THE DD 2794 COST & SOFTWARE DATA REPORTING PLAN GUIDE FOR COMPLETION

OFFICE OF THE SECRETARY OF DEFENSE
COST ASSESSMENT AND PROGRAM EVALUATION

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Table of Contents

DD 2794 COST AND SOFTWARE DATA REPORTING (CSDR) PLAN

Overview

The Cost and Software Data Reporting (CSDR) Plan is an approved document, signed by the Office of the Secretary of Defense (OSD), Cost Assessment and Program Evaluation (CAPE) for all ACAT I Major Defense Acquisition Programs (MDAPs). For ACAT II programs, the CSDR plan approval is delegated to the MILDEP Cost Center Director or the Component Equivalent. The CSDR Plan ensures the reporting requirements and structures are properly defined for both program execution and cost reporting. The Cost Working Integrated Product Team (CWIPT) is responsible for creating the CSDR plan for all contracts meeting the applicable reporting thresholds. The CWIPT, and associated planning process, determines 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 developed during the planning process.

The CSDR Plan Process, led by OSD CAPE requires the CWIPT to define the CSDR reporting requirements. To the maximum extent possible, the Work Breakdown Structure (WBS) defined by the CSDR Plan should be consistent with MIL-STD-881F (or current version at time of award) for cost reporting. OSD CAPE and the services have developed commodity and phase-specific CSDR Standard Plan templates that may be leveraged as a starting point for the Program Office, and are available on the Cost Assessment Data Enterprise (CADE) public website:

https://cade.osd.mil/policy/csdr-plan

The following paragraphs describe how to complete the individual data elements of the CSDR Plan and are applicable to government, prime contract, and subcontract plans, as well as agreements. The Summary Guide to CSDR Plans (DoDM 5000.04 Section 5, "Cost Data Collection Process" of the CSDR Manual) contains the key attributes of CSDR Plans and how they compare among contract plans and subcontract plans and can be found here: https://cade.osd.mil/policy/csdr-timeline

I. Metadata (DD 2794, Page 1):

1a. Program Name: Enter the name given to the major defense acquisition program or major subprogram as specified on the Defense Acquisition Management Information Retrieval (DAMIR) Program List (e.g., "BLACKHAWK UPGRADE (UH-60M) – Utility Helicopter Upgrade Program"). The name entered must be identical to the name on the Defense Acquisition Visibility Environment (DAVE) Program List.

1b. Phase/Milestone: Check the box for the appropriate Phase/Milestone which is being reported:

Pre-A (Material Solution Analysis Phase), A (Technology Development Phase), B (Engineering and Manufacturing Development Phase), C-LRIP (Production and Deployment Phase - Low-Rate Initial Production), C-FRP (Production and Deployment Phase – Full-Rate Production), or O&S (Operations and Support Phase).

1c. Prime Mission Product: Enter the official military designation for the end item as specified by the appropriate classification standard (e.g., DoD 4120.15-L "Military Designation of Military Aerospace Vehicles" would specify "F-35" for the Joint Strike Fighter). For contract/subcontract plans, the end item being reported may have a different designation than the total program (e.g., the preparer would enter "AN/APG-81 Radar" for the F-35 Radar contract plan). If the end item does not have a military designation, enter the name of the product being developed or procured. For example, during development many mission system components on an aircraft do not have an official military designation. In these cases, enter the program name appended with the name of the WBS element, such as F-35 Communications, Navigation and Identification (CNI).

1d. Acquisition Category (ACAT): Enter the acquisition category designated in DAVE. If no ACAT is designated but one is anticipated, use the "Pre-ACAT" category. If no ACAT is designated and none is anticipated, use the "Other" category.

2. Commodity Type: Enter the specific category of the defense materiel item contained in the title of the appropriate Appendix to MIL-STD-881 (current version) that was used as the basis for the reporting structure (e.g., "Aircraft Systems"). If a non-MIL-STD-881 structure was utilized, provide the specific category of the defense materiel item that best applies.

3. Plan Iteration Type: Check the appropriate box to indicate whether the CSDR Plan is an initial submission or a Revision to a previous OSD Deputy Director, Cost Assessment OSD DDCA-approved CSDR Plan for ACAT I and IA programs or a previous MILDEP Cost Center Director-approved CSDR plan for Non-ACAT I programs.

4. Current Submission Date: Enter the date when the government preparing organization is submitting the plan. Enter the appropriate numeric data for the year, month, and day (YYYYMMDD). For example, "December 31, 2018", would be shown as "20181231."

5. Last Approved Plan Date: Enter the date of the last OSD DDCA-approved CSDR Plan for ACAT I programs or MILDEP Cost Center Director-approved CSDR Plan for Non-ACAT I programs if Item 3 is "Revision/Admin". Leave this item blank if Item 3 is "Initial". Enter the appropriate numeric data for the year, month, and day (YYYYMMDD). For example, "December 31, 2017", would be shown as "20171231."

6a. through 6d. Government Point of Contact (POC) Information: Enter the relevant information about the government POC as follows: 6a., name; 6b., street address, city, state, and ZIP code; 6c., telephone number, including area code; 6d., e-mail address.

7. Plan Type: Check the appropriate block for the plan type (i.e., government plan, contract plan (prime contract), or contract plan (subcontract)).

8. Government Preparing Organization: Enter the name of the organization preparing the CSDR Plan. A representative from the DoD program office normally prepares the plans with the advice and assistance of the Cost Working-Group Integrated Product Team (CWIPT).

9a. Contractor Name/Address:

   i. Reporting Organization Name: For government/contract/subcontract plans, enter the name of the reporting entity performing the work. Enter "TBD" (for "to be determined") if the reporting entity (government, contractor, or subcontractor) is not yet known.

   ii. Division Name: For government/contract/subcontract plans, enter the reporting entity's division name if different than the performing organization. Enter "TBD" (for "to be determined") if the reporting entity (government, contractor, or subcontractor) is not yet known.

   iii. Location: For government/contract/subcontract plans, enter the reporting organization's address (including ZIP code). Enter "TBD" (for "to be determined") if the reporting entity (government, contractor, or subcontractor) is not yet known.

   iv. Contractor Business Data Report (CBDR 1921-3) Requirement: Always enter an X in the box for the 1921-3 (Contractor Business Data Report). A 1921-3 report is required from materiel developers for all ACAT I, IA, and II programs and pre-MDAP and pre-MAIS programs subsequent to Milestone 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, for any contract with a total anticipated value greater than $250M. While the requirement is on all contracts, the 1921-3 report need be submitted only once per business unit per year.

   Check this box for Government reporting entity as well, government reporting entity will provide an equivalent 1921-3 for their business base.

9b. Contract Number: For contract/subcontract plans, enter the assigned prime contract number the prime contractor has with the Government. Enter "TBD" (for "to be determined") if the prime contract is not yet awarded. Enter "N/A-GOV'T" (for "not applicable-Government") if the government is the reporting entity.

9c. Appropriation: Check the appropriate box to identify the type of appropriation— Research, Development, Test and Evaluation (RDT&E), Procurement, Operation and Maintenance (O&M), Foreign Military Sales (FMS), Working Capital Fund (WCF), or Other —used to fund the contract. If the contract contains multiple appropriations, check all of the appropriate boxes.

10a. Approved Plan Number: Leave blank and CAPE will make the appropriate entry.

10b. Approved Plan Revision Number: Leave blank and CAPE will make the appropriate entry.

10c. Approved Plan Requirements: Check the box labeled "At Completion Costs for Standard Functional Categories" to require the reporting entity to break out Forecast at Completion (FAC) costs by the Functional Categories in the FlexFile or to report the Estimate at Completion (EAC) costs along the Functional Categories in the 1921-1 and/or 1921-5. These include Engineering, Manufacturing (including Tooling and Quality Control), Maintenance (includes Touch Labor and Support Labor), Materials, and Other Costs.

Check the box labeled "At Completion Costs for Recurring/Nonrecurring" to require the reporting entity to break out FAC recurring and nonrecurring costs in the FlexFile. The Legacy 1921, 1921-1, and 1921-5 has the requirement to break out the recurring and nonrecurring costs IAW with its latest Data Item Description (DID).

Check the box labeled "Technical Data Required" to require the reporting entity to provide the Technical Data Report. The CWIPT will provide the Technical Data Requirements CSDR Plan Supplement (DD 2794, pgs. 9a and 9b) as an attachment.

10d. Cost Report Type: Check the box labeled "FlexFile" to require the reporting entity to submit data according to the Cost and Hour Report (FlexFile) DID DI-FNCL-82162 (or latest version) or check "Legacy DD 1921 Series" to require cost data submitted in the legacy formats. This box corresponds to the type of WBS reporting requirements indicated in items 12a. through 12e. on the Reporting requirements (page 2) of the DD Form 2794.

II. Reporting Requirements (DD 2794, Page 2):

11. Work Breakdown Structure (WBS): All plans should contain numeric decimals for entering WBS element codes (e.g., 1.0 for parent, 1.1 for child of 1.0, and 1.1.1 for child of 1.1, etc.).

> 11a. WBS Code: Enter WBS element codes that conform to the business rules shown in Item 11 above.

> 11b. WBS Level: Enter the WBS reporting level corresponding to the appropriate element's WBS Code in item 11a., (e.g., 1.0 is "1", 1.1 is "2", 1.10.5 is "3", and 1.1.2.3 is "4").

> 11c. WBS Element Name: Enter the descriptive name of the WBS element, (e.g., "Program Management", "Radome", or "Center Aft Fuselage"). See MIL-STD-881F (or current version) for standard reporting structure policy.

> Also, enter the Summary Reporting Elements required for the Cost and Hour Report (FlexFile) and the DD Form 1921 (i.e., reporting entity: Subtotal Cost, General & Administrative, Undistributed Budget, Management Reserve, Facilities Capital Cost of Money, Total Cost, Profit/Loss or Fee, and Total Price).

12. Cost: Reference columns 12a. (Actuals to Date) and 12e. (EAC/FAC) for Plans with FlexFile reporting requirements. Plans with legacy 1921 reporting requirements should reference columns 12a. (Actuals

to Date), 12b. (Legacy 1921-1), 12c. (Legacy 1921-2), 12d. (Legacy 1921-5) and 12e. (EAC/FAC) to indicate which files, formats, or fields the reporting entity is required to report.

12a. Actuals To Date (ATD): Enter an X in this column for reporting elements requiring the ATD reported in a FlexFile or Legacy 1921 formats. When requesting ATD for FlexFile reporting elements, the lowest level of the WBS should be checked, as the children level WBS will aggregate to the parent elements. If the FlexFile format is requested for reporting elements, the Legacy cost documents are not required.

If utilizing the Legacy 1921 formats, enter an X in column 12a for the Legacy 1921 form at all required levels of the WBS.

12b. Legacy 1921-1. Enter an X in this column at the top level (i.e., 1.0) and for other reporting elements (e.g., Prime Mission Product, System Engineering, Program Management, and System Test and Evaluation) that require DD Form 1921-1, "Functional Cost-Hour Report", if "Legacy DD 1921 Series" is selected in item 10d. (Cost Report Type).

If the "At Completion Costs for Standard Functional Categories" box is checked in item 10c. (Approved Plan Requirements) and "Legacy 1921 Series" box is checked in item 10d. (Cost Report Type), and if there is an X in this column for a reporting element, the At Completion Costs will be provided in the "Total Cost at Completion" columns of the Legacy 1921-1 form.

It is not necessary to check "At Completion Costs for Recurring/Nonrecurring" box in item 10c. (Approved Plan Requirements) when "Legacy 1921 Series" box is checked in 10d. (Cost Report Type), IAW the DID DI-FNCL 81566 (or latest version), if there is an X in this column for a reporting element, the At Completion Costs for Recurring/Nonrecurring will be provided in the "Total Cost at Completion" columns.

12c. Legacy 1921-2: Enter an X in this column if the reporting element requires DD Form 1921-2, "Progress Curve Report", if "Legacy DD 1921 Series" is selected in item 10d. (Cost Report Type). The Progress Curve Report applies to hardware components and IAT&C and should not be added at the 1.0 level.

12d. Legacy 1921-5: Enter an X in this column at the top level (i.e., 1.0) and for other reporting elements (e.g., Prime Mission Product, System Engineering, Program Management, and System Test and Evaluation) that require DD Form 1921-5, "Sustainment Functional Cost-Hour Report", if "Legacy DD 1921 Series" is selected in item 10d. (Cost Report Type).

If the "At Completion Costs for Standard Functional Categories" box is checked in item 10c. (Approved Plan Requirements) and "Legacy 1921 Series" box is checked in item 10d. (Cost Report Type), and if there is an X in this column for a reporting element, the At

Completion Costs will be provided in the "Total Cost at Completion" columns of the Legacy 1921-5 form.

It is not necessary to check "At Completion Costs for Recurring/Nonrecurring" box in item 10c. (Approved Plan Requirements) when "Legacy 1921 Series" box is checked in 10d. (Cost Report Type), IAW the DID DI-FNCL 81992 (or latest version), if there is an X in this column for a reporting element, the At Completion Costs for Recurring/Nonrecurring will be provided in the "Total Cost at Completion" columns.

12e. EAC/FAC (See item 10d.): Based on requirement in 10d. (Cost Report Type) on Page 1 of the CSDR Plan, enter an X in this column if the reporting element requires the Estimate at Completion (EAC) if reporting on the legacy 1921 formats, or Forecast at Completion (FAC) if reporting the Cost and Hour Report (FlexFile) format for items in 12a. (Actuals to Date).

If the "At Completion Costs for Standard Functional Categories" box is checked in item 10c. (Approved Plan Requirements) and "FlexFile" box is checked in item 10d. (Cost Report Type), and if there is an X in this column for a reporting element, the At Completion Costs for Standard Functional Categories will be provided in the Cost and Hour Report (FlexFile) format.

If the "At Completion Costs for Recurring/Nonrecurring" box in item 10c. (Approved Plan Requirements) and "FlexFile" box is checked in 10d. (Cost Report Type), and if there is an X in this column for a reporting element, the At Completion Costs for Recurring/Nonrecurring will be provided in the Cost and Hour Report (FlexFile) format.

It is not necessary to check "At Completion Costs for Recurring/Nonrecurring" box in item 10c. (Approved Plan Requirements) when "Legacy 1921 Series" box is checked in 10d. (Cost Report Type), IAW the DID DI-FNCL 81565 (or latest version), if there is an X in this column for a reporting element, the At Completion Costs for Recurring/Nonrecurring will be provided in the "Total Cost at Completion" columns of the DD Form 1921.

13. Technical Data. For each reporting element listed, indicate whether the reports below are required. These reporting requirements can be implemented with FlexFile or legacy 1921 cost reporting requirements.

13a. Quantity. The Cost and Hour Report (FlexFile) DID does not require quantity reporting like the legacy 1921 series. As a result, a Quantity Data Report will track quantities, and is required to be submitted with each FlexFile submission. If legacy 1921 formats are required, this column can also be used to indicate which elements should have reported quantities on the 1921 and 1921-1/1921-5. If a reporting element is expected to produce a unit or multiple units, the Quantity Data Report should be included.

i. Quantity Data – Enter an X in this column if the reporting element requires a Quantity Data Report. This will require reporting of estimated quantities at

completion, quantities completed to date, and sequencing, if required in item 18d.

ii. Government Furnished Equipment (GFE) Quantity – Enter an X in this column if the reporting element is anticipated to be GFE and requires a Quantity Data Report. This will require reporting of estimated GFE quantities at completion, quantities completed to date.

13b. SRDR Formats: This column sets the requirements for submission of DD Form 3026 in accordance with the Software Resource Data Report (SRDR) DID DI-MGMT-82035A (or latest version). Enter an X in this column if the reporting element requires a Development, Maintenance, and/or ERP Software Development technical report corresponding with DD Form 3026-1, 3026-2, 3026-3, respectively. If these forms are required, include the reporting requirement details in the supplemental forms for items 19 through 28 of the DD Form 2794.

13c. Maintenance & Repair Parts. This column sets the requirement for submission of the Maintenance and Report Parts Data Report in accordance with DID DI-MGMT-82163 (or latest version). Enter an X in this column for reporting elements requiring a Maintenance and Repair Parts Data Report on the system hardware. This will include Maintenance Event, Part Number, repair part quantity, and repair and replacement cost.

III. Reporting Events (DD 2794, Page 3):

14. CSDR Submission Events: Enter information related to the submission of data reporting requirements indicated on the Reporting Requirements (pg. 2) of the DD Form 2794.

14a. Event ID: Enter the sequential number of each report submission (starting with 1).

14b. Data Report(s): Enter the reporting entity Cost Data Report(s) (e.g., Cost and Hours (FlexFile), 1921, 1921-1, 1921-2, and 1921-5), CWBS Dictionary, Quantity Data Report, Technical Data Report, Maintenance and Repair Parts, and/or Software Resource Data Report (e.g., SRDR Development, SRDR Maintenance, SRDR ERP Development) included in the submission.

14c. Submission Event Name: Enter the event name (a significant program activity or occurrence that requires a report) or time period corresponding to the CSDR submission (e.g., first flight test, PDR, annual report, etc.). Annual reporting can also be indicated in this field.

14d. Report Cycle : Enter the type of report required for each submission event:

i. Initial – Initial report submissions are the first submissions in a series. For example, "Initial" submissions are usually the first cost report, first CWBS Dictionary, first "Total Contract" SRDR, and first "Build/Release" SRDR. An Initial Cost Report may sometimes be a preliminary report used to verify the reporting entity's capability to prepare and

submit the report in accordance with the DID and the OSD DDCA-approved CSDR Plan. The Initial Report requirement and submission date is determined by the CWIPT and approved by the OSD DDCA.

ii. Interim – Interim report submissions are any other report that is prepared before submission of the Final Report. The interim reports are typically annual or aligned with program event as-of-dates. The due date is 60 days following the as-of date. These may initially be expressed as wildcard dates. All other Interim Reports are determined by the Cost CWIPT and approved by the OSD DDCA. Note some interim reporting events align with initial reporting event for a report of different type. Such is the case when an initial software release SRDR is aligned with an Interim 1921. Annual submission dates may be literally 12 months after contract award, or aligned with Government fiscal year, or by calendar year as determined by the CWIPT. If a scheduled program's event is sufficiently close to an annual submission event to meet the Government's needs, the CWIPT has the option of designating one submission to meet both needs.

iii. Final – Final report submissions are the last report submission in a series of cost reports, software reports, technical data, maintenance & repair part data, or CWBS dictionaries. Final cost reports are intended to capture all or substantially all actual contract costs. A final cost report is required as of the last day of the month when two conditions have been satisfied: (1) the final end item has been delivered and accepted by the government (e.g., as evidenced by a completed DD 250) or higher tier reporting entity in the case of a subcontractor and (2) 95% 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. In the case of an ongoing contract with distinct deliverables (e.g. a 5-year missile contract with annual lots, or a sustainment contract's option years), each delivery may be considered a Final cost report, especially in the absence of a designated cumulative Final cost report at the end of the contract, as determined by the CWIPT. 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 report.

14e. As of Date. Enter the planned "as of date" for the CSDR submission (i.e., 60 days before the "due date" found in Item 14f.). This date should reflect the cutoff date from the reporting entity's accounting system that describes the data in the report. Enter the appropriate numeric data for the year, month, and day. For example, September 30, 2018, would be shown as 20180930.

14f. Due Date. Enter the due date for the planned CSDR submission (i.e., normally 60 days after the "as of date" found in Item 14e.). Enter the appropriate numeric data for the year, month, and day. For example, November 30, 2018, would be shown as 20181130.

IV. Remarks (DD 2794, Page 4):

15. Remarks. Enter any pertinent remarks about the CSDR Plan that help explain or clarify any of the entries for items 1 through 14. Refer to the CSDR Standard Plans for additional standard Remarks language. Use continuation sheets as necessary.

V. Scope Reporting (End Item/Order/Lots) (DD 2794, Page 5):

16. Orders/Lots: Enter information related to the program acquisition as described in the following subparagraphs if "FlexFile" is selected in item 10.d (Cost Report Type).

    16a. ID: Enter the phase/order/lot/etc. identifier (e.g., "EMD", "LRIP1", "AR3", "TO21", etc.). This is a unique alpha-numeric identifier rather than a detailed description, and should be limited in length and must not contain whitespace (spaces, tabs, etc.).

    16b. Name: Enter the phase/order/lot/etc. name (e.g., "EMD Effort through CDR", "LRIP Lot 1", "Annual Report 3", "Task Order 21", etc.). This is a summary description of the effort on contract, and should reflect the scope of the effort.

    16c. Phase/Milestone: Enter the most recently approved milestone at the time of the contract (e.g., "B – EMD" or "B" or "EMD" for a contract anticipated to award after Milestone B and before Milestone C). If the contract award is tied to a milestone, use the milestone it's tied to – for example, in a first LRIP production Plan, even though the Plan may be developed during EMD, the contract award is contingent on an approved Milestone C, and Milestone C would be used in this item.

17. End Items: Enter information related to the program end items as described in the following subparagraphs. The end item refers to a unique identification of a Platform, Model, Version, Variant, FMS Customer, or similar grouping of a reported unit or system. At least one end item needs to be identified.

    17a. ID: Enter the end item identifier (e.g., "Var-A", "Release6", "Flight15", "A-Kit", etc.). This is a unique alpha-numeric identifier rather than a detailed description, and should be limited in be limited in length and must not contain whitespace (spaces, tabs, etc.).

    17b. Name: Enter the end item name (e.g., "Variant A", "Common Software Release 6", "Flight 15", "A-Kit for Sensor Installation", etc.). This is a summary description of how this end item is distinct from other end items, and should reflect the program office's nomenclature.

18. Unit/Sublot Reporting and Unit Sequencing Requirements: Enter information related to unit reporting and sequencing as described in the following subparagraphs.

    18a. Order/Lot ID: Enter the phase/order/lot/etc. unique identifier (e.g., "EMD", "LRIP1", "AR3", "TO21", etc.) corresponding with item 16a.

18b. End Item ID: Enter the end item identifier (e.g., "Var-A", "Release6", "Flight15", "A-Kit", etc.) corresponding with item 17a.

18c. Unit/Sublot Reporting: Enter an X in this column if unit cost reporting will be required for a combination of lot and end item. For example, for "EMD" "Variant A", unit reporting may be required for the prototypes, where for "Lot 15" "Variant D", unit reporting would not be required as a learning curve had been established. Unit reporting requirements will be determined by the CWIPT and should be specified in block 15 (Remarks).

18d. Unit Sequencing: Enter an X in this column if sequencing will be required for a combination of lot and end item. While unit reporting will track costs by unit, sequencing will report what the order of units (or sublots) is. Sequencing will only be required if Item 13a. has an X in one of the elements. Sequencing requirements will be determined by the CWIPT during the CSDR planning process.

VI. SRDR Development (DD 2794, Page 6):

19. Software Development Releases: Enter information related to the software releases of data as described in the following subparagraphs:

- The term "release" refers to commonly used terms such as build, product build, and increment.

- Each software release must discretely report:

    19a. Release ID Enter the sequential number of each anticipated software development release (beginning with 1) as applicable. If the number of releases are not known at the time of the development of the plan, then enter 1 and enter "Software Release 1...n". Also, in the Remarks (item 15) add a comment stating that "All software releases and CSCIs shall be specified at a later date by the awarded reporting entity and PMO either pre or post contract award."

    19b. Release Name: Enter the name of the software release that corresponds to the sequential Release ID reported in Item 19a (Release ID) (e.g., Space Vehicle Software Release 1). If the name the releases are not known at the time of the development of the plan, then enter "Software Release 1...n". Also, in the Remarks (item 15) add a comment stating that "All software releases and CSCIs shall be specified at a later date by the awarded reporting entity and PMO either pre or post contract award."

    19c. Release Date: Enter the planned software release end date. This date should reflect the date of when a release has achieved "Go-Live" and must describes the data in the report. Enter the appropriate numeric data for the year, month, and day. For example, December 31, 2018, would be shown as 20181231.

20. Software Development Configuration Software Configuration Item (CSCI) Releases: Enter

information related to the software CSCI of data as described in the following subparagraphs:

- The term "CSCI" refers to commonly used terms such as Software End Item, Software Item, etc.

- Each software CSCI must discretely report:

  20a. SRDR Development CSCI ID: Enter the sequential alpha-numeric value of each anticipated software development CSCI (beginning with C1) as applicable. If the number of CSCIs are not known at the time of the development of the plan, then enter 1 and enter "Software Release 1…n CSCI 1...n". Also, in the Remarks (item 15) add a comment stating that "All software releases and CSCIs shall be specified at a later date by the awarded reporting entity and PMO either pre or post contract award."

  20b. SRDR Development CSCI Name: Enter the name of the software release that corresponds to the sequential CSCI ID reported in Item 20a (CSCI ID) (e.g., Space Vehicle Software CSCI 1). If the name the releases are not known at the time of the development of the plan, then enter "Software Release 1…n CSCI 1...n". Also, in Remarks (item 15) add a comment stating that "All software releases and CSCIs shall be specified at a later date by the awarded reporting entity and PMO either pre or post contract award." The term "release" refers to commonly used terms such as build, product build, and increment. The term "CSCI" refers to commonly used terms such as Software End Item, Software Item, etc.

21. Software Development Product Size Reporting Elements: Enter information related to the mapping between the WBS Code reported in item 11a. (WBS Code), item 11c. (WBS Element Name), the Release IDs reported in item 19a, and CSCI IDs reported in section 20a.

  21a. Product Size Reporting Element Code: Enter the WBS code reported in item 11a. (WBS Code) that is associated to a specific release and CSCI.

  21b. Product Size Reporting Element Name: Enter the WBS Element Name reported in section 11c. (WBS Element Name) that is associated to a specific release and CSCI.

  21c. Product Size Reporting Element Release ID: Enter the release ID reported in in item 19a. that is associated to a specific release and WBS Element code and Reporting Element Name.

  21d. Product Size Reporting Element CSCI ID: Enter the Release ID reported in section 20a. that is associated to a specific CSCI and WBS Element code and Reporting Element Name.

22. Software Development Product Size Submissions. Enter information related to the submission of data as described in the following subparagraphs:

- The SRDR reporting CDRLs (including the last Software Resource Data (SRD) report to be submitted - the "Final" SRD report 60 days following last day of the month when two conditions have been satisfied: (1) the final end item has been delivered and accepted by the government (e.g., as evidenced by a completed DD 250) and (2) 95% or more of total contract costs have been incurred):

  22a. Number: Enter the sequential number of each report submission corresponding to the CSDR Submission Event ID from item 14a.

  22b. Name. Enter the event (a significant program activity or occurrence that requires a report) or time period corresponding to the CSDR Submission Event Name from item 14c (Submission Event Name) (e.g., first flight test, annual reporting, etc.).

  22c. Release ID: Enter each release ID reported in section 19a, enter an "X" for each release anticipated to be reported for the respective submission event specified in section 22b (e.g., If submission event "Preliminary Design Review" anticipates to include releases 1 and 2, then enter an "X" for release 1 and 2 for submission event "Preliminary Design Review").

VII. SRDR Maintenance (DD 2794, Page 7):

23. Software Maintenance Releases: Enter information related to the software releases of data as described in the following subparagraphs:

- The term "release" refers to commonly used terms such as build, product build, and increment.

- Each software release must discretely report:

  23a. Release ID Enter the sequential number of each anticipated software maintenance release (beginning with 1) as applicable. If the number of releases are not known at the time of the development of the plan, then enter 1 and enter "Software Release 1...n". Also, in the Remarks (item 15) add a comment stating that "All software releases and CSCIs shall be specified at a later date by the awarded reporting entity and PMO either pre or post contract award."

  23b. Release Name: Enter the name of the software release that corresponds to the sequential Release ID reported in Item 23a (Release ID) (e.g., Space Vehicle Software Release 1). If the name the releases are not known at the time of the development of the plan, then enter "Software Release 1...n". Also, in the Remarks (item 15) add a comment stating that "All software releases and CSCIs shall be specified at a later date by the awarded con reporting entity tractor and PMO either pre or post contract award."

  23c. Release Date: Enter the planned software release end date. This date should reflect the date of when a release has achieved "Go-Live" and must describes the data in the report. Enter the appropriate numeric data for the year, month, and day. For example, December

31, 2018, would be shown as 20181231.

24. Software Maintenance Product Size Reporting Elements: Enter information related to the mapping between the WBS Code reported in item 11a. (WBS Code), item 11c. (WBS Element Name) and the Release IDs reported in item 23a.

24a. Product Size Reporting Element Code: Enter the WBS code reported in item 11a. (WBS Code) that is associated to a specific release and CSCI.

24b. Product Size Reporting Element Name: Enter the WBS Element Name reported in section 11c. (WBS Element Name) that is associated to a specific release.

24c. Product Size Reporting Element Release ID: Enter the release ID reported in in item 23a that is associated to a specific release and WBS Element code and Reporting Element Name.

25. Software Maintenance Product Size Submissions. Enter information related to the submission of data as described in the following subparagraphs:

- The SRDR reporting CDRLs (including the last Software Resource Data (SRD) report to be submitted - the "Final" SRD report 60 days following last day of the month when two conditions have been satisfied: (1) the final end item has been delivered and accepted by the government (e.g., as evidenced by a completed DD 250) and (2) 95% or more of total contract costs have been incurred):

25a. Number: Enter the sequential number of each report submission corresponding to the CSDR Submission Event ID from item 14a.

25b. Name. Enter the event (a significant program activity or occurrence that requires a report) or time period corresponding to the CSDR Submission Event Name from item 14c (Submission Event Name) (e.g., "Maintenance Build 1", "Maintenance Build 2", etc.).

25c. Release ID: Enter each release ID reported in section 23a, enter an "X" for each release anticipated to be reported for the respective submission event specified in section 25b (e.g., If submission event "Maintenance Build 1" anticipates including releases 1 and 2, then enter an "X" for release 1 and 2 for submission event "Maintenance Build 1").

VIII. SRDR Enterprise Resource Planning (ERP) (DD 2794, Page 8):

26. ERP Releases: Enter information related to the software releases of data as described in the following subparagraphs:

- The term "release" refers to commonly used terms such as build, product build, and

15

increment.

- Each software release must discretely report:

    26a. Release ID Enter the sequential number of each anticipated software maintenance release (beginning with 1) as applicable. If the number of releases are not known at the time of the development of the plan, then enter 1 and enter "Software Release 1...n". Also, in the Remarks (item 15) add a comment stating that "All software releases and CSCIs shall be specified at a later date by the awarded reporting entity and PMO either pre or post contract award."

    26b. Release Name: Enter the name of the software release that corresponds to the sequential Release ID reported in Item 26a (Release ID) (e.g., Space Vehicle Software Release 1). If the name the releases are not known at the time of the development of the plan, then enter "Software Release 1...n". Also, in the Remarks (item 15) add a comment stating that "All software releases and CSCIs shall be specified at a later date by the awarded con reporting entity tractor and PMO either pre or post contract award."

    26c. Release Date: Enter the planned software release end date. This date should reflect the date of when a release has achieved "Go-Live" and must describes the data in the report. Enter the appropriate numeric data for the year, month, and day. For example, December 31, 2018, would be shown as 20181231.

27. ERP Product Size Reporting Elements: Enter information related to the mapping between the WBS Code reported in item 11a. (WBS Code), item 11c. (WBS Element Name) and the Release IDs reported in item 26a.

    27a. Product Size Reporting Element Code: Enter the WBS code reported in item 11a. (WBS Code) that is associated to a specific release and CSCI.

    27b. Product Size Reporting Element Name: Enter the WBS Element Name reported in section 11c. (WBS Element Name) that is associated to a specific release.

    27c. Product Size Reporting Element Release ID: Enter the release ID reported in in item 23a that is associated to a specific release and WBS Element code and Reporting Element Name.

28. ERP Product Size Submissions. Enter information related to the submission of data as described in the following subparagraphs:

- The SRDR reporting CDRLs (including the last Software Resource Data (SRD) report to be submitted - the "Final" SRD report 60 days following last day of the month when two conditions have been satisfied: (1) the final end item has been delivered and accepted by the government (e.g., as evidenced by a completed DD 250) and (2) 95% or more of total contract costs have been incurred):

28a. Number: Enter the sequential number of each report submission corresponding to the CSDR Submission Event ID from item 14a.

28b. Name. Enter the event (a significant program activity or occurrence that requires a report) or time period corresponding to the CSDR Submission Event Name from item 14c (Submission Event Name) (e.g., "ERP Build 1", "ERP Build 2", etc.).

28c. Release ID: Enter each release ID reported in section 26a, enter an "X" for each release anticipated to be reported for the respective submission event specified in section 25b (e.g., If submission event "ERP Build 1" anticipates to include releases 1 and 2, then enter an "X" for release 1 and 2 for submission event "ERP Build 1").

IV. Technical Data Parameter Requirements (DD 2794, Pages 9a & 9b):

29. WBS Element Code: Enter the WBS element codes identified in item 11a. (WBS Code) that is associated with the technical parameter being requested.

30. WBS Element Name: Enter the WBS element name identified in item 11c. (WBS Element Name) that is associated with the technical parameter being requested.

31. Item Type: Enter the Item Type associated to the WBS element name and technical parameter being requested. The Item Types associated to a WBS element name and technical parameter can be found using the Technical Vocabulary Database. The Item Type must be reported as identified in the Technical Parameter Database.

32. Technical Parameters: Enter information regarding the Technical Parameters to be requested. All Technical Parameter information must be reported as identified in the Technical Vocabulary Database.

32a. Technical Parameter Name: Enter the Technical Parameter Name associated to the WBS element name and item type being requested. The Technical Parameter Names associated to a WBS element name and Item Type can be found using the Technical Parameter Database. The Technical Parameter Name must be reported as identified in the Technical Vocabulary Database.

32b. Unit of Measure: Enter the Unit of Measure associated to the Technical Parameter being requested. The Unit of Measure can be found using the Technical Vocabulary Database. The Unit of Measure must be reported as identified in the Technical Vocabulary Database.

32c. Unit of Measure Qualifier: Enter the Unit of Measure Qualifier associated to the Technical Parameter being requested. The Unit of Measure Qualifier can be found using the Technical Vocabulary Database. The Unit of Measure Qualifier must be reported as identified in the Technical Vocabulary Database.

32d. Repeatable: Enter a "Y" for all Technical Parameters that are identified as repeatable in the Technical Vocabulary Database.

32e. Definition: Enter the definition of the parameter with specific details of what should be measured or reported for the given parameter, as defined by the Technical Vocabulary Database. For example, a parameter for Surface Vehicle weight would be defined as, "The overall length of the vehicle as measured from the front of the hull to the rear of the hull or turret."

32f. Remarks: Enter any pertinent information that may help explain or clarify any of the entries in items 32a through 32e.

33. Technical Parameter List Requirements (List Items): Enter information regarding the Technical Parameter List options to be requested. All Technical Parameter information must be reported as identified in the Technical Vocabulary Database.

33a. Item Type: Enter the Item Type as reported in item 31 that is specific to the Parameter Name.

33b. Parameter Name: Enter the Parameter Name as reported in item 32a.

33c. List Items: Enter the corresponding List Items for the corresponding Parameter Name from the Technical Vocabulary Database. For example, the Parameter requested is "Type of Actuator" and the List Items are "Manual, Pneumatic, Hydraulic, Electric, or Other".

Appendix A – Acronyms

ACAT — Acquisition Category
AFCAA — Air Force Cost Analysis Agency
ATD — Actuals To Date
CA — Cost Assessment
CADE — Cost Assessment Data Enterprise
CAE — Component Acquisition Executive
CAPE — Cost Assessment and Program Evaluation
CBDR — Contractor Business Data Report
CCDR — Contractor Cost Data Report
CDR — Critical Design Review
CDRL — Contract Data Requirement Line
C-FRP — Production and Deployment Phase – Full-Rate Production
CLIN — Contract Line Item Number
C-LRIP — Production and Deployment Phase - Low-Rate Initial Production
CNI — Communications, Navigation and Identification
COB — Close of Business
CPet — CSDR Planning and Execution Tool
CPR — Contract Performance Report
CR — Central Repository
CRI — Cost Reduction Initiative
CSCI — Computer Software Configuration Items
CSDR — Cost and Software Data Report/Reporting
CWIPT — Cost Working Integrated Product Team
CY — Calendar Year
DAB — Defense Acquisition Board
DACIMS — Defense Automated Cost Information Management System
DAES — Defense Acquisition Executive Summary
DAMIR — Defense Acquisition Management Information Retrieval
DCAA — Defense Contract Audit Agency
DAVE — Defense Acquisition Visibility Environment
DCARC — Defense Cost and Resource Center
DDCA — Deputy Director of Cost Assessment
DID — Data Item Description
DO — Delivery Order
DoD — Department of Defense
DSLOC — Delivered Source Lines of Code
EAC — Estimate at Completion

ECP	Engineering Change Proposal
EMD	Engineering Manufacturing Development
ERP	Enterprise Resource Planning
ESLOC	Equivalent Source Lines of Code
EVM	Earned Value Management
FAC	Forecast at Completion
FCCM	Facilities Capital Cost of Money
FCHR	Functional Cost-Hour Report
FMS	Foreign Military Sale
FRP	Full Rate Production
FY	Fiscal Year
G&A	General and Administrative
GFE	Government Furnished Equipment
IAW	In Accordance With
IDIQ	Indefinite Delivery Indefinite Quantity
IT	Information Technology
LRIP	Low Rate Initial Production
MAIS	Major Automated Information System
MDA	Missile Defense Agency
MDA	Milestone Decision Authority
MDAP	Major Defense Acquisition Program
MDD	Materiel Development Decision
MILDEP	Military Department
MIL-HDBK-881A	Military Handbook – 881A
MIL-STD-881C	Military Standard – 881C
MIL-STD-881D	Military Standard – 881D
MOD	Modification
MR	Management Reserve
MYP	Multi Year Procurement
N/A-GOV'T	Not Applicable-Government
NCCA	Naval Center for Cost Analysis
NDA	Non-Disclosure Agreement
NLT	No later than
NRE	Non-Recurring Engineering
O&M	Operation and Maintenance, Working Capital Fund (WCF),
O&S	Operations and Support
ODASA-CE	Office of the Deputy Assistant Secretary of the Army – Cost and Economics
OSD DDCA	OSD Deputy Director, Cost Assessment

OSD	Office of the Secretary of Defense
PBL	Performance Based Logistics
PCR	Progress Curve Report
PD	Production & Deployment Phase
PDR	Preliminary Design Review
PEO	Program Executive Office
PM	Program Manager
PMO	Program Management Office
POC	Point of Contact
RDT	Resource Distribution Table
RDT&E	Research, Development, Test & Evaluation
RFP	Request for Proposal
ROM	Rough Order of Magnitude
SDD	System Design and Development
SFR	Systems Requirement Review
SLOC	Source Lines of Code
SOW	Statement of Work
S-R	Submit-Review
SRD	Software Resource Data
SRDR	Software Resource Data Report
SWAP-C	Size, Weight, Power and Cooling
TBD	To Be Determined
TMRR	Technology Maturation &Risk Reduction
TI	Technical Instructions
UB	Undistributed Budget
WBS	Work Breakdown Structure
WCF	Working Capital Fund
XML	Extensible Markup Language

Appendix B – Change Log

DATE	SECTION	PAGE	DESCRIPTION
10/03/2023	Overview	3	Replaced MIl-STD-881D to MIL-STD-881F
10/03/2023	Overview	3	Added "CSDR Standard Plan templates"
10/03/2023	Overview	3	Replaced DoDM 5000.04, Section 5, "Cost Data Collection Process" reference
10/03/2023	Overview	3	Added "as well as agreements"
10/03/2023	I. Metadata (DD 2794, Page 1)	3	Replaced DAMIR with DAVE in 1a. Program Name and 1d. Acquisition Category
10/03/2023	I. Metadata (DD 2794, Page 1)	5	9a.iv. Contractor Business Data Report (1921-3) Requirement – added "for any contract with a total anticipated value greater than $250M."
10/03/2023	I. Metadata (DD 2794, Page 1)	6	10.c Approved CSDR Plan Requirements – replaced page references for Technical Data Requirements CSDR Plan Supplement (DD 2794, pgs. 9a and 9b)
10/03/2023	II. Reporting Requirements (DD 2794, Page 2)	6	11.c. WBS Element Name – replaced MIl-STD-881D to MIL-STD-881F
10/03/2023	II. Reporting Requirements (DD 2794, Page 2)	9	13.b. SRDR Formats – replaced page references for SRDR Supplements items 19 through 28
10/03/2023	III. Reporting Events (DD 2794, Page 3)	10	14d. Report Cycle, i. Initial Report – updated to be in accordance with CWIPT discretion
10/03/2023	III. Reporting Events (DD 2794, Page 3)	11	14.d.iii Final – added "technical data, maintenance & repair data"
10/03/2023	IV. Remarks (DD 2794, Page 4)	11	15. Remarks – removed reference to Recurring vs. Nonrecurring definitions and Appendix B
10/03/2023	V. Scope Reporting (End Item/Order/Lots) (DD 2794, Page 5)	12	18. Unit/Sublot Reporting and Unit Sequencing Requirements – updated from "Other Reporting Requirements"
10/03/2023	V. Scope Reporting (End Item/Order/Lots) (DD 2794, Page 5)	13	18c. Unit/Sublot Reporting – updated to include "Sublot"
10/03/2023	V. Scope Reporting (End Item/Order/Lots) (DD 2794, Page 5)	13	18d. Unit Sequencing – updated to include "Unit"
10/03/2023	VI. SRDR Development (DD 2794, Page 6)	14	20.b. SRDR Development CSCI Name – updated "refers"
10/03/2023	VI. SRDR Development (DD 2794, Page 6)	15	22. Software Development Product Size Submissions – updated to "including"
10/03/2023	VII. SRDR Maintenance (DD 2794, Page 7)	15	23. Software Maintenance Releases – updated "refers" and "reported"

10/03/2023	VII. SRDR Maintenance (DD 2794, Page 7)	16	25. Software Maintenance Product Size Submissions – updated to "including"
10/03/2023	VII. SRDR Maintenance (DD 2794, Page 7)	16	25.c Release ID – updated to "including"
10/03/2023	VIII. SRDR Enterprise Resource Planning (ERP) (DD 2794, Page 8):	16-18	Added SRDR Enterprise Resource Planning (ERP) supplement section – defined items 26-28
10/03/2023	IV. Technical Data Parameter Requirements (DD 2794, Pages 9a & 9b):	18	Updated page references to 9a & 9b
10/03/2023	IV. Technical Data Parameter Requirements (DD 2794, Pages 9a & 9b):	18-20	Updated CSDR Plan item references: 29-33
10/03/2023	IV. Technical Data Parameter Requirements (DD 2794, Pages 9a & 9b):	20	Added and defined 32.d Definition, 33a. Item Type, 33b. Parameter Name, and 33c. List Items
10/03/2023	Appendix B: Remarks		Removed Appendix B: Remarks – Standard Plan will hold example Remarks language. Replaced with Appendix B – Change Log