DATA ITEM DESCRIPTION

Form Approved
OMB No. 0704-0188
Exp. Date: Jun 30, 1986

1. TITLE	2. IDENTIFICATION NUMBER
DATA MANAGEMENT PLAN	DI-MISC-80168

3. DESCRIPTION/PURPOSE

3.1 The Data Management Plan tells how the contractor intends to comply with the data management requirements of DOD-STD-1700(NS) in terms of the contractor's overall program, policies, and procedures.

4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC REQUIRED	6b. GIDEP REQUIRED
860515	G/T2137		

7. APPLICATION/INTERRELATIONSHIP

7.1 This data item description (DID) is intended to be used in contracts invoking DOD-STD-1700(NS) and when delivery of a contractor's Data Management Plan to the Government is necessary.

7.2 When DI-MISC-80167 is listed on the DD Form 1423, Contract Data Requirements List (CDRL), the DID should be tailored to delete paragraph 10.4c on the DD Form 1423, Block 16.

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER
		G3848

10. PREPARATION INSTRUCTIONS

10.2 Source document. The applicable issue of the document cited herein, including its approval date and dates of any applicable amendments and revisions, shall be as reflected in the contract.

10.2 Format and content. The format and content of the Data Management Plan shall be in accordance with the provisions of paragraph 4.1 of DOD-STD-1700(NS) as applied in the contract, in accordance with the preparation instructions below.

10.3 The plan shall describe the contractor's overall implementation of the Data Management requirements of DOD-STD-1700(NS) specified in the contract.

10.4 The following shall be addressed within the Data Management Plan:

a. The plan shall define the scope and depth of the Contractor's efforts including management, organization, planning, and the relationship of the Data Management program to the contractor's other administrative and technical organizations.

b. The plan shall specify what the contractor's management policies are and identify, by specific reference, standard practices and detailed work instructions to be used in implementing the Data Management program.

7. APPLICATION/INTERRELATIONSHIP (cont'd)

7.3 This DID satisfies the requirements of paragraph 4.1, DOD-STD-1700(NS).

7.4 This DID supersedes DI-A-3022.

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10. PREPARATION INSTRUCTIONS (Cont'd)

c. The plan shall include a preliminary Data Submittal Schedule for fulfilling submission of data in the specific quantities/media/due dates specified in the CDRL.

10.5 The documented plan shall utilize the outline below. When the Data Management Program needs to be more clearly defined, the outline shall be sub-divided. Special requirements requiring further explanation shall be included.

Cover Sheet
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Section I - Introduction
- 1.1 Scope
- 1.2 Objectives

Section II - Organization
- 2.1 Responsibilities
- 2.2 Policy Directives
- 2.3 Interrelationship, Organization Chart

Section III - Data Control Procedures
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- 3.2 Data Item Submittal (Schedule and Distribution)
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- 3.4 Data Not Duplicated
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- 3.7 Internal Data
- 3.8 Data Items Rework
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Section IV - Data Storage and Retrieval Procedures
- 4.1 Data Bank
- 4.2 Classified Material
- 4.3 Shipping

Section V - Subcontractor Data Control Procedures
- 5.1 Defining Requirements
- 5.2 Subcontractor Control
- 5.3 Data Reciept, Distribution, and Storage

Section VI - Special Features
- 6.1 Rights in Data Determination
- 6.2 Alternate Data Requirements