This publication includes references to Defense Supply Agency (DSA) publications using the letters DLA, even though the publication itself still bears the DSA identifier, e.g., DLAR 1000.1 for DSAR 1000.1.

I. DLAM 4185.14, 8 Aug 75, is changed as follows:
   A. Page 3, paragraph 2-104.1 a (3): Delete "4-106.1" and substitute "4-107".
   B. Page 5, paragraph 2-104.1: Add subparagraph e:
      e. Armed Services Procurement Manual (ASPM No. 1), part 8, chapter 8D.
   C. Page 7, paragraph 2-104.3: Add subparagraph q:
      q. *DLAR 5325.1, Official Mail.
   D. Page 21, paragraph 5-102.7 e, line 2 from bottom: Insert ";" between "25,000" and "(50TMs)".
   E. Enclosure 2, page 5, paragraph 3, last line: Delete "subparagraph e(2)" and substitute "paragraph 2 e (2)".
   F. Enclosure 3:
      1. Page 1, paragraph 1, line 5 from bottom: Delete "or with small additional charge" and substitute ", with small additional charge, or".
      2. Page 2, paragraph 4 a, lines 1 and 3: Delete "component", "component's" and substitute "Center", "Center's".
   G. Enclosure 4:
      1. Page 1, paragraph 1 b (4), line 2: Delete "4-106.1(e)" and substitute "4-107".
      2. Page 2:
         a. Paragraph 1 e, line 3 from bottom: Delete: "c" and substitute "C".
         b. Paragraph 2 b, line 2: Delete: "4-106.1" and substitute "4-107".

II. Enclosure 7, paragraph 1: Add subparagraph f:
f. DLA Form 173 or DD Form 1425. Either form may be used internally to request technical data available from NPFC and shall be submitted to the AAB as PRM for technical data described in DLAR 5025.9, enclosure 8.

I. Remove pages listed below and insert revised pages. Changes are indicated by black lines.

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II. This change sheet will be filed in front of the publication for reference purposes, after changes have been made.

BY ORDER OF THE DIRECTOR

J. J. McAleer, JR.
Colonel, USA
Staff Director, Administration

DISTRIBUTION 9; 41
DEFENSE SUPPLY AGENCY
HEADQUARTERS
CAMERON STATION
ALEXANDRIA, VIRGINIA 22314
FOREWORD

This DSAM supplements DSAR 4185.16, DSA Technical Data Management Program. Overall procedures, responsibilities, and authorities for the Technical Data Management Office (TDMO) are provided by this DSAM. It is mandatory for use by Defense Supply Centers (DSCs), the Defense Industrial Plant Equipment Center (DIPEC) and Defense Depots having an Industrial Plant Equipment (IPE) storage/maintenance mission (hereinafter collectively referred to as Center) in their development of local implementing detail procedures. Only material to more clearly define TDMO mission and functions at the local level will be added to the content of this DSAM.

BY ORDER OF THE DIRECTOR, DEFENSE SUPPLY AGENCY

G. L. HEASLEY
Captain, SC, USN
Executive OFFICIAL

J.J. McALEER, JR.
Colonel, USA
Staff Director, Administration

DISTRIBUTION 9;41
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<tr>
<td>AAB - Acquisition and Authentication Branch</td>
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<tr>
<td>ADL - Authorized Data List</td>
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<tr>
<td>ADP - Automated Data Processing</td>
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<td>ADPE - Automatic Data Processing Equipment</td>
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<td>ASPM - Armed Services Procurement Manual</td>
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<td>AUTODIN - Automatic Digital Network</td>
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<td>CDRL - Contract Data Requirements List, DD Form 1423</td>
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<td>DCSC - Defense Construction Supply Center</td>
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<tr>
<td>DESC - Defense Electronics Supply Center</td>
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<td>DGSC - Defense General Supply Center</td>
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<tr>
<td>DID - Data Item Description, DD Form 1664</td>
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<td>DISC - Defense Industrial Supply Center</td>
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<td>DLSC - Defense Logistics Services Center</td>
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<td>DM - Data Manager</td>
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<tr>
<td>DRRB - Data Requirements Review Board</td>
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<td>DSC - Defense Supply Center</td>
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<td>D/TO - Director of Technical Operations</td>
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<td>D/P&amp;P - Director of Procurement and Production</td>
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<tr>
<td>EAM - Electrical Accounting Machine</td>
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<td>ESA - Engineering Support Activity</td>
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<td>FIIG - Federal Item Identification Guide</td>
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<td>FILDR - Federal Item Logistics Data Record</td>
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<td>FSC - Federal Supply Classification</td>
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<td>FSCM - Federal Supply Code for Manufacturers</td>
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<tr>
<td>ICP - Inventory Control Point</td>
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<td>IL - Identification Listing</td>
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<tr>
<td>IMC - Item Management Coding</td>
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<tr>
<td>ISR - Item Status Record, DSA Form 761</td>
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<td>MILSVC - Military Services, i.e., Army, Air Force, Navy, and Marine Corps</td>
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<tr>
<td>MIPR - Military Interdepartmental Procurement Request</td>
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<td>MPCAG - Military Parts Control Advisory Group</td>
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<td>NPFC - Naval Publications and Forms Center</td>
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<td>NSN - National Stock Number</td>
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<tr>
<td>O&amp;M - Operations and Maintenance</td>
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<td>OPI - Office of Primary Interest</td>
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<td>PCAM - Punched Card Accounting Machine</td>
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<td>PR - Purchase Request</td>
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<td>PRM - Publications Requirements Manager</td>
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<td>PSO - Publications Supply Office</td>
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<tr>
<td>RB - Repository Branch</td>
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<tr>
<td>RM - Reference Method</td>
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<td>SSR - Supply Support Request</td>
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Chapter 1 - General

1-101 Scope and Application.

This DSAM delineates overall procedures, responsibilities, and authorities for the TDMOs at the Centers.

1-102 Implementation.

Detailed procedures, responsibilities, and authorities developed by the Centers for the TDMO and its Branches shall not conflict with this DSAM.

1-103 Interpretation.

Any Center requiring interpretation of a requirement within this DSAM shall request same from HQ DSA, ATTN: DSAH-SC. These requests shall provide the Center's understanding of a specific paragraph or sentence within this DSAM and rationale for that interpretation. This DSAM shall be implemented to the maximum extent possible while awaiting resolution(s). Any resolution returned will reflect applicable coordination within HQ DSA.

1-104 DSARs and DSAMs Issued.

Any Center identifying provisions in DSAR 4185.16 or this DSAM which conflict with other DSARs/DSAMs issued shall immediately report such conflicts to HQ DSA, ATTN: DSAH-SC for resolution. Guidance for interim action will be furnished immediately pending official resolution. Resolution will reflect applicable coordination within HQ DSA.

1-105 Maintenance.

Chief, Cataloging and Technical Information Division (DSAH-SC), will maintain this DSAM in a current status and review it annually.
Chapter 2 Regulatory Documents

2-101 Scope.

This chapter identifies the regulatory documents that have an impact on the DSA Technical Data Management Program (hereinafter referred to as the program). They may or may not be referenced within this DSAM. Those that are referenced are identified by an asterisk (*).

2-102 Identification.

Where specific parts of a regulatory document are identified, it is done to provide a starting point for the reader. It does not indicate that only these parts are of importance or interest to the TDMO.

2-103 Use.

It is the responsibility of the TDMO personnel to become familiar with applicable information within these documents.

2-104 Regulatory Documents.

2-104.1 Department of Defense Regulations/Instructions/Manuals.

*a. Armed Services Procurement Regulation (ASPR).
   (1) Section I.
      (a) Part 1, paragraphs 1-108 and 1-109.
      (b) Part 2.
         (c) Part 3, paragraphs *1-304, 1-305, 1-313, and 1-324.11.
         (d) Part 4, paragraph 1-406(c).
         (e) Parts 11, 12, and 19.
   (2) Section III.
      (a) Part 2, paragraph 3-210.
      (b) Part 5, paragraph *3-507 and 3-508.
      (c) Part 6, paragraph 3-603, *3-604, and 3-608.
      (d) Part 8, paragraph *3-801.2(a), *3-801.2(b), and 3-807.13.
   (3) Section IV, part 1, paragraph 4-107
   (4) Section V.
      (a) Part 6, paragraph 5-601.
      (b) Part 11, paragraph 5-1106, 5-1108, 5-1109, and 5-1118.
      (c) Part 12.
   *(5) Section VII.
      (a) Part 1, paragraphs 7-103.5, 7-103.21, 7-103.24, *7-104.9, 7-104.23, 7-104.55, and 7-104.89.
   (6) Section IX.
      *(a) Part 2, paragraphs 9-200 through 9-206.
      (b) Part 5, paragraphs 9-500 through 9-505.
      (c) Part 6.
   (7) Section XIII, part 3, paragraphs 13.301(g) and 13-312.
   (8) Section XIV.
      (a) Part 1, paragraph 14-103.
      (b) Part 2, paragraphs 14-201, 14-202, and 14-203.
      (c) Part 3, paragraphs 14-305, 14-306, 14-307, and 14-308.
(9) Section XVI, part 8, paragraphs 16-815, 16-827, and 16-828.

(10) Section XX.
   (b) Parts 7 and 8.


(12) Appendix I, paragraph I-104.

   *a. DoD 4100.39-M, chapter 2, section 10, Defense Integrated Data System (DIDS) Procedures, Verification of Manufacturer's Part Number.
   *b. DoD 4140.26-M, volume I, Defense Integrated Materiel Management for Consumable Items, Commodity Oriented Items, paragraphs 1-5.f, 1-10.w, 2-3 (Criterion 7, 8, or 9), 4-3.b(2), 4-3.c(2)(a), 6-2.a, 6-2.c, and 6-4.
   *c. DoD 4105.2/AR 715-22/NAVMATINST 4200.33A/MCO 4200.13A/AFR 57-6, DoD High Dollar Spare Parts Breakout Program.

   (1) Section I, part 2, paragraph 1-201.14.
   (2) Section II, part 1.
   (3) Section III, parts 1 and 2.

   *d. DSAR 4115.3/AR 715-8/NAVSUPINST 4215.5B/AFR 70-17/MCO 4215.48B, Implementing Procedures for Purchase of Supplies Assigned to DSA Under the DoD Coordinated Procurement Program (RCS DSA(AR)599(P)), paragraphs VI A 1, VI A 21, VI A 26, VI A 30 c, VI A 30 e, VI A 30 f, VI A 30 g, VI A 33, VI A 34, VI B 1, VI B 1 a, VI B 2, VI B 5, VI B 6, VI B 7, VI C 3, VI J, and VI K.


   *g. DSAR 4140.37/AR 715-7/NAVMATINST 4000.19A/AFR 400-53/MCO 4295.7A, Advance Validation of Technical Data Required for DSA Procurement.


   *i. DSAR 4185.14/AFR 67-4/AR 700-96/NAVMATINST 400.35/MCO 4235.22, Requisition and Interchange of Engineering Data.


   k. DSAR 5025.17/AFR 66-42/AR 310-71/NAVMATINST 5600.7/MCO 5600.38, Joint Procedures for the Exchange of Technical


2-104.3 HQ DSA Regulations/Manuals.

   a. DSAR 3200.3, Identification, Processing and Procurement of Items with Critical Application.
   b. DSAR 3300.3, THE DSA Annual Operating Program.
   *c. DSAR 4100.8, Surveillance of the Contractual Aspects of the Provisioning Cycle in the Defense Supply Centers.
   *d. DSAR 4105.8, DSA High Dollar Spare Parts Breakout Program (RCS DD-I&L(Q)714).
   *e. DSAR 4115.2, DSA Procurement Responsibilities and Reports, DoD Coordinated Procurement Program (RCS DSA(SA)139(P))
   *g. DSAR 4151.11, Technical Manual Management.
   *h. DSAR 4185.16, DSA Technical Data Management Program.
   *i. DSAR 4185.9, Distribution Statement on Technical Documents.
   *k. DSAR 5025.9, Requirements for and Supply of Publications and Forms.
   *l. DSAR 5205.1, Safeguarding Classified Information.
   *m. DSAR 5400.14, Availability to the Public of Official Information.
   *n. DSAR 5400.15, Marking and Safeguarding Information Designated "For Official Use Only".
   *o. DSAR 5330.1, Procurement or Production of Copying, Duplicating; Printing and Micropublishing (RCS DSA(SA)44(X); DSA(SA)1672(X); DSA(A)1095(X); DSA(A)1105(X); DSA(A)1779(X)).
     (1) Paragraph VI A.
     (2) Paragraph VI M.
   p. DSAR 5330.2, Micropublishing, Printing, and Distribution of DoD Federal Supply Cataloging Publications.
   q. *DLAR 5325.1, Official Mail.

2-104.4 Military Specifications.

   *a. MIL-D-1000, Drawings, Engineering and Associated Lists.
   *b. MIL-D-5480, Data, Engineering and Technical: Reproduction Requirements for.
   *c. MIL-M-9868, Microfilming of Engineering Documents, 35 MM, Requirements for.
   *d. MIL-C-9877, Cards, Aperture.
   *e. MIL-P-9879, Photographing of Construction/Architectural Drawings, Maps and Related Documents, 105MM Requirements for.
   *f. MIL-C-9949, Cards, Copy.
   *g. MIL-M-38748, Microfiche; for Engineering/Technical Data, Reports, Studies and Related Data, Requirements for.
2-104.5 Military Standards.


2-104.6 Military Handbooks and Other Military Publications.

   *b. TD-3, DoD Authorized Data List, Index of Data Item Descriptions. Descriptions.
Chapter 3 Definitions

3-101 Scope. This chapter provides definitions.

3-102 Definitions. The following definitions apply to the program.

3-102.1 Computer Data Base. A collection of data in a form capable of being processed and operated on by a computer. (ASPR, section IX, paragraph 9-601(f).)

3-102.2 Computer Program. A series of instructions or statements in a form acceptable to a computer, designed to cause the computer to execute an operation or operations. Computer programs include operating systems, assemblers, compilers, interpreters, data management systems, utility programs, sort-merge programs, and ADPE maintenance/diagnostic programs, as well as applications programs such as payroll, inventory control, and engineering analysis programs. Computer programs may be either machine-dependent or machine-independent, and may be general-purpose in nature or be designed to satisfy the requirements of a particular user. (ASPR, section I, paragraph 1-201.38.)

3-102.3 Computer Software. Computer programs and computer data bases. (ASPR, section IX, paragraph 9-601(d).)

3-102.4 Computer Software Documentation. Technical data, including computer listings and printouts, in human-readable form which documents the design or details of computer software, explains the capabilities of the software, or provides operating instructions for using the software to obtain desired results from a computer. (ASPR, section IX, paragraph 9-601(g).)

3-102.5 Contract Data Requirements List (CDRL). A contract form, listing all technical data items selected from an ADL required to be delivered under the contract. (Enclosure 5 herein, and DoDI 5010.12, enclosure 1.)

3-102.6 Data. Recorded information, regardless of form or characteristic. (ASPR, section I, paragraph 1-201.35.)

3-102.7 Data Manager (DM). An individual designated at a Center to assist and advise in applying data management disciplines as delineated by HQ DSA.

3-102.8 Data Requirements Review Board (DRRB). A Board, comprised of representatives from those functional or organizational units which have data requirements, and appointed by a responsible authority (System/Project Manager, Commander or other authority to review the Contract Data Requirements List and assist and advise in the management of technical data. (Enclosure 5 herein, and DoDI 5010.12, enclosure 1.)

3-102.9 Engineering Data. Engineering documents such as drawings, associated lists, accompanying documents, manufacturer specifications, and standards, or other information prepared by a design activity and relating to the design, manufacture, procurement, test, or inspection of items or services. (DSAR 4185.14)
3-102.10 Restricted Rights. Restricted Rights apply only to computer software, and include, as a minimum, the right to:

(a) Use computer software with the computer for which it was acquired, including use at a Government installation to which the computer may be transferred by the Government.

(b) Use computer software with a backup computer if the computer for which or with which it was acquired is inoperative.

(c) Copy computer programs for safekeeping (archives) or backup purposes.

(d) Modify computer software, or combine it with other software, subject to the provision that those portions of the derivative software incorporating restricted rights software are subject to the same restricted rights.

(e) Treat computer software bearing a copyright notice as a published copyrighted work.

In addition, any other specific rights not inconsistent therewith listed or described in the contract or described in a license or agreement made a part of the contract. (ASPR, section IX, paragraph 9-601(j).)

3-102.11 Technical Data. Recorded information, regardless of form or characteristic, of a scientific or technical nature. It may, for example, document research, experimental development or engineering work; or be used to define a design or process or to procure, produce, support, maintain, or operate material. The data may be graphic or pictorial delineations in media such as drawings or photographs; text in specifications or related performance or design type documents; or computer print-outs. Examples of technical data include research and engineering data, engineering drawings and associated lists, specifications, standards, process sheets, manuals, technical reports, catalog item identifications, and related information and documentation related to computer software. Technical data does not include computer software or financial, administrative, cost and pricing, and management data, or other information incidental to contract administration. (ASPR, section I, paragraph 1-201.36.) For management purposes, but not for any legal rights determinations, the term "technical data", as used in this DSAM and DSAR 4185.16 may be considered to include numerical control tapes. These tapes provide automatic control of a process performed by a device that makes use of all or part of numerical data generally introduced as the operation is in process.

3-102.12 Technical Data Management. The discipline which embraces the identification, coordination, collation, validation, integration, and control of data requirements; planning for the timely and economical acquisition of data; ensuring the adequacy of acquired data for their intended use; and management of data assets after receipt. This discipline also includes supervision of the distribution of data acquired under contract and monitoring storage, retrieval and disposal of these data. (Enclosure 5 herein and DoDI 5010.12, enclosure 1.)

3-102.13 Technical Data Management Office (TDMO). The organizational element at any level of a DoD component which serves as a data management central focal point and provides advice and assistance directly to the head of the component. (Enclosure 5 herein and DoDI 5010.12, enclosure 1.)
3-102.14 DoD Component. Any identifiable activity of any Military Department or Agency within the Department of Defense.


3-102.16 Center Component. Any identifiable area within a specific DSA component required to implement DSAR 4185.16 and DSAM 4185.14.
Chapter 4 Technical Data Management Office

4-101 Scope.

This chapter covers the responsibilities and authorities of the TDMO and its Chief.

4-102 Responsibility and Authority.

4-102.1 The TDMO will:

a. Administer and execute the policies and Center responsibilities of DSAR 4185.16 and this DSAM and assist in the development of the required Center regulatory document(s) including detailed operating procedures for coordination.

b. Monitor and ensure compliance with the approved Center regulatory document(s).

c. Provide effective and economical technical data support to the Center, for its assigned missions and programs, and other DoD components as necessary.

d. Advise other Center components on acquisition, procurement, control, storage, retrieval, maintenance, and reproduction of technical data.

e. Identify, establish, and maintain, for TDMO use, technical data management contact points at other DoD components as necessary.

f. Assist Center personnel, as requested, in connection with requests under DSAR 5400.14.

4-102.2 Chief, TDMO will:

a. Ensure implementation of DSAR 4185.16, this DSAM, and the approved Center regulatory document(s) within the TDMO and the Center as pertains to the program.

b. Ensure provision of effective and economical technical data support by TDMO personnel.

c. Train applicable TDMO personnel or require their participation in training programs concerning technical data management and other areas impacting on TDMO functions.

d. Require TDMO personnel to provide appropriate instruction to Center personnel concerned with improving identification, contractual display, acquisition, and utilization of technical data.

e. Identify and require the maintenance of appropriate statistics within the TDMO to enable management control of TDMO resources and backup for corrective actions proposed, audits performed, resources expended, and data elements required to be reported.

f. Develop documented mutual agreements between the Center and other DoD components as necessary. These agreements should contribute towards more effective and economical acquisition, identification, and maintenance of needed technical data. (Documented agreements are necessary to maintain continuity.) A copy of the agreement(s) so negotiated or any that are currently in existence shall be forwarded to HQ DSA, ATTN: DSAM-SC, and, if applicable, to the office of primary interest (OPI) for the affected regulation or program.

g. Act as the Center DM. The DM will accomplish the following:

(1) Review or require the review within the TDMO of solicitations (including those that will be the responsibility of the DRRB (see enclosure 1)), and MIPRs that require the purchase and
delivery of data (except ASPR, section VII data) or modifications therto that affect those requirements. This review will determine compliance with ASPR (as pertains to acquisition and display of deliverable data and deferred procurement of data (see ASPR, section IX, part 5)), this manual, and DoDI 5010.12 or, in the case of MIPRs, the submitting DoD component's implementation of DoDI 5010.12 (see paragraph 5-102.7 below). Other Center functional components, that document their review of deliverable data requirements in solicitations, will furnish the TDMO a copy of any such documentation.

(2) Prepare, or have prepared, DD Form 1423(s) in accordance with DoDI 5010.12 and this manual, reflecting data to be delivered by a contractor only when: the requiring or originating functional component is unable to do so; more than one functional component require delivery of data; or the originating component is the TDMO. Unless a documented agreement exists, either by ASPR, Joint Regulation, or official correspondence, between the Center and DoD component submitting MIPRs for items not managed by the Center, neither the TDMO nor any Center personnel are authorized to prepare a new DD Form 1423 for a MIPR, modify an existing DD Form 1423 attached to a MIPR, or require the preparation of a DD Form 1423 by the MILSVC where one is not attached and not required to be attached to the MIPR (DSAR 4115.3 and ASPR).

(3) Sign or, in the case of MIPRs with DD Form 1423(s) attached, require the submitting DoD component to sign (DSAR 4115.3), the DD Form 1423(s) as the approver when not within the responsibility of the DRRB.

(4) Provide, as requested, applicable advice or instruction(s) with regard to subparagraphs (1) through (3) above to concerned functional areas within the Center in order to reduce TDMO review time and resource expenditure.

(5) Appoint and train an alternate(s) from within the TDMO for continuity of the DM function(s).

h. Act as chairman, of the DRRB (The DRRB will be structured and utilized in accordance with enclosure 1).

i. Act as the overall DSC Program Coordinator for the High Dollar Spare Parts Breakout Program (DSAR 4105.8) and recommend an alternate(s) for continuity purposes. The Chief, TDMO, will assist and advise the HQ DSA OPI, ATTN: DSAH-PRS, on overall DSC implementation and compliance with DSAR 4105.8 and DSAM 4105.2 for the DoD High Dollar Spare Parts Breakout Program. A copy of correspondence generated to DSAH-PRS will be provided to HQ DSA, ATTN: DSAH-SCT.

j. Act as the Center point of contact with regard to exchange, acquisition, storage, reproduction, and control of existing technical manuals and publications as defined by DSAR 4151.11.

k. Ensure, through audits and on site inspection(s), that technical data are not being acquired, stored, or maintained by locations within the Center other than those authorized and controlled by the TDMO or official HQ DSA regulations for assigned responsibilities.

l. Ensure optimum use of authorized automatic data processing and mechanized image handling equipment.

m. Become familiar with the regulatory documents identified by chapter 2 herein.
Chapter 5 Branches of the TDMO

5-101 Scope.

This chapter covers the overall procedures and responsibilities of the Acquisition and Authentication Branch (AAB) and the Repository Branch (RB) within the TDMO as established within the D/TO in accordance with DLAR 4185.16.

5-102 The Acquisition and Authentication Branch will:

5-102.1 Acquire all required technical data (see enclosure 6) needed to support the Center's assigned missions and programs, and verify, as required, the currency of technical data to be used in procurement(s) or stored under control of the RB.

a. Enclosure 2 delineates the methods and overall procedures to be utilized in acquisition of needed data excluding procurement.

b. Enclosure 3 delineates the conditions and overall procedures for data procurement when enclosure 2 has failed to provide neither the needed data nor sufficient justification for terminating acquisition action.

c. For Center managed or procured items, acquisition requests will be accepted only from the RB (see paragraph 5-103 below).

d. For items neither managed nor procured but under study by the Center, acquisition requests will be accepted only from the RB. Procurement will not be considered for these data unless adequately justified by the Center functional component and approved by the D/P&P. These requests would be in support of such programs as item reduction studies of a complete FSC(s).

e. The only authorized TDMO signatures to appear on external acquisition correspondence shall be the Chief, TDMO, or, if allowed by the Center, the Chief, AAB.

f. The Chief, AAB, shall be designated as a Publications Requirements Manager (PRM), in accordance with DLAR 5025.9, for technical data available from NPFC which are described by enclosure 8 thereto. This designation will allow flexibility within the AAB to either acquire these data, permit others within the Center to acquire these data or use the Publications Supply Office (PSO) to acquire these data. This flexibility, however, does not extend to allowing or condoning secondary stocking points for technical data available from NPFC.

g. The PSO may be used by the TDMO to acquire technical data when transfer of funds is required, a subscription to a technical data item is desired or the PSO is assigned, prior to this requirement, as the single Center mailing address for specific technical data items, such as ILs or published FILDR files. The latter condition is currently authorized only for technical data items available from DLSC and shall not be used to expand or maintain the workload of the PSO by including other forms of technical data in the assignment.

5-102.2 Receive all technical data entering the Center in accordance with the following:

a. Primary receipt area for all technical data entering the Center as a result of acquisition or procurement required and initiated by the TDMO.
b. Primary receipt area for all technical data entering the Center as a result of acquisition (excluding procurement and technical data to support SSRs) required and initiated by Center components other than the TDMO.

c. Primary receipt and redistribution area for all technical data entering the Center as a result of the Center's procurement if so assigned by the Center.

d. Primary receipt area for all technical data entering the Center on an automatic distribution basis including technical data mailed from a commercial source regardless of the addressee within the Center if the content is within those items of technical data in enclosure 6. The only exception is technical data received that are addressed to a designated Military Parts Control Advisory Group (MPCAG) shall be forwarded directly to that MPCAG. After evaluation by the MPCAG, technical data shall be directed by the MPCAG to the Centers' TDMO in order to be reviewed, indexed, coded and transferred to the RB (see paragraphs 5-103.2 and 5-103.3).

e. Subsequent receipt area for all technical data entering the Center as a result of Inventory Management Coding transfers (see DoD 4140.26-M, Vol I).

f. Subsequent receipt area for all technical data entering the Center as a result of accepted Supply Support Requests (see DLAR 4140.35 and DLAR 4130.12).

g. Subsequent receipt area for all technical data entering the Center as a result of part number verification (see DoD 4100.39-M) initiated by Center components other than the TDMO (see enclosure 2).

5-102.3 Review (except see paragraph 5-102.4) engineering drawings, associated lists, manufacturers' specifications/standards, technical manuals, or similar data received through Center acquisition and from other DLA or DoD components prior to these data being transferred to the RB. This review will cover:

a. The completeness of dimensional and material information.
b. Correctness of applied rights and other legends (see enclosure 4).
c. Legibility.
d. Reproducibility.
e. Correctness of revision received.
f. Correctness of quantity received.
g. Assignment of proper codes (see paragraph 5-102.5).
h. Applicability to items of supply managed, procured under study or supported by the Center. (This may require coordination with the Cataloging Division or other functional areas.) Refer to paragraphs 5-102.4, 5-103.4, and 5-103.7.

5-102.4 Excluded from the review of paragraph 5-102.3 are:

a. Final technical determinations including correctness of dimensions and material information rightfully the responsibility of the Technical Services Division or Engineering Support Activity (ESA). Recommendations may be made at any time by the TDMO.
b. Commercial Catalogs; Military or Federal Specifications/Standards/Handbooks/Manuals; DD Form 146(s), Federal Item Logistics Data Record, from DLSC; or similar data reflecting items managed, procured, or under study by the Center.
c. Technical data in any form that only reflect items neither managed, procured, nor under study by the Center. These data are not to be retained within the TDMO except when adequately justified by the Center functional component and approved by the Director of Technical Operations.

5-102.5 The Center, including the TDMO, will utilize only those applicable alpha codes of paragraphs 1-201.14(i) through 1-201.14 (xxiii) of DSAM 4105.2 to describe the adequacy of reviewed technical data or status of acquisitions for an intended use. The Centers will not use additional codes for this purpose without first coordinating with HQ DSA, ATTN: DSAH-SC and DSAH-PR, prior to use. This would also apply to modification or rewrite of the code definitions in DSAM 4105.2.

5-102.6 Act as the sole Center component authorized to transfer technical data received, procured or acquired to the RB.

a. Technical data reflecting any item(s) of supply managed, procured, or under study by the Center will be transferred within 1 working day after review completion or data receipt as applicable.

b. Illegible and nonreproducible technical data reviewed will not be transferred but will be reacquired or restored as applicable. All other technical data reviewed or received will be transferred. Reacquisition of transferred data or identification of needed additional data will await user determination(s) as to the need for this additional resource expenditure. (See enclosure 7 for form to use.)

c. Illegible and nonreproducible technical data that cannot be improved by reacquisition or restoration will be transferred and properly identified as to condition. The Technical Services Division will be informed of these conditions and requested to obtain assistance from the cognizant ESA for technical data originally acquired from or provided by the MILSVCs.

5-102.7 Review all proposed procurement instruments, including MIPRs that require data to be delivered (except ASPR, section VII data) or any modification to proposed or actual procurement instruments that affects those requirements.

a. The review will determine the adequacy, accuracy, and completeness of that portion identifying and displaying the data to be delivered; ensure that there is a stated requirement(s) that will justify the data to be delivered; and ensure that a requirement(s) is generated or recommended where there is needed data to be delivered and a requirement(s) is not stated. However, unless originated by the TDMO or authorized by the Center functional component, the review will not determine the necessity for delivery of an individual data item by a contractor. This does not preclude the TDMO questioning this necessity nor delving into the reasons for the necessity in order to formulate proper recommendations.

b. The review will determine compliance with DoDI 5010.12 (see enclosure 5); DSAR 5330.1; and this DSAM for Center managed items. (1) The review will include comparison to ASPR as it pertains to procurement, identification, and display of deliverable data in order to formulate proper recommendations to D/P&P or DRRB as applicable. The review will also cover provisions which require or may
(2) Develop DD Form 1423s (within 4-102.2g(2)) and ensure that the D/P&P or DRRB, as applicable, as a result of the review(s) for Center managed items, are provided with complete, coordinated, accurate, and DM approved DD Form 1423(s) that reflect: the needed data of concerned functional components within the Center; recommended ASPR, section VII or IX clauses; copies of applicable approved DD Form 1664(s), DID(s), as necessary and additional recommended wording, coordinated as necessary, that will tend to more clearly communicate what data is to be delivered, its required content, delivery requirement(s), or any other feature that will or may preclude an actual or possible contractual conflict.

c. The review will, for MIPRs, ascertain compliance with DoDI 5010.12 as implemented by the submitting DoD component; DSAR 4115.3 as pertains to the adequacy and completeness of the technical data attached to or referenced by the MIPR and DD Form 1423; DSAR 4100.2 as pertains to the DD Form 1423 and DD Form 1664; DSAR 5330.1 as pertains to allowing contractor printing; and any known, current mutual agreements.

(1) Develop, consolidate for the D/TO, and provide to the D/P&P, as a result of MIPR review, recommendations that will correct obvious errors (ASPR, section V, and DSAR 4115.3) and provide corrective wording that will or may preclude an actual or possible contractual conflict. This will, if possible be accomplished within the time frame established by DSAR 4100.8 but no longer than that established by DSAR 4115.2. These recommendations will be coordinated with the Quality Assurance Division, Provisioning Coordination Office, or MIPR submitter as applicable.

(2) The consolidation will include, whether or not resolved during coordination, proposed modifications to and comments concerning the areas reviewed as presented by other Center components whether or not previously forwarded to D/P&P. This consolidation will also include identification of the specific part of the submitting DoD component that was contacted, if known, and the agreements advanced by these contacts regardless of which Center component extracted the agreement or made the contact. Extracted verbal agreements, concerning deliverable technical data, that cannot be identified to a specific part of the DoD component submitting the MIPR will be separately identified.

d. The review will, when technical manuals or publications are to be delivered, and in addition to the above, ensure that content requirements are not being specified where not authorized by the using or requiring DoD component, as applicable.

e. When reviewing solicitations for compliance with DSAR 5330.1, ensure that contractors will be in compliance with paragraph III D therein. Specifically, that the total number of copies to be printed by a contractor does not exceed 5,000 for a single page or an aggregate of 25,000 units using the following formula: (quantity of TMs/Publications) (number of pages to be printed) = 25,000 or less. For instance: (100 TMs) (250 pages) = 25,000; (50 TMs) (500 pages) = 25,000; (25 TMs) (1000 pages) = 25,000; (12,500 TMs) (2 pages) = 25,000.

5-102.8 Act as the sole Center component authorized to provide explanation, consultation, or training, as applicable concerning actions taken by the Center as a result of TDMO
comments/recommendations generated because of paragraph 7 above, as requested by other Center components.

a. These actions will be made available to Center personnel having a need to know or whose mission and functions may impact on the TDMO mission and functions. (See ASPR, section III, paragraphs 3-801.2(a) and 3-801.2(b).)

b. These actions will be made available to contractor personnel that are preparing a response to a solicitation or that have questions concerning existing contract requirements, as requested by the D/P&P or their designated representative (s). These actions will not be made available to contractor personnel not in the above categories unless specifically authorized by D/P&P.

c. A Memorandum for Record (MFR), identifying explanations provided and areas covered with contractor personnel, will be provided to D/P&P within 1 working day after contact completion. The MFR will also cite the solicitation/contract number and identification of the personnel contacted.

5-102.9 Act as the sole Center component that will initiate and coordinate selections for screening under the DSA High Dollar Spare Parts Breakout Program. The Branch will be responsible for: completing the "Data Collection", "Data Evaluation", and "Data Completion" of DSAM 4105.2 (steps 1 through 21) in accordance with DSAR 4105.8; and successful coordination of the screening selections within the Center.

a. The selected item(s) history and status file will be initiated and maintained by the Branch using DSA Form 761, ISR.

b. The Branch will initially utilize at least the Item Procurement Program Listing (SAMMS F-164) in the selection process.

c. The Branch will utilize DSAM 4130.3 to identify additional ADP files that would increase the effectiveness of their efforts and request the information so identified from the responsible Center component. These additional files may include the Preplanned Missing Data Work List (SAMMS F-90) and the Missing Data Work List (SAMMS F-9).

d. Recommendations to other Center components concerning selection(s) made or other parts of DSAM 4105.2 will be made if they tend to expedite routing of the selected item(s).

e. The following descending dollar value (rounded to the nearest dollar) priorities will be utilized in the selection process:

<table>
<thead>
<tr>
<th>Priority for Screening</th>
<th>Projected or Actual Annual Procurement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$10,000 or more</td>
</tr>
<tr>
<td>2</td>
<td>$2,500 to $9,999</td>
</tr>
<tr>
<td>3</td>
<td>$0 to $2,499</td>
</tr>
</tbody>
</table>

f. Item(s) identified for procurement (such as SAMMS F-29 F-164 or otherwise) will be the first group considered for screening. After this, any item managed by the Center may be considered. Both conditions will be within the priorities of subparagraph e above.

g. The Branch will ensure that their resources are neither expended to rescreen items previously screened nor to initiate screening on items where possibility for breakout is remote. The only exception to rescreening previously screened items would be where new or revised technical data are received for a specific item.

h. The Branch will be responsible for successfully completing coordination on each item routed through Center components for their decision(s) whether or not the item(s) selected is actually broken out.
This includes ensuring that reports generated as required by DSAM 4105.2 and DSAR 4105.8, are correct and submitted within the time frame(s) established (A copy of any report generated will also be directed to HQ DSA ATTN: DSAH-SCT.)

i. The Branch will recommend and monitor updating of applicable ADP files maintained within the Center or required to be maintained outside the Center that must reflect screening results.

j. Codes identified by DSAM 4105.2 will be utilized as applicable and made available for mandatory use by other interested Center components by attaching a reproduced copy of the codes to the selections routed to these components.

k. The Branch will ensure that the Cataloging Division and other concerned Center components are provided with adequate information and copies of applicable technical data on each selected item where technical data assembled is in addition to that already available within the TDMO. This transfer will include all available technical data if the National Stock Number was assigned under the RM item identification.

l. Inability to complete screening or coordination of a selected item(s) prior to solicitation will not be sufficient cause to hinder or delay procurement of the item(s) unless it appears that breakout for competition may be possible and the estimated delay to complete screening is acceptable.

5-102.10 Act as the sole Center component to initiate correction, reacquisition, or restoration action(s), as applicable, of any technical data determined, by any using or reviewing Center component, to be inadequate or deficient for effective use. These actions are not, unless assigned within the Center by the date of this DSAM, applicable to technical data: delivered directly to a Center functional component as a result of a Center contract; attached to SSRs that are in suspense (by a Center functional component); or attached to SSRs that are rejected.

a. Restoration of engineering drawings that cannot be reproduced, whether or not these drawings are full size hard copy or enlargements of microform, will be limited to tracing over the existing line work, dimensions, and notes thereon. Additions, modifications, or deletions shall NOT be made during restoration. The completed restoration will be routed to the Technical Services Division for review.

b. Each TDMO will develop a priority system for these actions that will be a part of the Center's regulatory document(s) and operating procedures.

5-102.11 Upon written authorization from the Technical Services Division, prepare DSC engineering drawing(s) that is suitable for use in competitive procurement of a Center managed or procured item(s).

a. The authorization must be compatible with ASPR, section I, paragraph 1-304 with respect to reverse engineering and ASPR, section IX, with respect to rights in technical data and computer software. Reverse engineering as set forth in ASPR, section I, paragraph 1-304, refers to the use of Government personnel or funds for the reverse engineering and is not to be confused with the competitive copying by a contractor or prospective contractor resulting in his preparation of engineering drawings.
b. The TDMO must have exhausted all available means to acquire or procure the needed engineering drawings (see enclosures 2 and 3).

c. The actual item to be depicted by the drawing will, if possible, be made available to the drawing preparer either in the TDMO or elsewhere. Items to be procured may be made available temporarily to contractors or prospective contractors for competitive copying where this appears to be in the best interest of the Government.

d. The drawing(s) will be prepared in accordance with MIL-D-1000 and MIL-STD-100.

e. The Branch will retain the original drawing prepared. Copies will be made available to the Technical Services Division for review and use in obtaining approval by the applicable Military Service(s). After these required approval(s), the Technical Services Division will sign the original and provide the TDMO with copies of the Military Services' correspondence. The AAB will retain the original and provide a copy to the Cataloging Division.

f. Upon completion of the first successful procurement using the approved DSC drawing, the original will be corrected if necessary, and transferred to the RB and converted to microfilm on an appropriately punched and interpreted aperture card. The original will be returned and retained by the AAB for future needs.

5-102.12 Prepare drawings for the Federal Item Identification Guide (FIIG) and Identification Listing (IL) as requested by and in coordination and cooperation with the Cataloging Division.

5-103 The Repository Branch will:

5-103.1 Provide effective and economical technical data support for the Center's assigned missions and programs.

5-103.2 Establish and maintain the sole central technical data repository within the Center to support the assigned missions and programs as related to items managed or procured by the Center (except see paragraph 5-103.4).

5-103.3 Establish and maintain, under the control and as a part of the central repository, authorized self-service extensions through-out the Center only to the depth necessary to improve support of the Center component requesting the extension. The Center component(s) that has an extension established will be held accountable for the technical data placed therein.

5-103.4 Accept technical data for permanent retention within the central repository or authorized extensions thereof only from the AAB. Technical data only reflecting items neither managed nor procured by the Center will not be retained on a permanent basis unless adequately justified by the Center functional component and approved by the Director of Technical Operations (see paragraph 5-102.4c).

5-103.5 Accept, research, process, and control internal or external (including non-DoD) requests for reproduction(s) of technical data that reflect items managed or procured by the Center. (For exception see paragraph 5-103.4.)

  a. Internal requests will be in accordance with enclosure 7.
b. External requests from within DoD but outside the Center will be accepted if they comply with DLAR 4185.14 or DLAM 4215.2, as appropriate, or approved applicable mutual agreements allowing use of formats specified within DLAR 4185.14. All codes in DLAR 4185.14 are available for use between DSCs. (See enclosure 2.)

c. Requests identified as being under the Freedom of Information Act will be handled in accordance with DLAR 5400.14.

5-103.6 Accept and transfer to the AAB, without research in the RB, internal requests for technical data that reflect items under study by the Center, if so identified by the requester. This assumes that the items under study are not managed or procured by the Center. (Refer to paragraph 5-103.5.)

5-103.7 Neither accept requests from outside the Center nor research repository assets (regardless of request origin) for technical data that only reflect items neither managed nor procured by the Center unless the Center has been designated as a central file manager for a specific area. To expend resources to research for this data may have a detrimental affect on the TDMO goals. (For exception see paragraphs 5-102.4c and 5-103.1.)

5-103.8 Establish self-service areas within the central repository or by authorized extension(s) that contain such items as identified below. Engineering drawings and associated lists describing items managed or procured by the Center are NOT to be available in self-service or extension locations.

   b. Commercial catalogs and manuals.
   c. Microform publications or indices controlled, updated, and distributed by the Center.
   d. Industry recognized specifications and standards.
   e. Appropriate DLSC publications (for example, FSCM research is only possible through use of Cataloging Handbook H-4).

5-103.9 Develop, maintain, and make available an index of technical data assets (except engineering drawings) within the central repository and extensions thereof. This index may be manual or automated and will at least include:

   a. Document identification; date and title.
   b. Physical location of the data item, i.e., central repository, extension identification(s), self-service, or inactive storage.
   c. Quantity available at each physical location if more than one.
   d. Form of data item, i.e., microfilm on aperture card, microfiche, hardcopy, etc.

5-103.10 Develop and distribute monthly supplements to using Center components identifying, as a minimum, the data items filed for the first time in the central repository or extension(s).

5-103.11 Act as the sole Center component with the capability to reduce hard copy technical data to microfilm to be placed in aperture card(s) and that will punch and interpret associated cards in accordance with MIL-STD-804. (See enclosure 8.)
a. A quality control inspection of the results will be developed, in coordination with the Quality Assurance Division and performed within the RB.

b. Hard copy will be disposed of after the microfilming results are accepted for central repository and/or extension use unless needed to fill current requests (except see paragraph 5-102.11 above).

5-103.12 Develop, maintain, and make available to using Center components cross-reference listings of engineering drawings or other technical data stored as microfilm on aperture cards. These listings may be manual or automated.

a. Advance procurement lists, Procurement Technical Data File (PTDF), Specification/Drawing/Technical Documentation (S/D/T) files and any other ADP file within the Center or at DLSC, will be used in the development of these listings.

b. These cross-reference listing(s) will contain at least:
   (1) Known industry part numbers described by the document.
   (2) Document number describing the industry part number/item of supply.
   (3) NSNs requiring bid packages for procurement, i.e., multiple or single drawings required for each solicitation.
   (4) FSGM for the part and for the document.

c. When a document in the cross-reference listing is an assembly drawing that also has an NSN assigned and a technical data package is required by the Directorate of Procurement for competitive buys, also include the identification of the drawings and parts that make up the assembly. The parts identified should not include common hardware items such as bolts, screws, washers, nuts, etc.

d. Consideration should be given by each Center to include the following information in their cross-reference listing: limited, restricted or unlimited rights; part numbers on drawings not identified to an NSN for future needs; condition of microfilm (legible, reproducible, etc.); known user(s) of the item; number of times each aperture card is reproduced; and item names.

5-103.13 Act as the sole Center component for reproduction, assembly, and distribution of technical data stored within any part of the central repository as requested or as established for automatic distribution, using the most economical method for the data's intended use.

a. Reproduction (except: Microform to microform; and hard copy to microform) of technical data stored within an extension of the central repository may, upon agreement between the TDMO and Center component(s), be the responsibility of the Center component retaining the extension.

b. The RB will ensure that the minimum types and kinds of reproductions are generated.

5-103.14 Establish a schedule for performance and perform audits of the central repository and extensions controlled by the central repository.

a. The audit will include whether or not the data stored are being used; the data need updating or replacing (due to usage); the
data originally placed in extensions are still available at the extension; additional data have been added without first being processed by the TDMO; self-service areas are properly utilized; and additional forms of technical data should be in microform.

b. These audits are to be used internally to assess, correct, and maintain effective support of the Center.

5-103.15 Establish a schedule for performance and perform purges of the technical data in the central repository and extensions controlled by the central repository. These purges will use the results of paragraph 5-103.14.

a. Reviews of files of microfilm on aperture cards will not be later than at the end of the first 4 years where a file of active cards is just being started. Reviews of files of microfilm on aperture cards where there is an existing active file (either manually or by machine) that has been in existence at least 4 years will be started within 60 days from the date of this DLAM. (DESC and DCSC fall within this category.) Identification of the cards to be reviewed and screened for appropriate purge action will be completed within 120 days from the 4-year date or the date of this DLAM, whichever is later.2

b. There will be at least one review of the microfilm file each year after paragraph 5-103.15a.

c. For paragraph 5-103.15a above, the active cards will be segregated from the inactive cards in a manual file or identified by machine programming in an automated file. A DLSC screen by the Cataloging Division of the inactive portion will be requested to determine DLA interest in retention. Lack of interest will be sufficient cause for transfer to an inactive storage area within the TDMO, i.e., removal from the file.12

d. Inactive cards not used within 3 years after paragraph 5-103.15a may be removed from the files and placed in an inactive storage area within the TDMO. A DLSC screen by the Cataloging Division will be requested to determine DLA interest in retention of same. Lack of interest will be sufficient cause for transfer to warehouse storage in the proper environment.12

e. Inactive cards not used within 6 years from paragraph 5-103.15a will be placed in warehouse storage in the proper environment. A DLSC screen by the Cataloging Division will be requested to determine DLA interest in retention of same. Lack of interest within DLA will be sufficient cause for destruction of the card. Actual destruction is the decision of the individual Center.12

f. Active cards not used within 3 years after paragraph 5-103.15a will revert to inactive status and the process of paragraphs 5-103.15c through 5-103.15e will be followed.2

5-103.16 When designated as a central file manager (such as DESC for ECOM drawings), neither retain nor reproduce the data submitted by the participating Service or Agency if the items depicted are neither managed, procured, nor under study by the designated Center.

a. These data will be transferred to the known item manager within DLA. (DGSC, DCSC, and DISC are required to comply with enclosure 2, paragraph 1 d, in order to facilitate this transfer by DESC.)

b. Sufficient information will be retained to identify the item manager for automatic distribution of updates to data previously delivered.
c. These data, currently retained by DESC shall be transferred to the established item manager. Apply paragraphs 5-103.14 and 5-103.15 to the remaining data. (See enclosure 2, paragraphs 1 d and 2 b.)

5-103.17 In relation to technical data within or controlled by the central repository, ensure that:

a. Classified information is protected in accordance with DLAM 5205.1.

b. Limitations on use and distribution are protected and identified in accordance with: ASPR, section VII; DLAR 4185. 9; DLAR 5400.14; DLAR 5400.15; and enclosure 4 to this manual, as applicable.

5-103.18 When microforms of technical data are unavailable from a supplier, reduce selected commercial/industry publications to a microform in order to conserve space and resources within the Center, if acceptable by Center users.

5-103.19 Assure that microfilm on aperture cards are sequenced by document number in files that require manual location and locator number or document number in files that have automated or semiautomated location action.

5-103.20 In cooperation with Center components that use technical data, perform onsite reviews of the component(s).

a. These reviews will determine compliance with paragraphs 5-102.2, 5-103.2, 5-103.3, 5-103.5, and 5-103.6 herein.

b. These reviews will identify the needs of the component and recommend economic solutions that will satisfy these needs.
Data Requirements Review Board (DRRB)

1. A DRRB will be formed at DGSC, DCSC, DESC, and DISC. Use by other DSA components is optional.

2. The DRRB will:
   a. Review and decide on the essentiality of deliverable data requirements and proposed clauses concerning same in solicitations where one or more of the following apply:
      (1) The estimated value of the data will be $500.00 or more.
      (2) The estimated hardware value is $100,000 or more regardless of the estimated data value.
      (3) Unlimited rights to use the data are to be purchased regardless of the estimated hardware or data value.
      (4) It is requested by the functional component within the Center initiating a deliverable data requirement and the solicitation would not normally come to the attention of the DRRB, except for MIPRS (see subparagraph (5)).
      (5) The solicitation is not the result of a MIPR unless a mutual agreement with the submitting DoD component has been consumated allowing DRRB review or review is requested by the D/P&P.
   b. Have permanent membership consisting of a principal and alternate from the:
      (1) D/T0: The Chief, TDMO will be chairman and principal member.
      (2) D/P&P (vice-chairman).
      (3) Directorate of Supply Operations.
      (4) Directorate of Engineering and Standardization (DESC and DISC).
   c. Request an observer or consultant from the Center's Office of Counsel on an as-needed basis.
   d. Consist of temporary membership, upon request of any permanent member from the:
      (1) Functional component generating the data requirement under review.
      (2) Center component(s) having an interest in the needed data or that may assist in understanding the solicitation, such as Quality Assurance, Cataloging, Technical Services Divisions, or Provisioning Coordination Office.
   e. Upon majority vote of the permanent membership, require addition, deletion, or modification of data requirements or the display and identification of the data requirements. The actions taken, minority reports, and items agreed upon will form the DRRB minutes which will be prepared for each meeting and distributed by the DRRB chairman.
   f. Direct that the chairman (or vice-chairman in the chairman's absence) sign the DD Form 1423 and other correspondence approving the data requirements and their display and identification. This will be the final act after all questionable areas are discussed, resolved or noted, and corrected if necessary.
   g. Review responses to solicitations within subparagraph a above as requested by the D/P&P. No modifications or deletions to the deliverable data requirements, display or identification are authorized without notifying the DRRB on those solicitations originally reviewed by the DRRB. Each DRRB may, by majority vote of the permanent membership and on a case-by-case basis, decide whether a solicitation requires subsequent review(s) after the original review.
3. The DRRB review will include and be responsible for:
   
a. Display and identification in accordance with ASPR and DoDI 5010.12 (enclosure 5).
   
b. Validating all deliverable data requirements as to need and program use.
   
c. Requiring delivery of only essential data and minimizing volume and costs.
   
d. Recommending the acquisition of unlimited rights in technical data.
   
e. Recommending ASPR, section VII or IX clauses as pertains to technical data.
   
f. Ensuring that delivery dates for technical data will neither conflict with hardware production and delivery nor with the requiring Center programs.
   
g. Scheduling their meetings and actions so as to prevent unnecessary solicitation delay.
   
h. Ensuring insertion of sufficient contractual quality assurance provisions that will provide for delivery of adequate data for its intended use.

4. The reviews and actions of the DRRB will not conflict with ASPR instructions nor prerogatives of the Center Contracting Officer. Note that ASPR, section IX, paragraphs 9-203.3(a) and 9-604, require that any deviation, whether one time or otherwise, from ASPR, section IX, parts 2 and 6, must be processed in accordance with the provisions of ASPR, section I, paragraph 1-109.3.
1. Technical data needed and used by DLA components are initially submitted by DoD components by one or more of the methods identified below. Technical data are forwarded:

a. With DD Form 1449, Supply Support Request (SSR) and Advice, as required by DLAR 4140.35, enclosure 4. However, enclosure 5 therein allows the submitter not to provide technical data if there are extenuating circumstances as identified by this enclosure. In this instance, a CXF card must accompany the DD Form 1449. If technical data is required to accompany the DD Form 1449 and is not attached and a properly executed CXF card is also not attached, supply support must be rejected in accordance with DLAR 4140.35. Where an acceptable CXF card is attached, the card, a copy thereof, or essential information thereon shall be transferred to the TDMO in order to ensure data receipt or minimum expenditure in acquisition of needed technical data from other sources.

b. With DD Form 1590, Supply Support and Cataloging Action Request, as required by DLAR 4130.12. This regulation details what must be submitted with the DD Form 1590, in order of precedence, and under what conditions technical data are not required with the DD Form 1590. Therefore, supply support must be rejected if technical data is required to accompany the DD Form 1590 and it is not attached.

c. When an item is logistically reassigned. In accordance with DoD 4140.26-M, volume I, (chapter 6 therein), the "Losing Inventory Manager" (LIM) will furnish technical data as specified in DoDI 5010.12 . . ."(DoD 4140.26-M, volume I, paragraph 6-4). The technical data transfer date is to be arranged between the "Gaining Inventory Manager" (GIM) and the LIM. However, it must be completed prior to "Effective Transfer Date" (ETD). This date is normally 120 days after release of IMC Results Cards (DoD 4140.26-M, volume I, appendix C) to the GIM. Failure of the LIM to arrange a date for transfer or to physically transfer all applicable technical data that is available to the GIM is sufficient cause to refer the problem to the proper Headquarters for expedited resolution. If not resolved, the LIM will cause the GIM to expend resources and time in attempts to acquire the needed technical data from other sources.

d. When the Center has been designated as the central file manager for a specific DoD component's data. DESC is currently so designated for ECOM engineering drawings. Any Center accepting supply support in accordance with DLAR 4140.35, DLAR 4130.12, or DoD 4140.26-M for ECOM items shall, upon acceptance of the item, register this fact with DESC. Registration shall include: the drawing number(s); part number(s); and address within the Center that will receive drawings that describe the item. This information will be used by DESC for automatic distribution of engineering drawings.

2. Acquisition of technical data, needed by the Center and not initially submitted, will be accomplished or monitored in one or more of the methods described below only the AAB of the TDMO of any Center.

a. When supply support for a new item is accepted and required technical data are not supplied by the DoD component, DD Form 1982, Request for Verification of Part Number, is utilized to verify the identified manufacturer's part number(s) and may be used to request
submission of needed technical data. DoD 4100.39-M provides direction on this subject.

(1) The TDMO will, if they do not originate the DD Form 1982, require a copy of those that request technical data.
(2) The TDMO will suspense and monitor all requests for technical data.
(3) The TDMO will use these requests for technical data and resultant submissions from industry in any applicable statistic required to be submitted to HQ DLA.
(4) The TDMO will review and reproduce, as applicable, all of the received technical data and provide concerned Center functional components with a copy within 2 working days after receipt if needed by the component.

b. Engineering data (a form of technical data) will be requested from MILSVC repositories, identified by MIL-HDBK-331, and between DLA components in accordance with DLAR 4185.14. This regulation requires that only PCAM cards be utilized unless there exists a documented mutual agreement between the Center and request receiver allowing other methods specified therein. (A copy of any existing or future agreement(s) will be forwarded to HQ DLA, ATTN: DLA-SCT.) PCAM cards, AUTODIN, and any code within DLAR 4185.14 will be used between DLA components. Documented mutual agreements are required between DLA components as pertains to other forms of contact cited in DLAR 4185.14. Refer to paragraph 1 d herein.

(1) If a response to the initial request is not received within 45 days (or less depending on priority), one followup will be generated on the next working day, if needed.
(2) The followup generated will consist of transmittal letter and a copy of the initial request overstamped with the word "TRACER" and mailed through normal mail channels unless priority dictates otherwise. No additional followup is to be generated.
(3) If a response to the tracer is not received within 45 days (or less depending on priority), notify the RB of this fact. Request a determination from the requesting Center component as to whether the data is still required. If so, the AAB will be advised of same by the RB and will initiate acquisition action(s) to the next best source(s). If not, has determined that there will be a future need for the data. No cancellation is to be generated to the MILSVC.

c. When new items are accepted for support in accordance with DLAR 4140.35 and the CXF card identifies (cc 60-63) a date that applicable technical data will be forwarded:

(1) The TDMO will require the transfer of this card, a copy thereof or essential information thereon for suspense and monitoring purposes by the AAB. They will ensure that the dates established are adhered to or modified by correspondence with the ICP or other originating DoD component and Center functional components are kept informed of applicable actions.
(2) The AAB will ensure transfer to the TDMO of technical data received by other Center components as a result of the CXF card (see paragraphs 5-102.2b, 5-102.2f, and 5-102.10).
(3) The TDMO will comply with subparagraph a (4) herein.

d. When new items are accepted for support in accordance with DLAR 4140.35 and the CXF card identifies a code (cc 64) the following applies:

(1) The TDMO will require the transfer of this card, a copy thereof or essential information thereon for information and record purposes.
(2) For codes A, B, C, D, E, or F, subparagraph b above will not, routinely, be used within 6 months after support is accepted. During this period, the AAB may, for codes B, C, D, and E, generate requests for needed technical data, in the same manner as subparagraph b above, to the ICP or other DoD component(s) submitting the SSR(s). If subparagraph a above does provide needed technical data, requests are not to be generated unless currency determination is required.

(3) For code X, the TDMO will request a copy of the detailed justification statement, required to be submitted with the support request, from the receiving Center component. The content of this justification should provide sufficient information to determine appropriate action to take in attempting acquisition of required technical data if subparagraph a above does not provide needed technical data.

(4) The TDMO will comply with subparagraph a (4) herein.

e. When subparagraph b above does not provide the needed technical data and the requesting Center component still requires the technical data, the AAB will use a form letter or personal contact by telephone, depending on priority and distance from the Center, to acquire the needed technical data from industry.

(1) This method will not be used for negative replies received as a result of subparagraph a above unless additional industry components can be utilized.

(2) The AAB shall maintain information on those components of industry that will not provide technical data and the reason(s) for this action. This information shall be gathered as a result of subparagraphs a and e and verified once every 12 to 18 months thereafter. This information shall be used to reduce resources expended in future acquisition attempts.

(3) For the purposes of subparagraph (2) above, requests not responded to within 90 days are to be considered nonresponsive. In this case, the AAB will follow the procedures of subparagraph b (3) and the external request is to be left outstanding.

(4) Except for nonresponsiveness, information in subparagraph (2) above may be sufficient cause not to use the form letter or personal contact method above.

(5) Followups will not be generated unless priority, criticality, or item procurement dollar value justify the expenditure.

(6) A copy of existing form letter(s), proposed form letter(s), or other preprinted correspondence used with industry shall be forwarded to HQ DLA, ATTN: DLA-SCT.

(7) Each initial request for technical data to an industry component shall have enclosed, for use by that industry component, one preprinted, self-addressed, first-class, mail marking label as described and authorized by DLAR 5325.1 and DoD 4100.39-M. This shall also apply for each individual mailing of DD Form 1982(s) (whether one or more) which request return of technical data.

f. When paragraphs 1, 2a, 2b, 2c, or 2e above do not result in needed technical data it is sufficient cause to request specific information from the cognizant ESA, Preparing Activity (PA) or Single User (SU) as applicable per DLAR 3200.1 through the Technical Services Division. When this method is used, the AAB will:

(1) Ensure that the yearly procurement value of the item has been or is to be $2,500 or more.

(2) Provide sufficient information to enable the ESA, PA, or SU as applicable, to identify: the item needing technical data; end item application, if known; the action(s) that have been taken by the Center
to obtain the needed technical data; and justification for requesting assistance.

(3) Request that the ESA, PA, or SU, as applicable, identify: the "agency" (DSAR 3200.1) that is currently holding technical data describing the identified item or if the "agency" is unknown, when the "Engineering Support for Procurement" can be expected as required by DSAR 3200.1; or justification that the item is truly a sole source reference item in order to comply with ASPR, section III, paragraph 3.210. (Justification(s) received shall be reproduced and distributed to all concerned Center components and used to form a part of subparagraph e(2) above and the High Dollar Spare Parts Breakout Program, as applicable.)

3. When neither paragraph 1 nor 2 result in needed technical data or adequate justification for continuing sole or limited source procurement, the procedures of enclosure 3 are available for application as a final method for assembling needed technical data. The items selected for application of enclosure 3 shall be coordinated by the TDMO with concerned Center components. Unsuccessful use of enclosure 3 shall form a part of paragraph 2 e (2) above.

(ch 1)

4. Where technical data are identified as being needed for procurement purposes and these data are not in the repository, acquisition (excluding procurement) action will be initiated only for the following:

a. The estimated PR (solicitation) value is over those values stipulated by ASPR, section III, paragraph 3-604.1 (currently $500) or the yearly solicitation value has been over $500.

b. For items below subparagraph a above, the contracting officer has determined that technical data is necessary to determine the reasonableness of price(s) to be quoted. This must be identified on the technical data request.

c. For items below subparagraph a above, the contracting officer has determined that technical data is necessary to obtain competition for the item due to special considerations, such as criticality, etc. The special consideration must be identified on the technical data request. (Excessive use (over 50%) of subparagraphs b and c will be sufficient cause for the TDMO to request additional resources from the D/R&P to enable generating and controlling these requests.)

d. The SAMMS F-29 report identifies a drawing and the contracting officer needs to know if this is the most current drawing available. This must be identified on the technical data request.

5. The AAB is responsible for exchanging, requisitioning and acquiring all existing TMs or publications in accordance with DSAR 4151.11 and this DSAM. (See DSAR 4185.16, paragraph VI A 3 a.)

a. Approval for procurement will be made via review of solicitation(s) and MIPR(s) per this DSAM (see paragraph 5-102.7).

b. The Branch will receive and distribute all existing TMs or publications exchanged, requisitioned or acquired.

c. The Branch will ensure that a reasonable effort has been made to research, within DoD component(s), current availability of needed existing TMs prior to expending resources in any form of TM procurement.
d. A copy of each TM or publication exchanged, requisitioned, acquired, or procured will be retained within the TDMO in a microform. Their identification will become a part of indices or cross-reference listings, as applicable, generated by the TDMO. This does not preclude other Center components from having a hard copy or microform of any publication or TM within the controls established by this DSAM and the Center procedures.
Procurement of Data

1. Data may be procured from contractors only as are necessary to satisfy an identified intended use. To achieve this end DMS, DRRBs and others authorized to approve or specify data requirements will not recommend or authorize expenditure of Government funds for procurement, and possible subsequent maintenance, of excessive kinds and quantities of data nor for data that is in the "nice to have" category. However, data may be procured from a contractor along with supplies when it is available without additional charge, with small additional charge, or as a result of competitive copying. Any such charge should normally be less costly than other efforts under this enclosure. When the Government is offered such data with unlimited rights a predetermination agreement reflecting such rights may be entered into in accordance with ASPR, section IX, paragraph 9-202.2(d).

2. In the selection of data to be procured, cognizant managers will consider the following:

   a. Exhaustion of all other avenues of acquisition prior to considering procurement.
   b. Selection of the data item(s) from the DoD Authorized Data List, as indexed by TD-3, Index of Data Item Descriptions.
   c. When data are acquired for the primary purpose of competitive reprocurement, the value of the data versus the adequacy of disclosure of the details of design and the rights acquired for necessary use of such disclosure. ASPR, section IX, part 2 and 6, sets forth policy and instructions with respect to acquisition of rights in technical data and computer software.
   d. The advisability of the procurement of data for supporting equipment such as inspection fixtures, special tools and gauges on the basis of estimated possible savings in future production costs.
   e. A comparison of data costs for procurement of a complete data package versus the cost of establishing specific mission data requirements causing the contractor to sort out and furnish selected data.
   f. The advantages of using performance specifications versus contracting for development of detailed design disclosure packages for appropriate types of items.
   g. The desirability of reduction in the procurement of detail data for components satisfactorily specified or delineated on engineering drawings.
   h. The need for presenting data in military format for the intended functions or use of the data.
   i. The advisability of acquiring quality assurance data which can be readily developed by the Government.

3. Cognizant managers will use the guidance and procedures contained in DSAR 4185.16 and this DSAM in developing and processing the necessary documentation and solicitation(s). In addition, these managers will ensure that:

   a. Only essential data representing their responsibility are procured on any solicitation.
   b. The requiring DSA or DoD component determines the adequacy of data delivered and that the contract has been satisfied.
c. An acceptable quality control system is specified in the solicitation(s).

d. Attaining MILSVC confirmation of delivery of satisfactory data will be in accordance with DSARs 3200.1, 4115.3, 4151.9, 4151.11, or 4140.35 as applicable.

e. The items yearly procurement value or criticality is or will be sufficient to justify the expenditure of resources.

4. In the current SAMMS methods, solicitations cannot be generated automatically to procure data. SAMMS does not recognize any item that is not identified by an NSN or manufacturer’s part number. If there is data required on the same solicitation that is in support of an item under procurement, the data may be costed against the end items in SAMMS. However, the cost will not be entered as a data cost but as a part of the unit cost of the item being procured. Separate solicitations may be generated for data delivery but these will normally cite O&M funds since this type of contract will not be costed against the stock fund. Therefore the following funding conditions apply:

   a. Data separately procured by any DSA Center to support its (ch 1) mission, functions, or assigned programs is an operating expense (ch 1) of the Center. This expense will be financed within the Center’s operating budget in accordance with approved program and budget guidance and procedures. The TDMO is responsible for estimating the funding requirements for future budgets for application to the DSA High Dollar Spare Parts Breakout Program.

   b. Data separately procured by a Center from commercial sources that are to be furnished to activities outside of DSA, pertaining to items or component, will be charged to the Defense Stock Fund. This includes the initial solicitation for the end item or component.

   c. Use of the Defense Stock Fund to procure technical manuals is prescribed by DSAR 4151.9, paragraph 2 g (2).
Legends Affecting Use or Release of Data

1. Data legends controlling use or release of data will usually fall within one of the following categories:
   a. No legend.
   b. Legends prescribed by current or past editions of ASPR. Examples are:
      (1) Limited rights legends on technical data (ASPR, section IX, part 2).
      (2) Restricted rights legends on computer software (ASPR, section IX, part 6).
      (3) Legends applied by submitters of solicited or unsolicited proposals and quotations (ASPR, section III, paragraph 3-507.1).
      (4) Legends applied by Government personnel to unsolicited proposals (ASPR, section IV, paragraph 4-107).
      (5) Legends applied to Value Engineering Change Proposals (ASPR, section I, part 17).
   c. Non-ASPR legends applied by preparer (Government or Industry) or submitter of data where the legend clearly indicates receipt of data in confidence or restricts the release of data outside the Government.
   d. Non-ASPR legends which indicate the quality, completeness, characteristics of data or conditions regarding use of data but which do not indicate that data is confidential or is not permitted to be released outside the Government. Examples are:
      (1) "For Provisioning, Federal Cataloging and Standardization Use Only".
      (2) "Not issued".
      (3) "Preliminary Drawing".
      (4) "Uncontrolled copy for reference only".
      (5) "Drawing furnished for engineering information and reference only".
      (6) "The furnishing of this drawing does not convey any reproduction or manufacturing rights".
      (7) Statements negating any warranty under certain conditions.
      (8) Statements limiting or qualifying sources of components or materials.
   e. Non-ASPR legends or markings applied by preparer (Government or Industry) or submitter of data where the legend or markings contain notice of statutory copyright or an indication that apparatus, material or process referenced in data are covered by U.S. Patents. Examples are: Copyright (or Copr., or C John Doe 1969); Patented; Covered by U. S. Patent Number____________________; Covered by one or more of the following patents; Licensed under Patent_____________________. (ch 1)

2. Unless prohibited by any of the following listed limitations, data for which the legends fall in the above categories may be released outside the Government with the extent of use thereof normally limited only as far as the technical content will limit its use.
   a. Data under paragraph 1 a which has been coded by the Government under MIL-STD-804 to indicate nonrelease outside the Government will not be released outside the Government until any question regarding proper coding is resolved.
   b. Data under paragraph 1 a which has been protected under ASPR, section IV, paragraph 4-107 by use of a restrictive legend on a cover sheet, or the like, will be protected in accordance with the legend.
c. Data under paragraph 1 b will be protected in accordance with the legend. Questions regarding proper marking will be referred to the Technical Services Division (TSD) for resolution with the cognizant ESA.

d. Data under paragraph 1 c which has been prepared by the Government will be protected in accordance with the legend.

e. Data under paragraph 1 c which has been received but not purchased from outside the Government in response to a Center's specific request for Center use will be protected in accordance with the legend.

f. Data under paragraph 1 c for which there is an indication that it was submitted under a specific contract governed by ASPR will be protected in accordance with the legend. However, such data usually should be marked with legends under paragraph 1 b and may be questioned for this reason.

g. Data with legends under paragraphs 1 b and 1 c, whether or not considered proper legends, or properly applied legends, will not be made available outside the Government other than to the data originator or submitter prior to successful resolution of a challenge to any restrictive markings.

h. Data with legends under paragraph 1 d may be used without limitation except that based on technical content.

i. Data with legends under paragraph 1 e may be used for procurement including released outside the Government with the understanding that the Government may be liable for compensation to the copyright or patent owner under Title 28 US Code, section 1498. Center Counsel or DLA Patent Counsel may be consulted regarding use of such data.

1. Any document bearing only a copyright notice and owned by the Government may be shown to anyone without restriction and may be copied with immunity to the extent that the copying is justified under the legal doctrine of "fair use" or to the extent that the information copied is not generally recognized as subject matter that is protectable under the copyright laws. Since both of these categories are not easily defined, your Counsel or DLA Patent Counsel may be consulted to help resolve any doubts as to possible Government liability regarding any contemplated copying or use of nonprotectable information which may include: mere facts or ideas which do not include any significant intellectual labor in the form or manner of expression by which the facts or ideas are set forth; or descriptions, directions, or illustrations dictated by strictly functional considerations as distinguished from literary style or artistic craftsmanship therein. Whenever a document bears a copyright notice with a year date 1962 or later and has been delivered pursuant to an identified DoD contract, it generally may be presumed that copying for procurement purposes is permissible. Since February 1962, the ASPR basic data clause has prohibited, except with written approval of the contracting officer, inclusion in contract deliveries of any data covered by copyright unless the Government received the royalty-free right thereunder throughout the world for Government purposes, to publish, translate, reproduce, deliver, perform, dispose of, and to authorize others so to do. From 4 January 1955 to February 1962 the ASPR policy and clauses provide that the Government should generally receive a similar royalty-free right at least with respect to copyrightable material first produced or composed and delivered under a contract.

2. Patent notices on technical data which merely identify patents or discuss only patent rights do not restrict use or copying of
the data. However, whenever patent notices are accompanied by other legends or notices restricting release outside the Government these other legends will generally govern release. The Army was successful in requiring a contractor to delete (as unauthorized) a patent legend on data in which the Government otherwise had unlimited rights. (See 75-2, BCA, paragraph 11553; Armed Services Board of Contract Appeals (ASBCA) 16516, 29 October 1975.)

(3) In no case can the Government be enjoined from using copyrighted material or from buying patented items from an unlicensed manufacturer, but the Government may incur a liability for so doing.

3. Challenging improper or suspect legends.

a. Legends on data submitted under contract will normally be challenged in accordance with the procedures of ASPR, section IX, paragraph 9-202.3.

b. Any data that is submitted by the MILSVC and is within paragraphs 1b or 1c and the legend or its application is considered questionable will be referred to the TSD for resolution with the ESA.

c. Any data acquired from outside the Government by the Center and within paragraphs 1b or 1c will be reviewed for proper legends by the functional area requesting the data. Questions concerning restrictive legends on such data should be resolved within the Center with assistance of Counsel when necessary.

d. The TDMO will, if considered appropriate by the Center, attempt resolution of a data rights question with the data submitter or preparer prior to any TSD action.

e. Data with limited or restricted rights legends, whether or not considered proper, will not be made available to industry other than the data originator or submitter, as applicable, prior to successful resolution that allows conversion to unlimited rights.

f. In the case of subparagraphs b and c above, the TDMO will, in addition to any action being taken to resolve a limited rights legend, provide a copy or reproduction of these data to the Cataloging Division and request research with DLSC and the preparing MILSVCs as applicable, as to actual or additional manufacturer(s). Additional sources are necessary to provide other locations where acquisition of unrestricted data may be attempted.

g. If doubt exists as to the actual rights of the Government to use any data, refer the problem to the Center's Office of Counsel for resolution.

4. Limited rights technical data may contain specific items of information that the Government may use in an unlimited manner. To qualify for this condition, one of the following must apply:

a. The specific item(s) of information is considered form, fit, or functional information in accordance with ASPR, section VII, paragraph 7-104.9(a), clause paragraph (b)(1)(vi). In addition, technical data containing the information must have a DoD contract number identified thereon prior to use in accordance with the ASPR clause above. TSD personnel at the Centers are the only functional area to make the above decisions which must be verified by Counsel and documented for future use.

b. The Center has on file written permission of the originator of the technical data that allows disclosure of the specific item(s) of information.
c. The identical piece of technical data can be or has been acquired from another source without a limited rights legend applied.
1. The attached DoDI 5010.12 is one of the primary documents used in development of the DSA's Technical Data Management Program. Each individual within the TDMO requiring knowledge of this DoDI should be allowed to read and become familiar with its contents. It must be recognized that all of its provisions are not applicable to a Center and some are not applicable to the DSA.

2. Of specific interest are the following paragraphs and Inclosures of DoDI 5010.12:

   a. Paragraph IV A and IV B.
   b. Paragraphs V A through V J.
   c. Paragraphs VI I 1 through VI I 3 and paragraph VI I 6.
   d. Paragraphs VI J 1 through VI J 3. Paragraph VI J 1 conflicts with the ASPR which takes precedence over this DoDI. The DD Form 1423, in accordance with ASPR, is not required to be used on production contracts that have a total dollar value under $10,000 but may, depending on internal or joint regulatory documents, such as DSAR 4115.3, be used on these contracts as desired.
   e. Paragraph VI J 4. Any Center may prepare a DD Form 1664 where there is no existing DID in the DoD Authorized Data List (DoDADL), TD-3, that can be tailored, by deletion, to describe the needed data. This preparation may originate anywhere within the Center. However, the proposed DID may not be used to procure data until the Center TDMO has reviewed it and HQ DSA, ATTN: DSAH-SCT, has approved and assigned a control number on it.
   f. Paragraphs VI M 1 through VI M 3.
   g. Paragraphs VI N 1 through VI N 4.
   h. Paragraph VI O.
   i. Inclosure 1.
   j. Inclosure 3. Questions concerning preparation of the DD Form 1664 that cannot be resolved will be directed by the TDMO to HQ DSA, ATTN: DSAH-SC.
   k. Inclosure 4. When the DD Form 1423 is developed by a Center:
      (1) It may be designated as an exhibit or an attachment in accordance with ASPR, section XX, paragraph 20.305.2. Care must be exercised in designating the DD Form 1423 as an attachment. This designation requires identification, on the DD Form 1423 and the contract schedule, as to the data items to be delivered. Where existing DD Form 1423 identifications are extensive and only a specific selection of these data are necessary to be delivered, designation as an attachment may be less costly than rewriting and processing a new exhibit that contains the desired items. However, where the DD Form 1423 is an attachment and the contract schedule repeats all items identified by the attachment, it may be less costly to convert the attachment to an exhibit. This conversion would decrease the contract schedule items to one that identifies the exhibit while still requiring delivery and, if necessary, pricing of all items on the exhibit. Improper designation may cause unnecessary solicitation and contract preparation costs.
      (2) No additional entries are authorized for use in blocks 7 or 10 other than those identified by inclosure 4, paragraphs 2 c(7) and 2 c(10). Refer to ASPR, section XVI, paragraph 16-815(d) for specific guidance pertaining to block 7 entries.
(3) Block 8 will not be used unless absolutely necessary. Proper use of blocks 7, 10, 13, and 14 should not require use of block 8. In any case, it will only be used for those items of data that actually require the submission of a preliminary draft, such as: technical reports, technical manuals, test plans, test procedures, or similar type documents. This block will not be used for engineering drawings.

(4) The following interpretations will apply for block 10 entries identified below:

(a) OTIME. The data is informational and only required to be delivered one time whether or not it is acceptable. Therefore, block 7 entry would be "LT" or "NO" regardless of the kind of data delivered. Block 8 will not be used.

(b) ONE/R. The data is informational and only required to be delivered one time with applicable revisions up to the time of delivery whether or not it is acceptable unless there is an entry in block 7 or 8 allowing rejection or disapproval. In the latter conditions, block 13 will be used to describe conditions for resubmittal and, if necessary, continued in block 16.

(c) R/ASR, ASREQ, 2 TIME and CHGP ASREQ. These require additional subsequent submittal entries in block 13 and, if necessary, continued in block 16.

(d) ONE-P - The data is informational and only required to be delivered one time whether or not it is acceptable, unless there is an entry in block 7 or 8 allowing rejection or disapproval. In the latter conditions, block 13 will be used to describe conditions for resubmittal and, if necessary, continued in block 16.

(5) Blocks 9 and 17 through 22 are not normally used.

(6) Enclosure 4, paragraph 6, is of specific interest to the Center Data Manager.

(7) Questions concerning preparation of the DD Form 1423 that cannot be resolved by the DM will be directed to HQ DLA, ATTN: DLA-SC.
I. PURPOSE
This Instruction implements reference (a) by establishing the DoD Technical Data Management Program, defining its scope and objectives, assigning responsibilities and establishing uniform policies and procedures for the management and administration of (a) the technical data contractually acquired in support of contract end items in accordance with reference (b); (b) the technical data developed within the Department of Defense; and (c) a DoD Data Management Improvement Program concerned with the life of technical data (i.e., requirements determination, generation, acquisition, use, handling, storage, retrieval, maintenance, distribution, and disposal).

II. CANCELLATION
References (c), (d) and (e) are hereby superseded and cancelled.

III. DEFINITIONS

A. Technical Data.
Technical data are recorded information used to define a design and to produce, support, maintain or operate items of defense materiel. These data may be recorded as graphic or pictorial delineations in media such as drawings or photographs; text in specifications or related performance or design type documents; in machine forms such as punched cards, magnetic tape, computer memory printouts; or may be retained in computer memory. Examples of recorded information include engineering drawings and associated lists, specifications, standards, process sheets, manuals, technical reports, catalog item identifications, and related information. For purposes of this Instruction, research and engineering data are included but financial and administrative data are excluded. (See paragraph 9-203 of reference (b).) Technical data hereinafter will be referred to as "data" unless otherwise specified.

B. thru R. (see Inclosure 1)

IV. APPLICABILITY AND SCOPE

A. This Instruction applies to all DoD components which prepare data or which purchase data that are deliverable or potentially deliverable under a contract.

B. The procedures and policies contained in this Instruction are mandatory for use in the management of internally prepared as well as
contractually acquired data (as defined in this Instruction) but may be used, where appropriate, for all other data such as administrative, financial and program management information (reference (f)).

C. The provisions of this Instruction also apply to the furnishing of technical data to the General Services Administration (GSA) for those items managed by GSA for the DoD under terms of the Agreement between DoD and GSA Governing Supply Management Relationships, dated December 1964.

V. OBJECTIVES The objectives of the DoD Program for the management of technical data are to assure optimum effectiveness and economy in the support of systems and equipments within the Defense establishment. The management of these data is not an end in itself but is supportive in nature. The accurate determination of requirements, the orderly acquisition and timely utilization of adequate technical data shall be accomplished by:

A. Planning data requirements concurrently with planning for systems, materiel and services, to insure coordinated planning.

B. Procuring or preparing data on the basis of need for a specific intended use, and only when requirements can be economically justified.

C. Selecting contract data requirements from a list of data that have been authorized for procurement, to minimize proliferation of data requirements.

D. Including contract data requirements on a single form in all contracts, to provide for visibility and control.

E. Providing for the review and challenging of proposed contract data requirements by other than the requiring organizational element to assure objective evaluation of need.

F. Insuring that effective quality assurance programs and procedures are established to assure that contract data requirements are met.

G. Promoting optimum uniformity in DoD component data requirements to avoid unnecessary cost of preparation and contract administration and to facilitate exchange of data among DoD components.

H. Deferring the ordering or delivery of data until the need and delivery dates can be clearly determined.

I. Insuring that Requests for Proposals (RFPs) include data requirements.

J. Promoting effective use of data in coordination with Integrated Logistic Support (reference (g)), configuration management (references (h) and (i)), systems engineering and other similar systems.

VI. POLICIES AND PROCEDURES

A. Sufficient data shall be prepared or procured to permit effective support of research, engineering, development, production, cataloging,
standardization, procurement, training, deployment, operation and maintenance, and related logistic functions.

B. Necessary data will be made available to support the requirements of all users throughout the life of materiel. When one DoD component must acquire technical data for another component, the acquiring DoD component shall establish procedures to insure that such data are provided to the other DoD component(s) and are updated as necessary. When materiel is assigned or transferred from one Service or Agency to another, data adequate for all functions shall be supplied concurrently with the materiel assignment, or, in the event data adequate for all functions are not available at the time of materiel assignment or transfer, the acquiring DoD component will be required to (1) furnish concurrently with the assignment or transfer the date on which the data will be supplied, or (2) justify fully why adequate data cannot or should not be provided.

C. Generation of design disclosure data for procurement and production shall be an integral part of the materiel development process.

D. Rights in technical data shall be determined in accordance with ASPR, Section IX, Part 2 (reference (b)).

E. Data requirements shall be established on the basis of the intended use of the data with careful consideration of the immediately planned and probable future use of the system, materiel, or service to which the data relate. (See Inclosure 2 for the Determination of Intended Use.) Consideration shall be given to the use of data available within the DoD to assure overall economies to the Government. Increased emphasis shall be placed on Advanced Procurement Planning, ASPR 1-2100 (reference (b)), to assure adequate planning for procurement and subsequent maintenance of data to satisfy the intended use.

F. A DoD Authorized Data List (see VII.A. and VIII.B) shall be established to achieve maximum uniformity of data requirements.

G. Management of technical manuals shall conform to reference (j) in addition to applicable provisions herein.

H. Data for Spare Parts.

1. Emphasis shall be given to acquisition, inspection and handling of data for spare parts, as such data are used for many different logistic functions, including cataloging, item entry control, maintenance support and overhaul and procurement. Data shall be acquired sufficient to meet these functional needs. In determining the type of data to be acquired, the expected cost of the data in relation to the needs shall be considered and data ordered to assure optimum cost effectiveness.

2. The DoD component which has design cognizance for an item is responsible for acquiring and maintaining the data for the item even if another DoD component has management responsibility for that item. When the item management responsibility is assigned to another DoD component, the DoD component which has design cognizance shall provide that DoD component which has management responsibility with sufficient...
data to support cataloging, standardization, item entry control and procurement, and shall provide for routine updating of these data. As a minimum for procurement, sufficient data shall be obtained to permit competition, or price reasonableness determinations where competition is not required under ASPR provisions. The minimum acceptable procurement description for price reasonableness determination shall be two manufacturers' part numbers. If only one manufacturer's part number is applicable, additional information shall be obtained which provides no less than performance characteristics, approximate size, weight, type of material and end use.

I. Technical Data Requirements.

1. The activity which has responsibility for preparing the Contract Data Requirements List shall insure participation by all parties having justifiable data requirements by utilizing a "Data Call" procedure or any other device deemed equally effective.

2. Personnel representing program management, engineering procurement, training, maintenance, operations, supply and other functions shall integrate data requirements in their overall planning. These personnel shall be recipients of the "Data Call," to provide the opportunity for including their data requirements in the contractual document.

3. All data listed on DD Forms 1423, Contract Date Requirements List (inclosure 4) shall be reviewed for essentiality. Personnel responsible for data management, as well as data requirements review boards, shall be utilized to the fullest extent practical to validate, screen, and integrate requirements for technical data.

4. Prior to soliciting proposals or prior to contract award, or both, appointed Technical Data Requirements Review Board(s) shall review for essentiality the contractual data requirements, and estimated data prices, when applicable, as well as contract data clauses on all programs estimated to cost the Government $1,000,000 or more, and on other programs where data requirements are significant. Board procedures shall be established and minutes maintained by a central focal point. Membership of the Board shall include representation from those functional or organizational units which have requested data as reflected on the Contract Data Requirements List (DD Form 1423). Board members shall validate data requirements in their areas of specialty or function and assist the Chairman in integrating technical data requirements. The rationale for the deletion, addition or modification of data requirements shall be made a matter of written record. In all instances, a thorough review of each data requirement is mandatory as well as a review of the consolidated (total) data requirement for each contract to insure no duplicate or unnecessary overlapping of data requirements exist. Precontract award reviews for essentiality on programs of lesser amounts shall be performed by the personnel responsible for data management or by an individual or organizational element in a position to evaluate data requirements objectively.

5. Deferred ordering of data, deferred delivery and deferred requisitioning shall be employed to the maximum practical extent to preclude the procurement of unnecessary data and the handling of revisions between the time of the data preparation and the time it is actually required for use.

6. Data shall be purchased in the contractor's format wherever practicable. The cost savings to be utilized from using the
contractor's format shall be determined and evaluated prior to procuring data in a specified Government format.

J. Acquisition of Data.

1. All deliverable data requirements shall be listed on the Contract Data Requirements List. This list shall constitute the sole list of data requirements which the contractor will be obligated to deliver under the contract, with the exception of that data specifically required by standard ASPR clauses.

2. The completed Contract Data Requirements List shall be made a part of research, development, engineering and production contracts, military interdepartmental purchase requests (MIPRs) and all other contracts or agreements requiring deliverable data items. The lists shall be signed by the responsible preparing and approval authorities.

3. Data products (items) included in the Contract Data Requirements List shall be selected from an Authorized Data List. Data requirements other than those permitted by an Authorized Data List will be included only through approval procedures of the DoD component. The Data Item Description, DD Form 1664, for each data product listed on the Contract Data Requirements List shall be provided with contracts, or otherwise made readily available to contractors, to insure the complete understanding of the requirement by the contractor.

4. Data Item Descriptions will be prepared on DD Forms 1664 for use in the DoD or DoD component Authorized Data Lists in accordance with the instructions contained in Inclosure 3.

K. Acquisition of Procurement Data Packages.

1. Where a requirement has been established for data to be used for procurement, such data, as a complete package, shall be ordered as a line item on the Contract Data Requirements List (DD Form 1423). The procurement data package should include all data necessary for procurement of the item or items to which it pertains, e.g., engineering drawings, specifications, manufacturing information essential to production, and test procedures.

2. It is not intended that unnecessary manufacturing data such as flow charts, process sheets, tool designs, etc., be bought to support competitive procurement. However, there are cases where it may be necessary or desirable to make such data available to prospective bidders, to the extent that the Government has unlimited rights therein. If such need is established, the contract shall specifically reserve the Government's right to call for the data. Data of this type normally need not meet Government specifications, but should be provided in existing format at no more than the price of reproduction.

3. The data packages shall correspond to the Work Breakdown Structure (WBS) (reference (k)) which breaks down the hardware into logical groupings for procurement (e.g. complete system, designated subsystems, contract end items, assemblies, spare parts). When specific breakdown cannot be included in the contract at the time of the award, contract modifications shall be negotiated at a later date to specify the requirements.

4. Special attention shall be devoted to the contractual requirements and procedures for assuring the adequacy of procurement data packages. Contract withholding of payment provisions shall be invoked when contractors fail to fulfill data requirements in contracts (see ASPR (reference (b))).
5. Positive controls shall be established and maintained to assure that procurement data packages (and portions thereof) are updated and provided to the activity responsible for subsequent procurement of the items to which the data pertain.

L. Data Ordering.

1. Only that data shall be ordered at the time of placing a contract as has been determined to be required. Ordering of additional data and/or revisions shall be negotiated as necessary.
2. If possible to identify data which are anticipated to be ordered at a later date, the contractor shall be so advised in order to assist his efficient planning.

M. Data Delivery.

1. Delivery of data shall be scheduled to be in phase with a requirement for a specific and planned use of the technical data.
2. When a delivery date cannot be determined at the time of ordering, delivery shall be deferred. In order to reserve the right to defer delivery of data which have been ordered, the appropriate clause set forth in ASPR, Section IX, Part 2, shall be inserted in all contracts in which the deferred delivery procedure is to be used.
3. In accordance with ASPR, Section IX, Part 2, data previously ordered may be scheduled for delivery at any number of intervals, but the contractor shall be notified sufficiently in advance of the delivery date to enable him to provide the data on time and in specified form.
4. DoD components shall specify that a contractor shall serve as a data repository for data through the development and production phases of a contract, to the maximum extent practicable. When the contractor serves as the repository of engineering data, which may extend for the life of the material, arrangements shall be made with the contractor to have copies of data delivered on an as needed basis. When a procuring activity has specified deferred requisitioning of data and must also acquire data for one or more other DoD components, procedures shall be established by the procuring activity to insure that the users of the data obtain the required data when needed. If the user's requirements are such that deferred requisitioning is no longer adequate to meet the needs of all the Services, that portion of the contract shall be terminated. In such instances, the procuring service shall acquire the data and provide copies, with update service, to the other requiring activities.

N. Assuring Data Quality.

1. Contracts for technical data shall include requirements for the contractor to establish appropriate quality procedures for assuring that technical data is delivered in accordance with technical requirements, as stated elsewhere in the contract.
2. Effective procedures shall be established for surveillance of the contractor's quality program or inspection system and for assuring that technical data comply with the terms of the contract prior to acceptance and payment therefor. These procedures shall provide for specific reviews to assure that rights legends are applied only when authorized by the contract and to assure that the data satisfies the intended uses specified in the contract.
3. Use of DD Form 250, Material Inspection and Receiving Report (ASPR), to indicate inspection and acceptance is mandatory for engineering drawings, specifications and related data and optional for other types of data. The signature authority of the DD Form 250 shall assure himself prior to signature for final acceptance that the data comply with contract requirements. This may be accomplished, in part, by review of contractor records, prior Government in-process inspections or other evidence of compliance. However, all or a statistically valid sample of the data offered for acceptance shall be examined for compliance with contract requirements.

4. Contracts shall indicate the organization responsible for the acceptance or inspection of data in Block 6, DD Form 1423, Contract Data Requirements List, according to the instructions contained in Inclosure 4. This responsibility may be assigned to the ordering activity, the receiving activity, the contract administering activity, or other activity designated in the contract.

O. Data Storage and Retrieval. Data storage and retrieval systems shall be established only when they are fully justified by user requirements. When such systems are employed, they will be designed for the maximum number of reference parameters so that these data can be retrieved readily from the different ways users are likely to identify their requirements. Related procedures shall provide for updating, maintenance, and disposal of the data. Establishment of data storage and retrieval systems shall provide for use of the system by other elements of the DoD.

P. Documents Controlling Preparation and Procurement of Data. DoD components shall maintain a high level of effort for improving and updating documents which control the preparation and procurement of data, with emphasis on eliminating unnecessary requirements (reference (l)).

Q. DoD Standard Data Elements and Codes shall be used in the data systems and records required by this Instruction, where available and applicable (reference (m)).

VII. RESPONSIBILITIES

A. Pursuant to reference (a), the Assistant Secretary of Defense (Installations and Logistics) exercises overall management control of the DoD Technical Data Management Program and the Director of Defense Research and Engineering exercises overall management control of the DoD Scientific and Technical Information Program. In carrying out this responsibility, ASD(I&L) will provide for the development and maintenance of (1) a DOD Authorized Data List, and (2) a DoD Technical Data Management Manual, DoD 5010.12-M. To assist ASD(I&L) in carrying out over all management control of this Program:

1. The DoD Council on Technical Data and Standardization Policy will, as provided in reference (n), approve and terminate projects, review progress and results, recommend resource requirements and organizational structure changes, and formulate policies for approval.

2. The DoD Technical Data and Standardization Policy Committee will perform the functions outlined in enclosure
B. DoD Components shall manage their technical data resources (i.e., acquisition and use) in accordance with the policies and procedures outlined herein. In carrying out this responsibility, each DoD component shall:

1. Establish Data Management Offices at Departmental, Defense Agency, Major Managers at Project/System Program Offices. (Technical Data Management Offices or Technical Data Management Officers shall be established or appointed at lower echelons, as required.)

2. Establish data management focal points at all organizational levels within functional activities which (a) prepare Data Item Descriptions (DD Form 1664) for contractual application, and/or (b) prepare in-house generated data such as engineering drawings and technical manuals.

3. Develop and maintain an Authorized Data List.

4. Provide data to all other elements of the DoD, Government agencies and industry, as required (reference (1)).

5. Participate in the joint training programs for data management personnel established by the Office of the Assistant Secretary of Defense (Installations and Logistics) through active support and provision of appropriate curriculum material to assist in fulfilling training needs. (See reference (p)).

6. Provide appropriate training in data management to all personnel who are responsible for data requirements, and for the management of the acquisition and utilization of technical data, particularly those personnel in organizations which require contractor prepared data.

7. Develop and implement procedures for disposal of data for which no further requirement is anticipated.

C. For joint weapon system development and production programs, data management officers shall be designated (reference (o)). The participating Services shall develop procedural arrangements for direct communication between the Service data management officers for the purpose of reviewing Interdepartmental data requirements, in order to identify common data and to integrate uniform data requirements to the greatest degree practicable.

VIII. DATA MANAGEMENT IMPROVEMENT PROGRAM

A. The Assistant Secretary of Defense (Installations and Logistics), in coordination with the Director of Defense Research and Engineering, will develop a continuing formal program, consisting of specifically identified data management problems/tasks, and assign to DoD components, as appropriate, responsibilities for leadership in the development of improvement actions. These planned joint efforts shall be designed to bring about a greater degree of uniformity and commonality among DoD Components, and improvement of management of data.

B. The program shall be concerned with the life of the data -- i.e. requirements identification, preparation, generation, acquisition, receipt, use, handling, storage, retrieval, maintenance, distribution and disposal, as well as the determination of data adequacy for their intended use. Examples of projects to be programmed are: (1) the development of a DoD Authorized Data List, and (2) the development of a DoD Technical Data Management Manual. (5010.12-M)
IX. EFFECTIVE DATE AND IMPLEMENTATION This Instruction is effective immediately. Two (2) copies of each implementing document shall be forwarded to the Office of the Assistant Secretary of Defense (Installations and Logistics) and the Director of Defense Research and Engineering within one hundred and twenty (120) days.

FINN J. LARSEN                    THOMAS D. MORRIS
Deputy Director                   Assistant Secretary of Defense
Defense Research & Engineering        (Installations & Logistics)

Inclosures - 4
1. Definitions (Continued)
2. Data (Provisioning Concept) Checklist
3. DD Form 1664, "Data Item Description" (Authorized Data List)
4. DD Form 1423, "Contract Data Requirements List" (Documentation Guidance)
5. Charter for DoD Technical Data and Standardization Policy Committee

DEFINITIONS (Continued)
B. Authorized Data List (ADL). A master list of Data Item Descriptions (see paragraph E) from which technical data requirements must be selected for contractual application.
C. Contract Data Requirements List (CDRL). A contract form, DD Form 1423, listing all technical data items selected from an ADL required to be delivered under the contract.
D. Data Call. A request by the System/Project Manager, Commander or other authority to all Government participants to submit their requirements for contractor-prepared data on a given procurement action.
E. Data Item Description (DD Form 1664). A form which specifies the data required to be furnished. The forms specifically define, using the descriptive method, the content, preparation instructions, format and intended use of each data product. Instructions for filling out Data Item Descriptions (DD Form 1664) are contained in Inclosure 3.
F. Data Package. A collection of data products (items) which is complete for a specific use.
G. Data Price. The price associated with preparing and delivering a technical data item to the Government (see reference b).
H. Data Repository. A DoD organizational entity, component, or a specifically designated contract facility which is responsible for indexing, storing, retrieving and distributing technical data.
I. Deferred Delivery. A situation in which the contract specifies the technical data to be delivered but does not schedule a delivery date.
J. Deferred Ordering. Delaying the ordering of the data until the need is economically determined.
K. Deferred Requisitioning. A situation wherein the contract specifies the format, range, and kinds of data that the contractor is obligated to deliver when requisitioned by the Government, and prescribes the ordering conditions and pricing terms. It contemplates retention of
masters and copies by the contractor and delivery of copies of individual drawings (or other items of data) as needs arise.

L. Deliverable Technical Data. Technical Data (listed on the Contract Data Requirements List) required to be delivered under terms of the contract.

M. Delivery of Technical Data. The transfer of technical data from the contractor/DoD component to the activity designated in the contract.

N. Ordering of Data. The identification in a contract of the cal data which the contractor shall be obligated to deliver under the contract.

O. Technical Data. See paragraph III, basic regulation.

P. Technical Data Management. The discipline which embraces the identification, coordination, collation, validation, integration, and control of data requirements; planning for the timely and economical acquisition of data; insuring the adequacy of acquired data for their intended use; and management of data assets after receipt. This discipline also includes supervision of the distribution of data acquired under contract and monitoring storage, retrieval and disposal of these data.

Q. Technical Data Management Officer. An individual designated by a responsible authority (Commander, System/Project Manager, Plant Representative, Director or other authority) to assist and advise in applying data management disciplines within the area of responsibility of the appointing authority.

R. Technical Data Requirements Review Board. A Board, comprised of representatives from those functional or organizational units which have data requirements, and appointed by a responsible authority (System/Project Manager, Commander or other authority) to review the Contract Data Requirements List and assist and advise in the management of technical data.
DETERMINATION OF INTENDED USE

1. Personnel representing program management, engineering, procurement, training, maintenance, operations, logistics support and other functional areas will determine the content and intended use of technical data in consonance with the responsibilities assigned to the Program or Project Managers and the needs of the specific project.

2. Consideration shall be given to materiel readiness and operational planning factors which led to generating the requirements for a specific system, end item, equipment, material or service to which the required data relates. Other considerations pertinent to the determination of intended uses are:

   a. the item is for a single military installation with no additional procurement envisioned (generally requires only maintenance data);
   b. the item is for a special military need with limited procurement envisioned (generally requires only maintenance data);
   c. the item is a "one-of-a-kind" type such as a breadboard or experimental model with no planned development or production (generally requires development disclosure data); That information used for evaluation of a proposed design and not for production of a finished item.
   d. the item is one that could progress from the "breadboard experimental" stage through the "developmental prototype" stage to final production (generally requires developmental disclosure data during and after the experimental stage, and full design disclosure data during and after the development stage);
   e. the item, with modifications, is one planned for multi-year usage and will involve several supply production contracts (generally requires full design disclosure data and procurement package);
   f. item "breakout" for an end item or equipment is required to facilitate a broader base for procurement under prime contracts or subcontracts (generally requires full design disclosure data and procurement data);
   g. the item may be procured only from a single source because the design data which can be made available will not insure procurement of an identical item of the requisite quality from other than the original source (full design disclosure may be required for logistical support);
   h. the item is commercially available from a number of sources and identical items are not required. In such cases, the item may be bought by use of Performance Specifications;
   i. it is planned by NATO to adopt the item, with or without modification, as standard, and coordinated multi-national production of the item or its components is highly probable (generally requires full design disclosure data).

3. Intended Uses of Technical Data and Information. Upon determination of the intended use and application of the weapon system, end item, equipment, materiel or service supported by the data, the intended uses of the data will be established by selection from the following or a similar list:

   a. Research
   b. Development
c. Design approval (includes the use of data to determine compliance with specifications or other performance requirements set out for the weapons system, end item, or equipment)

- Initial procurement
- Production
- Quality Assurance (includes inspection)
- Installation
- Operation
- Maintenance
- Repair and Overhaul
- Personnel and Training
- Provisioning
- Cataloging
- Standardization
- Procurement
- Other Government requirements including multinational production and bilateral co-production.

4. Preparation of Data Provisioning Check List (Att.1). The purpose of this check list is to enable the realistic determination of data requirements early in the program, prior to completion of DD Forms 1423, in order that the Department of Defense may be assured of procuring the data essential to its needs and may be saved the expense and difficulties involved in procuring additional data at a later date. Use of the check list, together with identification of the influencing factors and intended uses of data, will assist in identifying the required level of data needs. The attached suggested check list may be adapted to meet departmental, agency or activity needs. Familiarity with the drawing systems and practices of potential contractors, and with the types and kinds of data pertinent to the job at hand, will aid in the intelligent completion of the check list. For all intended uses, the need for data in military format should be evaluated. Also, an understanding as to what, if any manufacturing or support data may be involved is highly desirable. Preparation of data provisioning check lists is considered to be a highly complex engineering and technical task, and such predeterminations of data requirements will be made by functional representatives of the Program or Project Manager's office.
Attachment -1 Data (Provisioning Concept) Checklist
General Notes:

A definitive listing of technical data and information, using the Authorized Data List, should be prepared as applicable to a specific weapons system, end item, equipment, material or service. Where engineering drawings and other related documents have been included in the broad types of data selected by means of the data provisioning check list concept, definitive lists of drawings and related data which are appropriate for each broad type or category of drawing or data should be developed. Such definitive lists should be developed particularly where follow-on production ensues from research and development or multi-production type of equipment or end items are involved.

*MANUFACTURING SUPPORT DATA generally comprises (i) operation sheets and machine instruction sheets, (ii) machine-loading control data, (iii) treatment data, (iv) tools, jigs and fixture data, (v) product, process or assembly data, and (vi) plant layout, machine tools and work station data.
1. General.

   a. DoD Component Authorized Data Lists (ADLs) shall contain approved 
      DD Form 1664 (Data Item Description) data items which adequately define 
      and describe the data requirement to be prepared by Defense 
      Contractors. These DD Forms 1664 shall be furnished to contractors in 
      support of and for identification of each Data Item listed on DD Form 
      1423, Contract Data Requirements Lists (CDRL). Data items shall be 
      tailored to the needs of the contract.

   b. Standard data clauses contained in the Armed Forces Procurement 
      regulation (ASPR) need not be separately identified on DD Form 1664.

   c. Approval of new Data Item Descriptions (DD Forms 1664) for 
      inclusion in Authorized Data Lists shall be in accordance with the 
      Instructions of the Headquarters elements of the appropriate DoD 
      components.

   d. DoD components shall convert existing Data Item Descriptions, 
      i.e., Army - DA Form 3149-R; Air Force - AFLC/AFSC Form 9; DSA - Form 
      402; and NSA - Form C-7888, currently in the Authorized Data Lists to 
      the DD Form 1664 as soon as possible. DoD Component ADLs shall be 
      converted to DD Forms 1664 no later than one (1) year from the issuance 
      date of this Instruction.

   e. Local reproduction of DD Form 1664 in the exact size (8" x 10 
      1/2") is authorized.

2. Instructions for Preparing Data Item Description, DD Form 1664

   a. TITLE Section, Block 1: Enter a short meaningful title that 
      specifically identifies the data item.

   b. IDENTIFICATION NUMBER(S) Section, Block 2: Enter the agency 
      organizational element code and the number associated with the 
      structural grouping of the DoD Component ADL in the appropriate spaces.

   c. DESCRIPTION/PURPOSE Section, Block 3: Enter a brief description 
      of the data item that identifies the extent of coverage and or use to 
      be made of the data.

   d. APPROVAL DATE Section, Block 4: Enter the date (year, month, day) 
      when approval to use the data item in contracts was provided.

   e. OFFICE OF PRIMARY RESPONSIBILITY Section, Block 5: Enter the 
      identification of the activity or agency responsible for maintaining 
      currency of the data item.

   f. DDC REQUIRED Section, Block 6: Enter an "X" in this if copies of 
      the contractually delivered data are also to be submitted to the 
      Defense Documentation Center (DDC). In such instances, DD Form 1473 and 
      associated preparation instructions must be attached to the Data Item 
      Description, DD Form 1664.

   g. APPLICATION/INTERRELATIONSHIP Section, Block 7: Enter information 
      in this section to assist in the proper selection and application of 
      the data item. List other data items which have a significant 
      relationship with the data item, and any special guidance on its 
      mandatory, typical, or restricted use. For example, if the data item 
      should never be selected when another data item is applied to the 
      contract, or if it is usually used in conjunction with other data 
      items, this section should so state.
h. APPROVAL LIMITATION Section, Block 8: This Section shall be completed by the approval authority to indicate restrictions on use. This Section is not applicable for standard data items published in the ADL, but rather for control of data items approved for limited use.

i. REFERENCES Section, Block 9: Enter in this Section a list of documents which are of specific value to understanding the data preparation requirement. References which are to be contractually binding must also be specified in the "Preparation Instructions" Section. If a management control system has been identified with this data item description, enter the MCSL number in the space provided.

j. PREPARATION INSTRUCTIONS Section, Block 10: Provide adequate instructions by specifically identifying and describing the data requirement and by indicating the specific source documents for preparation of the data item. When the data requirement is adequately described in another document, such as a specification, this document (or documents) may be referenced and the data requirements not repeated in the DD Form 1664. When the reference method is practical and used in this manner, the DD Form 1664 shall contain (1) specific paragraph identification of the data requirements contained in the reference document(s) and (2) additions, deletions or deviations to the referenced data requirement(s) for tailoring purposes and (3) a summary description of the total data requirement being referenced. This Section is contractually binding on the contractor. Paragraph titling and numbering should be consistent throughout. Do not include requirements to perform tasks (i.e., perform systems analyses, perform tests, conduct reviews, etc.). Any requirements for the contractor to perform these related tasks necessary to data generation must appear in the contract statement of work. Likewise, no acceptance or inspection designations will be included. Evaluation criteria for acceptance may be included. Delivery requirements shall not be included.

NOTE: If additional space is required, use a plain 8" x 10 1/2" sheet of paper, properly identified as a continuation sheet. Sequentially number the sheets used on the lower right hand corner of the form.

Attachment - 1 DD Form 1664, "Data Item Description"
GUIDANCE ON DOCUMENTATION OF DATA REQUIREMENTS

1. Documentation of Data Requirements ("Data Call").

The program or Project Manager or other responsible official shall issue a formal request for requirements for data to be obtained from contractors. This request or "data call" shall be issued to all organizations participating in the pertinent program or project. The data call shall stipulate that data requirements must be furnished on DD Form 1423, "Contract Data Requirements List," (attachment 1), or a mechanized equivalent.

2. Instructions for Preparation of DD Form 1423 (Government personnel).

   a. Introduction:
      (1) DD Form 1423, Contract Data Requirements List (CDRL), or its mechanized equivalent is to be used as the sole contractual document listing all data and information to be delivered under the contract, except as noted in the basic Instruction.
      (2) If applicable, remove and dispose of the detachable portion of the REPRODUCED copies of this form which shall be placed on contract. (Retain the original copy intact).
      (3) Data elements numbered 1, 2, 4, 6, 7, 8, 10, 12, 13 and 15, must be completed by DoD Components. Completion of fields for other data elements is optional.
      (4) A maximum for four (4) separate line items of data may be entered on each form.
      (5) Local reproduction of this form in the exact dimensions shown on attachment 1 is authorized.
      (6) The 1 April 1968 edition of DD Form 1423 is the only one authorized for contractual application. All other editions are obsolete.
      (7) Standard DoD data elements published in Reference (m) shall be used on this form for those blocks where such data elements apply.
      (8) Requests for exceptions to these instructions shall be directed to ASD(I&L) with full justification.
      (9) DD Forms 1423 shall identify as separate line entries each authorized data item required from the contractor. Each separate line entry shall be described on DD Form 1664, Data Item Description, as contained in the Authorized Data List of the DoD component or in the DoD Authorized Data List.
      (10) Procedures shall be developed by the data management central focal point in coordination with functional activities requiring contractor data and/or preparing technical data internally. One purpose of these procedures is to insure that the acquisition of overlapping, unnecessary or redundant data is avoided and that DD Forms 1664, Data Item Descriptions, accurately define and describe the data requirements as tailored for a specific contract.

   b. General Data Item Information.
      (1) ATCHNR - Enter the attachment number, if form is an attachment to a Contract/Procurement Request. Note: For procurement purposes, Contract Data Requirements Lists (DD Forms 1423) may be used as an exhibit (ASPR 20-305) to expand contract line items.
      (2) TO EXHIBIT - On RFPs/IFBs and contracts, enter CDRL Exhibit Number when incorporated into the contract in accordance with ASPR 20-305.
(3) TO CONTRACT/PR - Enter the actual Contract Number, if known; if unknown, enter the Procurement Request (PR) Number or other appropriate designator.

(4) CATEGORY - If categories of data are used (e.g., drawings), the CDRL may be divided using these categories. A new form shall normally be started with each category. If, however, the CDRL contains a few items and numerous categories, this field should be left blank, depending on the authorized data list control procedure of the DoD component.

(5) SYSTEM/ITEM - Enter the system/item/project designator or name.

(6) CONTRACTOR - A contractor's name or identification code shall be placed in this field. Following this, a slash (/) and the contractor's FSMC, Federal Supply Manufacturer's Code, may be inserted. This code may be obtained from DoD Handbook H-4.

(7) PREPARED BY/DATE - Use to be specified by DoD component.

(8) APPROVED BY/DATE - Use to be specified by DoD component.

(9) CONTRACT VALUE - Insert the price or estimated total cost of the contract, purchase request, etc.

Note: ENTRIES (1) and (2) must be completed on the first page of the CDRL only. ENTRIES (3), (4), (5) and (6) should be completed on all pages for ease of identification. ENTRIES (7), (8) and (9) must be completed on the last page of the CDRL only. Only ENTRY (9) need not be completed until contract negotiations are completed.

c. Detailed Data Block Information (Blocks 1 - 22):

(1) BLOCK 1. (Sequence Number) - To be specified by DoD components in accordance with ASPR 20-306.

(2) BLOCK 2. (Title or Description of Data) - Enter the official title or a brief description of the data. This title should be identical to the Data Item Description title with BLOCK 3 being used for further identification, if required.

(3) BLOCK 3. (Subtitle of Data) - If the title requires further identification, enter a subtitle.

(4) BLOCK 4. (Authority, Data Item Number) - Enter the Data Item Number or the specific paragraph number of the applicable specification, standard, exhibit, etc., which provides the data preparation instructions.

(5) BLOCK 5. (Contract Reference) - Enter the specific paragraph number of the Contract, Procurement Request, System Specification, or other applicable document which shall assist in identifying the effort associated with the Data Item authorized by BLOCK 4 above.

(6) BLOCK 6. (Technical Office) - Enter the technical office of primary responsibility. This is the office responsible for assuring the adequacy of the data item unless this responsibility is delegated elsewhere in the contract or in Block 7.

(7) BLOCK 7. (DD Form 250 Requirement) - DoD components will designate the location (Contractor's facility, or destination) for performance of Government inspection and acceptance. This is accomplished by entering the applicable code for inspection and acceptance as shown below. The activity to perform the destination acceptance task shall, when applicable, be entered in BLOCK 14 as the first addressee.

<table>
<thead>
<tr>
<th>Code</th>
<th>Inspection</th>
<th>Acceptance</th>
</tr>
</thead>
<tbody>
<tr>
<td>SS</td>
<td>*Source (DD Form 250)</td>
<td>*Source (DD Form 250)</td>
</tr>
<tr>
<td>DD</td>
<td>Destination (DD Form 250)</td>
<td>Destination (DD Form 250)</td>
</tr>
</tbody>
</table>
**SD**       *Source (DD Form 250)          Destination (DD Form 250)  
**DS**       Destination (DD Form 250)    *Source (DD Form 250)  
**LT**        Letter of Transmittal only  
**NO**        No inspection or acceptance required  
XX        Inspection and acceptance requirements specified elsewhere in contract  

* Source indicates contractor's facility.  
** Use of these symbols is not authorized for engineering data such as drawings and specifications.  

(8) BLOCK 8. (Approval Code) - Items of critical data requiring specific advanced written approval, such as test plans, should be identified by placing an "A" in this field. Most of these data shall require submission of a preliminary draft prior to publication of a final document. If advanced approval is not required, leave this field blank.  

(9) BLOCK 9. (Input to IAC) - (To be used only when an Integrating Associate Contractor (IAC) is used). If data is an input to an IAC contractor, or if data is the integrated result of specific inputs from associate contractors, place an "X" in this field. In all other cases, leave this field blank.  

(10) BLOCK 10. (Frequency) - Enter the appropriate frequency code from the following:  

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAILY</td>
<td>Daily</td>
<td>Annually</td>
</tr>
<tr>
<td>WEKLY</td>
<td>Weekly</td>
<td>SEMIA Each 6 months</td>
</tr>
<tr>
<td>BI-WE</td>
<td>Each 2 weeks</td>
<td>OTIME One time</td>
</tr>
<tr>
<td>MTHLY</td>
<td>Monthly</td>
<td>ONE/R One time and revisions</td>
</tr>
<tr>
<td>BI-MO</td>
<td>Each 2 months</td>
<td>R/ASR Revisions as required</td>
</tr>
<tr>
<td>QRTLY</td>
<td>Quarterly</td>
<td>ASREQ As required (See notes A and B below)</td>
</tr>
<tr>
<td>2 TIME</td>
<td>Two separate submittals</td>
<td>CHGP ASREQ Change pages as required</td>
</tr>
<tr>
<td>ONE/P</td>
<td>1-time preliminary draft</td>
<td>DFDEL Deferred delivery</td>
</tr>
</tbody>
</table>

**NOTE A**: Use BLOCK 13 for further explanation.  
**NOTE B**: If data is of a recurring type, it will be submitted at the end of the reporting period established in this field unless otherwise indicated in the Data Preparation Instructions or in BLOCK 12 or 13 of this form.  

(11) BLOCK 11. (As of Date, AOD) - If the data is submitted only once, enter the As of Date (cut-off date) as follows: days prior to the end of the reporting period. Example: "15" would place the AOD for this report at 15 days before the end of each month, quarter, or year depending on the frequency established in BLOCK 10; "0" would place the AOD at the end of each month, quarter, etc. (BLOCK 13 or 16 may be used for further explanation, if required).  

(12) BLOCK 12. (Date of First Submission) - Enter initial data submission date as follows: Year/Month/Day. If data has already been submitted and will be resubmitted, enter date of next submission. If contract start date is not known, indicate the number of days after contract start that the data is due. (Example: 30 DAC). If this date is not known or requires further clarification, use BLOCK 13. Note: DO NOT INSERT CLASSIFIED DATES. If deferred delivery is required, insert "DFDEL".  

(13) BLOCK 13. (Date of subsequent Submission/Event Identification) - If data is submitted more than once, enter the date(s) of subsequent submission(s). If data is constrained by a specific event or milestone and delivery is dependent upon initiation of this event or milestone, enter this constraint. IF THIS INFORMATION CLASSIFIES THE DATA LIST, LEAVE BLANK. (Example: NLT 15 days before start of production, 45 days before launch).

(14) BLOCK 14. (Distribution and Addressees) - Enter the addressees and the number of copies (regular/reproducible) to be received by each. (Example: DDC - 20/0). Office symbols, contractor initials, or DoD Handbook H-4 numbers and command initials may be used. (A list explaining these codes shall be attached to the CDRL). If reproducible copies are required, explain in this field or use BLOCK 16, i.e., multilith mat, vellum, negative, etc. If the data is not actually to be delivered to the Government or "associated contractors" or if deferred delivery is required per ASPR 9-202.2(f), indicate by placing the word "deferred" or similar remarks in this field.

(15) BLOCK 15. (Total) - Enter the total number of regular/reproducible copies. This may be obtained by adding all the insertions in Distribution and addressees Field, BLOCK 14.

(16) BLOCK 16. (Remarks) - To be specified by the DoD Component.

(17) BLOCK 17. (Event/CEI Number) - Insert either one or both of the following:
   (a) Event Number - This is the identification number used in management systems such as PERT.
   (b) CEI Number - This is the Contract End Item Number used in configuration management systems.

(18) BLOCK 18. (BoB Approval/Form Number) - If the data requires Bureau of the Budget (BoB) approval, enter the "Public Reports Approval Number" which has been assigned. Following this, enter the designated government form number, if applicable. This information is not required if it is already contained in and ADL.

(19) BLOCKS 19 thru 22. (Reserved for ADP use) - These items are for Automatic Data Processing (ADP) use only. NOTE: BLOCKS 23 through 26 shall be completed by Contractors in accordance with ASPR F200.1423.

3. Price Estimates. Price estimates shall be provided by the potential contractor, at the time of submittal of proposals, for each line item of data listed on DD Form 1423 in accordance with ASPR. The estimate shall be used by the Program or Project Manager to determine:
   a. Whether the price of data is outweighed by economic or other benefits to be derived from use of the data.
   b. Funds to be budgeted for contractual obligation.
   c. The fairness and reasonableness of prices, estimated by offerors.
   d. Application of PERT/cost networks or other management control techniques.

4. DD Form 1423 Entries for Engineering Drawings. Separate lines of DD Form 1423 shall be used to document requirements for contracted items, inspection equipment, tools, etc.

5. DD Form 1423 Entries for "Associated Lists". Requirements for Data Lists, Index Lists, and Parts Lists shall be identified as separate line entries for each entry on the DD Form 1423 that required delivery of drawings. The assembly level at which lists are required shall be specified.

   a. To facilitate the development and preparation of DD Forms 1423 making up a specific contract data requirements list, data requirements of multi-functional activities shall be reviewed and integrated by the data management central focal point office for the purpose of eliminating duplicative or unnecessary data requirements and to insure DD Forms 1664, Data Item Descriptions, accurately define and describe essential data requirements as tailored for a specific contract. Checklists and cross-reference techniques shall be utilized.

   b. The discipline for controlling contractor data requirements shall be applied to internally prepared data. Functional activities shall be responsible for the management of their data. This includes the responsibility for storage, retrieval and disposal of data acquired under contract (DD Form 1423) and for their internally prepared data. The data management central focal point office shall: (1) provide the necessary policies and procedures to implement this Instruction and to unify and integrate the efforts of the functional activities; (2) oversee application of the Authorized Data List; (3) maintain minutes of data review boards actions; (4) maintain surveillance over the total data management discipline of the organization and (5) provide assistance and advice directly to the Commander/Director.

   c. The organizational element responsible for the preparation of the Contract Data Requirements List (DD Forms 1423) shall monitor the distribution of contractor prepared data for that contract. Specifically, procedures shall be established by the data management central focal point to ascertain actual receipt of the data and to insure all contractual requirements have been met. Functional activities or other requestors or users of contractor data shall, in addition, certify to the adequacy of the data delivered under contract. This "feedback" procedure shall include the updating of DD Forms 1664 when necessary. Functional activities and/or users of data shall be informed of the price of the data they have requested.

   d. DoD components shall enlist the support of Departmental plant representatives and the Defense Contract Administration Service to assist in the Management of Contract Data Requirements List (DD Form 1423) data. Close Departmental-DCAS coordination is necessary in order to effectively evaluate (1) the application of restrictive legends, (2) predetermination of data rights, (3) the price of data, (4) the adequacy of data and to inspect and accept data acquired under contract provisions. Working agreements shall be formulated and implemented to permit DCAS to report data discrepancies to DoD components and to take other actions to provide support and assistance to the procurement agencies of the DoD components.

   e. On classified contracts (e.g. certain research and development contracts), data requirements shall be listed on DD Forms 1423 and described on DD Forms 1664. Due to the classified nature of these data, a higher echelon authority having "need to know" shall review and challenge the data requirement(s), in lieu of a data review board, to assure objective evaluation of data need. In these instances, the name and signature of the reviewing authority shall appear on the DD Form 1423.

   f. Qualified data management personnel shall participate in pre-contract technical reviews of DD Form 1423 data; assist procurement activities in negotiating contracts containing DD Form 1423 data; recommend appropriate ASPR data clauses for inclusion in contracts and
participate in Procurement and Contract Management Reviews of contracts containing DD Form 1423 data.

g. Other management procedures shall be established by the central focal point within each DoD component to coordinate and unify the efforts of the functional organizations in the preparation of DD Forms 1423 and to assist in the acquisition and utilization management of data acquired under contract.

7. Approval of Data Requirements. Program or Project Managers shall determine that all data requirements listed on DD Forms 1423 are essential to the accomplishment of a program or project and are specifically defined, and shall issue and sign the approved DD Forms 1423 for incorporation into the appropriate request for proposal or for negotiation into the appropriate contract.
13 October 1965

MEMORANDUM FOR The Assistant Secretary of the Army (I&L) The Assistant Secretary of the Navy (I&L) The Assistant Secretary of the Air Force (I&L) The Assistant Secretary of the Army (R&D) The Assistant Secretary of the Navy (R&D) The Assistant Secretary of the Air Force (R&D) The Director, Defense Supply Agency (DSAH-D)

SUBJECT: Charter for the Technical Data and Standardization Policy Committee

References:
(a) Secretary of Defense Memo, 12 June 1964; subject: Establishment of Office of Technical Data & Standardization Policy." (Encl 4 to DoD Instruction 5010.13)
(b) DoD Instruction 5126.37
(c) DoD Directive 4120.3

In accordance with reference (a), the Director of the Office of Technical Data and Standardization Policy, (OTDSP), has assumed the duties and responsibilities formerly held by the Director of Technical Logistics Data and Information (TLDI) described in reference (b) as well as the management of the Defense Standardization Program, reference (c). This realignment action also included the corollary reassignment of the TLDI Committee.

It was therefore appropriate to re-examine the previous responsibilities of the former TLDI Committee in the light of its revised obligations in order to properly support the expanded duties assigned to the OTDSP. The attached charter reflects the Committee's broad field of interest, purpose and participation as now required to cover Research and Engineering, as well as the Installation and Logistics Activities as contained in the Technical Data and Standardization Programs. This committee has also been renamed to more appropriately express its revised mission concept. Reference (b) is being revised accordingly.1

The current membership of this committee is completely acceptable to OSD, however, it is requested that they be validated at your earliest convenience. In view of the scope and objectives inherent in a charter of this kind, it is vital that members be authorized to speak for and in behalf of your activity on all matters within the purview of this charter.

Your personal interest, cooperation and assistance in furthering the purpose of the Technical Data and Standardization Policy Committee is desired.

(/s/ Paul R. Ignatius)
Assistant Secretary of Defense
(Installations and Logistics)

Enclosure - 1 Charter

Cancelled by DoD Instruction 5010.12, Dec 5, 68
CHARTER
DoD Technical Data and Standardization Policy Committee (TDSPC)

Purpose

The Technical Data and Standardization Policy Committee is established as the principle interdepartmental, inter-agency coordinating and advisory body to the Office of Technical Data and Standardization Policy. This Committee is the mechanism for achieving sound and integrated DoD policies and programs in the field of technical data and standardization.

Membership

1. The Office of Secretary of Defense membership shall include one member from the Office of Assistant Secretary of Defense for Installations and Logistics (OASD(I&L) and one member from the Office of Director, Defense Research and Engineering (ODDR&E). The OASD(I&L) member shall be the Chairman.
2. Each Military Department and the Defense Supply Agency shall have one member and an alternate, and may have observers as required. The member, or in his place the alternate, will be considered to represent his Department for all matters properly within the purview of the Director, Office of Technical Data and Standardization Policy (OTDSP). This includes all Research and Engineering and Installations and Logistics interests of the Departments and DSA in technical data and standardization.
3. Other interested Government agencies are encouraged to nominate observers, who will be invited to participate as required.

Field of Interest

1. Technical Data: The Committee's interest shall encompass (1) all types of technical data necessary for research, development, engineering, procurement, production, provisioning, cataloging, standardization quality control, maintenance, storage, distribution, operations and disposal; (2) the policies and programs for the conduct of Technical Data Management as outlined in DoD Instructions 5126.37, 5010.11/1 and 5010.12; and (3) procedures for acquisition, processing, retrieval, dissemination and use of technical data in support of the Army, Navy, Air Force, and Defense Supply Agency.
2. Standardization: The Committee shall consider all aspects of (1) the DoD Standardization Program as outlined in DoD Directive 4120.3; this includes both the Engineering and Logistics criteria applied in the interest of standardization in design, development, procurement, production, inspection, supply, maintenance and disposal of equipment and supplies; (2) the review and maintenance of the Defense Standardization Manual; and (3) the modernization of the program to meet the needs of RDT&E and Logistics involved in systems management.

Operations

The Technical Data and Standardization Policy Committee shall report to the Director, Office of Technical Data and Standardization Policy. It shall:
1. Recommend policies and procedures for integrated DoD programs in its fields of interest.
2. Serve as the departmental focal point to advise the Director on his functional area of responsibility outlined in DODI 5010.13.
3. Monitor the progress of the DoD technical data and standardization programs and make recommendations as appropriate.
4. Organize such subcommittees or ad hoc groups as required to perform its function, with the approval of the Director, Office of Technical Data and Standardization Policy.
5. Identify and recommend the assignment of responsibilities for projects to its member Departments or agencies on matters within its scope.
6. Arrange for participation, discussions, recommendations, studies or assistance from industry where appropriate.
7. Meet bi-weekly or at the call of the Chairman and submit minutes of the meeting to the Director, OTDSP.
8. Advise the Director, Office of Technical Data and Standardization Policy, on matters requiring his decisions prior to implementation.
TDMO Controlled Technical Data

1. The technical data items identified herein are typical of those that are managed and controlled by the TDMO. It is not intended to be all inclusive but if a Center has a continuing need for such items they will fall under TDMO management and control. Where specific additional technical data items are identified by the Center and control of same is deemed necessary on a continuing basis, the TDMO will manage and control those identified data item(s).

2. Technical data managed and controlled by the TDMO may be in any form, i.e., hard copy, microfilm, microfiche, photographs, computer printouts, etc. Typical items are:

   a. Engineering drawings from industry and Government components.
   b. Associated Lists for engineering drawings (see MIL-STD-100).
   c. Specifications, standards, handbooks, manuals, price listings, and purchase descriptions from the Federal Government, DoD components, industry associations, companies, and manufacturers that are acquired or developed and used by the Center.
   d. Indexes, lists, directories, and registers that aid in the identification or location of items managed or procured by the Center and technical data describing such items or manufacturers/suppliers of such items.
   e. Catalogs, publications, reference books, photographs, and periodicals that aid in describing an item managed or procured by the Center and defining terminology/processes/methods applicable to these items or updating the description and knowledge concerning such items.
   f. Technical manuals or orders, exploded-view maintenance manuals, and operating/maintenance/overhaul instructions, whether commercial, military or a combination thereof, that will aid in an item's identification/description/use or the next assembly that requires the Center managed or procured item.
   g. Federal supply catalogs/handbooks/manuals, cross-reference listings, FIIGs, completed DD Form 146s, and any other catalog description data that will tend to identify and describe existing items or enable new item entry.

3. Administrative regulations, directives, instructions, handbooks, manuals (excluding equipment technical orders or manuals) and similar items are not included in the items of data described above. These administrative publications are acquired and controlled in accordance with DLAR 5025.9.
Internal Requests

1. The RB will be the sole TDMO area that will accept internal requests for technical data whether or not stored within the Repository. These requests may be made in one or more of the following methods:

a. DSA Form 486, Internal Request for Technical Data. This form is used to request a single piece of technical data or all available technical data that go to describe a single NSN or manufacturer's part number. This form will be completed in accordance with instructions in paragraph 5 below. This form will also be used to request correction of technical data deficiencies identified by any Center functional component except within the TDMO.

b. DSA Form 1243, IPE Technical Data Record. This form is used to request/report technical data availability/requirements for maintenance data relating to IPE. Refer to DSAM 4215.2 for preparation instructions and uses of this form.

c. PCAM Card. These cards may be used and prepared in accordance with DSAR 4185.14 or any other internal method mutually agreeable to the TDMO. These cards will be used to request a single piece of technical data or all available technical data that go to describe a single NSN or manufacturer's part number.

d. EAM Listing. The listing(s) may be in any format as long as the information presented is mutually agreeable to the TDMO. The most preferable method is by document identification (i.e., drawing or specification number) and the least is by item name.

e. Correspondence, Telephone, or Personal Contact. These requests are within the TDMO's control. However, a log must be retained for telephone and personal contact requests if the DSA Form 486 or 1243 is not utilized to document the internal request.

f. DLA Form 173 or DD Form 1425. Either form may be used internally to request technical data available from NPFC and shall be submitted to the AAB as PRM for technical data described in DLAR 5025.9, enclosure 8.

2. In order to provide an auditable track, all internal requests for technical data will be retained for a minimum period of 90 calendar days and be segregated by 30 day increments. There is no requirement to establish files or folders for these requests nor to index the contents of any 30 day increment. Weekly increments are suggested in order to minimize the overall size of this requirement, i.e. 97 days instead of 120 days.

3. Maximum RB processing times for internal requests will follow DSAR 4185.14, paragraph 3b(1), and the following:

b. Urgent - 5 workdays.
c. Routine - 10 workdays.
d. Deferred - 90 calendar days (to be used when acquisition is required or anticipated).

4. Where an internally requested item requires acquisition action, it is the responsibility of the RB to monitor these actions.
5. DSA Form 486 Preparation Instructions. The form has been designed for hand written entries to preclude the need for typewritten preparation.

Block 1 - Indicate whether request is for: new data unavailable in TDMO; existing data available in TDMO; or to correct data existing in TDMO. Use block 16, a separate sheet of paper or a marked up copy, to describe areas to be corrected on deficient technical data. Limited or restricted rights is not normally a TDMO correction area.

Block 2 - Enter the: drawing, publication, manual, etc. number; part, item or reference number; the item serial number, if known; and the item name shown on the data identified or cataloging item name for the part.

Block 3 - Enter the desired kind of data needed and an alternate, such as: drawing/spec; spec/catalog; spec/std/MS sheet.

Block 4 - Self-explanatory.

Block 5 - Enter FSCMs that relate to blocks 3 and 4. (NOTE: Block 16 may be used to provide mailing address and name of identified FSCMs if considered necessary.)

Block 6 - Enter known numbers.

Block 7 - Self-explanatory.

Block 8 - Self-explanatory.

Block 9 - Self-explanatory.

Block 10 - Self-explanatory.

Block 11 - Self-explanatory.

Block 12 - Self-explanatory.

Block 13 - Self-explanatory.

Block 14 - Self-explanatory.

Block 15 - Self-explanatory. It is recommended that cognizant supervisors review the form prior to forwarding it to the TDMO.

Block 16 - Self-explanatory.
Microfilming of Technical Data

1. The RB will be the focal point for microfilming, microreproduction, inspection, aperture card mounting, hard copy reproduction and processing of engineering data. These actions will be in accordance with MIL-STD-804, MIL-M-9868, MIL-C-9877, MIL-C-9949, MIL-M-38761, MIL-M-38748, MIL-P-9879, and/or MIL-D-5480 as applicable.

   a. The RB will format and code aperture cards prepared by the Center in accordance with the requirements of MIL-STD-804.

   b. The RB will ensure that all aperture cards contained within the DSC Repository conform to the requirements of MIL-STD-804. Nonconforming cards will be converted on a priority basis developed by the Center, such as: incoming, active, inactive. Conversion will be completed within 18 months from the date of this manual.

2. Military Service Data Repositories forwarding technical data to the DSC not in accordance with the specifications and standard above will be formally requested in writing to take whatever action is required to conform with applicable regulatory documents for future submittals. Copies of such correspondence will be forwarded to HQ DSA, ATTN: DSAH-SC.

3. The RB will, wherever possible, take advantage of the current state-of-the-art of microfilm technology.

   a. Hard copy technical data will be reviewed and, where feasible and acceptable to the users, converted to a microform.

   b. The RB will, whenever possible, contact manufacturers/suppliers that provide technical data to the Center in order to learn if needed/used data (drawings, catalogs, etc.) are available as a microform. If the data is so available, the Center will request that data on the available microform if considered useable. Future Center budgets will reflect funding for this item. The TDMO is responsible for researching the manufacturers/suppliers and estimating the necessary funding for future budgets.