Attachment N

CONTRACT DATA REQUIREMENTS LIST, Non-Technical

National Aeronautics and Space Administration

Goddard Space Flight Center

October 1, 2025

DOCUMENT CHANGE LOG

DRD No.	DRD Title	Revision	Date

INTRODUCTION

This document defines the requirements for contractual data to be delivered by the contractor to the Government. The data requirements are set forth in each Data Requirements Description (DRD) and shall govern that data required by the contract. The contractor shall furnish data defined by the DRDs as listed on the Contract Data Requirements List (CDRL) by category of data, attached hereto, and made a part of this contract. Such data shall be prepared, maintained, and delivered to NASA in accordance with the requirements set forth within this document. In cases where data requirements are covered by a Federal Acquisition Regulation (FAR) or NASA FAR Supplement (NFS) clause or other term (e.g., requirements statement), that clause or term shall take precedence over the DRD.

Contract Data Requirements List (CDRL): Throughout the performance of the contract, the CDRL provides a listing by number, data type, title, and Office of Primary Responsibility (OPR).

Data Requirements Description (DRD): Each DRD included in this CDRL prescribes content, format, and submittal requirements. The DRDs included in this CDRL are ordered sequentially as listed in the CDRL page(s) that precede(s) the actual DRDs.

Data Type Description: Each DRD is classified by data type as defined below:

TYPE	DESCRIPTION
1 -	All submittals of and interim changes to Type 1 DRDs require written approval from the contracting officer before formal release for use or implementation.
2 -	NASA reserves a time-limited right to disapprove in writing any submittal of and interim changes to Type 2 DRDs. The contractor shall submit the required data to NASA for review within the time period established in the DRD prior to its release for use or implementation. The contractor shall clearly identify the release target date. If the data is unacceptable, the contracting officer will notify the contractor within the time period established in the DRD from the date of submission, regardless of the intended release date. The contractor shall resubmit the information for reevaluation if disapproved. The submittal is considered approved if the contractor does not receive disapproval or an extension request from the contracting officer within the time period established in the DRD.
3 –	Type 3 DRDs shall be delivered as required by the contract and do not require NASA approval.

STATEMENT OF GENERAL REQUIREMENTS

Subcontractor Data Requirement

The prime contractor is responsible for flowing down any specific data requirements that apply to subcontracts and vendor agreements.

Reference to subcontractor data in the contractor's responses is permissible and a copy of the referenced subcontractor data must be supplied with the response document at time of delivery to NASA.

Data Distribution, Format, and Transmittal

Distribution: Distribution recipients and number of copies are identified within each DRD, provided within the contract, or as directed by the Contracting Officer (CO).

Format

Electronic Format: Electronic submission of data deliverables is required. Electronic deliverables shall be printable. Data deliverables shall be delivered to NASA in the format specified below unless a specific format is required by a DRD. Data submittals shall consist of a single Adobe Acrobat PDF file and the native format electronic file(s). The preferred native formats include Microsoft Word, Excel, or PowerPoint, as appropriate.

Hardcopy Format: Hardcopy of data deliverables is not required unless electronic delivery is not possible or practical.

Transmittal

Data shall be transmitted to NASA by email or or other mechanism agreed to by the Contracting Officer (CO), Contracting Officer's Representative (COR), and project representatives who are responsible to receive, index, and store the data deliverables.

If email is used to transmit data deliverables, the email size shall be 10 megabytes or less to ensure receipt by the NASA email servers. Encrypted email format shall be used to transmit data.

Data Transmittal Package: Each data transmittal package shall include a transmittal memorandum that specifies the following:

1. Contract number
2. Data Requirements Description (DRD) number
3. DRD data type
4. Submission date or milestone being satisfied
5. Document number and revision
6. Document title

7. File names of all files being delivered; file naming convention shall clearly identify the document being delivered
8. NASA Records Retention Schedule (NRRS) number, if applicable (See NRRS 1441.1, NASA Records Retention Schedules)

Document Identification: For all data types, the document number, change legend, date, and title constitute the minimum identification of the specific document and shall appear on the cover and title page. The contract number shall also appear on the cover and title page as separate markings. The originator and organization shall be included on the title page. The document number, change legend, and date shall appear on each page of the document. All Type 1 documentation shall be marked "PRELIMINARY PENDING NASA APPROVAL," and once approved shall be reissued with "APPROVED BY NASA" and the date and approval authority annotated on the cover.

Data Restriction Determination and Marking Requirements: The contractor shall properly mark data in accordance with the data rights clause(s) included in the contract. The contractor must make a determination for each individual data deliverable, and shall not apply a default or blanket data restriction marking to all data deliverables (e.g., "data may be export restricted"). If NASA does not agree with the contractor applied data restriction, the CO shall return the data to the contractor, cancel the markings, or ignore the markings consistent with the procedures set forth in the "data rights" clause(s) contained in the contract.

Reference to Other Documents and Data Deliverables in Data Submittals: All referenced documents shall be made readily available to the cognizant NASA organization upon request.

Document Revisions

Revisions of documentation previously submitted may be accomplished either by individual page revision or by a complete reissue of the document.

A document shall be completely reissued when, in the opinion of the contractor and/or NASA, the document has been revised to the extent that it is unusable in its present state, or when directed by the CO. When complete reissues are made, the entire contents of the document shall be brought up to date and shall incorporate revised pages. All revisions shall be recorded. A revision log shall identify complete reissues except for periodic reports and documents which are complete within themselves as final.

Individual page revisions shall be made as deemed necessary by the contractor or as directed by the CO.

Changes of a minor nature to correct obvious typing errors, misspelled words, etc., shall only be made when a substantial change is made, unless the accuracy of the document is affected.

All revised pages shall be identified by a revision identifier and a new date. Each document shall contain a log of revised pages that identify the revision status of each page with the revision symbol. This list shall follow the table of contents in each document. The line or lines revised on a given page shall be designated using vertical line in the margin of the page, and the change authority shall be indicated adjacent to the change.

CDRL/DRD MAINTENANCE PROCEDURES

NASA-Initiated Change: New and/or revised data requirements shall be incorporated by contract modification to which the new or revised portion shall be appended. The contractor shall notify the CO in the event a deliverable data requirement is imposed and is not covered by a DRD, or when a DRD is changed by a contract modification and for which no revision is appended.

CDRL or DRD Change Procedures

Revisions to the CDRL or DRDs will be identified by NASA in the Document Change Log. The date of the revision, DRD number, title, and revision description will be annotated in the Document Change Log. Revision descriptions will include the modification number, which implements the change, and a brief description of the portions of the CDRL and/or DRD affected within the “Revision” column of the Document Change Log.

Contract Data Requirements List

DRD No.	DRD Type	DRD Title	OPR
1	1	Organizational Conflict of Interest	Office of Procurement (OP)
2	1	Security Requirements for Unclassified IT Resources	Office of Chief Information Officer (OCIO)
3	1	Capital Planning and Investment Control (CPIC) Cost Reporting	OCIO
4	1	Commercial IT Authorization Report (CITAR)	OCIO