

**APPENDIX A**  
**Contract Data Requirements List (CDRL)**

**1.0 INTRODUCTION**

**1.1. Purpose**

1.1.1. This Contract Data Requirements List (CDRL) and Data Item Descriptions (DID) contains the requirements for the delivery of data items for the Statement of Work (SOW) for the Provision of Instructional Training Services on the CF-188 Advanced Distributed Combat Training System (ADCTS).

**1.2. Submittal of Data**

1.2.1. Data shall be submitted via Letter of Transmittal. The Letter of Transmittal shall contain, as a minimum, the Contract Serial Number, the CDRL Item Number and Title, and the address of the consignee.

**1.3. Precedence of CDRL**

1.3.1. The requirements in Block 7 through 16 of each CDRL supersede any such requirements that may be specified in the associated DIDs, or other referenced documents.

**1.4. Approval of Data**

1.4.1. All data items requested as per a CDRL/ DID that require approval shall be submitted to both Contract Authority (CA) and DND Technical Authority (DND TA). The DND TA will notify the CA if approval has been granted (via a signature or approval confirmation via email), after which the CA will notify the Contractor on the approval of the data item. Only documents approved by Canada shall be utilized, unless specific permission is given otherwise.

**1.5. Canada Reply Time**

1.5.1. Unless otherwise specified, the maximum elapsed time between the receipt of a data item deliverable for approval and the receipt by the Contractor of the CA's comments on that data item shall be 30 Calendar days. However, unless otherwise specified in the CDRL, such data shall be considered approved if written comment specifying reasons for disapproval have not been received by the Contractor within 30 Calendar days of Contractor's transmittal letter.

**1.6. Acceptance of Data**

1.6.1. Acknowledgement of receipt of data by the CA shall not be issued except as required by security procedures applicable to classified documents or as requested by the Contractor through transmittal form.

**1.7. Approval**

1.7.1. Approval or comments on Contractor data submittals will be forwarded in writing from the Crown.

**1.8. Document Revisions**

1.8.1. The following requirements apply to the revision of documents delivered under the CDRL (except for the revision of specifications, and other documents where specific revision instructions are provided). The data shall be revised, if necessary, to reflect approved changes unless otherwise specified in Block 16 of the CDRL:

- a. Revisions shall be in the form of either replacement pages or re-issuance of the complete document;
- b. A "revision" page shall be provided in the front of each revision, which shall contain, as a minimum:

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- i. a brief description of the reason for the revision including applicable authority, e.g. ECP;
  - ii. the revision identification number or letter and date of revision; and
  - iii. the appropriate administrative instructions, such as, revision instructions, security information, or other instructions.
- C. Each revised page shall have the specific changes identified by a vertical line in the margin and include appropriate identification to the applicable revision, i.e. by date and revision number or letter. If a revision constitutes complete re-issuance of the document, the only vertical lines in the margin shall be those identifying changes made by that revision;
- d. Each revised page shall contain the revision number or letter in the upper right corner of the page; and
- e. Any time a revision is submitted, the title page of the document shall indicate the number or letter and the date of that revision.

**1.9. Blocks**

1.9.1. Block 1 - Item Number: An alphanumeric allocation representing a functional area of responsibility. They are expressed as follows:

A00 Integrated Logistics Support  
B00 Training  
C00 Project Management

1.9.2. Block 2 - Title or Description of Data: The title of the DID is entered in this block.

1.9.3. Block 3 – Subtitle: The subtitle for the DID is entered in this block as required.

1.9.4. Block 4 – Authority: The Data Item Number is entered in this block (e.g. PM-01).

1.9.5. Block 5 – Contract Reference: The specific paragraph number of the Contract, Statement of Work, Request for Proposal, Specifications, or other applicable document which will assist in identifying the effort associated with the data item is entered in this block.

1.9.6. Block 6 – Technical Office: The technical office of primary interest, i.e., the technical authority responsible for the adequacy of the data, is entered in this block.

1.9.7. Block 7 – Inspection / Acceptance: If applicable, the inspection and acceptance method of the data is entered in this block according to the following codes (otherwise this block will be left blank):

Table 1.9.1: Inspection and Acceptance Methods

CODE	INSPECTION	ACCEPTANCE
SS	Source	Source
DD	Destination	Destination
SD	Source	Destination

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DS	Destination	Source
LT	Letter of Transmittal Only	
NO	No inspection or acceptance required	
XX	Specified in Contract	

- 1.9.8. Block 8: Approval: Items of critical data for which formal DND approval is mandatory, are identified by placing A (Approved Code) in this block. These data require submission of the document in the final form for approval prior to its being officially used. Note that this "A" annotated data) normally requires the submission of the final document(s). Unless otherwise specified in Block 16 of the CDRL, an 'I' or blank on this block means that the document shall be submitted in final form to the Contract Authority for information. Data submitted for information is submitted for review but does not require a response.

A/I is used to indicate that once the deliverable has been approved, subsequent deliveries of updates are for information only.

- 1.9.9. Block 9: Blank

- 1.9.10. Block 10 – Frequency: This block indicates the frequency of the delivered data. The frequency codes are as follows:

Table 1.9.10: Frequency Codes

FREQUENCY CODE	FREQUENCY	FREQUENCY CODE	FREQUENCY
DAILY	Daily	ANPLY	Annually
WEEKLY	Weekly	SEMIA	Every 6 months
BI-WE	Each 2 weeks	OTIME	One Time
MNTHY	Monthly	ONE/R	One time and revision
BI-MO	Each 2 months	R/ASR	Revisions as required
QRTLY	Quarterly	ASREQ	As Required
2 TIME	Two Separate Submittals	CHGASREQ	Change pages as Required
ASGEN	As generated	DRAFT	Draft Preliminary
DFDEL	Deferred Delivery		

Note:

- Blocks 11, 12, 13, 14, 15 and 16 used for further information. For example, blocks 11 to 13 are used for dates and blocks 14 and 15 for distribution, addresses and totals. Block 16 is used for remarks.

If data is a recurring type, it shall be submitted at end of the reporting period specified in this field.

- 1.9.11. Block 11 – As of Date: If the data are submitted only once, the "as of" date will be entered in this block as follows: day/month/year (e.g., "15 August 1999"). If there is insufficient space in block 11, the phrase "SEE BLOCK 16" is entered in block 11, and block 16 will then have the

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constraint/milestone entered (e.g., Final draft due 2 weeks prior to System Design Review). If submittal is constrained by a specific event or milestone, this constraint/milestone is entered using the abbreviations (e.g. PROPOSAL), as follows:

- a. PROPOSAL Submitted with Contractors' proposals;
- b. ASGEN As generated;
- c. ASREQ As required;
- d. DACA/MACA Days/Months after contract award;
- e. DFDEL Deferred delivery;
- f. DFREQ Deferred requisitioning;
- g. EOC End of contract;
- h. EOM End of month; and
- i. EOQ End of quarter.

1.9.12. Block 12 – Date of Submission: The initial submission date is entered in this block as follows: day/month/year (e.g., 15 August 2019). If submittal is constrained by a specific event or milestone, this constraint/milestone is entered using the abbreviations as listed above (e.g. PROPOSAL). If there is insufficient space in block 12, the phrase "SEE BLOCK 16" will be entered in block 12 and block 16 will have the constraint/milestone entered.

1.9.13. Block 13 – Date of Subsequent or Sub Event ID: If data are submitted more than once, the date(s) of subsequent submission(s) is entered in this block. If submittal is constrained by a specific event or milestone, this constraint/milestone is entered using the abbreviations as listed in above (e.g. PROPOSAL). If there is insufficient space in block 13 the phrase "SEE BLOCK 16" is entered in block 13 and block 16 will have the constraint/milestone entered.

1.9.14. Block 14 – Distribution/Copies: The addresses and number of copies, regular (REG.) and reproducible (REPRO.) to be provided to each is entered in this block. SUB-BLOCK A specifically identifies the addressee to whom either the regular or the reproducible copy to be provided to each (e.g. TA, CA). SUB-BLOCK B specifically identifies the format and the number of copies to be provided to each (e.g.

14. Distribution and Addressees			
A. Address	B. Copies		
	Draft	Final	
		Reg	Rep
TA		3	1
CA	6	1	

1.9.15. Block 15 – Total Copies: The total number of regular / reproducible copies required by block 14 is entered in this block.

1.9.16. Block 16 - Remarks: This block is used to provide additional or clarifying information for blocks 1 through 15. Any forms that further define deliverable data requirements will be referred to in this block.

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**1.10. Attachments**

1.10.1. All documents attached to the DIDs can be found in Appendix B: “Templates and Sample Documents for ADCTS Training”.

**2.0 TABLE OF CDRLs and DIDs**

<b>CDRL ITEM NUMBER</b>	<b>DID ID NUMBER</b>	<b>TITLE</b>
<a href="#"><u>A01</u></a>	<a href="#"><u>ILS-01</u></a>	ADCTS Monthly Usage Report
<a href="#"><u>A02</u></a>	<a href="#"><u>ILS-02</u></a>	ADCTS Daily Schedule
<a href="#"><u>A03</u></a>	<a href="#"><u>ILS-03</u></a>	ADCTS Maintenance Problem Form
<a href="#"><u>A04</u></a>	<a href="#"><u>ILS-04</u></a>	ADCTS Contractor Test Support Results
<a href="#"><u>B01</u></a>	<a href="#"><u>TRG-01</u></a>	Trainee Evaluation
<a href="#"><u>B02</u></a>	<a href="#"><u>TRG-02</u></a>	ADCTS Mission Scenario IC Set List
<a href="#"><u>B03</u></a>	<a href="#"><u>TRG-03</u></a>	ADCTS Mission Scenario IC
<a href="#"><u>B04</u></a>	<a href="#"><u>TRG-04</u></a>	ADCTS Scenario Component IC
<a href="#"><u>B05</u></a>	<a href="#"><u>TRG-05</u></a>	ADCTS Mission Scenario Briefings
<a href="#"><u>B06</u></a>	<a href="#"><u>TRG-06</u></a>	ADCTS Scenario Component Briefings
<a href="#"><u>B07</u></a>	<a href="#"><u>TRG-07</u></a>	ADCTS Mission Scripts
<a href="#"><u>C01</u></a>	<a href="#"><u>PM-01</u></a>	ADCTS Risk Report
<a href="#"><u>C02</u></a>	<a href="#"><u>PM-02</u></a>	ADCTS Issue Report
<a href="#"><u>C03</u></a>	<a href="#"><u>PM-03</u></a>	Personnel Data
<a href="#"><u>C04</u></a>	<a href="#"><u>PM-04</u></a>	ADCTS Quality Plan
<a href="#"><u>C05</u></a>	<a href="#"><u>PM-05</u></a>	Embedded Contractor Letter of Acknowledgement
<a href="#"><u>C06</u></a>	<a href="#"><u>PM-06</u></a>	ADCTS Staffing Plan

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**3.0 CONTRACT DATA REQUIREMENT LISTS**

1. Item #  <b>A01</b>	2. Title  <b>ADCTS Monthly Usage Report</b>	6. Technical Office  <b>DND TA</b>		10. Frequency  <b>MNTHY</b>		12. 1 <sup>st</sup> Submission  <b>1 MACA</b>	14. Distribution & Addressees			
							Address	Copies		
Draft	Final									
	Reg	Rep								
4. Authority (DID #)  <b>ILS-01</b>	5. Contract Reference  <b>SOW Para 5.1.5</b>	7. Insp.  <b>DD</b>	8. Approval  <b>A</b>	9.	11. As of:	13. Subsequent Submission				
16. Remarks  Distribution & Addressees: <b>A copy of the ADCTS Monthly Usage Report for the Cold Lake and Bagotville MTCs shall be provided to the respective Base Wing Ops or Deputy Wing Ops officer. The DND TA will approve after confirmation by the respective Wings on the contents of the Monthly Usage Report.</b>							<b>DND TA</b>		<b>1</b>	
							<b>CA</b>		<b>1</b>	
							<b>See Block 16</b>		<b>1</b>	
							15. Total Copies <b>3 (per MTC)</b>			

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1. Item #	2. Title	6. Technical Office		10. Frequency		12. 1 <sup>st</sup> Submission	14. Distribution & Addressees			
<b>A02</b>	<b>ADCTS Daily Schedule</b>	<b>DND TA</b>		<b>DAILY</b>		<b>See Block 16</b>	Address	Copies		
4. Authority (DID #)	5. Contract Reference	7. Insp	8. Approval	9.	11. As of:	13. Subsequent Submission		Draft	Final	
<b>ILS-02</b>	<b>SOW Para 5.8.6</b>	<b>DD</b>							Reg	Rep
16. Remarks							<b>See Block 16</b>		<b>1</b>	
First Submission: <b>A Daily Schedule shall be produced at the Cold Lake and Bagotville MTC prior to commencement of Operations at the respective MTC.</b>										
Distribution & Addressees: <b>The Daily Schedule for the Cold Lake and Bagotville MTCs shall be distributed and / or made accessible to the respective Base Wing Personnel. The daily schedule shall be displayed on the MTC schedule display monitors.</b>										
							15. Total Copies <b>1 (per MTC)</b>			

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1. Item # <b>A03</b>	2. Title <b>ADCTS Maintenance Problem Form</b>	6. Technical Office <b>DND TA</b>		10. Frequency <b>ASREQ</b>		12. 1 <sup>st</sup> Submission	14. Distribution & Addressees			
							Address	Copies		
4. Authority (DID #) <b>ILS-03</b>	5. Contract Reference <b>SOW Para 5.7.3</b>	7. Insp <b>DD</b>	8.Approval <b>I</b>	9.	11. As of:	13. Subsequent Submission		Draft	Final	
									Reg	Rep
16. Remarks  Distribution & Addressees: <b>The Maintenance Problem Form shall be provided to the ADCTS Maintenance Contractor.</b>										
							<b>DND TA</b>		<b>1</b>	
							<b>CA</b>			
							<b>See Block 16</b>		<b>1</b>	
							15. Total Copies <b>2</b>			

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1. Item # <b>A04</b>	2. Title <b>ADCTS Contractor Test Support Results</b>	6. Technical Office <b>DND TA</b>		10. Frequency <b>ASREQ</b>		12. 1 <sup>st</sup> Submission	14. Distribution & Addressees			
							Address	Copies		
Draft	Final									
	Reg	Rep								
4. Authority (DID #) <b>ILS-04</b>	5. Contract Reference <b>SOW Para 5.9.1 a</b>	7. Insp <b>DD</b>	8. Approval <b>A</b>	9.	11. As of:	13. Subsequent Submission				
16. Remarks							<b>DND TA</b>		<b>1</b>	
							<b>CA</b>			
							15. Total Copies <b>1</b>			

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1. Item # <b>B01</b>	2. Title <b>Trainee Evaluation</b>	6. Technical Office <b>DND TA</b>		10. Frequency <b>ASREQ</b>		12. 1 <sup>st</sup> Submission	14. Distribution & Addressees			
							Address	Copies		
								Draft	Final	
4. Authority (DID #) <b>TRG-01</b>	5. Contract Reference <b>SOW Para 6.5.9</b>	7. Insp <b>DD</b>	8.Approval <b>I</b>	9.	11. As of:	13. Subsequent Submission <b>See Block 16</b>		Reg	Rep	
16. Remarks  Distribution & Addressees: <b>Evaluations to be provided to the Standards Officer of the trainee's respective unit: 410 Sqn, 409 Sqn, 425 Sqn as applicable.</b>							<b>DND TA</b>			
							<b>CA</b>			
							<b>See Block 16</b>		<b>1</b>	
							15. Total Copies <b>1</b>			

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1. Item # <b>B02</b>	2. Title <b>ADCTS Mission Scenario IC Set List</b>	6. Technical Office <b>DND TA</b>		10. Frequency <b>ASREQ (See Block 16)</b>		12. 1 <sup>st</sup> Submission <b>See Block 16</b>	14. Distribution & Addressees			
							Address	Copies		
Draft	Final									
	Reg	Rep								
4. Authority (DID #) <b>TRG-02</b>	5. Contract Reference <b>SOW Para 6.4.3</b>	7. Insp <b>DD</b>	8. Approval <b>I</b>	9.	11. As of:	13. Subsequent Submission				
16. Remarks  First Submission: <b>The initial Mission Scenario IC Set List shall be provided prior to commencing operations at the Bagotville and Cold Lake MTCs.</b>  Frequency: <b>Updates shall be provided as new Mission Scenario ICs, or Scenario Component ICs, become available.</b>  Distribution & Addressees: <b>Mission Scenario IC Set List shall be made available to 409, 410, and 425 Sqn via the MTC website, or in the document format options specified in the DID.</b>							<b>DND TA</b>			
							<b>See Block 16</b>		<b>2</b>	
							15. Total Copies <b>2 (1 per MTC)</b>			

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1. Item # <b>B03</b>	2. Title <b>ADCTS Mission Scenario IC</b>	6. Technical Office <b>DND TA</b>		10. Frequency <b>ASREQ</b>		12. 1 <sup>st</sup> Submission <b>See Block 16</b>	14. Distribution & Addressees		
		4. Authority (DID #) <b>TRG-03</b>	5. Contract Reference <b>SOW Para 6.3.7</b>	7. Insp <b>DD</b>	8.Approval <b>A</b>	9.	11. As of:	13. Subsequent Submission	Address
Draft	Final								
16. Remarks  First Submission: <b>The initial set of ADCTS Mission Scenario ICs corresponding to the DND training syllabus shall be provided prior to commencing operations at the Bagotville and Cold Lake MTCs.</b>  Distribution & Addressees: <b>Access to the ADCTS Mission Scenario ICs shall be provided to 409, 410, or 425 Sqn (as appropriate) to obtain an approval of each Mission Scenario IC prior to its use for training.</b>									
							<b>DND TA</b>		
							<b>See Block 16</b>		<b>1</b>
							15. Total Copies <b>1</b>		

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1. Item # <b>B04</b>	2. Title <b>ADCTS Scenario Component IC</b>	6. Technical Office		10. Frequency		12. 1 <sup>st</sup> Submission	14. Distribution & Addressees			
		<b>DND TA</b>		<b>ASREQ</b>		<b>See Block 16</b>	Address	Copies		
4. Authority (DID #) <b>TRG-04</b>	5. Contract Reference <b>SOW Para 6.3.8</b>	7. Insp <b>DD</b>	8. Approval <b>A</b>	9.	11. As of:	13. Subsequent Submission		Draft	Final	
									Reg	Rep
16. Remarks  First Submission: <b>The initial set of Scenario Component IC sets corresponding to the DND training syllabus shall be provided prior to commencing operations at the Bagotville and Cold Lake MTCs.</b>  Distribution & Addressees: <b>Access to the ADCTS Mission Scenario Component ICs shall be provided to 409, 410, or 425 Sqn (as appropriate) to obtain an approval of each Mission Scenario Component IC prior to its use for training.</b>							<b>DND TA</b>			
							<b>See Block 16</b>		<b>1</b>	
							15. Total Copies <b>1</b>			

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1. Item # <b>B05</b>	2. Title <b>ADCTS Mission Scenario Briefings</b>	6. Technical Office <b>DND TA</b>		10. Frequency <b>ASREQ</b>		12. 1 <sup>st</sup> Submission <b>See Block 16</b>	14. Distribution & Addressees			
		4. Authority (DID #) <b>TRG-05</b>	5. Contract Reference <b>SOW Para 6.3.7, 6.5.4 b</b>	7. Insp <b>DD</b>	8. Approval <b>A</b>	9.	11. As of:	13. Subsequent Submission	Address	Copies
	Draft								Final	
16. Remarks  First Submission: <b>The initial set of Mission Scenario Briefings corresponding to the DND training syllabus shall be provided prior to commencing operations at the Bagotville and Cold Lake MTCs.</b>  Distribution & Addressees: <b>Access to the ADCTS Mission Scenario Briefings shall be provided to 409, 410, or 425 Sqn (as appropriate) to obtain an approval of each Mission Scenario Briefing prior to its use for training.</b>										
							<b>DND TA</b>			
							<b>See Block 16</b>		<b>1</b>	
							15. Total Copies <b>1</b>			

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1. Item # <b>B06</b>	2. Title <b>ADCTS Scenario Component Briefings</b>	6. Technical Office <b>DND TA</b>		10. Frequency <b>ASREQ</b>		12. 1 <sup>st</sup> Submission <b>See Block 16</b>	14. Distribution & Addressees		
4. Authority (DID #) <b>TRG-06</b>	5. Contract Reference <b>SOW Para 6.3.8, 6.5.4 b</b>	7. Insp <b>DD</b>	8. Approval <b>A</b>	9.	11. As of:	13. Subsequent Submission	Address	Copies	
								Draft	Final
16. Remarks  First Submission: <b>The initial set of Scenario Component Briefings corresponding to the DND training syllabus shall be provided prior to commencing training operations at the Bagotville and Cold Lake MTCs.</b>  Distribution & Addressees: <b>Access to the ADCTS Scenario Component Briefings shall be provided to 409, 410, or 425 Sqn (as appropriate) to obtain an approval of each Scenario Component Briefing prior to its use for training.</b>									
							<b>DND TA</b>		
							<b>See Block 16</b>		<b>1</b>
							15. Total Copies <b>1</b>		

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1. Item # <b>B07</b>	2. Title <b>ADCTS Missions Scripts</b>	6. Technical Office <b>DND TA</b>		10. Frequency <b>ASREQ</b>		12. 1 <sup>st</sup> Submission <b>See Block 16</b>	14. Distribution & Addressees		
4. Authority (DID #) <b>TRG-07</b>	5. Contract Reference <b>SOW Para 6.3.10</b>	7. Insp <b>DD</b>	8. Approval <b>A</b>	9.	11. As of:	13. Subsequent Submission	Address	Copies	
								Draft	Final
16. Remarks  1 <sup>st</sup> Submission: <b>ADCTS Mission Scripts for the FPC course shall be prepared prior to the commencement of training operations at the Bagotville and Cold Lake MTCs.</b>  Distribution & Addressees: <b>Access to the ADCTS Mission Scripts shall be provided to 409, 410, or 425 Sqn (as appropriate) to obtain an approval of each Mission Script prior to its use for training.</b>									
							<b>DND TA</b>		
							<b>See Block 16</b>		<b>1</b>
							15. Total Copies <b>1</b>		

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1. Item #	2. Title	6. Technical Office		10. Frequency		12. 1 <sup>st</sup> Submission	14. Distribution & Addressees				
<b>C01</b>	<b>ADCTS Risk Report</b>	<b>DND TA</b>		<b>ASREQ</b>			Address	Copies			
4. Authority (DID #)	5. Contract Reference	7. Insp	8.Approval	9.	11. As of:	13. Subsequent Submission		Draft	Final		
<b>PM-01</b>	<b>SOW Para 5.3.1</b>	<b>DD</b>	<b>A</b>						Reg	Rep	
16. Remarks								<b>DND TA</b>		<b>1</b>	
								<b>CA</b>		<b>1</b>	
							15. Total Copies				<b>2</b>

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1. Item #	2. Title	6. Technical Office		10. Frequency		12. 1 <sup>st</sup> Submission	14. Distribution & Addressees			
<b>C02</b>	<b>ADCTS Issue Report</b>	<b>DND TA</b>		<b>ASREQ</b>			Address	Copies		
4. Authority (DID #)	5. Contract Reference	7. Insp	8.Approval	9.	11. As of:	13. Subsequent Submission		Draft	Final	
<b>PM-02</b>	<b>SOW Para 5.3.2</b>	<b>DD</b>	<b>A</b>					Reg	Rep	
16. Remarks							<b>DND TA</b>		<b>1</b>	
							<b>CA</b>		<b>1</b>	
							15. Total Copies			

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1. Item #	2. Title	6. Technical Office		10. Frequency		12. 1 <sup>st</sup> Submission	14. Distribution & Addressees			
<b>C03</b>	<b>Personnel Data</b>	<b>DND TA</b>		<b>ASREQ</b>		<b>See Block 16</b>	Address	Copies		
4. Authority (DID #)	5. Contract Reference	7. Insp	8. Approval	9.	11. As of:	13. Subsequent Submission		Draft	Final	
<b>PM-03</b>	<b>SOW Para 4.1.3, 4.1.4, 4.3.1, <del>4.3.5.1</del>, 4.6.1</b>	<b>DD</b>	<b>A</b>		<b>PROPOSAL</b>	<b>See Block 16</b>		Reg	Rep	
16. Remarks  First Submission: <b>To be submitted with the Contractor's proposal <u>to the CA only.</u></b> Subsequent Submission: <b>To be submitted when there is a requirement to change Contractor staff at the MTC.</b>							<b>DND TA</b>		<b>1</b>	
							<b>CA</b>		<b>1</b>	
							15. Total Copies			
				<b>2</b>						

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**APPENDIX A  
Contract Data Requirements List (CDRL)**

1. Item #	2. Title	6. Technical Office		10. Frequency		12. 1 <sup>st</sup> Submission	14. Distribution & Addressees			
<b>C04</b>	<b>ADCTS Quality Plan</b>	<b>DND TA</b>		<b>R/ASREQ</b>		<b>See Block 16</b>	Address	Copies		
4. Authority (DID #)	5. Contract Reference	7. Insp	8. Approval	9.	11. As of:	13. Subsequent Submission		Draft	Final	
<b>PM-04</b>	<b>SOW Para 7.1.2</b>	<b>DD</b>	<b>A</b>		<b>PROPOSAL</b>	<b>See Block 16</b>		Reg	Rep	
16. Remarks  First Submission: <b>Draft Plan to be submitted with the Contractor's proposal <u>to the CA only.</u></b> Subsequent Submission: <b>Final Plan to be submitted 3 MACA.</b>							<b>DND TA</b>		<b>1</b>	
							<b>CA</b>		<b>1</b>	
							15. Total Copies			
				<b>2</b>						

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**APPENDIX A  
Contract Data Requirements List (CDRL)**

1. Item # <b>C05</b>	2. Title <b>Embedded Contractor Letter of Acknowledgement</b>	6. Technical Office <b>DND TA</b>		10. Frequency <b>ASREQ</b>		12. 1 <sup>st</sup> Submission <b>See Block 16</b>	14. Distribution & Addressees			
							Address	Copies		
4. Authority (DID #) <b>PM-05</b>	5. Contract Reference <b>SOW Para 4.1.6</b>	7. Insp <b>DD</b>	8.Approval <b>A</b>	9.	11. As of:	13. Subsequent Submission <b>See Block 16</b>		Draft	Final	
									Reg	Rep
16. Remarks  First Submission: <b>Letter for each Contractor ADCTS staff member to be submitted prior to commencement of the work.</b> Subsequent Submission: <b>Prior to the start date of replacement personnel.</b>										
							<b>DND TA</b>		<b>1</b>	
							<b>CA</b>		<b>1</b>	
							15. Total Copies <b>2</b>			

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**APPENDIX A  
Contract Data Requirements List (CDRL)**

1. Item #	2. Title	6. Technical Office		10. Frequency		12. 1 <sup>st</sup> Submission	14. Distribution & Addressees			
<b>C06</b>	<b>ADCTS Staffing Plan</b>	<b>DND TA</b>		<b>ASREQ</b>		<b>See Block 16</b>	Address	Copies		
4. Authority (DID #)	5. Contract Reference	7. Insp	8. Approval	9.	11. As of:	13. Subsequent Submission		Draft	Final	
<b>PM-06</b>	<b>SOW Para 4.1.2</b>	<b>DD</b>	<b>A</b>		<b>PROPOSAL</b>	<b>See Block 16</b>		Reg	Rep	
16. Remarks  First Submission: <b>To be submitted with the Contractor's proposal <u>to the CA only.</u></b> Subsequent Submission: <b>To be submitted when there is a requirement to change Contractor staff at the MTC.</b>							<b>DND TA</b>		<b>1</b>	
							<b>CA</b>		<b>1</b>	
							15. Total Copies			
<b>2</b>										

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#### 4.0 DATA ITEM DESCRIPTIONS

DATA ITEM DESCRIPTION - DESCRIPTION DE DONNÉES		
1. TITLE – TITRE <b>ADCTS Monthly Usage Report</b>	2. IDENTIFICATION NUMBER - NUMÉRO D'IDENTIFICATION <b>ILS-01</b>	
3. DESCRIPTION / PURPOSE – DESCRIPTION / OBJET The DND LCMM and the 1 Cdn Air Division are required to be able to track TOFT and Brief / Debrief System usage. The Monthly Usage Report shall provide the template through which the Contractor informs the DND TA on the usage rates of the simulator.		
4. APPROVAL DATE DATE D'APPROBATION	5. OFFICE OF PRIMARY INTEREST (OPI) BUREAU DE PREMIERE RESPONSABILITÉ (BPR) DND TA	6. GIDEP APPLICABLE D'ÉCHANGE DE DONNÉES PERTINENT
7. APPLICATION / INTERRELATIONSHIP – APPLICATION / INTERDÉPENDANCE CDRL A01		
8. ORIGINATOR - AUTEUR DND TA	9. APPLICABLE FORMS - FORMULES PERTINENTES	
10. PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES		
10.1 <u>Format Requirements.</u> This Monthly Usage Report shall be in Excel .xls or .xlsx format.		
10.2 <u>Content Requirements.</u> The Monthly Usage Report file shall be named for the location of the MTC and the month and year the report covers. This report shall be provided to the TA in English. Each row, after the heading row, shall indicate a single Training Event. There shall be columns for the following information:		
<ul style="list-style-type: none"> <li>a. Date and Time of the Training Event. Training Event is defined in para. 6.5.2 of the SOW.</li> <li>b. Name and associated organization of trainee(s) or aircrew who were using the TOFT, PTT, or BDS. Multiple names may be associated with a single training event.</li> <li>c. Name of Instructor Pilot(s) associated with the training event, and their associated role. Include rank for DND personnel. Role Codes: Brief - <b>brf</b>, Trainee Supervision - <b>sup</b>, Simulated Flight (Console Operation) <b>ios</b>, Simulated Flight (Lead, Red Air or Wingman) – <b>fly</b>, Post Flight Debrief -<b>dbf</b>, Post Flight Trainee Evaluation - <b>evl</b>, Systems Ground School - <b>grd</b>, Tour – <b>tur</b>, Training DND Personnel how to operate ADCTS – <b>uop</b>, and Training Material Development - <b>dev</b>. E.g.: <i>Mr. Izzy Tulowe - brf, dbf, evl / Capt Hugh G. Puller- brf, fly.</i></li> <li>d. Mission code (if applicable) that are listed in the Fighter Pilot Training Directive, B-GA-050-000/RQ-G01, Table 5A-2, ADCTS MMA codes;</li> <li>e. Column to indicate if the training event was “scheduled” or “walk in”;</li> <li>f. Requested mission length in hours to the first decimal place;</li> <li>g. Training Component duration for each training component requested in hours to the first decimal place;</li> <li>h. Ineffective time in the simulator, defined as the portion of time originally allotted for trainees to use the TOFT or PTT, which was rendered ineffective due to a system malfunction, or due to Contractor unpreparedness. This shall be in hours to the first decimal place;</li> <li>i. Ineffective time cause(s). This shall list the reason for ineffective time and shall be specific to the nature of the failed component, software, or personnel problem;</li> <li>j. List of other simulation systems that were participating in the Training Event, including ADCTS MTCs, and the CGF system used (if applicable);</li> <li>k. Comments column listing any additional information related to the Training Event; and</li> <li>l. Attendance Sheet: indicating times when Contractor personnel were present at the MTC.</li> </ul>		
10.3 <u>Sample ADCTS Monthly Usage Report.</u>	 Monthly Usage Report.xls	

**DATA ITEM DESCRIPTION - DESCRIPTION DE DONNÉES****DATA ITEM DESCRIPTION - DESCRIPTION DE DONNÉES****1. TITLE – TITRE**

ADCTS Daily Schedule

**2. IDENTIFICATION NUMBER - NUMÉRO D'IDENTIFICATION**

ILS-02

**3. DESCRIPTION / PURPOSE – DESCRIPTION / OBJET**

The Daily Schedule will be used by Wing units to determine if time is available in the simulator and then make a booking if desired.

**4. APPROVAL DATE  
DATE  
D'APPROBATION****5. OFFICE OF PRIMARY INTEREST (OPI)  
BUREAU DE PREMIERE RESPONSABILITÉ  
(BPR)**

DND TA

**6. GIDEP APPLICABLE  
D'ÉCHANGE DE DONNÉES  
PERTINENT****7. APPLICATION / INTERRELATIONSHIP – APPLICATION / INTERDÉPENDANCE**

CDRL A02

**8. ORIGINATOR - AUTEUR**

DND TA

**9. APPLICABLE FORMS - FORMULES PERTINENTES****10. PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES**

10.1 Format Requirements. The Daily Schedule shall be soft copy in either Microsoft Outlook, Word (.doc or .docx), Excel (.xls or .xlsx), or DND provided scheduling provided file formats as requested by DND. The Daily Schedule must be accessible to the local wing units via the MTC website, through the Outlook Calendar Features provided by the DND Baseline Networking System, or via the DND provided scheduling software as requested by DND. The Daily Schedule need not be editable by someone outside the MTC staff. The Daily Schedule shall be shown on the Schedule monitors of each MTC.

10.2 Content Requirements. The Daily Schedule shall show the booked and available usage times for all TOFTs and briefing rooms. The Daily Schedule shall indicate time required for in brief and debrief as well as time required in the simulators along with any time the simulator would not be usable while the next simulation is being started/ loaded. The Daily Schedule in Cold Lake shall be in English. The Daily Schedule in Bagotville shall be provided in English and French.

<b>DATA ITEM DESCRIPTION - DESCRIPTION DE DONNÉES</b>		
<b>1. TITLE – TITRE</b>  ADCTS Maintenance Problem Form	<b>2. IDENTIFICATION NUMBER - NUMÉRO D'IDENTIFICATION</b>  ILS-03	
<b>3. DESCRIPTION / PURPOSE – DESCRIPTION / OBJET</b>  The Maintenance Problem Form shall allow the Contractor to convey problems with the simulator to the Maintenance Contractor and to DND.		
<b>4. APPROVAL DATE DATE D'APPROBATION</b>	<b>5. OFFICE OF PRIMARY INTEREST (OPI) BUREAU DE PREMIERE RESPONSABILITÉ (BPR)</b>  DND TA	<b>6. GIDEP APPLICABLE D'ÉCHANGE DE DONNÉES PERTINENT</b>
<b>7. APPLICATION / INTERRELATIONSHIP – APPLICATION / INTERDÉPENDANCE</b>  CDRL A03		
<b>8. ORIGINATOR - AUTEUR</b>  DND TA	<b>9. APPLICABLE FORMS - FORMULES PERTINENTES</b>	
<b>10. PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES</b>  10.1 <u>Format Requirements.</u> This Maintenance Problem Form shall use the attached form as a template, and be transmitted to the DND LCMM via email, and the on-site Maintenance Contractor via hardcopy and email.  10.2 <u>Content Requirements.</u> The Maintenance Problem Form should note what was happening at the time of the fault, the symptoms of the fault, any error messages received and the time the fault occurred. In Cold Lake, the Form shall be completed in English. In Bagotville, the form shall be completed in English and French.   ADCTS Fault report.doc		

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<b>DATA ITEM DESCRIPTION - DESCRIPTION DE DONNÉES</b>		
<b>1. TITLE – TITRE</b>  Trainee Evaluation	<b>2. IDENTIFICATION NUMBER - NUMÉRO D'IDENTIFICATION</b>  TRG-01	
<b>3. DESCRIPTION / PURPOSE – DESCRIPTION / OBJET</b>  DND requires an evaluation of trainee performance for some of the training. The Trainee Evaluation informs DND as to the performance of a trainee during their time in the simulator under Contractor supervision.		
<b>4. APPROVAL DATE DATE D'APPROBATION</b>	<b>5. OFFICE OF PRIMARY INTEREST (OPI) BUREAU DE PREMIERE RESPONSABILITÉ (BPR)</b>  DND TA	<b>6. GIDEP APPLICABLE D'ÉCHANGE DE DONNÉES PERTINENT</b>
<b>7. APPLICATION / INTERRELATIONSHIP – APPLICATION / INTERDÉPENDANCE</b>  CDRL B01		
<b>8. ORIGINATOR - AUTEUR</b>  DND TA	<b>9. APPLICABLE FORMS - FORMULES PERTINENTES</b>	
<b>10. PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES</b>		
<p>10.1 <u>General</u>. This will be identified along with the individual scenario and lesson that is applicable.</p> <p>10.2 <u>Format Requirements</u>. DND will provide evaluation forms for some training scenarios. The Contractor will complete the provided form applicable to the mission run and then submit this form to the applicable squadron / unit standards officer. This submission may be made in soft copy via DND protected B email, over the secret network, or using FlightPro™ as requested by DND. If not available the form may be printed and provided to the Squadron standards officer by mail. Addresses for the applicable standards officers can be obtained and updated during weekly scheduling meetings, or via the TA.</p> <p>10.3 <u>Content Requirements</u>. The requirement for the Trainee Evaluation forms will be identified along with the individual scenario and lesson as applicable, and shall be completed in accordance with provided instructions. Content shall include observations on trainee performance, and ratings of performance applicable to the learning material that is based on a provided marking guide. The Trainee Evaluation forms shall be completed in English in for the Cold Lake MTC, and in English or French as required for the Bagotville MTC.</p> <p>10.4 Sample of a Trainee Evaluation Form called the Progress Card, and Trainee Evaluation instructions, are attached below. Note that Progress cards are usually provided by the trainee, and are specific to the mission being taught.</p>		
<div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;">             Example Progress Card 2010.xls         </div> <div style="text-align: center;">             IP Guide to Mission.doc         </div> </div>		

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<b>DATA ITEM DESCRIPTION - DESCRIPTION DE DONNÉES</b>		
<b>1. TITLE – TITRE</b>	<b>2. IDENTIFICATION NUMBER - NUMÉRO D'IDENTIFICATION</b>	
ADCTS Mission Scenario IC Set List	TRG-02	
<b>3. DESCRIPTION / PURPOSE – DESCRIPTION / OBJET</b>		
The Mission Scenario IC Set List allows the Contractor to easily assemble and provide the training material, and allows DND to easily view and select the training Scenarios and training Scenario components (IC Sets) to the Contractor.		
<b>4. APPROVAL DATE DATE D'APPROBATION</b>	<b>5. OFFICE OF PRIMARY INTEREST (OPI) BUREAU DE PREMIERE RESPONSABILITÉ (BPR)</b>	<b>6. GIDEP APPLICABLE D'ÉCHANGE DE DONNÉES PERTINENT</b>
	DND TA	
<b>7. APPLICATION / INTERRELATIONSHIP – APPLICATION / INTERDÉPENDANCE</b>		
CDRL B02		
<b>8. ORIGINATOR - AUTEUR</b>	<b>9. APPLICABLE FORMS - FORMULES PERTINENTES</b>	
DND TA		
<b>10. PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES</b>		
10.1	<p><u>Format Requirements.</u> The Mission Scenario IC Set List shall be provided in Excel (.xls or .xlsx), or MS word Formats. The Mission Scenario IC Set List shall have a separate sheet for each Visual Database (VDB), or VDB region. Within the individual VDB sheets, the rows will list Mission Scenario ICs and then continue on to selectable Scenario Component IC sets which will be grouped into starting locations and configurations, AMU loads (IFF, comms etc.), targets, waypoints, weather, and misc. The columns will include the name of the Scenario IC / Component IC set, the type of IC set, a description of the IC set (descriptive target location, type of threat etc), the Lat, Long and Elevation, UTM coordinates, a comments section for other information such as FLIR/ NVG compatibility, VDB terrain imagery quality in the area etc. Mission Scenario IC Set List shall have its configuration controlled so that it is the same at both the Cold Lake and Bagotville MTCs.</p>	
10.2	<p><u>Content Requirements.</u> The Mission Scenario IC Set List rows and columns shall be filled with information correlated to the Scenarios IC, briefings, and Scenario Component IC sets produced under CDRL B03 and B04. The Mission Scenario IC Set List shall be in English.</p>	
10.3	<p><u>Availability.</u> The Mission Scenario IC Set List shall be Unclassified (UNCLASS) and made available on both the Bagotville and Cold Lake MTC websites for planning and coordination with DND personnel.</p>	

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<b>DATA ITEM DESCRIPTION - DESCRIPTION DE DONNÉES</b>		
<b>1. TITLE – TITRE</b>  ADCTS Scenario Component IC	<b>2. IDENTIFICATION NUMBER - NUMÉRO D'IDENTIFICATION</b>  TRG-04	
<b>3. DESCRIPTION / PURPOSE – DESCRIPTION / OBJET</b>  A number of Scenario Component IC set files can be created for later incorporation into Mission Scenario IC. This can greatly decrease the time required to develop a variety of Mission Scenarios by allowing the Contractor to simply select from a set of Scenario Component IC sets, rather than developing a Mission Scenario from the beginning, unless required by DND.		
<b>4. APPROVAL DATE DATE D'APPROBATION</b>	<b>5. OFFICE OF PRIMARY INTEREST (OPI) BUREAU DE PREMIERE RESPONSABILITÉ (BPR)</b>  DND TA	<b>6. GIDEP APPLICABLE D'ÉCHANGE DE DONNÉES PERTINENT</b>
<b>7. APPLICATION / INTERRELATIONSHIP – APPLICATION / INTERDÉPENDANCE</b>  CDRL B04		
<b>8. ORIGINATOR - AUTEUR</b>  DND TA	<b>9. APPLICABLE FORMS - FORMULES PERTINENTES</b>	
<b>10. PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES</b>		
10.1 <u>General</u> . The methodology used to operate and perform the required actions below will be that given within supplied CF manuals for each system.		
10.2 <u>Format Requirements</u> . The format for the Scenario Component IC set files will be as per the Mission planning program, Computer Generated Forces (CGF) programs, and ADCTS Scenario Generation System produced formats. The Scenario Component IC set file shall be named such that it identifies the applicable mission type or mission component, and an identifier associated with the specific IC settings that increases numerically with each new set created		
10.3 <u>Content Requirements</u> . The Mission Planning software shall be used to create waypoints and load other aircraft specific information such as chaff flare loads and IFF information into a file which constitutes the Mission Planning IC set. The CGF Planning software shall be used load parameters such as the selection of, placement of, commands for, and the equipping of computer generated forces into a file which constitutes the CGF IC Set. The ADCTS Scenario Generation System shall be used to load the parameters such as the placement of the ownship starting locations, weapons loadout, and conditions such as weather into a file which constitutes the Host IC Set and Weather IC Set respectively. The language of production shall be in accordance with the output of the software. The language of IC set file names shall be in English, and match those listed in the Mission Scenario IC Set List produced in accordance with CDRL B02 / DID TRG-02.		
10.4 <u>Availability</u> . Identical copies of the Scenario Component IC shall reside within the file libraries of the ADCTS system at the Bagotville and Cold Lake MTCs.		

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<b>DATA ITEM DESCRIPTION - DESCRIPTION DE DONNÉES</b>		
<b>1. TITLE – TITRE</b>  ADCTS Mission Scenario Briefings	<b>2. IDENTIFICATION NUMBER - NUMÉRO D'IDENTIFICATION</b>  TRG-05	
<b>3. DESCRIPTION / PURPOSE – DESCRIPTION / OBJET</b>  Mission Scenario Briefings are a set of briefing slides that shall be used by the Contractor for the briefing portions of an ADCTS training event. The Scenario Briefings will be based on conditions or briefing slides provided or requested by DND on the day of training.		
<b>4. APPROVAL DATE DATE D'APPROBATION</b>	<b>5. OFFICE OF PRIMARY INTEREST (OPI) BUREAU DE PREMIERE RESPONSABILITÉ (BPR)</b>  DND TA	<b>6. GIDEP APPLICABLE D'ÉCHANGE DE DONNÉES PERTINENT</b>
<b>7. APPLICATION / INTERRELATIONSHIP – APPLICATION / INTERDÉPENDANCE</b>  CDRL B05		
<b>8. ORIGINATOR - AUTEUR</b>  DND TA	<b>9. APPLICABLE FORMS - FORMULES PERTINENTES</b>	
<b>10. PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES</b>		
<p>10.1 <u>Format Requirements.</u> The Mission Scenario Briefings shall be in Microsoft PowerPoint file types (such as .ppt) that are compatible with the DND approved and implemented version of Microsoft PowerPoint. The Mission Scenario Briefing PowerPoint file shall be named to correlate to the Mission Scenarios they represent, and as recorded in the Mission Scenario IC List in accordance with DID TRG-02. The Mission Scenario Briefings shall comply with the format presented in the Fighter Force Tactics Manual Volume 1, B-GA-583-001/FT-001. The briefing shall also include a handout that is formatted to match the “in-flight data cards” as per Fighter Force Tactics Manual Volume 1, B-GA-583-001/FT-001 Chapter 2 Annex A.</p> <p>10.2 <u>Content Requirements.</u> The Mission Scenario Briefings will be based on either the DND provided slide packages supplemented by Contractor use of the ADCTS briefing tools, or Contractor developed briefings generated to match DND requests. The Mission Scenario Briefings PowerPoint slides shall contain images of the simulated target areas, the simulated entities (aircraft, ground vehicles) applicable to the Mission Scenario. Waypoints for routes and demarcated areas, and weather shall be overlaid on maps of the applicable gaming regions. The training and mission objectives, rules of engagement, and formations to be flown shall be stated. There shall be both English and French versions of the Mission Scenario Briefings. It is permissible to alter the title from that found in the Mission Scenario and IC List to insert an indication as to the language of the presentation. In addition to the above, the content shall conform to the headings from the Fighter Force Tactics Manual Volume 1. The “in flight data card” handout shall be content correlated to that of the briefing for the scenario. Other training aids may be used to facilitate the briefings.</p> <p>10.3 <u>Availability.</u> Identical copies of the Mission Scenario Briefings shall reside within the file libraries at the Bagotville and Cold Lake MTCs, which is on an internal ADCTS network designated to hold secret level data.</p>		

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<b>DATA ITEM DESCRIPTION - DESCRIPTION DE DONNÉES</b>		
<b>1. TITLE – TITRE</b>  ADCTS Scenario Component Briefings	<b>2. IDENTIFICATION NUMBER - NUMÉRO D'IDENTIFICATION</b>  TRG-06	
<b>3. DESCRIPTION / PURPOSE – DESCRIPTION / OBJET</b>  Scenario Component Briefings shall be prepared by the Contractor that correlates to a prebuilt Scenario IC set. When the Contractor builds a new Mission Scenario from a set of Scenario Component IC sets, the Contractor can also rapidly build the Mission Scenario Briefing presentation by incorporating the Scenario Component Briefings.		
<b>4. APPROVAL DATE DATE D'APPROBATION</b>	<b>5. OFFICE OF PRIMARY INTEREST (OPI) BUREAU DE PREMIERE RESPONSABILITÉ (BPR)</b>  DND TA	<b>6. GIDEP APPLICABLE D'ÉCHANGE DE DONNÉES PERTINENT</b>
<b>7. APPLICATION / INTERRELATIONSHIP – APPLICATION / INTERDÉPENDANCE</b>  CDRL B06		
<b>8. ORIGINATOR - AUTEUR</b>  DND TA	<b>9. APPLICABLE FORMS - FORMULES PERTINENTES</b>	
<b>10. PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES</b>  10.1 <u>Format Requirements.</u> The Scenario Component Briefings shall be in Microsoft PowerPoint file types (such as .ppt) that are compatible with the DND approved and implemented version of Microsoft PowerPoint. The Scenario Component Briefing PowerPoint file shall be named to correlate to the Scenario Components IC set they represent, and be recorded in the Mission Scenario IC List in accordance with DID TRG-02. The Scenario Component Briefings shall comply with the format presented in the Fighter Force Tactics Manual Volume 1.  10.2 <u>Content Requirements.</u> The Scenario Component Briefings will be based on conditions requested by DND. The Scenario Component Briefing PowerPoint slides shall contain images of the simulated target areas, the simulated entities (aircraft, ground vehicles) applicable to the IC set. Waypoints for routes and demarcated areas, and weather shall be overlaid on maps of the applicable gaming regions. The training and mission objectives, rules of engagement, and formations to be flown shall be stated. There shall be both English and French versions of the Scenario Component Briefings. It is permissible to alter the title from that found in the Mission Scenario IC List to insert an indication as to the language of the presentation. In addition to the above, the content shall conform to the headings from the Fighter Force Tactics Manual Volume 1.  10.3 <u>Availability.</u> Identical copies of the Scenario Component Briefings shall reside within the file libraries at the Bagotville and Cold Lake MTCs, which is on an internal ADCTS network designated to hold secret level data.		

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**DATA ITEM DESCRIPTION - DESCRIPTION DE DONNÉES**

<b>1. TITLE – TITRE</b>		<b>2. IDENTIFICATION NUMBER - NUMÉRO D'IDENTIFICATION</b>	
ADCTS Mission Scripts		TRG-07	
<b>3. DESCRIPTION / PURPOSE – DESCRIPTION / OBJET</b>			
ADCTS Mission Scripts are a set of instructions and information on events and their timings during a training mission. The Script will provide information to training staff such as ATC dialogue, timings for setting malfunctions, or instruction on how to react to a given student action.			
<b>4. APPROVAL DATE DATE D'APPROBATION</b>	<b>5. OFFICE OF PRIMARY INTEREST (OPI) BUREAU DE PREMIERE RESPONSABILITÉ (BPR)</b>	<b>6. GIDEP APPLICABLE D'ÉCHANGE DE DONNÉES PERTINENT</b>	
	DND TA		
<b>7. APPLICATION / INTERRELATIONSHIP – APPLICATION / INTERDÉPENDANCE</b>			
CDRL B07			
<b>8. ORIGINATOR - AUTEUR</b>		<b>9. APPLICABLE FORMS - FORMULES PERTINENTES</b>	
DND TA			
<b>10. PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES</b>			
<p>10.1 <u>Format Requirements.</u> The ADCTS Mission Scripts shall be in Microsoft Word or PowerPoint file types (such as .ppt) that are compatible with the DND approved and implemented version of Microsoft PowerPoint. The Mission Scenario Briefing PowerPoint file shall be named to correlate to the Mission Scenarios they represent, and as recorded in the Mission Scenario IC List in accordance with DID TRG-02. The Mission Script content shall be in Contractor's format.</p> <p>10.2 <u>Content Requirements.</u> If requested, there shall be both English and French versions of the Mission Scenario Briefings. It is permissible to alter the title from that found in the Mission Scenario and IC List to insert an indication as to the language of the script.</p> <p>10.3 <u>Availability.</u> Identical copies of the Mission Scripts shall reside within the file libraries at the Bagotville and Cold Lake MTCs, which is on an internal ADCTS network designated to hold secret level data.</p>			

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**DATA ITEM DESCRIPTION - DESCRIPTION DE DONNÉES**

**DATA ITEM DESCRIPTION - DESCRIPTION DE DONNÉES****1. TITLE – TITRE**

ADCTS Risk Report

**2. IDENTIFICATION NUMBER - NUMÉRO D'IDENTIFICATION**

PM-01

**3. DESCRIPTION / PURPOSE – DESCRIPTION / OBJET**

The Risk Report shall provide details on any risks identified by the Contractor associated with the provision of Training. It shall identify, analyse and evaluate medium and high-risk items.

**4. APPROVAL DATE  
DATE  
D'APPROBATION****5. OFFICE OF PRIMARY INTEREST (OPI)  
BUREAU DE PREMIERE RESPONSABILITÉ  
(BPR)**

DND TA

**6. GIDEP APPLICABLE  
D'ÉCHANGE DE DONNÉES  
PERTINENT****7. APPLICATION / INTERRELATIONSHIP – APPLICATION / INTERDÉPENDANCE**

CDRL C01

**8. ORIGINATOR - AUTEUR**

DND TA

**9. APPLICABLE FORMS - FORMULES PERTINENTES****10. PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES**

10.1 Format Requirements. The reports shall be provided in an MS Word format that is compatible with the DND approved and implemented version of Microsoft, and submitted via email.

10.2 Content Requirements. The Risk Report shall be prepared in the Contractor's format and shall consist, as a minimum, of the following sections

- a. Title Page;
- b. Revision Record;
- c. Risk Item Description;
- d. Risk Analyses;
- e. Risk Mitigation Strategies; and
- f. Contingency Plans.

10.2.1. Title Page: The Title page shall contain the following information:

- a. Title: Risk Report #, Risk Title;
- b. Contract No: When available;
- c. Prepared For: Canadian Department of National Defence, D Air Sim & Trg 7-2;
- d. Prepared By: Contractor's name and address;

10.2.2. Revision Record: The Revision Record should contain a listing of pages and their revision status.

10.2.3 Risk Identification: A description of the Risk

10.2.4 Risk Analysis: Defines the risk in terms of the probability of it occurring in comparison to its impact on the provision of training in terms of cost schedule and performance.

10.2.5 Risk Mitigation Strategies: Outlines mitigation strategies.

10.2.6. Contingency Plans: Details contingency plans with timelines in the event that the intended risk mitigation strategies are

unsuccessful. The necessary action(s) that would trigger the contingency plan(s), and the roles and the responsibilities of the Contractor and DND, shall be identified.

<b>DATA ITEM DESCRIPTION - DESCRIPTION DE DONNÉES</b>		
<b>1. TITLE – TITRE</b>  ADCTS Issue Report	<b>2. IDENTIFICATION NUMBER - NUMÉRO D'IDENTIFICATION</b>  PM-02	
<b>3. DESCRIPTION / PURPOSE – DESCRIPTION / OBJET</b>  The Issue Report shall provide details on any issues identified by the Contractor associated with the provision of Training. It shall identify, and evaluate the issue impacts and rectification strategy.		
<b>4. APPROVAL DATE DATE D'APPROBATION</b>	<b>5. OFFICE OF PRIMARY INTEREST (OPI) BUREAU DE PREMIERE RESPONSABILITÉ (BPR)</b>  DND TA	<b>6. GIDEP APPLICABLE D'ÉCHANGE DE DONNÉES PERTINENT</b>
<b>7. APPLICATION / INTERRELATIONSHIP – APPLICATION / INTERDÉPENDANCE</b>  CDRL C02		
<b>8. ORIGINATOR - AUTEUR</b>  DND TA	<b>9. APPLICABLE FORMS - FORMULES PERTINENTES</b>	
<b>10. PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES</b>		
<p>10.1 <u>Format Requirements</u>. The reports shall be provided in an MS Word format that is compatible with the DND approved and implemented version of Microsoft, and submitted via email.</p> <p>10.2 <u>Content Requirements</u>. The Issue Report shall be prepared in the Contractor's format and shall consist, as a minimum, of the following sections</p> <ol style="list-style-type: none"> <li>a. Title Page;</li> <li>b. Revision Record;</li> <li>c. Issue Description;</li> <li>d. Issue Evaluation;</li> <li>e. Issue Resolution Recommendation.</li> </ol> <p>10.2.1. Title Page: The Title page shall contain the following information:</p> <ol style="list-style-type: none"> <li>a. Title: Issue Report #, Issue Title;</li> <li>b. Contract No: When available;</li> <li>c. Prepared For: Canadian Department of National Defence, D Air Sim &amp; Trg 7-2;</li> <li>d. Prepared By: Contractor's name and address;</li> </ol> <p>10.2.2. Revision Record: The Revision Record should contain a listing of pages and their revision status.</p> <p>10.2.3 Issue Identification: A description of the Issue</p> <p>10.2.4. Issue Analysis: Defines the Issue in terms of its impact on the provision of training in terms of cost schedule and performance.</p> <p>10.2.5. Issue Resolution Recommendation: Outlines the Contractor's recommended actions to resolve the Issue.</p>		

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<b>DATA ITEM DESCRIPTION - DESCRIPTION DE DONNÉES</b>		
<b>1. TITLE – TITRE</b>  Personnel Data	<b>2. IDENTIFICATION NUMBER - NUMÉRO D'IDENTIFICATION</b>  PM-03	
<b>3. DESCRIPTION / PURPOSE – DESCRIPTION / OBJET</b>  To enable DND to validate the qualifications of Contractor personnel.		
<b>4. APPROVAL DATE DATE D'APPROBATION</b>	<b>5. OFFICE OF PRIMARY INTEREST (OPI) BUREAU DE PREMIERE RESPONSABILITÉ (BPR)</b>  DND TA	<b>6. GIDEP APPLICABLE D'ÉCHANGE DE DONNÉES PERTINENT</b>
<b>7. APPLICATION / INTERRELATIONSHIP – APPLICATION / INTERDÉPENDANCE</b>  CDRL C03		
<b>8. ORIGINATOR - AUTEUR</b>  DND TA	<b>9. APPLICABLE FORMS - FORMULES PERTINENTES</b>	
<b>10. PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES</b>		
<p>10.1 <u>General</u>. Submission of Personnel Data for proposed staff at time of bid, upon replacement of staff at the MTC, or upon request by DND.</p> <p>10.2 <u>Format Requirements</u>. The documents shall be provided in an MS Word or Adobe Portable Document (PDF) formats and shall be submitted either via email or CD. Submission of Personnel Data for the Proposal shall be in Hardcopy.</p> <p>10.3 <u>Content Requirements</u>. The Contractor shall submit personnel data to DND that substantiates that the proposed personnel are technically suitable for employment in the capacity proposed. At a minimum, for all proposed personnel, the Contractor shall submit:</p> <ul style="list-style-type: none"> <li>a. a resume the individual's training and experience relevant to the requirements of the SOW, including two references; and</li> <li>b. detailed evidence, such as copies of the training certifications, for any formal training received, and qualifications held, that are pertinent to the requirements of the Contract. A log for the details of training and qualifications for each Contractor ADCTS staff member shall be created and maintained.</li> </ul>		

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**DATA ITEM DESCRIPTION - DESCRIPTION DE DONNÉES**

<b>1. TITLE – TITRE</b>		<b>2. IDENTIFICATION NUMBER - NUMÉRO D'IDENTIFICATION</b>	
ADCTS Training Quality Plan		PM-04	
<b>3. DESCRIPTION / PURPOSE – DESCRIPTION / OBJET</b>			
<p>The Quality Plan describes how the Contractor will conform to the specified quality requirements of the Contract and specify how the required quality activities are to be carried out.</p> <p>The Quality Plan is used by the Contractor and by Government personnel and agencies to monitor the Contractor's performance and to assure that services provided by the Contractor meet the Contract quality requirements.</p>			
<b>4. APPROVAL DATE DATE D'APPROBATION</b>	<b>5. OFFICE OF PRIMARY INTEREST (OPI) BUREAU DE PREMIERE RESPONSABILITÉ (BPR)</b>	<b>6. GIDEP APPLICABLE D'ÉCHANGE DE DONNÉES PERTINENT</b>	
	DND TA		
<b>7. APPLICATION / INTERRELATIONSHIP – APPLICATION / INTERDÉPENDANCE</b>			
CDRL C04			
<b>8. ORIGINATOR - AUTEUR</b>		<b>9. APPLICABLE FORMS - FORMULES PERTINENTES</b>	
DND TA			
<b>10. PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES</b>			
<p>10.1 <u>Format Requirements.</u> The documents shall be provided in an MS Word or Adobe Portable Document (PDF) formats, and shall be submitted either via email or CD. Submission of Training Quality Plan for the Proposal shall be in Hardcopy.</p> <p>10.2 <u>Content Requirements.</u> The Quality Plan shall be in accordance with ISO 10005 "Quality management systems - Guidelines for quality plans" (current edition at time of bid). In addition, the Contractor shall provide details on the internal training that will be provided to its personnel.</p> <p>10.3 <u>Availability.</u> Processes and forms derived from the Quality Plan that will be used by the DND shall be uploaded to the local ADCTS MTC website.</p>			

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**DATA ITEM DESCRIPTION - DESCRIPTION DE DONNÉES**

**DATA ITEM DESCRIPTION - DESCRIPTION DE DONNÉES**

<b>1. TITLE – TITRE</b>		<b>2. IDENTIFICATION NUMBER - NUMÉRO D'IDENTIFICATION</b>	
Embedded Contractor Letter of Acknowledgement		PM-05	
<b>3. DESCRIPTION / PURPOSE – DESCRIPTION / OBJET</b>			
Upon completion, the Embedded Contractor Letter of Acknowledgement serves as an acknowledgement of the individual Contract staff member's obligations and responsibilities as an embedded contractor in DND with respect to ITAR-controlled material.			
<b>4. APPROVAL DATE DATE D'APPROBATION</b>	<b>5. OFFICE OF PRIMARY INTEREST (OPI) BUREAU DE PREMIERE RESPONSABILITÉ (BPR)</b>	<b>6. GIDEP APPLICABLE D'ÉCHANGE DE DONNÉES PERTINENT</b>	
	DND TA		
<b>7. APPLICATION / INTERRELATIONSHIP – APPLICATION / INTERDÉPENDANCE</b>			
CDRL C05			
<b>8. ORIGINATOR - AUTEUR</b>		<b>9. APPLICABLE FORMS - FORMULES PERTINENTES</b>	
DND TA			
<b>10. PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES</b>			
10.1 <u>Format Requirements.</u> The documents shall be provided in hardcopy or a scan converted into Adobe Portable Document (PDF) formats. PDF documents shall be submitted either via email or CD.			
10.2 <u>Content Requirements.</u> Each Contractor ADCTS staff member shall complete and sign the Embedded Contractor Letter of Acknowledgment, attached below.			
 <p>Embedded Contractor Acknowledgement</p>			

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DATA ITEM DESCRIPTION - DESCRIPTION DE DONNÉES		
1. TITLE – TITRE  ADCTS Staffing Plan	2. IDENTIFICATION NUMBER - NUMÉRO D'IDENTIFICATION  PM-06	
3. DESCRIPTION / PURPOSE – DESCRIPTION / OBJET  To provide visibility as to how the MTC will be staffed and how certain functions will be managed amongst the Contractor staff.		
4. APPROVAL DATE DATE D'APPROBATION	5. OFFICE OF PRIMARY INTEREST (OPI) BUREAU DE PREMIERE RESPONSABILITÉ (BPR)  DND TA	6. GIDEP APPLICABLE D'ÉCHANGE DE DONNÉES PERTINENT
7. APPLICATION / INTERRELATIONSHIP – APPLICATION / INTERDÉPENDANCE  CDRL C06		
8. ORIGINATOR - AUTEUR  DND TA	9. APPLICABLE FORMS - FORMULES PERTINENTES	
10. PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES		
10.1 <u>General</u> . Submission of staffing plan for proposed staff at time of bid, upon changes to Contractor MTC staff or staff functions, or upon request by DND.		
10.2 <u>Format Requirements</u> . The documents shall be provided in an MS Word or Adobe Portable Document (PDF) formats and shall be submitted either via email or CD. Submission of Staffing Plan for the Proposal shall be in Hardcopy.		
10.3 <u>Content Requirements</u> . The Contractor shall submit a staffing plan, using the attached template, which shall include:		
<ul style="list-style-type: none"> <li>a. (section 1.0) the names of Contractor staff that will be manning the Bagotville and Cold Lake MTCs, as well as associated details as required by section 1.0 of the attached staffing plan template – Note: The column requiring MTC contact information is not required for the submission with the proposal;</li> <li>b. (section 2.0) the Contractor's plan to maintain the required staffing levels in the event that staff are absent or unable to conduct their work;</li> <li>c. (section 3.0) a staffing schedule for both MTCs, to indicate if there will be any staff rotation throughout the work week, or part time personnel; and</li> <li>d. (section 4.0) descriptions as to how and whom various duties, such as common staff administrative functions, access control, and scheduler are distributed.</li> </ul>		
10.4 <u>Staffing Template</u> . The contractor shall use the attached template. Note: The contractor shall only modify the template to provide additional information.		
 Staffing Plan Template		

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