

Attachment 2

**Contract Data Requirements List
(CDRLS)**

CONTRACT DATA REQUIREMENTS LIST (CDRL)

A. Contract Line Item No A001		B. Exhibit See Exhibit #1		C. Category (Check appropriate one) TOP <input type="checkbox"/> TM <input type="checkbox"/> Other <input type="checkbox"/>			
D. System/Item		E. Contract/PR No. DTFAAC-07-D-00057		F. Contractor DMSJV			
1. Data Item No.		2. Title of Data Item Procurement		3. Subtitle			
4. Authority		5. Contact Reference		6. Requiring Office			
7. DD 250 Req'd	8. APP Code	9. Distribution Statement Required		10. Frequency MTHLY	11. As of Date (AOD)		
12. Date of First Submission		13. Date of Subsequent Submission		15. Distribution			
14. REMARKS: Five (5) days after the end of the month the Contractor shall provide one electronic EXCEL document, transmitted via e-mail to the COTR, and one mailed copy to AMQ/CO. Contract No. DTFAAC-07-D-00057 The Document shall identify the following for all credit card procurements by object class for supplies & materials, for maintenance agreements, periodicals, furniture & equipment and will include the following information: <ul style="list-style-type: none"> • Date ordered • Vendor information • Item description • Object class • Purchase Requisition # • Cost of Item purchased • Report of all metered mail • Print request and dollars expended 				a. Addressee	b. Draft Copies	c. Final Copies Reg.	d. Copies Repr.
				AMA-3	1		
				AMQ-310	1		
				16. Total			
G. Prepared By Karen Concannon		H. Date 8-7-2007		I. Approved By		J. Date	
17. Price Group				18. Estimated Total Price			

CONTRACT DATA REQUIREMENTS LIST (CDRL)

A. Contract Line Item No A002		B. Exhibit See Exhibit #1 -CDRL FUNDING		C. Category (Check appropriate one) TDP <input type="checkbox"/> TM <input type="checkbox"/> Other <input type="checkbox"/>			
D. System/Item		E. Contract/PR No. DTFAAC-07-D-00057		F. Contractor DMSJV			
1. Data Item No.		2. Title of Data Item Contract Funds Status		3. Subtitle			
4. Authority		5. Contact Reference		6. Requiring Office			
7. DD 250 Req'd	8. APP Code	9. Distribution Statement Required		10. Frequency MTHLY	11. As of Date (AOD)		
12. Date of First Submission		13. Date of Subsequent Submission		16. Distribution			
14. REMARKS: With the monthly invoice the Contractor shall provide one electronic <u>EXCEL document</u> , transmitted via e-mail to the COTR, and one mailed copy to AMQ/CO. Contract No. DTFAAC-07-D-00057 The Document shall identify the following: <ul style="list-style-type: none"> • CLIN Number • CLIN Description • Contract Estimates by CLIN • Funding Amount by CLIN • Cumulative Amount Invoiced • % Cum Invoiced/Funding Amount • Current Balance of Funds • Projected Total of Funds Required • Estimated Shortage/Excess of Funds • Comments 				a. Addressee	b. Draft Copies	c. Final Copies Reg.	Repro
				AMA-3	1		
				AMQ-310	1		
				16. Total			
17. Price Group		18. Estimated Total Price					
19. Prepared By Karen Concannon		20. Date 8-7-2007		21. Approved By			
				22. Date			

CONTRACT DATA REQUIREMENTS LIST (CDRL)

A. Contract Line Item No. A003	B. Exhibit See Evaluation Exhibit #1	C. Category (Check appropriate one) TDP <input type="checkbox"/> TM <input type="checkbox"/> Other <input type="checkbox"/>		
D. System/Item	E. Contract/PR No. DTFAAC-07-D-00057	F. Contractor DMSJV		

1. Data Item No.	2. Title of Data Item Evaluation Data	3. Subtitle
4. Authority	5. Contact Reference	6. Requiring Office
7. DD 250 Req'd	8. APP Code	9. Distribution Statement Required
		10. Frequency Semi-Annually
		11. As of Date (AOD)

12. Date of First Submission	13. Date of Subsequent Submission	15. Distribution		
14. REMARKS: Semi-annually the Contractor shall provide one electronic <u>narrative Word document</u> , transmitted via e-mail to the COTR, and one mailed copy to AMQ/CO. Contract No. DTFAAC-07-D-00057 The Document shall identify the following on all courses evaluated during the reporting period: <ul style="list-style-type: none"> • Evaluation report of Level 3 finding & recommendations • Level 1 trends per course • Needs Assessment Data 		a. Addresses	b. Draft Copies	c. Final Copies Reg. Repro
		AMA-3	1	
		AMQ-310	1	
		16. Total		

17. Price Group	18. Estimated Total Price
19. Prepared By Karen Concannon	20. Date 8-7-2007
21. Approved By	22. Date

EXECUTIVE SUMMARY
Center for Management and Executive Leadership (CMEL)
Semi-Annual Evaluation Report
October 2006

INTRODUCTION

The Quarterly Evaluation Report includes the following:

1. Year-to-date Level III Follow-up Evaluation Results
2. Recommendations based on the students' comments and course close-outs for the Frontline Manager courses (FMC-2, FMC-3, MMC, MCM, and SIM)
3. Student Attendance Chart and Demographics by course
4. FY-06 Favorability Ratings for Level I end-of-course evaluation rating items
5. Additional Training Needs Data

1. LEVEL III FOLLOW-UP EVALUATIONS

Students and supervisors respond to three basic questions:

1. Was the training needed for his/her job?
2. Did the course provide knowledge and skills needed to perform the job?
3. Are the knowledge and skills being applied?

SUMMARY OF LEVEL III FINDINGS

Supervisor: Did your employee need this training for his/her present job?
Student: Did you need this training for your present job?

Supervisor: The course provided my employee with the knowledge and skills needed to perform the job.

Student: This course provided me with the knowledge and skills I needed to perform my job.

Supervisor: My employee is applying the knowledge and skills learned on a recurring basis.

Student: I am applying the knowledge and skills I learned on a recurring basis.

2. RECOMMENDATIONS FOR FRONTLINE MANAGERS COURSES

3. FY '06 YEAR-TO-DATE STUDENT ATTENDANCE CHART and DEMOGRAPHICS

YTD Student Demographics by Course

Student Demographics by Percentage

4. END-OF-COURSE FAVORABILITY RATINGS - LEVEL I

5. TRAINING NEEDS DATA

CONTRACT DATA REQUIREMENTS LIST (CDRL)

A. Contract Line Item No. A004		B. Exhibit		C. Category (Check appropriate one) TDP <input type="checkbox"/> TM <input type="checkbox"/> Other <input type="checkbox"/>				
D. System/Item		E. Contract/PR No. DTFAAC07-D-00057		F. Contractor DMSJV				
1. Data Item No.		2. Title of Data Item Activity Report		3. Subtitle				
4. Authority		5. Contact Reference		6. Requiring Office				
7. DD 250 Req'd	8. APP Code	9. Distribution Statement Required		10. Frequency MTHLY		11. As of Date (AOD)		
12. Date of First Submission		13. Date of Subsequent Submission		15. Distribution				
14. REMARKS: Contract No. <u>DTFAAC-07-D-00057</u> The Contractor shall provide one electronic document, either in MS Project, Excel or Word, to the cognizant COTR. Any format, including the level and breadth of the content, is subject to review and acceptance by the COTR. The Activity Report will document the status of contractor effort towards achieving contract objectives for all tasks not covered under other CDRLs. It identifies accomplishments to date and difficulties encountered, and compares the status achieved to planned goals and the resources expended. The document shall include the following information: <ul style="list-style-type: none"> - A summary including project or task status, covering the accomplished activities, results of efforts, identification of major problems/deficiencies with impact, and recommended solutions, certification & professional development accomplishments - Tasks requested/ordered - The status of each milestone/task as defined by the statement of work or contract, with timelines including expected/actual completion dates - Milestone charts identifying phase of task and percentage of completion of each task, where applicable - Workload requested vs. workload performed, to include effort expended on each task to date, and a brief description of accomplishments - Proposed solutions to any problems encountered or expected - Itemized labor hours and cost expenditure incurred for the 				a. Addressee	b. Draft Copies	c. Final Copies		
				AMA-3	1			
				AMQ-310	1			
				16. Total				
				17. Price Group		18. Estimated Total Price		
19. Prepared By Karen Concannon		20. Date 8-7-2007		21. Approved By		22. Date		

CONTRACT DATA REQUIREMENTS LIST (CDRL)

Page 1 of

A. Contract Line Item No. A005		B. Exhibit See Exhibit #1 -Annual Report		C. Category (Check appropriate) TDP <input type="checkbox"/> TM <input type="checkbox"/> Other <input type="checkbox"/>							
D. System/Item		E. Contract/PR No. DTFAAC-07-D-00057		F. Contractor DMSJV							
1. Data Item No.		2. Title of Data Item Annual Report		3. Subtitle							
4. Authority		5. Contact Reference		6. Requiring Office							
7. DD 250 Req'd	8. APP Code	9. Distribution Statement Required		10. Frequency MTHLY	11. As of Date (ADD)						
12. Date of First Submission		13. Date of Subsequent Submission		15. Distribution							
14. REMARKS: By the 15 th of September the Contractor shall provide one electronic <u>EXCEL document</u> , transmitted via e-mail to the COTR, and one mailed copy to AMQ/CO. Contract No. DTFAAC-07-D-00057 The Document shall identify the following: <ul style="list-style-type: none"> • Student completions and total number of courses broken down by core vs. non-core, FAA vs. non-FAA • For all core funded courses, attendance broken down by Line of Business and Region or Service Area • 				a. Addressee	b. Draft Copies	c. Final Copies Reg.	Repro				
				AMA-3	1						
				AMQ-310	1						
				16. Total							
				G. Prepared By Karen Concannon				H. Date 8-7-2007		I. Approved By	
17. Price Group				18. Estimated Total Price							

CDRL A005 -Annual Report Exhibit #1

Time Period of Report:		NON-CORE COURSES		CONFERENCES/MEETINGS	
CORE COURSES		NON-CORE COURSES		CONFERENCES/MEETINGS	
<u>Student Course Completions/Attendance:</u>		<u>Student Course Completions/Attendance:</u>		<u>Total # Conferences Held:</u>	
FAA		FAA		FAA	
Non-FAA		Non-FAA		Non-FAA	
<u>Total # Courses Held:</u>		<u>Total # Courses Held:</u>		<u>Total #Conference Attendees</u>	
FAA		FAA		FAA	
Non-FAA		Non-FAA		Non-FAA	
<u>Total # Student Course Hours:</u>		<u>Total # Student Course Hours:</u>			
FAA		FAA		FAA	
Non-FAA		Non-FAA		Non-FAA	

CONTRACT DATA REQUIREMENTS LIST (CDRL)

A. Contract Line Item No A006		B. Exhibit		C. Category (Check appropriate one) TDP <input type="checkbox"/> TM <input type="checkbox"/> Other <input type="checkbox"/>			
D. System/Item		E. Contract/PR No. DTFAAC-07-D-00057		F. Contractor DMSJV			
1. Data Item No		2. Title of Data Item Hardware Support/Bench Repair		3. Subtitle			
4. Authority		5. Contact Reference		6. Requiring Office			
7. DD 250 Req'd	8. APP Code	9. Distribution Statement Required		10. Frequency MTHLY	11. As of Date (AOD)		
12. Date of First Submission		13. Date of Subsequent Submission		15. Distribution			
14. REMARKS: On the last day of the month the Contractor shall provide one electronic <u>narrative Word document</u> , transmitted via e-mail to the COTR, and one mailed copy to AMQ/CO. Contract No. DTFAAC-07-D-00057 The Document shall identify the following: Property/Equipment <ul style="list-style-type: none"> • List of property excessed • List of property repaired and status or repair • List of property requiring maintenance contracts and date of expiration and cost of maintenance agreement Computer Hardware/Software and Network <ul style="list-style-type: none"> • List of CPUs installed, repaired, upgraded or supported • Routine functions scheduled for the month IT Policy <ul style="list-style-type: none"> • Report the CMEL status with the Information System Security (ISS) Program (Security Certification and Authorization Package (SCAP) and the Contingency, Disaster, Response Plan (CDRP), or any new processes/procedures. • Report contact with the Information System Security Certifier (ISSC) and the Information System Security Officer (ISSO) and outcome 				a. Addresses	b. Draft Copies	c. Final Copies Reg.	d. Final Copies Repro
				AMA-3	1		
	AMQ-310	1					
				16. Total			
G. Prepared By Karen Concannon		H. Date 8-7-2007		I. Approved By		J. Date	
17. Price Group				18. Estimated Total Price			

CONTRACT DATA REQUIREMENTS LIST (CDRL)

A. Contract Line Item No. A007		B. Exhibit See Exhibit #1		C. Category (Check appropriate one) TDP <input type="checkbox"/> TM <input type="checkbox"/> Other <input type="checkbox"/>			
D. System/Item		E. Contract/PR No. DTFAAC-07-D-00057		F. Contractor DMSJV			
1. Data Item No.		2. Title of Data Item Instructional Design Report		3. Subtitle			
4. Authority		5. Contact Reference		6. Requiring Office			
7. DD 250 Req'd	8. APP Code	9. Distribution Statement Required		10. Frequency MTHLY	11. As of Date (AOD)		
12. Date of First Submission		13. Date of Subsequent Submission		15. Distribution			
14. REMARKS: For the monthly invoice period the Contractor shall provide one electronic narrative Word document, transmitted via e-mail to the COTR, and one mailed copy to AMQ/CO. Contract No. DTFAAC-07-D-00057 The Document shall identify the following for all hours expended in Task #3 –Instructional Design: <ul style="list-style-type: none"> Total hours expended by labor category by course for course maintenance, design and development Brief description of work accomplished by labor category by course Total labor hours expended for Task #3 Cumulative hours expended for Task #3 				a. Addressee	b. Draft Copies	c. Final Copies Reg.	d. Copies Repro
				AMA-3	1		
				AMQ-310	1		
				15. Total			
G. Prepared By Karen Concannon		H. Date 8-7-2007		I. Approved By		J. Date	
17. Price Group				18. Estimated Total Price			

INSTRUCTIONS FOR COMPLETING FAA Template No. 59 (6/98)
(Mark Not Applicable sections as N/A)

- A. **Contract Line Item No.** Contract Line Item Number (CLIN) associated with this Contract Data Requirements List (CDRL).
- B. **Exhibit.** Exhibit Identifier for this CDRL item.
- C. **Category.** TDP, TM, or Other.
- D. **System/Item.** System, item, project designator or name, or title of services being acquired that the data will support.
- E. **Contract/PR No.** Procurement Instrument Identification Number (PIIN) (i.e., the contract number, the Purchase Request (PR) number, the screening information Request (SIR) number, or other appropriate designator.
- F. **Contractor.** Contractor's name.
- G. **Prepared by.** Preparer's organization responsible for preparing the CDRL.
- H. **Date.** Date the form was prepared.
- I. **Approved by.** Office responsible for approving the CDRL. The approving official's signature appears on the last page of exhibit.
- J. **Date.** The date the CDRL was approved.

1. **Data Item No.** The 4-character Exhibit Line Item Number (ELIN). The first position consists of the exhibit identifier and the remaining positions are assigned sequentially.
2. **Title of Data Item.** The title of the Data Item Description (DID) cited in Item 4.
3. **Subtitle.** Further identification of the data item to supplement the title, if required.
4. **Authority (Data Acquisition Document No.)** DID identification number where detailed preparation instructions are provided.
5. **Contract Reference.** The specific paragraph number of the applicable contractual document that contains the tasking that generates a requirement for the data item. Normally, this will be a Statement of Work (SOW) paragraph.
6. **Requiring Office.** The technical office having responsibility for ensuring the technical adequacy of the data.
7. **DD 250 Required.**
8. **APP Code.** Identification, by entry of an "A," of a requirement for advance written approval prior to final distribution of an item of data. An "A" in this item indicates that one or more draft submissions are required. Item 14 will show length of turn-around time for the contractor to resubmit the data after Government approval/disapproval has been issued.
9. **Distribution Statement Required.**
10. **Frequency.** The frequency of data submittal. Entries in this item are explained in Table 1. If the data is of a recurring type, it is to be submitted at the end of the reporting period established in this item unless otherwise indicated in Item 14.

CODE	FREQUENCY	CODE	FREQUENCY
ANPLY	Annually	ASGEN	As generated
ASREQ	As required	BI-MO	Every two months
BI-WE	Every two weeks	CP/RQ	Change pages as required
DAILY	Daily	DFDEL	Deferred delivery
MTHLY	Monthly	ONE/R	One time with revisions
OTIME	One time (does not include draft submissions)	QRTLY	Quarterly
R/ASR	Revisions as required	SEMI	Every six months
WEEKLY	Weekly	"N"TIME	Multiple separate submittals (2time, 3time, etc.)
See Item #14	Requirement is described in Item #14. Used in lieu of other codes where such are inadequate to define requirement, or used in addition to other codes requiring amplification in Item #14.		

11. **As of Date.** Date for cutting off collection of the data. If the data is to be submitted multiple times, a numeral will be entered to indicate the number of calendar days prior to the end of the reporting period, established in Item 10, that data collection will be cut off. For example, "15" would place the "as of date" for the data at 15 days before the end of the month, quarter, or year, depending upon the frequency established in Item 10; a "0" or blank would place the "as of" date at the end of each month, quarter, etc.
12. **Date of First Submission.** Due date for initial data submission. This is normally the postage date or date the data is delivered to the Contracting Officer or keyed to a specific event or milestone, using a code from Table 2.

Code	Definition	Code	Definition
ASGEN	As generated	ASREQ	As required
DFDEL	Deferred delivery	"N"DAC	Days after contract award
"N"DACM	Days after contract modification	"N"DARP	Days after reporting period
"N"DARC	Days after receipt of comments	"N"DTG	Days after test completion
NLT	No later than	EOC	End of contract
EOM	End of month	EOQ	End of quarter
See Item #14	Use to indicate requirement is described in Item 14. Used in lieu of other codes where such are inadequate to define requirement or used in addition to other codes when amplification is included in Item 14.		

The "N" is assigned a value indicating the number of days, e.g., 30 DAC

13. **Date of Subsequent Submission.** Due date(s) for subsequent data submission(s). If data is to be submitted more than once. If submittal is constrained by a specific event or milestone, the constraint will be given using a code from Table 2.
14. **Remarks.** Contains all pertinent information not specified elsewhere and any amplification of other items on this form (e.g., DID tailoring, approval criteria and authority, inspection and acceptance clarification, distributions statements, specific submission instructions, explanation of reproducible copy and delivery requirements, alternative medium for delivery of the data item, etc.)
15. **Distribution.** Addressees and the number of draft and final copies (regular or reproducible) to be provided to each. FAA facility designator and/or office symbols/codes may be used; however, an explanation of these will be provided in the Addressee Listing. When reproducible copies (e.g., magnetic diskettes/tape, vellum, negative, etc.) are required, an explanation will be provided in Item 14. If deferred delivery is required, amplification will be given in Item 14.
16. **Total.** Total number of draft and final (regular/reproducible) copies required.
17. **Price Group.** Not used.
18. **Estimated Total Price.** Not used.