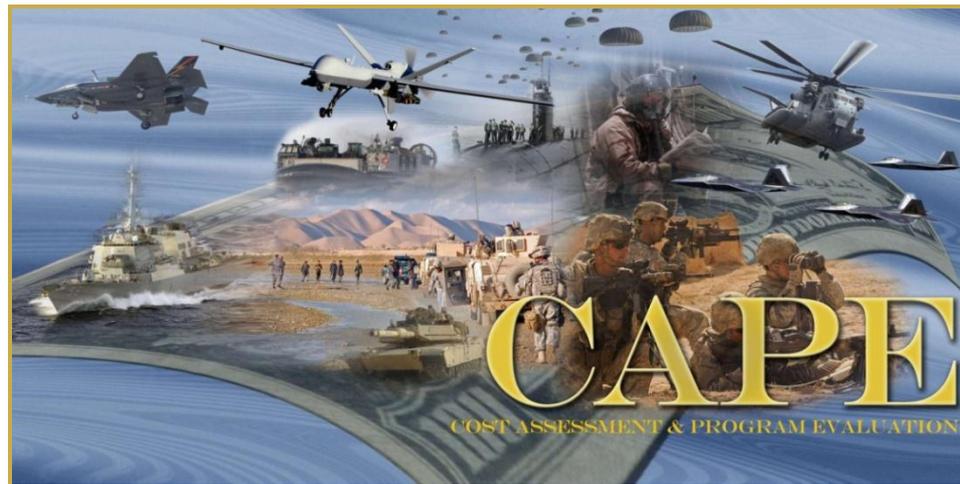


Cost and Software Data Reporting Training CSDR Plan Development

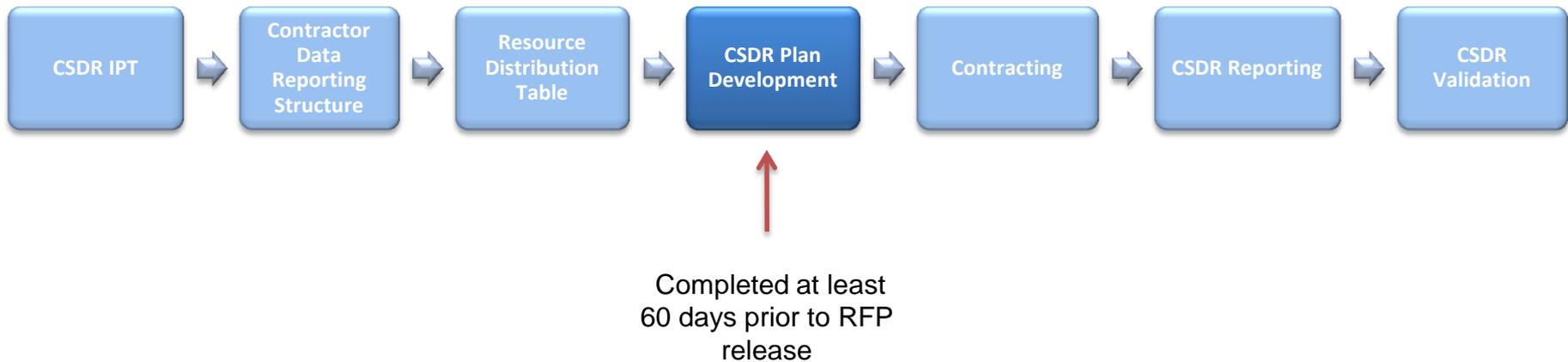


October 16, 2012



CSDR Plan Development

OSD CAPE





CSDR Plans (DD Form 2794)

OSD CAPE

- Types: Program, Contract, and Subcontract
- Data reporting structure derived from MIL-STD-881C
- One overarching Program Plan required per phase, e.g., EMD, LRIP, FRP, Sustainment
- Required prime contract and subcontract plans determined by contract value
- Designate which reports are required for each Data Reporting element
- Establish submission events and frequency of reporting

cPet tool should be used to create all Program and Contract plans



Program Plan Relationship

COST AND SOFTWARE DATA REPORTING PLAN

The public reporting burden for this collection of information is estimated to average 8 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 Washington Headquarters Service, Department of Commerce, Executive Order 12813-0000. Responses should state the justification for any change of view. Do not send this information to the Department of Defense.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE ABOVE ORGANIZATION.

Form Approved
OMB No. 0704-0188

1. MAJOR PROGRAM NAME: PRIME CONTRACTOR SUBCONTRACTOR

2. CONTRACT NUMBER: PRIME CONTRACT SUBCONTRACT

3. CONTRACT NAME AND ADDRESS (Include ZIP Code): _____

4. TELEPHONE NUMBER (Include Area Code): _____

5. FAX NUMBER (Include Area Code): _____

6. E-MAIL ADDRESS: _____

7. PLAN TYPE: PROGRAM CONTRACT PRIME CONTRACT (SIC)

8. PREPARING ORGANIZATION: _____

9. CONTRACTOR NAME/ADDRESS (Including Organization & Division): _____

10. CONTRACT NUMBER: _____

11. APPROVED PLAN NUMBER: _____

12. REPORTS REQUIRED (of Reports):

13. WBS ELEMENT CODE: _____

14. WBS REPORTING ELEMENTS: _____

15. OWS ACTIVITY: _____

16. DD FORM 278, MAY 2001

COST AND SOFTWARE DATA REPORTING PLAN

1. MAJOR PROGRAM NAME: _____

2. CONTRACT NUMBER: _____

3. CONTRACT NAME AND ADDRESS (Include ZIP Code): _____

4. TELEPHONE NUMBER (Include Area Code): _____

5. FAX NUMBER (Include Area Code): _____

6. E-MAIL ADDRESS: _____

7. PLAN TYPE: _____

8. PREPARING ORGANIZATION: _____

9. CONTRACTOR NAME/ADDRESS (Including Organization & Division): _____

10. CONTRACT NUMBER: _____

11. APPROVED PLAN NUMBER: _____

12. REPORTS REQUIRED (of Reports): _____

13. WBS ELEMENT CODE: _____

14. WBS REPORTING ELEMENTS: _____

15. OWS ACTIVITY: _____

COST AND SOFTWARE DATA REPORTING PLAN

1. MAJOR PROGRAM NAME: _____

2. CONTRACT NUMBER: _____

3. CONTRACT NAME AND ADDRESS (Include ZIP Code): _____

4. TELEPHONE NUMBER (Include Area Code): _____

5. FAX NUMBER (Include Area Code): _____

6. E-MAIL ADDRESS: _____

7. PLAN TYPE: _____

8. PREPARING ORGANIZATION: _____

9. CONTRACTOR NAME/ADDRESS (Including Organization & Division): _____

10. CONTRACT NUMBER: _____

11. APPROVED PLAN NUMBER: _____

12. REPORTS REQUIRED (of Reports): _____

13. WBS ELEMENT CODE: _____

14. WBS REPORTING ELEMENTS: _____

15. OWS ACTIVITY: _____

Contract Plans

Direct-Reporting Subcontract Plans

Program Plan

Effort below reporting threshold

Program Management Office costs

Government Field Activities



DD Form 2794 (Page 1)

OSD CAPE

COST AND SOFTWARE DATA REPORTING PLAN						Form Approved OMB No. 0704-0188				
<p>The public reporting burden for this collection of information is estimated to average 8 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 Department of Defense, Executive Services 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.</p> <p>PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE ABOVE ORGANIZATION.</p>										
1. MAJOR PROGRAM a. NAME: b. PHASE/MILESTONE <input type="checkbox"/> Pre-A <input type="checkbox"/> B <input type="checkbox"/> C-FRP <input type="checkbox"/> A <input type="checkbox"/> C-LRIP <input type="checkbox"/> O&S			c. PRIME MISSION PRODUCT		2. WBS SYSTEM TYPE	3. SUBMISSION TYPE <input type="checkbox"/> INITIAL <input type="checkbox"/> CHANGE	4. CURRENT SUBMISSION DATE (YYYYMMDD)	5. LAST APPROVED PLAN DATE (YYYYMMDD)		
6a. POINT OF CONTACT (POC) NAME AND ADDRESS (Include ZIP Code)			6b. TELEPHONE NUMBER (Include Area Code)		6c. FAX NUMBER (Include Area Code)	6d. E-MAIL ADDRESS				
7. PLAN TYPE <input type="checkbox"/> PROGRAM <input type="checkbox"/> CONTRACT (PRIM) <input type="checkbox"/> CONTRACT (SUB)		8. PREPARING ORGANIZATION	9a. CONTRACTOR NAME/ADDRESS i. PERFORMING ORGANIZATION ii. DIVISION		9b. CONTRACT NUMBER	9c. APPROPRIATION <input type="checkbox"/> RDT&E <input type="checkbox"/> PROCUREMENT <input type="checkbox"/> O&M	10. APPROVED PLAN NUMBER			
11. WBS ELEMENT CODE a. PROGRAM/CONTRACT/SUBCONTRACT b. CONTRACT/SUBCONTRACT		12. WBS REPORTING ELEMENTS			13. REPORTS REQUIRED (X if applicable) DD 1921-3 (CBDR): <input type="checkbox"/>					
					a. CWBS DICTIONARY	b. DD 1921 (CDSR)	c. DD 1921-1 (FCHR)	d. DD 1921-2 (PCR)	e. DD 1921-4 (CSR)	f. SRDR FORMATS

Required Reports (Block 13)

Metadata (Blocks 1-10)

Element Code and Reporting Elements (Blocks 11-12)

DD FORM 2794, MAY 2011

PREVIOUS EDITION IS OBSOLETE



DD Form 2794 (Page 2)

OSD CAPE

14. CSDR SUBMISSION DATES				
a. SUBMISSION	b. FORM(S)	c. EVENT	d. AS OF DATE (YYYYMMDD)	e. DUE DATE (YYYYMMDD)

15. REMARKS

Submission
Events
(Block 14)

Remarks
(Block 15)

DD FORM 2794 (PAGE 2), 20110518

PREVIOUS EDITION IS OBSOLETE

Language in Block 15 is tailored to program plans and contract plans by CSDR IPT members



Program Plan

OSD CAPE

- Summarizes all CSDR requirements for an acquisition phase of a given program
 - Required reports
 - Reporting frequency for prime and subcontract plans
- Developed in accordance with MIL-STD-881C
- Provides overview of program, contracting approach, and quantity for specific acquisition phase
- Program plan is not placed on contract; no data submitted directly against it



Contract Plan

OSD CAPE

- Specific to a single contractor and single contract
- Developed in accordance with MIL-STD-881C
- Details the reporting required for elements that address high-risk, high-value or high-technical-interest areas
- Reflects the collection of cost and software data by reporting elements, report type, and frequency of reporting
- Includes “Summary Elements”
- May include special reporting instructions for the contractor in the Remarks section



Contract/Subcontract Plan: Summary Elements

OSD CAPE

- All contract plans have the following summary elements below the data reporting structure:

SUBTOTAL COST

REPORTING CONTRACTOR GENERAL & ADMINISTRATIVE (G&A)

REPORTING CONTRACTOR UNDISTRIBUTED BUDGET

REPORTING CONTRACTOR MANAGEMENT RESERVE

REPORTING CONTRACTOR FACILITIES CAPITAL COST OF MONEY

TOTAL COST

REPORTING CONTRACTOR PROFIT/LOSS OR FEE

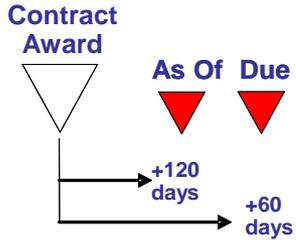
TOTAL PRICE

Contract/Subcontract Plan: CCDR

Submission Events

OSD CAPE

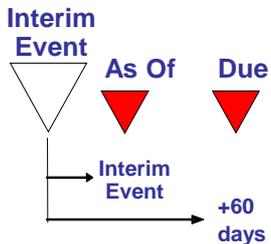
Initial Reporting



Initial Reports:

- If required by the CSDR IPT, Initial Reports are due 180 Days after contract award to ensure ability to report consistent with CSDR Plan and CDRLs

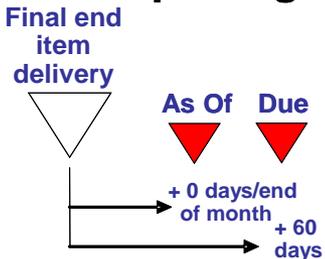
Interim Reporting



Interim Reports:

- Development efforts
 - Annual Reports
 - Reports are to be delivered after major events (e.g., first flight, completion of prototype) and before major milestones
- Production efforts
 - Annual Reports
 - Upon delivery of each annual lot
 - At the mid-point of construction for programs with extended production schedules (e.g., ships)

Final Reporting



Final Reports:

- Due within 60 Days after the final delivery of the major end item(s) and when total contract costs are at least 95% complete

Contractor Data Reporting Structure Dictionary is due with the first cost report and an update of the Dictionary must be submitted if changes occur



CSDR Plan Number Methodology

OSD CAPE

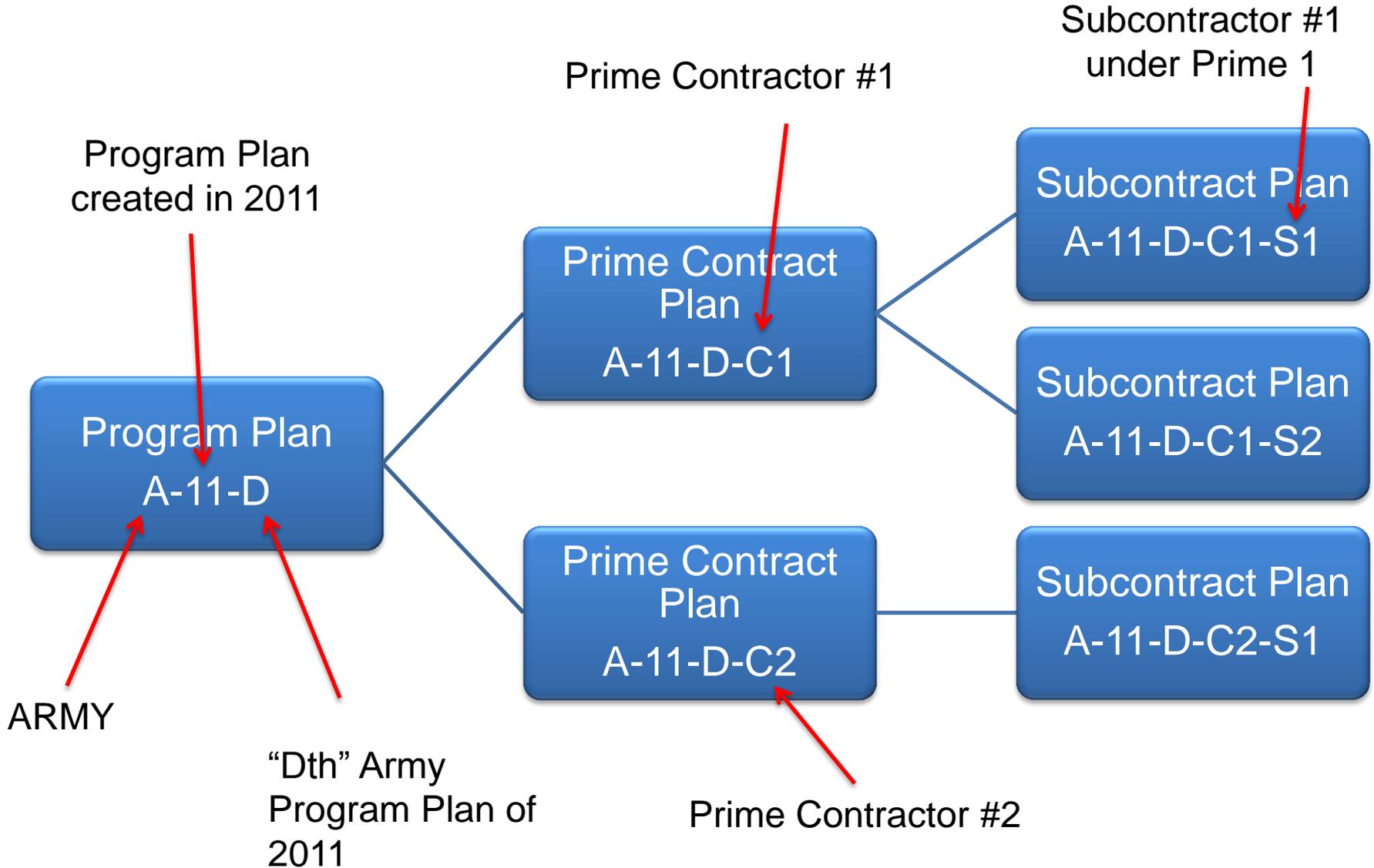
AA - YY - X – C# - S#

- **AA** is either:
 - A (Army)
 - AF (Air Force)
 - D (Department of Defense)
 - N (Navy)
- **YY**: Year the program plan was created (e.g. 97, 09)
- **X**: Alphabetical plan number of the year (e.g. A = 1st plan, B = 2nd plan, C = 3rd plan, etc.)
- **C#**: Prime Contractor Number (e.g. C1 = Prime #1, C2 = Prime #2)
- **S#**: Subcontractor Number (e.g. S1 = Sub #1)
- Plan revisions are denoted by an “(R)” after the plan number.
 - (R) = first revision, (R1) = second revision, (R2) = third revision, etc.
- Example: A-11-D-C1-S2(R)
 - Army plan – Program Plan created in 2011 – the “Dth” Army plan of 2011 – Sub #2 under Prime #1 – First revision



Plan Numbering Example

OSD CAPE





Plan Summary Table

OSD CAPE

	Program Plan	Contract Plan	Subcontract Plan
Responsible Parties	PM and CSDR IPT	PM, CSDR IPT, and contractor	PM, CSDR IPT, contractor, and subcontractor
Data Reporting Structure Level	To Level 3 or lower to show key subcontracts	To Level 3 per contract scope or lower for key/high-risk elements	To Level 3 per contract scope or lower for key/high-risk elements
Required Delivery	Prior to RFP, Prior to contract and subcontract plans	Prior to RFP release Prior to subcontract plan	Upon negotiation of subcontract
Cost Reporting	No	Yes	Yes
Software Reporting	No	Yes	Yes
Special End Notes	Program overview, contracting approach, quantity overview, and unique contractor instructions	Unique contractor instructions, 1921-3 requirement, accounting differences	Unique contractor instructions, 1921-3 requirement, accounting differences
Report Type/Frequency	Compilation of contract and subcontract plans	Specific to contract and its related direct reporting subcontracts	Specific to subcontract and consistent with prime contract plan requirements
Contract Number	Applies to all contracts for a specific acquisition phase	Single contract	Single contract
RDT	Program (including GFE)	Contract	Subcontract as applicable
Relationship among plans	One program plan may apply to many contract/subcontract plans	One contract plan may have many subcontract plans	Subcontract plan has one prime contractor. Subcontract plan may also require second tier subcontract plan(s)



Plan Revisions

OSD CAPE

- All Program, Contract, and Subcontract CSDR Plans are considered “living documents” that are updated as the program requirements, scope, and schedule evolve and change
- Plan revisions are required under the following conditions:
 - Additional scope added that is not captured by the existing data reporting structure
 - Adding or removing submission events
 - Element name changes
 - Changes in make/buy decisions that affect Level 3 and Level 4 elements
 - Significant FMS dollars added to accommodate foreign nation participation
 - Contract stop-work, program restructuring or re-baseline efforts
- Plan revisions are not required for:
 - Changes to submission event dates
 - Must be requested by the Program Office Point of Contact via the CSDR Submit-Review website
 - Date changes only applicable when linked to programmatic date slip identified in accompanying schedule



CSDR Plan Approval

OSD CAPE

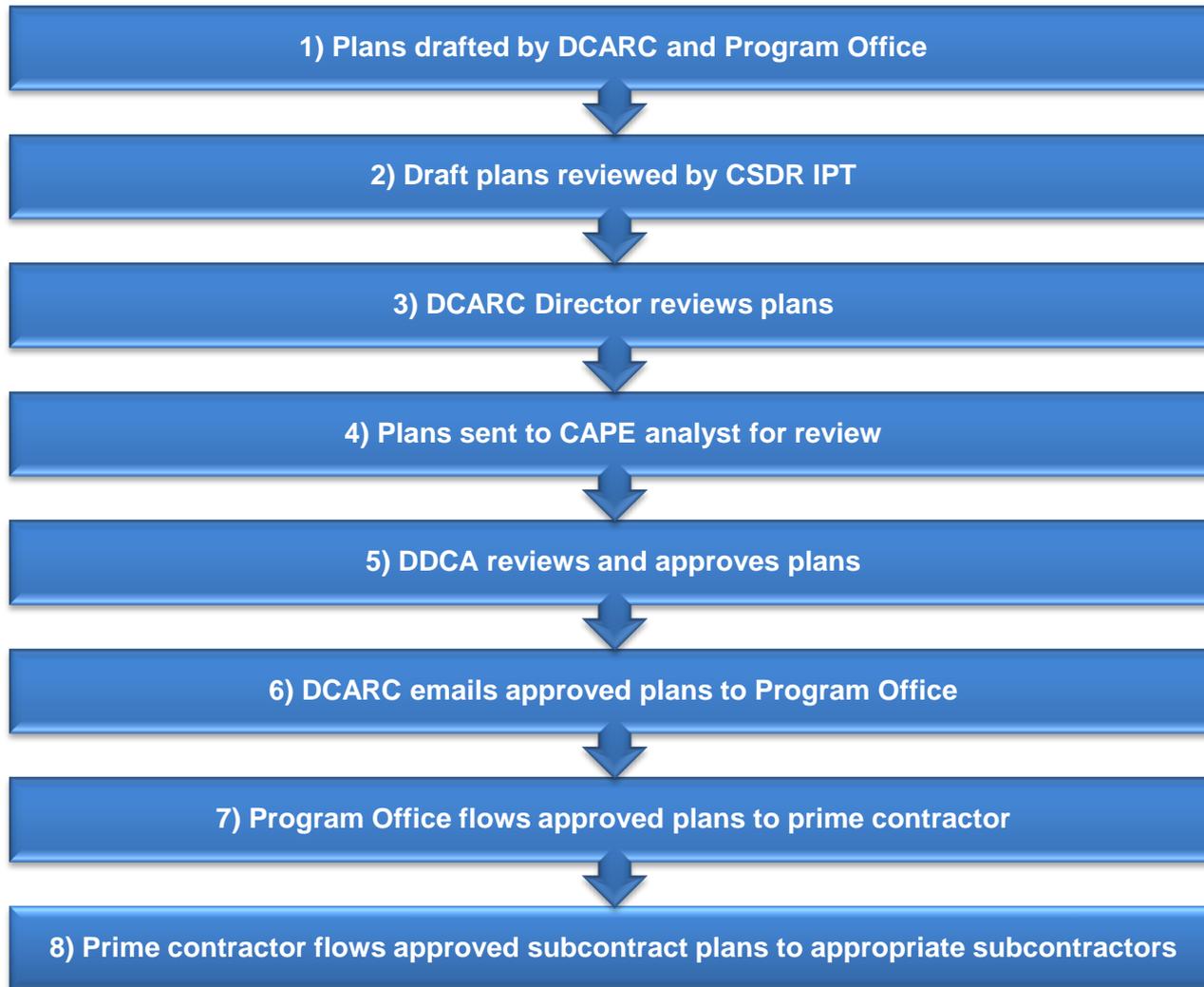
- The following documents/information must be submitted before a new or revised plan is approved:

Document/Information	New Plan	Revised Plan
Draft Plan (DD 2794)	X	X
Resource Distribution Table (RDT)	X	X
Draft RFP Language	X	
Draft CDRLs	X	
Acquisition Schedule	X	X
Contracting Officer Name	X	X



Plan Approval Process

OSD CAPE





Advanced CSDR Plan Development

OSD CAPE

- Common challenges not addressed here
 - Multiple variants
 - Multiple CLINs
 - Multiple phases included on one contract
 - Example: Production and Sustainment must have separate phases
 - Indefinite Delivery/Indefinite Quantity (ID/IQ) contracts and Support contracts
 - Foreign Military Sales (FMS)



CSDR Plan Summary

OSD CAPE

- CSDR Plans are essential to receiving the cost data needed at the correct level of detail by identifying:
 - Data Reporting Structure Element Level required for reporting key/high risk items
 - Types of reports required for each Data Reporting Structure Element
 - Special Contractor Instructions needed for additional information