #	SPAWARSYSCEN Atlantic	

7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION
LT	N/A	QRTLY	See BLK 16
8. APP CODE		**11. AS OF DATE**	**13. DATE OF SUBSEQUENT SUBMISSION**
N/A		See BLK 16	See BLK 16

16. REMARKS

BLK 11: Data collection cut-off dates occur at the end of the quarterly reporting periods (31 Dec, 31 Mar, 30 Jun, and 30 Sep)

BLK 12: 1st submission due 15 days after the 1st data collection cut-off date (15 Jan, 15 Apr, 15 Jul, and 15 Oct)

BLK 13: Subsequent submission occurs at 3 month intervals (15 Apr, 15 Jul, 15 Oct and 15 Jan) and shall continue throughout the life of the contract

BLK 14: COR/Govt PE will perform inspection of report for any discrepancies prior to acceptance.

BLK 14: Submission shall utilize the attached Excel spreadsheet and forwarded the completed Excel spreadsheet to the following e-mail address: SSCLANT_KTR_REPORT@navy.mil

Notes:
1) If a contract/task order has an active period of performance but no direct labor charges, a report is still required and zeros should be entered in the labor/cost columns to affirm no cost/hours were incurred.

2) Prime contractors shall report all hours worked and expenditures for prime and all subcontractors, if applicable. Labor hour data shall be a combined roll-up of prime and subcontractor data, i.e. primes are not required to report subs separately nor indicate what portions of tasks have been subcontracted.

3) For Cost Reimbursement, Time and Material, and Fixed Price incentive contracts/task orders, hours reported shall best estimate of actual hours expended. For Firm Fixed Price orders, hours reported shall be prorated planned hours from contractor's task order proposal accepted for award. Data for "D" contracts (IDIQ) shall be reported at the Task Order level. Data for "C" type contracts shall be reported at the contract option year level.

4) Additional Instructions on data entry are included in the Excel spreadsheet attachment to this CDRL. Any questions should be directed to the applicable contracting officer.

14. DISTRIBUTION

a. ADDRESSEE	b. COPIES: Draft	Final: Reg	Final: Repro
COR/Govt PE		1	
E-mail to address listed in BLK 16		1	
15. TOTAL →	0	2	0

G. PREPARED BY	H. DATE	I. APPROVED BY	J. DATE
[Name of Tech Code preparing doc]		[Name of Tech Code Supv or IPT Lead]	

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