1. DRD Title: Commercial IT Authorization Report		
2. DRD No.: 4	**3. Data Type:** 3	**4. OPR: OCIO**
5. Solicitation No.: 80GSFC26R0006	**6. Contract No.:** TBD	
7. Date Issued: 12/01/2023	**8. Date Revised:** N/A	**9. DRD Category:** **Technical** ☐ **Administrative** ☒ **S&MA** ☐

10. Description/Use: The purpose of this DRD is to document and report, in accordance with OCIO policy, purchases authorized through the OCIO Commercial IT Request (CITR) Application.

11. Distribution: Electronic Submission to the CO and COR

Initial Submission: Within 90 days of contract start

Submission Frequency: Monthly on the 15th of each month or the next business day. Final Submission at end of contract for contract closeout.

Format: Contractor shall use the CITAR Template. Contractor may not alter the template. Each report shall be cumulative from contract start.

Interrelationship: Contract Requirements and Statement of Work sections related to Information Technology (IT), IT Purchase Authorization

Applicable Documents:
OMB Memorandum M-15-14, Management and Oversight of Federal Information Technology.

OMB Memorandum M-16-02, Category Management Policy 15-1: Improving the Acquisition and Management of Common Information Technology: Laptops and Desktops.

OMB Memorandum M-16-12, Category Management Policy 16-1: Improving the Acquisition and Management of Common Information Technology: Software Licensing.

OMB Memorandum M-16-20, Category Management Policy 16-3: Improving the Acquisition and Management of Common Information Technology: Mobile Devices and Services.

Scope: Complete the CITAR Template

Contents: See CITAR Template

Remarks: See “Instructions” Tab on the CITAR Report Template. Negative responses are not required.

Maintenance: N/A