



Attachment 4 – Contract Data Requirements List (CDRL)

CONTENTS

Glossary of Abbreviations and Acronyms..... J4-iv

1. INTRODUCTION1

2. THE CDRL TABLE.....4

3. ERA PROGRAM DATA ITEM DESCRIPTIONS (DIDS)28

3.1 System Requirements Specification (SyRS).....28

3.2 System Architecture and Design Document29

3.3 Facilities Plan.....31

3.4 Updated Award Fee Plan32

3.5 Operations and Support Plan33

3.6 Configuration Management Plan35

3.7 Risk Management Plan36

3.8 Quality Management Plan.....38

3.9 Certification and Accreditation (C&A) Plan39

3.10 Continuity of Operations Plan41

3.11 Updated Cost/Price42

3.12 Monthly Status Report44

3.13 Integrated Plan45

3.14 Performance Work Statement (PWS)46

3.15 Contract Data Requirements List (CDRL)48

3.16 Life Cycle Cost49

3.17 Deliverable Technical Data & Computer Software Document51

3.18 (L) Deployment and Transition Plans.....52

3.19 (L) Master Test Plan53

3.20 (L) Organizational Change Plan55

3.21 (L) Physical Survey Reports56

3.22 (L) Program Management Plan.....58

3.23 (L) Software Design Specifications59

3.24 (L) Software Requirements Specifications61

3.25 (L) System Concept of Operations (ConOps).....62



GLOSSARY OF ABBREVIATIONS AND ACRONYMS

Acronym	Description
24x7	24 hours and day, 7 days a week
A&D	Analysis and Design
AFP	Award Fee Plan
ANSI/EIA	American National Standards Institute/Electronic Industries Association
C&A	Certification and Accreditation
CDR	Critical Design Review
CDRL	Contract Data Requirements List
CD-ROM	Compact Disc-Read Only Memory
CEDD	Cost Element Structure Data Dictionary
CFR	Code of Federal Regulations
CFSR	Contract Funds Status Report
CLIN	Contract Line Item Numbers
CM	Configuration Management
CMMI	Capability Maturity Model Integration
ConOps	Concept of Operations
COTS	Commercial-Off-The-Shelf
CPR	Cost Performance Report
CSCI	Computer Software Configuration Item
CWBS	Contract Work Breakdown Structure
DID	Data Item Description
DITSCAP	DoD Information Technology Security Certification and Accreditation Program
DoD	Department of Defense
e.g.	Exempli Gratia (Latin: For Example)
ERA	Electronic Records Archives
EVM	Earned Value Management
I&T	Integration and Testing
ICD	Interface Control Document
IEEE	Institute of Electrical & Electronics Engineers



Acronym	Description
IEP	Integrated Engineering Process
IPT	Integrated Product Team
IRS	Interface Requirements Specification
ISO/IEC	Industry Standards Organization/International Electrotechnical Commission
LAN	Local Area Network
LCC	Life Cycle Cost
LCCE	Life Cycle Cost Estimate
MTP	Master Test Plan
N/A	Not Applicable
NARA	National Archives and Records Administration
NIST	National Institute of Standards & Technology
NLT	No Later Than
PDR	Preliminary Design Review
PMP	Program Management Plan
PWBS	Performance Work Breakdown Structure
PWS	Performance Work Statement
QA	Quality Assurance
RAS	Remote Access Services
RD	Requirements Document
RFP	Request for Proposal
RTVM	Requirements Traceability Verification Matrix
SADD	System Architecture and Design Document
SDD	System Design Document
SDR	System Design Review
SEMP	System Engineering Management Plan
SFUG	Security Features Users Guide
SIP	System Integration Plan
SME	Subject Matter Expert
SRR	System Requirements Review
SSAA	System Security Authorization Agreement



1. INTRODUCTION

The document is composed of two main sections:

- The CDRL Table Section is based upon that found in Section J, Attachment 4 of the Request for Proposal (RFP).

It is a consolidated listing of all Contract Data Requirements List (CDRL) items, which includes cross-references to Data Item Descriptions (DIDs). DIDs drawn from industry or de jure standards are referenced directly in the CDRL Table. Those DIDs are not reproduced in this paper.

For Government-specified CDRL items, we have augmented the table with additional information while retaining the Government's CDRL numbering, titles, and delivery requirements.

As requested in the RFP, Lockheed Martin has included additional items, with associated DIDs for NARA consideration.

- The DID section follows the CDRL Table. Included in it are the DIDs for CDRL Table entries needing further detail. All DIDs for RFP requested CDRLs are listed first. They are followed by those proposed by Lockheed Martin, which have titles marked with the prefix "(L)."

The L-marked additions are Lockheed Martin recommendations, and the formats themselves are intended to be viewed as drafts. In collaboration with NARA, and subject to their approval, Lockheed Martin intends to determine the final additions to the CDRL and structure of these DIDs after contract award.

The ERA Business Information Framework

The CDRL is one of the six management plan documents that comprises the ERA business information framework. The framework, shown in Figure 4-1, ERA Business Information Framework, provides the means for guiding and controlling work within the ERA program.

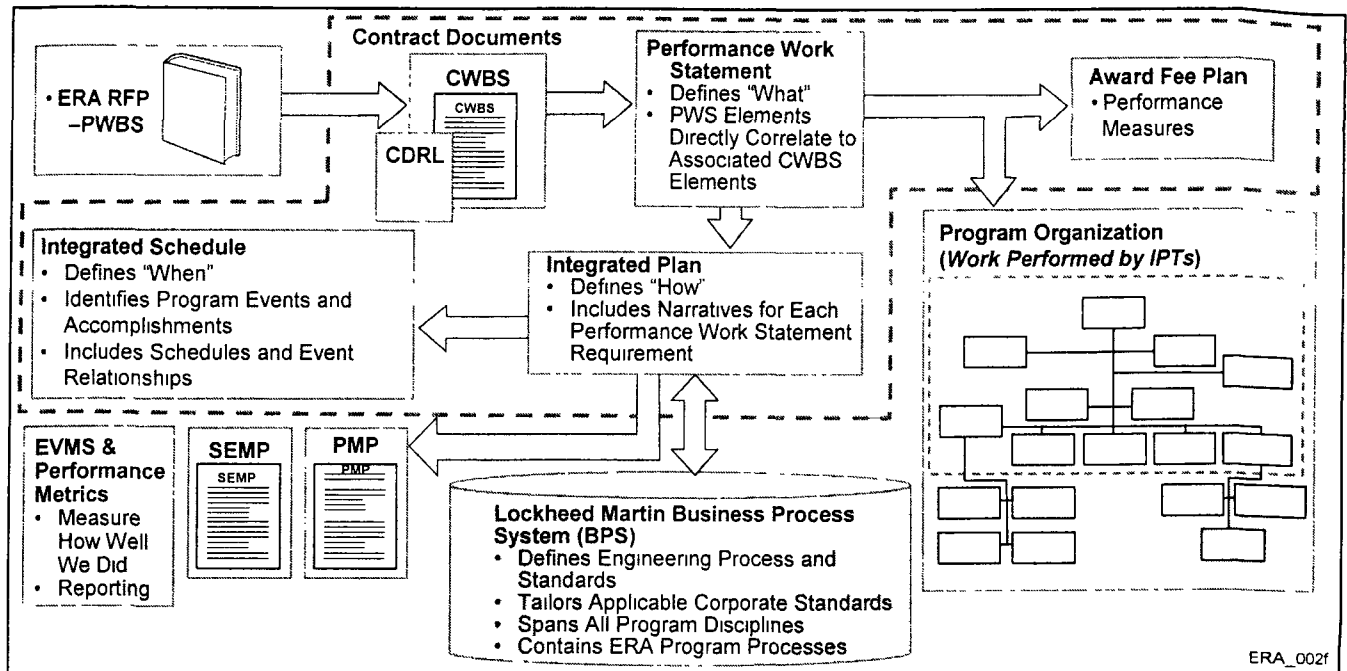


Figure 4-1. ERA Business Information Framework

The contents of the management plan documentation are driven by the requirements and information found within the ERA RFP. For example, the Contract Work Breakdown Structure (CWBS) is derived from the NARA Performance Work Breakdown Structure (PWBS), and the CDRL has enhanced the ERA RFP's CDRL with additional Lockheed Martin Team delivery recommendations. The Performance Work Statement (PWS) explains 'what' work will be performed, as organized by the CWBS work structure, while the Award Fee Plan describes how Lockheed Martin Team performance will be rewarded. The Integrated Plan explains 'how' the work described in the PWS will be performed, and the Integrated Schedule describes 'when' the work will be performed. The management plan documentation is further described in the following list. Please refer to the individual documents for detailed information. ERA management plans include the following:

- **Contract Work Breakdown Structure (CWBS).** This defines the scope of the effort and how the Team will accumulate costs. The CWBS aligns responsibility with accountability within the Team's organization and establishes the single numbering system that serves as the thread for the overall business information framework. The PWS, the Integrated Plan, and the Integrated Schedule all use the numbering system documented within the CWBS.
- **Contract Data Requirements List (CDRL).** The CDRL defines the data to be delivered to NARA. For the ERA program, data may be defined as software, hardware, documentation, or formal program reviews. The Lockheed Martin Team has enhanced the original NARA CDRL with recommendations for additional data items.
- **Performance Work Statement (PWS).** The PWS describes the specific work required to produce the products and services associated with the System Analysis and Design phase, Implementation phase, and the Operations and Support phase. It describes the required services to be rendered, their related tasks, and any associated CDRL items.

- **Integrated Plan.** The Integrated Plan consists of two principal parts: the event tables that define what will be achieved (i.e., the program events, significant accomplishments, and accomplishment criteria), and the process narratives that say how the Lockheed Martin Team will perform the effort to satisfy the program events, significant accomplishments, and accomplishment criteria. Through the definition of the program events, the Integrated Plan defines the capabilities that will be provided with each increment. The System Engineering Management Plan (SEMP) is developed from the Integrated Plan and becomes the governing Engineering Management Plan for program execution. All engineering processes map into the SEM. The Program Management Plan (PMP) defines the organizational structure, roles and responsibilities that execute the processes captured within the Integrated Plan.
- **Integrated Schedule.** The Integrated Schedule shows the dates and network relationships for the program events, significant accomplishments and accomplishment criteria defined in the Integrated Plan. The Lockheed Martin Team updates the Integrated Schedule regularly to show the status and progress toward achieving the program events, significant accomplishments and accomplishment criteria.
- **Award Fee Plan.** The Award Fee Plan uses performance measures to assess the Lockheed Martin Team performance. The measures are regularly re-evaluated and adjusted by NARA in conjunction with the Lockheed Martin Program Management Team.

Document Review Times

Lockheed Martin suggests 30 calendar days for the ERA PMO to review and approve all delivered items. In addition, Lockheed Martin will work with the ERA PMO and Contracting Officer to determine mutually agreeable review times in instances where a different time may be warranted, such as due to deliverable complexity or size, review period crossing a holiday season, or the confluence of ERA PMO activities concurrent with the review time.

2. THE CDRL TABLE

ID #	CLIN	Title	Frequency	Description	Document Structure and Contents	Lockheed Martin Delivery	NARA Review Time
1 a. DRAFT	xxxx (Applies to all CLINs)	System Requirements Specification (SyRS)	Delivered one (1) Time, NLT six (6) months from contract award, during the Analysis and Design phase An increment level SyRS is delivered once per increment	The SyRS contains the ERA program requirements baseline, allocated as needed to system components. A traceability matrix to the ERA Requirements Document (RD) is included as well as an electronic delivery of system requirements in Rational Requisite Pro database format.	Please refer to 3.1 SyRS for details	Eight (8) paper copies, one (1) CD and email to CO, COR and LMCERA on scheduled date.	Review Cycle- CDRL comments are captured during SRR and incorporated in SRR minutes
1 b. FINAL	xxxx (Applies to all CLINs)	System Requirements Specification (SyRS)	Delivered one (1) Time, NLT six (6) months from contract award, during the Analysis and Design phase An increment level SyRS is delivered once per increment.	The SyRS contains the ERA program requirements baseline, allocated as needed to system components. A traceability matrix to the ERA Requirements Document (RD) is included as well as an electronic delivery of system requirements in Rational Requisite Pro database format.	Please refer to 3.1 SyRS for details	Eight (8) paper copies, one (1) CD and email to CO, COR and LMCERA on scheduled date	Review Cycle- CDRL comments are captured during SRR and incorporated in SRR minutes



NARA Electronic Records Archives (ERA)
 PO0002 Revised the Original Contract on 11/29/04

ID #	CLIN	Title	Frequency	Description	Document Structure and Contents	Lockheed Martin Delivery	NARA Review Time
2	xxxx	System Requirements Review (SRR)	Delivered one (1) time, during the Analysis and Design phase, not later than 30 days following CDRL Item #1, the SyRS An increment level SRR is delivered once per increment. A "release level" SRR is delivered during each release	This is a formal review hosted by the ERA team NARA is an active participant Presentation materials and documentation such as the SyRS will be delivered to NARA ten (10) working days before the review. LMTSS to provide SRR minutes to NARA not later than five (5) working days after the completion of the SRR	N/A This is a review	Twenty (20) paper copies at review, two (2) CDs at review, and email to CO, COR, and LMCERA ten (10) working days before the review Minutes will be sent to CO, COR, and LMCERA within five (5) business days of the last day of the review	Review Cycle- comments are captured during SRR and incorporated in SRR minutes. NARA will return comments to LMTSS minutes in 30 days
3.a DRAFT	xxxx	System Architecture and Design Document (SADD)	Delivered one (1) Time, NLT eight (8) months from contract award, during the Analysis and Design phase. Delivered once per release during each increment.	The SADD contains an architectural description of the ERA systems, and a traceability matrix mapped to the SyRS	Please refer to 3.2 System Architecture and Design Document for details.	Twenty (20) paper copies at review, two (2) CDs at review, and email to CO, COR, and LMCERA on last day of review.	Review Cycle- comments are captured during SDR and incorporated in SDR minutes.



NARA Electronic Records Archives (ERA)
 PO0002 Revised the Original Contract on 11/29/04

ID #	CLIN	Title	Frequency	Description	Document Structure and Contents	Lockheed Martin Delivery	NARA Review Time
3 b FINAL	xxxx	System Architecture and Design Document (SADD)	Delivered one (1) Time, NLT eight (8) months from contract award, during the Analysis and Design phase Delivered once per release during each increment.	The SADD contains an architectural description of the ERA systems, and a traceability matrix mapped to the SyRS.	Please refer to 3.2 System Architecture and Design Document for details	Twenty (20) paper copies at review, two (2) CDs at review, and email to CO, COR, and LMCERA on last day of review	Review Cycle- comments are captured during SDR and incorporated in SDR minutes
4	xxxx	System Design Review (SDR)	Delivered one (1) Time, not later than 30 days following #3, SADD, during the Analysis and Design phase Delivered once per increment	This is a formal review hosted by the ERA team. NARA is an active participant Presentation materials and documentation such as the SADD will be delivered to NARA ten (10) working days before the review (Actual presentation documentation may incorporate additional changes) LMTSS to provide SDR minutes to NARA within five (5) business days of the last day of the review.	N/A This is a review	Twenty (20) paper copies at review, two (2) CDs at review, and email to CO, COR, and LMCERA ten (10) working days before the review Minutes will be sent to CO, COR, and LMCERA within five (5) business days of the last day of the review	Review Cycle- comments are captured during SDR and incorporated in SDR minutes NARA will return comments to LMTSS minutes in 30 calendar days



NARA Electronic Records Archives (ERA)
 PO0002 Revised the Original Contract on 11/29/04

ID #	CLIN	Title	Frequency	Description	Document Structure and Contents	Lockheed Martin Delivery	NARA Review Time
5	0001 01xx 02xx 03xx	Facilities Plan	Delivered one (1) Time, NLT nine (9) months from contract award, during the Analysis and Design phase. Delivered once per increment during Increments 1, 2 and 3.	The Facilities plan describes the schedule, cost allocations, and projected occupancy/availability of ERA sites.	Please refer to 3.3 Facilities Plan for details.	Six (6) paper copies, two (2) CDs and email to CO, COR and LMCERA on scheduled date.	30 calendar days
6	0001	Updated Award Fee Plan	One (1) Time, NLT nine (9) months from contract award	Proposed Award Fee Plan for first six (6) months of Increment 1. Updated from Award Fee Plan submitted in response to this solicitation.	Please refer to 3.4 Updated Award Fee Plan for details	Four (4) paper copies, one (1) CD, and email to CO, COR and LMCERA on scheduled date	30 calendar days
7	xxxx	Operations and Support Plan	Delivered one (1) Time, NLT nine (9) months from contract award, during the Analysis and Design phase. Update delivered during Increment 1. Additional updates delivered in succeeding increments as needed	The Operations and Support Plan details operational, maintenance, and risk management processes governing the ongoing ERA activities at each site	Please refer to 3.5 Operations and Support Plan for details.	Six (6) paper copies, two (2) CDs, and email to CO, COR, and LMCERA on scheduled date	30 calendar days

**NARA Electronic Records Archives (ERA)
PO0002 Revised the Original Contract on 11/29/04**

ID #	CLIN	Title	Frequency	Description	Document Structure and Contents	Lockheed Martin Delivery	NARA Review Time
8	xxxx	Configuration Management Plan	Delivered one (1) Time, NLT nine (9) months from contract award, during the Analysis and Design phase Update delivered during Increment 1 Additional updates delivered in succeeding increments as needed	The Configuration Management Plan describes the tools and methods used to manage the requirements, design and implemented baselines for hardware, software, and data.	Please refer to 3 6 Configuration Management Plan for details	Three (3) paper copies, two (2) CDs and email to CO, COR, and LMCERA on scheduled date	30 calendar days
9	xxxx	Risk Management Plan	Delivered one (1) Time, NLT nine (9) months from contract award, during the Analysis and Design phase. Update delivered during Increment 1 Additional updates delivered in succeeding increments as needed	The Risk Management Plan documents a structured and repeatable method for performing risk and opportunity management activities.	Please refer to 3 7 Risk Management Plan for details	Three (3) paper copies, two (2) CDs and email to CO, COR, and LMCERA on scheduled date	30 calendar days

NARA Electronic Records Archives (ERA)
 PO0002 Revised the Original Contract on 11/29/04

ID #	CLIN	Title	Frequency	Description	Document Structure and Contents	Lockheed Martin Delivery	NARA Review Time
10	xxxx	Quality Management Plan	Delivered one (1) Time, NLT nine (9) months from contract award, during the Analysis and Design phase. Update delivered during Increment I. Additional updates delivered in succeeding increments as needed.	The Quality Management Plan documents the methodology to be used to ensure compliance with ERA Program requirements, standards and processes, and describes the metrics and measurements items to be collected and analyzed throughout the ERA Program lifecycle.	Please refer to 3.8 Quality Management Plan for details.	Three (3) paper copies, two (2) CDs and email to CO, COR, and LMCERA on scheduled date.	30 calendar days
11	xxxx	Security Plan	Delivered one (1) Time, NLT nine (9) months from contract award, during the Analysis and Design phase. Update delivered during Increment I. Additional updates delivered in succeeding increments as needed.	The Security Plan provides an overview of the ERA security requirements and describes the existing or planned controls needed to meet those requirements.	This document conforms to NIST 800-18, Guide for Developing Security Plans for Information Systems, December 1998	Six (6) paper copies, two (2) CDs and email to CO, COR, and LMCERA on scheduled date	30 calendar days

NARA Electronic Records Archives (ERA)
 PO0002 Revised the Original Contract on 11/29/04

ID #	CLIN	Title	Frequency	Description	Document Structure and Contents	Lockheed Martin Delivery	NARA Review Time
12	xxxx	Certification and Accreditation (C&A) Plan	Delivered one (1) Time, NLT nine (9) months from contract award, during the Analysis and Design phase Update delivered during Increment I Additional updates delivered in succeeding increments as needed	The C&A plan is the roadmap or the "how" the C&A activities will be accomplished to satisfy the requirements and each of the steps set forth in the System Security Authorization Agreement (SSAA) required by DITSCAP This plan also establishes the "who, what, and when" of the certification activities	Please refer to 3 9 Certification and Accreditation (C&A) Plan for details	Three (3) paper copies, two (2) CDs and email to CO, COR, and LMCERA on scheduled date	30 calendar days
13	xxxx	Continuity of Operations Plan	Delivered one (1) Time, NLT nine (9) months from contract award, during the Analysis and Design phase. Update delivered during Increment I Additional updates delivered in succeeding increments as needed	The Continuity of Operations Plan identifies potential impacts that threaten ERA and provides a framework for building resilient and effective responses that safeguard the interests of its stakeholders	Please refer to 3 10 Continuity Of Operations Plan for details.	Three (3) paper copies, two (2) CDs and email to CO, COR, and LMCERA on scheduled date	30 calendar days
14	0001	Updated DD-254	One (1) Time, NLT nine (9) months from contract award	This is an updated form and attachment, per Defense Security Service guidance	N/A	Two (2) paper copies, two (2) CDs and email to CO, COR, and LMCERA on scheduled date	30 calendar days



NARA Electronic Records Archives (ERA)
 P00002 Revised the Original Contract on 11/29/04

ID #	CLIN	Title	Frequency	Description	Document Structure and Contents	Lockheed Martin Delivery	NARA Review Time
15	0001	Disposition/ Scheduling and Template Management Prototype and Demonstration	One (1) Time, NLT ten (10) months from contract award	This includes presentation and other supporting materials used in the demonstration; also includes the prototype code, technical documentation, and configuration; and any associated operations, user, or other manuals.	N/A	Twenty (20) paper copies of presentation at review, one (1) paper copy of all documentation, two (2) sets of CDs containing presentation, prototype code, technical documentation, configuration and any associated operations, user, or other materials, and email to CO, COR and LMCERA on last day of review	30 calendar days
16	0001	Updated Cost/Price	One (1) Time, NLT nine (9) months from contract award	This documents the Cost/ Price revisions (to the original submitted in response to this solicitation), prepared as an A&D phase work product.	Please refer to 3.11 Updated Cost/Price for details.	Five (5) paper copies, two (2) CDs and email to CO, COR, and LMCERA on scheduled date.	30 calendar days



NARA Electronic Records Archives (ERA)
 P00002 Revised the Original Contract on 11/29/04

ID #	CLIN	Title	Frequency	Description	Document Structure and Contents	Lockheed Martin Delivery	NARA Review Time
17	xxxx	Monthly Status Review	The monthly status report will take place in two parts technical and programmatic within ten (10) days after the end of the accounting month and cost/financial within twenty (20) days after the end the accounting month	This is a monthly meeting, during which Lockheed presents briefing charts and minutes, including action items from a previous review	N/A This is a review.	Twenty (20) paper copies at review, one (1) CD at review and email to CO, COR and LMCERA on last day of review	Review Cycle- No formal comments on presentation materials required. All comments are captured in the minutes of the Status Review
18	xxxx	Monthly Status Report	Monthly, beginning one (1) month following contract award to be delivered on or before the eighteenth (18 th) business day following the end of the previous accounting month	The monthly status report provides up-to-date information on ERA program activities	Please refer to 3 12 Monthly Status Report for details	Three (3) paper copies, two (2) CDs and email to CO, COR, and LMCERA on scheduled date.	Review Cycle - Comments needed within two (2) weeks so they can be included in next delivery

ID #	CLIN	Title	Frequency	Description	Document Structure and Contents	Lockheed Martin Delivery	NARA Review Time
19	xxxx	Contract Work Breakdown Structure (CWBS)	Base line CWBS delivered, beginning one (1) month following contract award. Others to be delivered on thirteenth (13 th) business day following the close of the developer's fiscal month only when there is a change to the CWBS One (1) to be delivered concurrent with the proposal update at the ninth (9 th) month Additional CWBS deliveries will be made to reflect necessary contract changes should there be any such changes.	The CWBS provides a basis for program and technical planning.	This document conforms to the format provided in Section J, Attachment 14, CDRL Data Item Descriptions and Guidelines, Contractor Work Breakdown Structure (CWBS) Data Item Description Document formatting will be MS Word	One (1) paper copy, two (2) CDs and email to CO, COR, and LMCERA on scheduled date	30 calendar days
20	xxxx	Integrated Plan (IP)	One (1) month after exercise of any subsequent option of the contract	The Integrated Plan describes how the ERA program work is performed, relating events, schedules, deliverables, and work elements to the key processes that enable program success.	Please refer to 3.13 Integrated Plan for details	Two (2) paper copies, two (2) CDs and email to CO, COR, and LMCERA on scheduled date	30 calendar days



NARA Electronic Records Archives (ERA)
 P00002 Revised the Original Contract on 11/29/04

ID #	CLIN	Title	Frequency	Description	Document Structure and Contents	Lockheed Martin Delivery	NARA Review Time
21	xxxx	Integrated Schedule (IS)	Monthly, delivered on or before the third (3 rd) business day following the end of the previous accounting month	The Integrated Schedule captures milestones, tasks and planning activities and serves as a programmatic tool for assessing/predicting performance	This document conforms to the format provided in Section J, Attachment 14, CDRL Data Item Descriptions and Guidelines, Integrated Schedule (IS) Data Item Description.	One (1) paper copy, two (2) CDs and email to CO, COR, and LMCERA on scheduled date	Review - Comments needed within one (1) week so they can be included in next delivery
22	xxxx	Cost Performance Report (CPR)	Monthly, beginning one (1) month following contract award to be delivered on or before the eighteenth (18 th) business day following the end of the previous accounting month	The CPR provides an indication of current and future contract performance.	This document conforms to the format provided in Section J, Attachment 14, CDRL Data Item Descriptions and Guidelines, Cost Performance Report (CPR) Data Item Description	One (1) paper copy, two (2) CDs and email to CO, COR, and LMCERA on scheduled date	Review - Comments needed within two (2) weeks so they can be included in next delivery



NARA Electronic Records Archives (ERA)
 PO0002 Revised the Original Contract on 11/29/04

ID #	CLIN	Title	Frequency	Description	Document Structure and Contents	Lockheed Martin Delivery	NARA Review Time
23	xxxx	Contract Funds Status Report (CFSR)	Monthly, beginning one (1) month following contract award to be delivered on or before the eighteenth (18 th) business day following the end of the previous accounting month	The CFSR provides ERA Program funding data to NARA. As noted in DI-MGMT-81468, the data may be used for updating and forecasting contract funds requirements; planning and decision making on funding changes to contracts, developing funds requirements and budget estimates in support of approved programs, determining funds in excess of contract needs and available for deobligation; obtaining rough estimates of termination costs.	This document conforms to the format provided in Section J, Attachment 14, CDRL Data Item Descriptions and Guidelines, Contract Funds Status Report (CFSR) Data Item Description	One (1) paper copy, two (2) CDs and email to CO, COR, and LMCERA on scheduled date.	Review Cycle- Comments needed within two (2) weeks so they can be included in next delivery
24	xxxx	Performance Work Statement (PWS)	With every submission of the Integrated Plan	The PWS defines efforts and tasks that the Lockheed Martin Team will perform to achieve the overall success of the NARA ERA program.	Please refer to 3.14 Performance Work Statement (PWS) for details.	One (1) paper copy, two (2) CDs and email to CO, COR, and LMCERA on scheduled date	30 calendar days
25	xxxx	Contract Data Requirements List (CDRL)	With every submission of the Integrated Plan	The CDRL documents the contractually obligated deliverables for the ERA program.	Please refer to 3.15 Contract Data Requirements List (CDRL) for details	One (1) paper copy, two (2) CDs and email to CO, COR, and LMCERA on scheduled date	30 calendar days

ID #	CLIN	Title	Frequency	Description	Document Structure and Contents	Lockheed Martin Delivery	NARA Review Time
26	xxxx	Earned Value Management Data	Monthly, beginning one (1) month following contract award to be delivered on or before the eighteenth (18 th) business day following the end of the previous accounting month	EVM data relates resources to schedule to technical cost, providing variance information that can be used to generate corrective actions.	This document conforms to the format provided in Section J, Attachment 14, CDRL Data Item Descriptions and Guidelines, Earned Value Management Data (EVM) Guidelines	One (1) paper copy, two (2) CDs and email to CO, COR, and LMCERA on scheduled date.	Review Cycle- Comments needed within two (2) weeks so they can be included in next delivery
27	0001	Revised LCC	Nine (9) months after contract award	The Life Cycle Cost Estimate (LCCCE) Plan provides an estimate of life cycle costs for ERA through the year 2020.	In accordance with Section J, Attachment 13, Cost Element Structure Data Dictionary, and Section J, Attachment 14, CDRL Data Item Descriptions and Guidelines, Life Cycle Cost (LCC) Data Item Description, Please refer to 3 16 Life Cycle Cost for details	Five (5) paper copies, two (2) CDs and email to CO, COR, and LMCERA on scheduled date	30 calendar days



NARA Electronic Records Archives (ERA)
 PO0002 Revised the Original Contract on 11/29/04

ID #	CLIN	Title	Frequency	Description	Document Structure and Contents	Lockheed Martin Delivery	NARA Review Time
28	xxxx	Deliverable Technical Data and Computer Software (see Clause H-12)	Submit completed form with Proposal Submit subsequent completed forms on a monthly basis, beginning three (3) months following contract award To be delivered on thirteenth (13 th) business day following the close of the developer's fiscal month	The Deliverable Technical Data and Computer Software form documents the deliveries made to NARA.	Please refer to 3 17 Deliverable Technical Data and Computer Software Document for details.	One (1) paper copy, two (2) CDs and email to CO, COR, and LMCERA on scheduled date	30 calendar days
L29	01xx 02xx 03xx 04xx 05xx	Critical Design Review (CDR)	Once per increment Update for additional releases in an increment	This is a formal review hosted by the ERA team. NARA is an active participant. Presentation materials and documentation such as the baseline, updated Software Requirements Specifications and proposed, updated Software Design Specifications are delivered to NARA ten (10) days before the CDR.	N/A	Twenty (20) paper copies at review, two (2) CDs and email to CO, COR, and LMCERA on scheduled date.	Review - comments are captured during CDR and incorporated in CDR minutes and where appropriate in the final document



NARA Electronic Records Archives (ERA)
 PO0002 Revised the Original Contract on 11/29/04

ID #	CLIN	Title	Frequency	Description	Document Structure and Contents	Lockheed Martin Delivery	NARA Review Time
L30	01xx 02xx 03xx 04xx 05xx	Deployment and Transition Plan	Once per Increment	This is the principal planning document for recording site transition or activation plans.	Please refer to 3.18 (L) Deployment and Transition Plans for details.	Six (6) paper copies, two (2) CDs and email to CO, COR, and LMCERA on scheduled date.	30 calendar days
L31	xxxx	Master Test Plan	Once per Increment	The Master Test Plan describes how the ERA Program intends to plan, conduct, and control the effort necessary to verify that the final delivered system meets its specified function and performance	Please refer to 3.19 (L) Master Test Plan for details.	Four (4) paper copies, two (2) CDs and email to CO, COR, and LMCERA on scheduled date.	30 calendar days
L32	xxxx	Organizational Change Plan	Once per increment	The Organizational Change Plan describes the tools and plans to be made available to NARA to assist them in incorporating ERA facilities and functionality into their business processes.	Please refer to 3.20 (L) Organizational Change for details	One (1) paper copy, two (2) CDs and email to CO, COR, and LMCERA on scheduled date	30 calendar days
L33	01xx 02xx 03xx 04xx 05xx	Physical Survey Reports	Once per Increment	The Physical Survey Report describes the results of a complete site survey and assessment. Includes Pathway Survey results	Please refer to 3.21 (L) Physical Survey Reports for details.	Three (3) paper copies, two (2) CDs and email to CO, COR, and LMCERA on scheduled date	30 calendar days
L34	01xx 02xx 03xx 04xx 05xx	Preliminary Design Review	Once per increment Update for additional releases in an increment	This is a formal review hosted by the ERA team. NARA is an active participant. Presentation materials and documentation, such as the proposed updated Software Requirements Specifications, are delivered to NARA ten (10) days before the PDR	N/A	Twenty (20) paper copies at review, two (2) CDs and email to CO, COR, and LMCERA on scheduled date.	Review Cycle-CDRL comments are captured during PDR and incorporated in PDR minutes and where appropriate in the final design document.



NARA Electronic Records Archives (ERA)
 PO0002 Revised the Original Contract on 11/29/04

ID #	CLIN	Title	Frequency	Description	Document Structure and Contents	Lockheed Martin Delivery	NARA Review Time
L35	0001	Program Management Plan (PMP)	Once, no later than 45 days after start of A&D phase	The PMP is the principle document that represents the organization, roles, responsibilities and processes that will be used throughout the program lifecycle. The PMP also contains the Communication Plan, which documents the means and methods of communication to be used across the program.	Please refer to 3 22 (L) Program Management Plan for details	One (1) paper copy, two (2) CDs and email to CO, COR, and LMCERA on scheduled date	30 calendar days
L36	xxxx	Security Risk Assessment Report	Once per release	Characterizes the release, and lists the potential threat-sources and associated threat actions applicable to the release	This document conforms to NIST 800-30, Risk Management Guide for Information Technology Systems, January 2002	One (1) paper copy, two (2) CDs and email to CO, COR, and LMCERA on scheduled date	30 calendar days
L37	01xx 02xx 03xx 04xx 05xx	Software Design Specifications (SwDS)	Once per release	The SwDS documents the computer program designs, including definitions of tailoring data for COTS products needed to implement the functional requirements of the ERA	Please refer to 3 23 (L) Software Design Specifications (L) for details	One (1) paper copy, two (2) CDs and email to CO, COR, and LMCERA on scheduled date.	30 calendar days
L38	01xx 02xx 03xx 04xx 05xx	Software Requirements Specifications (SwRS)	Once per release	The SwRS shows the allocation of system requirements to software components and refinement/elaboration to a level of detail sufficient for software design to proceed	Please refer to 3 24 (L) Software Requirements Specifications for details	One (1) paper copy, two (2) CDs and email to CO, COR, and LMCERA on scheduled date.	30 calendar days

NARA Electronic Records Archives (ERA)
 PO0002 Revised the Original Contract on 11/29/04

ID #	CLIN	Title	Frequency	Description	Document Structure and Contents	Lockheed Martin Delivery	NARA Review Time
L39	xxxx	System Concept of Operations (ConOps)	Once per increment	The ERA System Concepts of Operations describes the operational attributes of the work environment and the supporting elements of the system	Please refer to 3.25 (L) System Concept of Operations (ConOps) for details.	One (1) paper copy, two (2) CDs and email to CO, COR, and LMCERA on scheduled date	30 calendar days
L40	xxxx	System Evolution Plan	Once per increment	The system evolution plan contains recommendations of target increments and releases to insert technology or product upgrades. The recommendations take into account the size and complexity of existing drops, total cost of ownership, the maturity of the technology, and the urgency of the change.	Please refer to 3.26 (L) System Evolution Plan for details	Six (6) paper copies, two (2) CDs and email to CO, COR and LMCERA on scheduled date	30 calendar days
L41	01xx 02xx 03xx 04xx 05xx	Training Materials	Once per release	Training materials include stand-alone self-study tutorial documents and software, and classroom handouts. Materials are produced for each release in which major NARA-staffed positions are impacted by additions or changes to ERA functionality	Please refer to 3.27 (L) Training Materials (Classroom Presentation) for a sample DID	Quantity of paper copies to be determined by NARA (not to exceed 25 copies plus one copy for each attendee at LM conducted classes), two (2) CDs and email to CO, COR, and LMCERA on scheduled date	30 calendar days

NARA Electronic Records Archives (ERA)
 PO0002 Revised the Original Contract on 11/29/04

ID #	CLIN	Title	Frequency	Description	Document Structure and Contents	Lockheed Martin Delivery	NARA Review Time
L.42	01xx 02xx 03xx 04xx 05xx	Test Readiness Review (TRR)	Once per release	A TRR is held before each major system/formal test NARA is invited to attend the review An agenda for the review is included in this CDRL	Please refer to 3 28 (L) Test Readiness Review (TRR) Agenda for details.	Twenty (20) paper copies at review, two (2) CDs and email to CO, COR, and LMCERA on scheduled date	30 calendar days
L.43	01xx 02xx 03xx 04xx 05xx	Acceptance Test Procedures	Delivered during Factory Acceptance Test (FAT)	Acceptance Test Procedures describe the steps used to show compliance with customer acceptance requirements. The procedures delivered during FAT may form the basis for further customer acceptance tests, such as PAT, OAT and/or IAT	Please refer to 3 29 (L) Acceptance Test Procedures for details	Three (3) paper copies, two (2) CDs and email to CO, COR, and LMCERA on scheduled date	30 calendar days
L.44	01xx 02xx 03xx 04xx 05xx	ERA COTS Inventory Database	Maintained throughout the program, delivered at end of contract Reports available upon request during each increment	Includes all licensing, warranty, maintenance agreement and service request flow information	N/A This is a database.	Quantity TRD, not to exceed twenty (20) copies, two (2) CDs and email to CO, COR, and LMCERA on scheduled date	30 calendar days
L.45	xxxx	ERA System Engineering Management Plan (SEMP)	Delivered during Analysis and Design phase, update delivered during increment 1, further updates delivered as needed	Describes the system engineering development lifecycle	Please refer to 3 30 (L) ERA System Engineering Management Plan (SEMP) for details	Reports available upon request during each increment Two (2) paper copies, two (2) CDs and email to CO, COR, and LMCERA	30 calendar days



NARA Electronic Records Archives (ERA)
 PO0002 Revised the Original Contract on 11/29/04

ID #	CLIN	Title	Frequency	Description	Document Structure and Contents	Lockheed Martin Delivery	NARA Review Time
L46	xxxx	Human Factors Engineering Specification	Delivered during Analysis and Design phase, further updates delivered as needed	Contains specifications for applying human factors engineering to ERA design.	Please refer to 3.31 (L) Human Factors Engineering Specification for details	One (1) paper copy, two (2) CDs and email to CO, COR, and LMCERA on scheduled date	30 calendar days
L47	01xx 02xx 03xx 04xx 05xx	Integrated Baseline Review (IBR)	Multiple times per increment	This is a formal program review that shows ERA program controls are sufficient and well defined	N/A. This is a program review	Twenty (20) paper copies at review, two (2) CDs and email to CO, COR, and LMCERA on scheduled date	Review Cycle-CDRL comments are captured during IBR and incorporated in IBR minutes.
L48	01xx 02xx 03xx 04xx 05xx	Integration and Test Facility Management Plan	Delivered once per increment if changed from previous increment	Contains details needed to manage/control Integration and Test Facility.	Please refer to 3.32 (L) Integration and Test Facility Management Plan for details	One (1) paper copy, two (2) CDs and email to CO, COR, and LMCERA on scheduled date	30 calendar days
L49	01xx 02xx 03xx 04xx 05xx	Integration and Test Facility Disaster Recovery Plan	Delivered once per increment if changed from previous increment.	Contains a Disaster Recovery Plan for the Integration and Test Facility.	Please refer to 3.33 (L) Integration and Test Facility Disaster Recovery Plan for details	One (1) paper copy, two (2) CDs and email to CO, COR, and LMCERA on scheduled date	30 calendar days
L50	01xx 02xx 03xx 04xx 05xx	Interface Control Documents (ICDs)	Delivered once per release, as needed	Describes the protocol information needed for communication between two or more systems. Examples of ICDs include Administrative Systems, Consumer Agency, Finance System, Producer Agency and Space/Inventory Management ICDs	Please refer to 3.34 (L) Interface Control Documents (ICDs) for details.	One (1) paper copy, two (2) CDs and email to CO, COR, and LMCERA on scheduled date	30 calendar days



NARA Electronic Records Archives (ERA)
 PO0002 Revised the Original Contract on 11/29/04

ID #	CLIN	Title	Frequency	Description	Document Structure and Contents	Lockheed Martin Delivery	NARA Review Time
L51	01xx 02xx 03xx 04xx 05xx	Interface Requirements Specifications (IRSS)	Delivered once per release, as needed	Provides standards and requirements for accessing system resources. Examples include Consumer Agency and Producer Agency IRSS	Conforms to DI-IPSC-81434A Interface Requirements Specification Rev A	One (1) paper copy, two (2) CDs and email to CO, COR, and LMCERA on scheduled date	30 calendar days
L52	01xx 02xx 03xx 04xx 05xx	Leadership Action Plans	Once per increment	Provides guidance for ERA program leaders.	Please refer to 3 35 (L) Leadership Action Plans for details.	One (1) paper copy, two (2) CDs and email to CO, COR, and LMCERA on scheduled date	30 calendar days
L53	01xx 02xx 03xx 04xx 05xx	Mobilization and Alignment Plan	Once per increment	Provides a detailed roadmap of the various change actions that enable key stakeholders to work together during the ERA initiative	Please refer to 3 36 (L) Mobilization and Alignment Plan for details	One (1) paper copy, two (2) CDs and email to CO, COR, and LMCERA on scheduled date	30 calendar days
L54	01xx 02xx 03xx 04xx 05xx	Software Development Plan (SDP)	Once per increment.	Provides a roadmap for developing software.	Please refer to 3 37 (L) Software Development Plan (SDP) for details	One (1) paper copy, two (2) CDs and email to CO, COR, and LMCERA on scheduled date	30 calendar days
L55	01xx 02xx 03xx 04xx 05xx	System Administrator Guide	Once per release	Describes processes and procedures to support the operations and maintenance of the ERA system.	Please refer to 3 38 (L) System Administrator Guide for details	One (1) paper copy, two (2) CDs and email to CO, COR, and LMCERA on scheduled date	30 calendar days



NARA Electronic Records Archives (ERA)
 PO0002 Revised the Original Contract on 11/29/04

ID #	CLIN	Title	Frequency	Description	Document Structure and Contents	Lockheed Martin Delivery	NARA Review Time
L56	01xx 02xx 03xx 04xx 05xx	System Integration Plan (SIP)	Once per increment	Contains detailed plans for controlling the ERA system integration activity	Please refer to 3 39 (L) System Integration Plan (SIP) for details	One (1) paper copy, two (2) CDs and email to CO, COR, and LMCERA on scheduled date	30 calendar days
L57	01xx 02xx 03xx 04xx 05xx	Functional Configuration Audits/ Physical Configuration Audits	Once per release.	Audits performed to determine system readiness for test/release	The audits and the reports generated conform to MIL-HDBK-61	Quantity TBD, not to exceed twenty (20) copies, two (2) CDs and email to CO, COR, and LMCERA on scheduled date	30 calendar days
L58	01xx 02xx 03xx 04xx 05xx	Trusted Facility Manual (TFM)	Once per release.	Describes how to securely configure, install and operate the system.	Please refer to 3 40 (L) Trusted Facility Manual (TFM) for details	Two (2) paper copies, two (2) CDs and email to CO, COR, and LMCERA	30 calendar days
L59	01xx 02xx 03xx 04xx 05xx	Security Features Users Guide (SFUG)	Once per release.	Describes the security mechanisms installed on the system, and how to use them, from a user's perspective.	This DID was tailored from NCSC-TG-026. Please refer to 3 41 (L) Security Features Users Guide (SFUG) for details	One (1) paper copy, two (2) CDs and email to CO, COR, and LMCERA on scheduled date	30 calendar days

NARA Electronic Records Archives (ERA)
 PO0002 Revised the Original Contract on 11/29/04

ID #	CLIN	Title	Frequency	Description	Document Structure and Contents	Lockheed Martin Delivery	NARA Review Time
L60	01xx 02xx 03xx 04xx 05xx	System Design Document	Once per release	Provides design information about system components. Examples of design documents in clued Dissemination Design Document, Enterprise Management Design Document, ERA Enterprise Design, Ingest Services Design Document, Local Control Services Design Document, Storage Design Document	Please refer to 3 41 (L) System Design Document for details	One (1) paper copy, two (2) CDs and email to CO, COR, and LMCERA on scheduled date	30 calendar days



NARA Electronic Records Archives (ERA)
 PO0002 Revised the Original Contract on 11/29/04

ID #	CLIN	Title	Frequency	Description	Document Structure and Contents	Lockheed Martin Delivery	NARA Review Time
61	xxxx (Applies to all CLINs through the life of the contract)	Department of Defense Security Agreement (DD Form 441)	When form is modified, changed, updated, or replaced. In the event that LMC TSS is no longer using information presented on this form, then NARA's contracting officer must be notified.	This Agreement is issued in accordance with the National Industrial Security program (NISIP). This Agreement incorporates DoD 5220 22-M, "National Industrial Security Program Operating Manual," 01/1995 which prescribes requirements, restrictions, and other safeguards that are necessary to prevent unauthorized disclosure of classified information and to control authorized disclosure of classified information released by U S. Government Executive Branch Departments and Agencies to their contractors It also prescribes requirements, restrictions, and other safeguards that are necessary to protect special classes of classified information, including Restricted Data, Formerly Restricted Data, intelligence sources and methods information, Sensitive information, Sensitive Compartmented Information, and Special Access Program Information These procedures are applicable to licensees, grantees, and certificate holders to the extent legally and practically possible within the constraints of applicable law and the Code of Federal Regulations	Please refer to DD Form 441 for details. Web address is provided below http://www.dtic.mil/whs/directives/infomgt/forms/forminfo/forminfo103.html	One (1) paper copy as required	Review Cycle 15 business days

NARA Electronic Records Archives (ERA)
 PO0002 Revised the Original Contract on 11/29/04

ID #	CLIN	Title	Frequency	Description	Document Structure and Contents	Lockheed Martin Delivery	NARA Review Time
62	xxxx (Applies to all CLINs through the life of the contract)	Department of Defense Security Agreement (DD Form 441-1)	When form is modified, changed, updated, or replaced. In the event that LMC TSS is no longer using information presented on this form, then NARA's contracting officer must be notified	Lists the Owner and/or Operator, Name of the Plant or Facilities, Number and Street Address, City and State to which the Department of Defense Security Agreement (DD Form 441) applies	Please refer to DD Form 441-1 for details Web address is provided below. http://www.dtic.mil/whs/directives/infomgt/forms/foforminfo/foforminfo2145.html	One (1) paper copy as required	Review Cycle 15 business days
63	xxxx (Applies to all CLINs through the life of the contract)	CERTIFICATE PERTAINING TO FOREIGN INTEREST (SF 328)	When form is modified, changed, updated, or replaced In the event that LMC TSS is no longer using information presented on this forms, then NARA's contracting officer must be notified	Asks questions and requires answers in regards to contractors Foreign Interest	Please refer to SF 328 for details Web address is provided below http://www.dtic.mil/whs/directives/infomgt/forms/sfofforms.htm	One (1) paper copy as required	Review Cycle 15 business days



3. ERA PROGRAM DATA ITEM DESCRIPTIONS (DIDS)

3.1 System Requirements Specification (SyRS)

<i>Lockheed Martin Team Data Item Description</i>													
<i>TITLE</i>	<i>CDRL Reference Number</i>												
System Requirements Specification (SyRS)	1												
DESCRIPTION/PURPOSE													
<p>The SyRS defines an initial baseline of engineering requirements to which the system, subsystems, and configuration items will eventually be designed and verified.</p> <p>This document is produced in accordance with the Lockheed Martin <u>Integrated Engineering Process Standard (IEP)</u>, [<u>Lockheed Martin Engineering Process Improvement Center Document EPI 280-01 (January 2003)</u>], which incorporates specifications relevant to the ERA effort from the following</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 40%;">ANSI/EIA 632-1999</td> <td>Processes for Engineering a System</td> </tr> <tr> <td>CMMI SE/SW/IPPD/SS Version 1.1</td> <td>CMMI for Systems Engineering / Software Engineering / Integrated Product and Process Development / Supplier Sourcing; Continuous Representation</td> </tr> <tr> <td>DoD 5220 22-M, January 1995</td> <td>National Industrial Security Program Operating Manual</td> </tr> <tr> <td>IEEE 1220, 8 Dec 1998</td> <td>IEEE Standard for Application and Management of the Systems Engineering Process</td> </tr> <tr> <td>ISO/IEC 12207 1995(E)</td> <td>Information Technology – Software Life Cycle processes</td> </tr> <tr> <td>ISO/IEC 15288, 22 July 2002</td> <td>Systems Engineering – System Life Cycle Processes</td> </tr> </table>		ANSI/EIA 632-1999	Processes for Engineering a System	CMMI SE/SW/IPPD/SS Version 1.1	CMMI for Systems Engineering / Software Engineering / Integrated Product and Process Development / Supplier Sourcing; Continuous Representation	DoD 5220 22-M, January 1995	National Industrial Security Program Operating Manual	IEEE 1220, 8 Dec 1998	IEEE Standard for Application and Management of the Systems Engineering Process	ISO/IEC 12207 1995(E)	Information Technology – Software Life Cycle processes	ISO/IEC 15288, 22 July 2002	Systems Engineering – System Life Cycle Processes
ANSI/EIA 632-1999	Processes for Engineering a System												
CMMI SE/SW/IPPD/SS Version 1.1	CMMI for Systems Engineering / Software Engineering / Integrated Product and Process Development / Supplier Sourcing; Continuous Representation												
DoD 5220 22-M, January 1995	National Industrial Security Program Operating Manual												
IEEE 1220, 8 Dec 1998	IEEE Standard for Application and Management of the Systems Engineering Process												
ISO/IEC 12207 1995(E)	Information Technology – Software Life Cycle processes												
ISO/IEC 15288, 22 July 2002	Systems Engineering – System Life Cycle Processes												
APPLICATION/INTERRELATIONSHIP													
<p>This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by specific and discrete task requirements as delineated in the contract</p>													
GENERAL PREPARATION INSTRUCTIONS													
<p>The format and layout will conform to the Lockheed Martin Team's style guide.</p> <ol style="list-style-type: none"> a. <u>Title page or identifier.</u> The document shall include a title page containing, as applicable, document number, volume number; version/revision indicator; security markings or other restrictions on the handling of the document; date, document title, name, abbreviation, and any other identifier for the system, subsystem, or item to which the document applies; contract number; CDRL item number, organization for which the document has been prepared, name and address of the preparing organization; and distribution statement. For data in a database or other alternative form, this information shall be included on external and internal labels or by equivalent identification methods b. <u>Table of contents and index.</u> The document shall contain a table of contents providing the number, title, and page number of each titled paragraph, figure, table, and appendix, and an index providing an alphabetic listing of key terms and concepts covered in the document and the pages or paragraphs in which the terms or concepts are covered. For data in a database or other alternative form, this information shall consist of an internal or external table of contents containing pointers to, or instructions for accessing, each paragraph, figure, table, and appendix or their equivalents c. <u>Page numbering/labeling.</u> Each page shall contain a unique page number and display the document number, including version, volume, and date, as applicable. For data in a database or other alternative form, files, screens, or other entities shall be assigned names or numbers in such a way that desired data can be indexed and accessed d. <u>Multiple paragraphs and subparagraphs.</u> Any section, paragraph, or subparagraph in this DID may be written as multiple paragraphs or subparagraphs to enhance readability. 													



CONTENT INSTRUCTIONS

1. Scope

Includes Identification, System Overview and Document overview

2. System Requirements

Lists individual high level requirements describing the intended functions, performance, constraints and quality metrics for the system

3. NARA RD Traceability Matrix

Includes mappings from NARA supplied RD to SyRS, and from SyRS to RD. Includes identification of the softcopy deliverable System Requirements (SyRS) extract in Rational Requisite Pro compatible format

4. Test Method Table

(e.g. Inspection, Analysis, Demonstration, Test)

A matrix showing the intended method for verification of each of the requirements in the completed system

Appendixes

Notes This section shall contain any general information that aids in understanding this document (e.g., background information, glossary, rationale) This section shall include an alphabetical listing of all acronyms, abbreviations, and their meanings as used in this document and a list of terms and definitions needed to understand this document.

Appendixes may also be used to provide information published separately for convenience in document maintenance (e.g., charts, classified data) As applicable, each appendix shall be referenced in the main body of the document where the data would normally have been provided. Appendixes may be bound as separate documents for ease in handling.

3.2 System Architecture and Design Document

<i>Lockheed Martin Team Data Item Description</i>	
<i>TITLE</i>	<i>CDRL Reference Number</i>
System Architecture and Design Document	3
<i>DESCRIPTION/PURPOSE</i>	
The SADD is a high level description of the ERA system architecture and design. It encompasses the first allocation of the ERA RD to system components, and is one of the key elements of the System Design Review (SDR).	
<i>APPLICATION/INTERRELATIONSHIP</i>	
This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by specific and discrete task requirements as delineated in the contract	
<i>GENERAL PREPARATION INSTRUCTIONS</i>	
The format and layout will conform to the Lockheed Martin Team's style guide	
<ul style="list-style-type: none"> a <u>Title page or identifier</u> The document shall include a title page containing, as applicable document number, volume number, version/revision indicator, security markings or other restrictions on the handling of the document, date; document title, name, abbreviation, and any other identifier for the system, subsystem, or item to which the document applies, contract number; CDRL item number, organization for which the document has been prepared, name and address of the preparing organization, and distribution statement For data in a database or other alternative form, this information shall be included on external and internal labels or by equivalent identification methods b <u>Table of contents and index</u>. The document shall contain a table of contents providing the number, title, and page number of each titled paragraph, figure, table, and appendix, and an index providing an alphabetic listing of key terms and concepts covered in the document and the pages or paragraphs in which the terms or concepts are covered For data in a database or other alternative form, this information shall consist of an internal or external 	



table of contents containing pointers to, or instructions for accessing, each paragraph, figure, table, and appendix or their equivalents.

- c Page numbering/labeling. Each page shall contain a unique page number and display the document number, including version, volume, and date, as applicable. For data in a database or other alternative form, files, screens, or other entities shall be assigned names or numbers in such a way that desired data can be indexed and accessed.
- d Multiple paragraphs and subparagraphs Any section, paragraph, or subparagraph in this DID may be written as multiple paragraphs or subparagraphs to enhance readability

CONTENT INSTRUCTIONS

1. Executive Summary

Presents an overview of the document and summarizes conclusions

2. Operational Concept Summary

Describes nominal and (to the degree they are predictable) anomalous operating modes of the ERA system

3. Functional Architecture

Describes the major functional behaviors of the system, including a summary of external interfaces to the apparent functions

4. Data Architecture

Describes the Charter of the Data Architecture Working Group, the initial data protocols and standards, the mechanisms for ensuring development and deployment compliance with the data architecture, including adjustments to the architecture, and mechanisms for granting and tracking waivers and deviations

5. Physical Architecture

Describes the major classes of equipment, communications connectivity and facilities required to support the Operational Concept and Functional Architecture, with preliminary topology and (where appropriate) anticipated loads

6. System Model Summary

Presents an overview of the ERA system model, with descriptions of major operational metrics and their dependencies on system architectural features.

7. Hardware Architecture

Provides details of the hardware products, their architectural characteristics and initial allocations of functions to devices

8. Software Architecture

Initial high level design of the software components (CSCIs) of the system

9. System Threads

A representative set of system workflow descriptions, illustrating system functions deemed to be either critical path, or of high complexity or broad utility

10. SyRS Traceability matrix

Includes mappings from SyRS requirements to the architectural element descriptions within this document, which satisfy them

11. Summary of Trade Studies

A listing of products or approaches evaluated against requirements and intended functions, and conclusions that determined their inclusion or exclusion from the ERA architecture

Appendixes

Notes This section shall contain any general information that aids in understanding this document (e.g., background information, glossary, rationale) This section shall include an alphabetical listing of all acronyms, abbreviations, and their



meanings as used in this document and a list of terms and definitions needed to understand this document.

Appendixes may also be used to provide information published separately for convenience in document maintenance (e.g., charts, classified data). As applicable, each appendix shall be referenced in the main body of the document where the data would normally have been provided. Appendixes may be bound as separate documents for ease in handling.

3.3 Facilities Plan

<i>Lockheed Martin Team Data Item Description</i>	
<i>TITLE</i>	<i>CDRL Reference Number</i>
Facilities Plan	5
<i>DESCRIPTION/PURPOSE</i>	
The Facilities Plan describes the processes, procedures, and governance required to deploy, commission, and accredit ERA developmental and operational sites.	
<i>APPLICATION/INTERRELATIONSHIP</i>	
This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by specific and discrete task requirements as delineated in the contract.	
<i>GENERAL PREPARATION INSTRUCTIONS</i>	
<p>The format and layout will conform to the Lockheed Martin Team's style guide.</p> <ul style="list-style-type: none"> a. <u>Title page or identifier</u> The document shall include a title page containing, as applicable, document number, volume number, version/revision indicator; security markings or other restrictions on the handling of the document, date, document title, name, abbreviation, and any other identifier for the system, subsystem, or item to which the document applies, contract number; CDRL item number; organization for which the document has been prepared, name and address of the preparing organization, and distribution statement. For data in a database or other alternative form, this information shall be included on external and internal labels or by equivalent identification methods. b. <u>Table of contents and index</u>. The document shall contain a table of contents providing the number, title, and page number of each titled paragraph, figure, table, and appendix, and an index providing an alphabetic listing of key terms and concepts covered in the document and the pages or paragraphs in which the terms or concepts are covered. For data in a database or other alternative form, this information shall consist of an internal or external table of contents containing pointers to, or instructions for accessing, each paragraph, figure, table, and appendix or their equivalents. c. <u>Page numbering/labeling</u>. Each page shall contain a unique page number and display the document number, including version, volume, and date, as applicable. For data in a database or other alternative form, files, screens, or other entities shall be assigned names or numbers in such a way that desired data can be indexed and accessed. d. <u>Multiple paragraphs and subparagraphs</u>. Any section, paragraph, or subparagraph in this DID may be written as multiple paragraphs or subparagraphs to enhance readability. 	
<i>CONTENT INSTRUCTIONS</i>	
<p>1. Introduction This section describes types of facilities to be addressed in the plan and outlines the roles and responsibilities of affected parties.</p> <p>2. Development Infrastructure</p> <p>2.1 Process This section describes processes and procedures required to procure, install, and commission the facilities, equipment, software, and human resources to operate the ERA development site.</p> <p>2.2 Timeline This section describes the timeline on which the development site and the development environment will be created and put into use.</p>	



3. Operational Sites

3.1 Process

This section describes processes and procedures required to procure, install, and commission the facilities, equipment, software, and human resources to operate different types of ERA operational sites

3.2 Timeline

This section describes the timeline on which operational sites will be created and put into use

Appendixes

Notes This section shall contain any general information that aids in understanding this document (e.g., background information, glossary, rationale) This section shall include an alphabetical listing of all acronyms, abbreviations, and their meanings as used in this document and a list of terms and definitions needed to understand this document.

Appendixes may also be used to provide information published separately for convenience in document maintenance (e.g., charts, classified data). As applicable, each appendix shall be referenced in the main body of the document where the data would normally have been provided Appendixes may be bound as separate documents for ease in handling

3.4 Updated Award Fee Plan

<i>Lockheed Martin Team Data Item Description</i>	
<i>TITLE</i>	<i>CDRL Reference Number</i>
Award Fee Plan (AFP)	6
<i>DESCRIPTION/PURPOSE</i>	
<p>The Award Fee Plan sets forth procedures and guidelines that the National Archives and Records Administration (NARA) will use in evaluating the technical performance of the Contractor during development and operation of Increments one (1) through five (5), including CLINs 0101 through 0601.</p> <p>This document is produced in accordance with the instructions and template in Section J-8 of the NARA RFP NAMA-03-R-0018</p>	
<i>APPLICATION/INTERRELATIONSHIP</i>	
<p>This DID contains the format and content preparation instructions for the data product generated by specific and discrete task requirements as delineated in the contract.</p>	
<i>GENERAL PREPARATION INSTRUCTIONS</i>	
<p>The format and layout conform to the template that the NARA provided in the RFP NAMA-03-R-0018</p>	
<i>CONTENT INSTRUCTIONS</i>	
<p>Overview – This section provides an overview of the award fee plan, its purpose, and relationship to other parts of the program documentation</p> <p>Roles and Responsibilities of Participating Government Officials – This section is based on the information in the RFP NAMA-03-R-0018 or subsequently provided by the Contracting Officer</p> <p>Method for Determining Award Fee – This section is based on the information in the RFP NAMA-03-R-0018 or subsequently provided by the Contracting Officer.</p> <p>Changes in Plan Coverage – This section documents the rights of the Government to modify the award fee plan’s criteria and weightings The content of this section is based on the information in the RFP NAMA-03-R-0018 or subsequently provided by the Contracting Officer</p> <p>Available Award Fee Pool – This section summarizes the award fee pool available in each period and reconciles the current available pool with the amount available at the award of the option.</p> <p>Performance Evaluation Factors and Ratings – This section identifies the award fee evaluation criteria and is organized to address the specific performance criteria. While these criteria categories can be changed prior to or during a performance</p>	



period (pursuant to the method described in the above paragraph addressing changes in plan coverage), these are representative categories applied for the first award fee period

Technical Performance Criteria

- 1000 Program Administration
- 2000 ERA Architecture and Evolution
- 3000 ERA System Engineering Integration and Test
- 4000 ERA System Development
- 5000 ERA System Deployment
- 6000 System Operations and Support

Appendixes

Notes This section shall contain any general information that aids in understanding this document (e.g., background information, glossary, rationale)

Appendixes may also be used to provide information published separately for convenience in document maintenance (e.g., charts, classified data) As applicable, each appendix shall be referenced in the main body of the document where the data would normally have been provided Appendixes may be bound as separate documents for ease in handling

3.5 Operations and Support Plan

<i>Lockheed Martin Team Data Item Description</i>	
<i>TITLE</i>	<i>CDRL Reference Number</i>
Operations and Support Plan	7
<i>DESCRIPTION/PURPOSE</i>	
The Systems Operations and Support Plan describes the management and support of operational systems at an ERA site	
<i>APPLICATION/INTERRELATIONSHIP</i>	
This DID contains the format and content preparation instructions for the data product generated by specific and discrete task requirements as delineated in the contract.	
<i>GENERAL PREPARATION INSTRUCTIONS</i>	
The format and layout will conform to the Lockheed Martin Team's style guide	
<ul style="list-style-type: none"> a. <u>Title page or identifier</u> The document shall include a title page containing, as applicable document number, volume number; version/revision indicator; security markings or other restrictions on the handling of the document, date, document title; name, abbreviation, and any other identifier for the system, subsystem, or item to which the document applies, contract number; CDRL item number; organization for which the document has been prepared. name and address of the preparing organization, and distribution statement. For data in a database or other alternative form, this information shall be included on external and internal labels or by equivalent identification methods b. <u>Table of contents and index</u> The document shall contain a table of contents providing the number, title, and page number of each titled paragraph, figure, table, and appendix, and an index providing an alphabetic listing of key terms and concepts covered in the document and the pages or paragraphs in which the terms or concepts are covered For data in a database or other alternative form, this information shall consist of an internal or external table of contents containing pointers to, or instructions for accessing, each paragraph, figure, table, and appendix or their equivalents. c. <u>Page numbering/labeling</u> Each page shall contain a unique page number and display the document number, including version, volume, and date, as applicable For data in a database or other alternative form, files, screens, or other entities shall be assigned names or numbers in such a way that desired data can be indexed and accessed d. <u>Multiple paragraphs and subparagraphs</u> Any section, paragraph, or subparagraph in this DID may be written as multiple paragraphs or subparagraphs to enhance readability. 	

*CONTENT INSTRUCTIONS***1. Overview**

This section gives a short description of the document

1.1 Applicability

This section details to whom and what this document is applicable..

“The Systems Operations and Support document details methodology for maintaining a computer system. ”

1.1.1 Roles and Responsibilities

This section will describe system roles and their corresponding responsibilities.

2. Glossary

This section will be a listing of key terms and their definitions that are relevant to the following material

3. Detailed Process Description

This section details the processes involved in monitoring the system operations and support

3.1 Systems Operations Processes

This section will describe basic day-to-day operation and monitoring of the system.

*3.1.1 Monitor Systems**3.1.2 Fix Problems**3.1.3 Forecast Problems**3.2 Systems Maintenance Processes*

This section will describe the maintenance of the system and its subcontexts.

*3.2.1 Electronic software distribution**3.2.2 User administration**3.2.3 Performance monitoring and capacity management**3.2.4 Electronic software distribution**3.3 Risk Management*

This section will describe risk management of the system and how it will be administered

*3.3.1 Disaster recovery**3.3.2 Back-up**3.3.3 Restore**3.3.4 Security**3.3.5 24X7 monitoring and management of network and services**3.4 User Support Process*

This section will describe how all types of users in the system will be managed

*3.4.1 Help Desk**3.4.2 Training**3.4.3 Change and configuration management**3.5 Hardware Maintenance*

This section will focus on describing how the system hardware will be maintained and reference where to find more



information.

4. Process Related Tools

This section will describe tools and their uses if there are any used in system processes

5. Process related Training

This section will describe specific training deemed required of users of the system if any exists.

Appendixes

Notes This section shall contain any general information that aids in understanding this document (e.g., background information, glossary, rationale). This section shall include an alphabetical listing of all acronyms, abbreviations, and their meanings as used in this document and a list of terms and definitions needed to understand this document

Appendixes may also be used to provide information published separately for convenience in document maintenance (e.g., charts, classified data). As applicable, each appendix shall be referenced in the main body of the document where the data would normally have been provided. Appendixes may be bound as separate documents for ease in handling

3.6 Configuration Management Plan

Lockheed Martin Team Data Item Description

TITLE

Configuration Management Plan

CDRL Reference Number

8

DESCRIPTION/PURPOSE

The Configuration Management (CM) Plan describes the ERA configuration management program, how it is organized, how it will be conducted, and the methods, procedures and controls used to assure effective configuration identification, change control, status accounting, and audits of the total configuration, including hardware, software, data and firmware. It also defines the relationship and support provided to the NARA ERA CM office.

APPLICATION/INTERRELATIONSHIP

This DID contains the format and content preparation instructions for the data product generated by specific and discrete task requirements as delineated in the contract

GENERAL PREPARATION INSTRUCTIONS

The format and layout will conform to the Lockheed Martin Team's style guide

- a. Title page or identifier The document shall include a title page containing, as applicable document number, volume number; version/revision indicator; security markings or other restrictions on the handling of the document; date, document title, name, abbreviation, and any other identifier for the system, subsystem, or item to which the document applies, contract number, CDRL item number; organization for which the document has been prepared, name and address of the preparing organization, and distribution statement For data in a database or other alternative form, this information shall be included on external and internal labels or by equivalent identification methods.
- b. Table of contents and index The document shall contain a table of contents providing the number, title, and page number of each titled paragraph, figure, table, and appendix, and an index providing an alphabetic listing of key terms and concepts covered in the document and the pages or paragraphs in which the terms or concepts are covered For data in a database or other alternative form, this information shall consist of an internal or external table of contents containing pointers to, or instructions for accessing, each paragraph, figure, table, and appendix or their equivalents.
- c. Page numbering/labeling Each page shall contain a unique page number and display the document number, including version, volume, and date, as applicable For data in a database or other alternative form, files, screens, or other entities shall be assigned names or numbers in such a way that desired data can be indexed and accessed
- d. Multiple paragraphs and subparagraphs Any section, paragraph, or subparagraph in this DID may be written as multiple paragraphs or subparagraphs to enhance readability



CONTENT INSTRUCTIONS

1.0 Configuration Management Introduction

1.1 Scope

The scope identifies the project, states the purpose and provides an introduction to the document. It also provides its relationship to other project plans

1.2 Acronyms and Abbreviations

Provides a listing of all acronyms and abbreviations used within the CM Plan

2.0 Reference Documents

This section lists the specifications, standards, manuals and other documents, referenced in the Plan

3.0 CM Organization

Description of the CM organization and all its functions, its relationship with NARA, functional organizations and subcontractors

4.0 Configuration Management Phasing and Milestones

Describes the sequence of events and milestones for implementation of CM in phase with major program milestones and events. This includes, at a minimum, establishment of configuration control boards, implementation of status accounting and conduct of configuration audits.

5.0 Configuration Management Tasks

5.1 Configuration Identification

Defines how configuration identification will be implemented across the program and how it will comply with the NARA contract requirements and definitions.

5.2 Configuration Control

This section describes the configuration control procedures. This will include functions, responsibility, and authority of configuration control boards. It will also discuss classification of changes.

5.3 Configuration Status Accounting

Describes the procedures for configuration status accounting and the method for collecting, recording, processing and maintaining data necessary to provide status accounting information

5.4 Configuration Audits

Describes the approach to audits including plans, procedures and documentation

5.5 Subcontractor CM Oversight

Describes the methods used to ensure the effectiveness of subcontracts configuration management processes.

5.6 Software Configuration Management Control

This section will describe how developed software and commercial off the shelf software are controlled and managed by CM

Appendixes

Notes This section shall contain any general information that aids in understanding this document (e.g., background information, glossary, rationale). This section shall include an alphabetical listing of all acronyms, abbreviations, and their meanings as used in this document and a list of terms and definitions needed to understand this document

Appendixes may also be used to provide information published separately for convenience in document maintenance (e.g., charts, classified data). As applicable, each appendix shall be referenced in the main body of the document where the data would normally have been provided. Appendixes may be bound as separate documents for ease in handling

3.7 Risk Management Plan

<i>Lockheed Martin Team Data Item Description</i>	
<i>TITLE</i>	<i>CDRL Reference Number</i>
Risk Management Plan	9
<i>DESCRIPTION/PURPOSE</i>	
The Risk Management Plan documents a structured and repeatable method for performing risk and opportunity management activities	

APPLICATION/INTERRELATIONSHIP

This DID contains the format and content preparation instructions for the data product generated by specific and discrete task requirements as delineated in the contract

GENERAL PREPARATION INSTRUCTIONS

The format and layout will conform to the Lockheed Martin Team's style guide

- a Title page or identifier The document shall include a title page containing, as applicable document number, volume number, version/revision indicator, security markings or other restrictions on the handling of the document, date, document title, name, abbreviation, and any other identifier for the system, subsystem, or item to which the document applies, contract number, CDRL item number, organization for which the document has been prepared, name and address of the preparing organization; and distribution statement For data in a database or other alternative form, this information shall be included on external and internal labels or by equivalent identification methods
- b Table of contents and index. The document shall contain a table of contents providing the number, title, and page number of each titled paragraph, figure, table, and appendix, and an index providing an alphabetic listing of key terms and concepts covered in the document and the pages or paragraphs in which the terms or concepts are covered For data in a database or other alternative form, this information shall consist of an internal or external table of contents containing pointers to, or instructions for accessing, each paragraph, figure, table, and appendix or their equivalents
- c Page numbering/labeling. Each page shall contain a unique page number and display the document number, including version, volume, and date, as applicable For data in a database or other alternative form, files, screens, or other entities shall be assigned names or numbers in such a way that desired data can be indexed and accessed.
- d Multiple paragraphs and subparagraphs Any section, paragraph, or subparagraph in this DID may be written as multiple paragraphs or subparagraphs to enhance readability

*CONTENT INSTRUCTIONS***1.0 Risk/ Opportunity Management Process Introduction****1.1 Overview**

This section describes the rationale and benefits for performing risk assessments on the ERA program. Divide this section into the following paragraphs.

1.2 Objective

This section documents the methods that the program will use to identify, assess, control, and report program risks as well as identifying and managing opportunities.

1.3 Scope

This section includes the methods of risk/opportunity identification, risk assessment, the development of risk control plans, and the tracking and reporting of progress against these plans

1.4 Contract Requirements and Constraints

This section identifies the customer documents that define the ERA program.

1.5 References

This section lists documents and standards that contributed to the ERA program risk methodology.

2.0 Risk/ Opportunity Management Methodology

This section describes the tasks necessary to effectively identify, assess, control, and report risks and opportunities

3.0 Risk/ Opportunity Management Team Structure

This section contains lists of the program members of the Risk/Opportunity Management Team that participate in the risk/opportunity management activities as well as the reporting hierarchy for risk identification

4.0 Risk/ Opportunity Management Database

This section describes the risk/opportunity management database, which will provide forms for risk/opportunity identification, risk/opportunity assessment, and risk/opportunity control The location of the database is described, along with the methods to be used to access the stored information

5.0 Risk/ Opportunity Identification

This section includes a description of the risk management identification technique A risk taxonomy is included.

6.0 Risk/ Opportunity Assessment

This section includes a description of the risk management assessment technique, including the categorization of risks,



probabilities and opportunity/impact assessment criteria

7.0 Risk/ Opportunity Control

This section describes risk control techniques

8.0 Risk/ Opportunity Reporting

This section includes a description of status reporting

Appendixes

Notes. This section shall contain any general information that aids in understanding this document (e.g., background information, glossary, rationale) This section shall include an alphabetical listing of all acronyms, abbreviations, and their meanings as used in this document and a list of terms and definitions needed to understand this document

Appendixes may also be used to provide information published separately for convenience in document maintenance (e.g., charts, classified data) As applicable, each appendix shall be referenced in the main body of the document where the data would normally have been provided Appendixes may be bound as separate documents for ease in handling.

3.8 Quality Management Plan

Lockheed Martin Team Data Item Description

TITLE	CDRL Reference Number
Quality Management Plan	10
<i>DESCRIPTION/PURPOSE</i>	
The Quality Management Plan documents quality measurements intended to provide programmatic level insight to support quantitative management of ERA program performance.	
<i>APPLICATION/INTERRELATIONSHIP</i>	
This DID contains the format and content preparation instructions for the data product generated by specific and discrete task requirements as delineated in the contract.	
<i>GENERAL PREPARATION INSTRUCTIONS</i>	
<p>The format and layout will conform to the Lockheed Martin Team's style guide.</p> <ul style="list-style-type: none"> a <u>Title page or identifier.</u> The document shall include a title page containing, as applicable: document number; volume number, version/revision indicator; security markings or other restrictions on the handling of the document; date, document title; name, abbreviation, and any other identifier for the system, subsystem, or item to which the document applies, contract number; CDRL item number, organization for which the document has been prepared; name and address of the preparing organization, and distribution statement For data in a database or other alternative form, this information shall be included on external and internal labels or by equivalent identification methods b <u>Table of contents and index.</u> The document shall contain a table of contents providing the number, title, and page number of each titled paragraph, figure, table, and appendix, and an index providing an alphabetic listing of key terms and concepts covered in the document and the pages or paragraphs in which the terms or concepts are covered For data in a database or other alternative form, this information shall consist of an internal or external table of contents containing pointers to, or instructions for accessing, each paragraph, figure, table, and appendix or their equivalents. c <u>Page numbering/labeling</u> Each page shall contain a unique page number and display the document number, including version, volume, and date, as applicable. For data in a database or other alternative form, files, screens, or other entities shall be assigned names or numbers in such a way that desired data can be indexed and accessed d <u>Multiple paragraphs and subparagraphs</u> Any section, paragraph, or subparagraph in this DID may be written as multiple paragraphs or subparagraphs to enhance readability 	
<i>CONTENT INSTRUCTIONS</i>	
1.0 Program Summary	
This section contains an overall description of the ERA program goals and the program baseline, including technical, schedule, cost and staffing levels	



2.0 Program Baseline Changes

This section is used to track technical, schedule and cost changes to the ERA program baseline

3.0 QA Performance Baseline

This section describes the ERA program cost account baseline, the QA staffing plan, QA baselines such as Tasks/Deliverables/Cost/Schedule (SSCJ-sheets, with dependencies, cost assumptions) and QA baseline changes

4.0 QA Performance Tracking Measurements

This section contains the ERA program cost account variance, staffing plan vs. actuals, QA process performance measurements, program process compliance and suitability/effectiveness and a QA customer satisfaction index.

5.0 Mission Subcontractor QA Performance Tracking

This section contains the ERA program cost account variance, staffing plan vs actuals, QA process performance measurements, program process compliance and suitability/effectiveness, a report of program risks identified by QA, a report on level one and level two program milestones missed without early identification and risk mitigation plans, program improvements suggested and/or implemented and QA improvements suggested and/or implemented.

6.0 QA Risks/ Issues/ Actions

This section contains QA risks/issues, QA risk mitigations and QA action items

Appendixes

Notes This section shall contain any general information that aids in understanding this document (e.g., background information, glossary, rationale) This section shall include an alphabetical listing of all acronyms, abbreviations, and their meanings as used in this document and a list of terms and definitions needed to understand this document

Appendixes may also be used to provide information published separately for convenience in document maintenance (e.g., charts, classified data) As applicable, each appendix shall be referenced in the main body of the document where the data would normally have been provided Appendixes may be bound as separate documents for ease in handling

3.9 Certification and Accreditation (C&A) Plan

<i>Lockheed Martin Team Data Item Description</i>	
<i>TITLE</i>	<i>CDRL Reference Number</i>
Certification and Accreditation (C&A) Plan	12
<i>DESCRIPTION/PURPOSE</i>	
This plan documents the activities to be performed to achieve security C&A. The activities support the DoD Information Technology Security Certification and Accreditation Process (DITSCAP). The document establishes the roles of responsibility in the overall process, the actions that must be accomplished by each of the roles, and the recommended timeframes for completion or implementation of the actions.	
<i>APPLICATION/INTERRELATIONSHIP</i>	
This DID contains the format and content preparation instructions for the data product generated by specific and discrete task requirements as delineated in the contract.	



GENERAL PREPARATION INSTRUCTIONS

The format and layout will conform to the Lockheed Martin Team's style guide

- a Title page or identifier The document shall include a title page containing, as applicable document number; volume number; version/revision indicator, security markings or other restrictions on the handling of the document, date; document title, name, abbreviation, and any other identifier for the system, subsystem, or item to which the document applies, contract number, CDRL item number, organization for which the document has been prepared, name and address of the preparing organization, and distribution statement. For data in a database or other alternative form, this information shall be included on external and internal labels or by equivalent identification methods
- b Table of contents and index. The document shall contain a table of contents providing the number, title, and page number of each titled paragraph, figure, table, and appendix, and an index providing an alphabetic listing of key terms and concepts covered in the document and the pages or paragraphs in which the terms or concepts are covered. For data in a database or other alternative form, this information shall consist of an internal or external table of contents containing pointers to, or instructions for accessing, each paragraph, figure, table, and appendix or their equivalents.
- c Page numbering/labeling Each page shall contain a unique page number and display the document number, including version, volume, and date, as applicable. For data in a database or other alternative form, files, screens, or other entities shall be assigned names or numbers in such a way that desired data can be indexed and accessed.
- d. Multiple paragraphs and subparagraphs Any section, paragraph, or subparagraph in this DID may be written as multiple paragraphs or subparagraphs to enhance readability.

CONTENT INSTRUCTIONS

1.0 Introduction

This section lists the standards and guidelines established for this C&A activity.

2.0 Tailoring Factors

The C&A plan is considered to be a 'living' document. It may need to be modified and tailored to fit site-specific needs. That tailoring is captured in this section. This section contains programmatic considerations (such as the incremental deliveries planned for the ERA program), a description of the security requirements (such as personnel, physical, administrative, procedural, operational, computer, network, and communications security components), I/S characteristics that might influence the C&A process and a description of the reuse of previously applied solutions.

3.0 Tasks and Milestones

This section includes a description of the tasks, such as the maintenance of the System Security Authorization Agreement (SSAA), documentation to be used and produced, security testing and other specific activities outlined by DITSCAP

4.0 Accreditation Process

This section contains a list of activities to be performed for the actual accreditation to occur

5.0 Post Accreditation Process

This section describes the activities to be performed after accreditation, such as the monitoring of system management and operations to ensure an acceptable level of residual risk is preserved. Security management, change management and periodic compliance validation reviews are listed in this section

6.0 Schedule Summary

The C&A schedule will be inserted into this section.

7.0 Level of Effort

This section describes the amount of participation expected from all personnel (NARA, site, ERA team, others as needed) during the C&A activities. It describes the establishment of the C&A Working Group

8.0 Roles and Responsibilities

The roles and responsibilities for all participants are listed here



Appendixes

Notes This section shall contain any general information that aids in understanding this document (e.g., background information, glossary, rationale) This section shall include an alphabetical listing of all acronyms, abbreviations, and their meanings as used in this document and a list of terms and definitions needed to understand this document

Appendixes may also be used to provide information published separately for convenience in document maintenance (e.g., charts, classified data). As applicable, each appendix shall be referenced in the main body of the document where the data would normally have been provided. Appendixes may be bound as separate documents for ease in handling

3.10 Continuity of Operations Plan

<i>Lockheed Martin Team Data Item Description</i>	
<i>TITLE</i>	<i>CDRL Reference Number</i>
Continuity of Operations Plan	13
<i>DESCRIPTION/PURPOSE</i>	
The Continuity of Operations Plan identifies potential impacts that threaten ERA and provides a framework for building resilience and effective responses that safeguard the interests of its key stakeholders	
<i>APPLICATION/INTERRELATIONSHIP</i>	
This DID contains the format and content preparation instructions for the data product generated by specific and discrete task requirements as delineated in the contract	
<i>GENERAL PREPARATION INSTRUCTIONS</i>	
The format and layout will conform to the Lockheed Martin Team's style guide	
<ul style="list-style-type: none"> a <u>Title page or identifier</u>. The document shall include a title page containing, as applicable, document number, volume number, version/revision indicator; security markings or other restrictions on the handling of the document, date; document title; name, abbreviation, and any other identifier for the system, subsystem, or item to which the document applies, contract number; CDRL item number; organization for which the document has been prepared; name and address of the preparing organization, and distribution statement. For data in a database or other alternative form, this information shall be included on external and internal labels or by equivalent identification methods b <u>Table of contents and index</u>. The document shall contain a table of contents providing the number, title, and page number of each titled paragraph, figure, table, and appendix, and an index providing an alphabetic listing of key terms and concepts covered in the document and the pages or paragraphs in which the terms or concepts are covered. For data in a database or other alternative form, this information shall consist of an internal or external table of contents containing pointers to, or instructions for accessing, each paragraph, figure, table, and appendix or their equivalents c <u>Page numbering/labeling</u>. Each page shall contain a unique page number and display the document number, including version, volume, and date, as applicable. For data in a database or other alternative form, files, screens, or other entities shall be assigned names or numbers in such a way that desired data can be indexed and accessed d <u>Multiple paragraphs and subparagraphs</u>. Any section, paragraph, or subparagraph in this DID may be written as multiple paragraphs or subparagraphs to enhance readability 	
<i>CONTENT INSTRUCTIONS</i>	
<p>1. Introduction This section describes the organizational and operational objectives of NARA's business and identifies its mission-critical factors</p> <p>2. Continuity Management Strategies This section describes the strategies for maintaining organizational, process, and tangible resource continuity in the face of crisis</p>	



<p>3. Risk Management This section identifies the risks facing ERA and discusses preventative and responsive mitigation activities for each risk</p> <p>4. IT Continuity of Operations This section describes the plans for dealing with emergencies in the IT environment. It identifies the roles and responsibilities for emergency crisis management and provides the procedures necessary to recover. It deals with the issues surrounding health and safety, restoration of technical capability, protection of digital assets, and human resources</p> <p>5. Environmental Management This section describes the plans for dealing with environmental emergencies that affect business operations. It identifies the roles and responsibilities for environmental crisis management and provides the procedures necessary to recover. It deals with the issues surrounding health and safety, protection of NARA facilities, human resources, and the provision of temporary facilities and resources</p> <p>6. Continuity of Operations Training This section describes the Continuity of Operations training plan for different types of ERA stakeholders</p> <p>7. Continuity of Operations Drills This section describes procedures for carrying out different types of Continuity of Operations exercises</p> <p>8. Continuity of Operations Performance Measures This section describes the performance measures required to assess the effectiveness of the Continuity of Operations Plan and associated processes</p> <p>9. Pre-defined Business Agreements This section lists established business agreements (restoration priorities alternate sites that will serve as a business backup)</p> <p>10. Contact Lists This section contains contact information for the recovery team, laws enforcement, and emerging services.</p> <p>11. Site Evacuation Procedures and Emerging Security Procedures This section lists procedures for the physical security and safety of ERA personnel</p> <p>12. Alternative Communication Plans This section lists ways to continue communication when the primary path is unavailable</p>
<p>Appendixes</p> <p><u>Notes.</u> This section shall contain any general information that aids in understanding this document (e.g., background information, glossary, rationale). This section shall include an alphabetical listing of all acronyms, abbreviations, and their meanings as used in this document and a list of terms and definitions needed to understand this document</p> <p>Appendixes may also be used to provide information published separately for convenience in document maintenance (e.g., charts, classified data). As applicable, each appendix shall be referenced in the main body of the document where the data would normally have been provided. Appendixes may be bound as separate documents for ease in handling.</p>

3.11 Updated Cost/Price

<i>Lockheed Martin Team Data Item Description</i>	
<i>TITLE</i>	<i>CDRL Reference Number</i>
Updated Cost/Price Contents	16
<i>DESCRIPTION/PURPOSE</i>	
This plan describes the format and contents for the Cost/Price Proposal, prepared as an update for the NARA ERA procurement. It follows the form and format of the initial submittal.	
<i>APPLICATION/INTERRELATIONSHIP</i>	
This DID contains the format and content preparation instructions for the data product generated by specific and discrete task requirements as delineated in the contract.	



GENERAL PREPARATION INSTRUCTIONS

The format and layout will conform to the Lockheed Martin Team's style guide

- a Title page or identifier The document shall include a title page containing, as applicable: document number, volume number, version/revision indicator; security markings or other restrictions on the handling of the document, date, document title, name, abbreviation, and any other identifier for the system, subsystem, or item to which the document applies, contract number, CDRL item number, organization for which the document has been prepared, name and address of the preparing organization, and distribution statement. For data in a database or other alternative form, this information shall be included on external and internal labels or by equivalent identification methods.
- b Table of contents and index The document shall contain a table of contents providing the number, title, and page number of each titled paragraph, figure, table, and appendix, and an index providing an alphabetic listing of key terms and concepts covered in the document and the pages or paragraphs in which the terms or concepts are covered. For data in a database or other alternative form, this information shall consist of an internal or external table of contents containing pointers to, or instructions for accessing, each paragraph, figure, table, and appendix or their equivalents.
- c Page numbering/labeling Each page shall contain a unique page number and display the document number, including version, volume, and date, as applicable. For data in a database or other alternative form, files, screens, or other entities shall be assigned names or numbers in such a way that desired data can be indexed and accessed.
- d Multiple paragraphs and subparagraphs Any section, paragraph, or subparagraph in this DID may be written as multiple paragraphs or subparagraphs to enhance readability.

CONTENT INSTRUCTIONS

Section 1 Assumptions

Describes all pricing assumptions associated with the development of the Cost/Price proposal

Section 2 Cost Data

Provides all detailed cost data, summaries, and narratives supporting cost data by Contract line item CLIN.

Section 3 Sample Contract

Provides an update to the required information that will be used by the Government to prepare the contract document and supporting file.

Section 4 Terms and Conditions

Provides updates to the Exception to Terms and Conditions specifically formatted as an update to Table 6-1: Solicitation Exceptions

Section 5 Required Supplementary Information

Provides updates to the requirement for other required supplementary information, which includes Authorized Offeror Personnel, Government Offices and Company/Division Address, Identifying Codes, and Applicable Designations

Appendix MCA

Provides updates to the required Model Contract Attachments including the CWBS, PWS, Integrated Plan, Integrated Schedule and the Subcontracting Plan

Appendix 1 Supporting Documentation

Provides updates for any documentation provided as supporting clarification of the Cost/Price Proposal.

Appendixes

Notes This section shall contain any general information that aids in understanding this document (e.g., background information, glossary, rationale). This section shall include an alphabetical listing of all acronyms, abbreviations, and their meanings as used in this document and a list of terms and definitions needed to understand this document.

Appendixes may also be used to provide information published separately for convenience in document maintenance (e.g., charts, classified data). As applicable, each appendix shall be referenced in the main body of the document where the data would normally have been provided. Appendixes may be bound as separate documents for ease in handling.



3.12 Monthly Status Report

<i>Lockheed Martin Team Data Item Description</i>	
<i>TITLE</i> Monthly Status Report	<i>CDRL Reference Number</i> 18
<i>DESCRIPTION/PURPOSE</i> The ERA program office issues monthly status reports. They summarize milestone accomplishments and costs over the preceding month, and provide high-level descriptions of technical, programmatic, and financial progress, and risks or problems identified in the period. Also included are progress to date against prior risks, action items, or special topics, and discussion items that don't conveniently fit into other sections of the report.	
<i>APPLICATION/INTERRELATIONSHIP</i> This DID contains the format and content preparation instructions for the data product generated by specific and discrete task requirements as delineated in the contract.	
<i>GENERAL PREPARATION INSTRUCTIONS</i> The format and layout will conform to the Lockheed Martin Team's style guide. <ul style="list-style-type: none"> a. <u>Title page or identifier</u>. The document shall include a title page containing, as applicable: document number, volume number; version/revision indicator, security markings or other restrictions on the handling of the document, date, document title, name, abbreviation, and any other identifier for the system, subsystem, or item to which the document applies, contract number, CDRL item number, organization for which the document has been prepared, name and address of the preparing organization; and distribution statement. For data in a database or other alternative form, this information shall be included on external and internal labels or by equivalent identification methods. b. <u>Table of contents and index</u>. The document shall contain a table of contents providing the number, title, and page number of each titled paragraph, figure, table, and appendix, and an index providing an alphabetic listing of key terms and concepts covered in the document and the pages or paragraphs in which the terms or concepts are covered. For data in a database or other alternative form, this information shall consist of an internal or external table of contents containing pointers to, or instructions for accessing, each paragraph, figure, table, and appendix or their equivalents. c. <u>Page numbering/labeling</u>. Each page shall contain a unique page number and display the document number, including version, volume, and date, as applicable. For data in a database or other alternative form, files, screens, or other entities shall be assigned names or numbers in such a way that desired data can be indexed and accessed. d. <u>Multiple paragraphs and subparagraphs</u>. Any section, paragraph, or subparagraph in this DID may be written as multiple paragraphs or subparagraphs to enhance readability. 	
<i>CONTENT INSTRUCTIONS</i> <p>1.0 Introduction This section contains the period of performance for this status report, a definition of completion/success criteria and a brief overview of the topics in following sections.</p> <p>2.0 Activities for the Prior Month This section lists the key activities for the period of performance. Includes an indication of which activities have met their completion criteria.</p> <p>3.0 Deliverables This section lists the status of deliverables for the period of performance.</p> <p>4.0 Monthly Burn Rate per CLIN This is a financial report section.</p> <p>5.0 Reasons, Impacts, Corrective Actions for Delays This section identifies any planned activities that might be delayed, along with the rationale, impact and corrective action undertaken to mitigate the delay impact.</p> <p>6.0 Summary of Requirements Changes Changes to requirements are listed in this section, along with an indication of the reason for change (NARA request, new</p>	



understanding of requirement interactions, site specific changes, for example) Contractual changes to the requirements baseline are discussed here

7.0 Performance Against Key Performance Parameters
Key performance parameters are listed here, along with the current and predicted status for them.

8.0 Risks
Programmatic and technical risks and recommended mitigations/actions are discussed in this section

9.0 Open Issues and Action Items
ERA program level open issues and action items that need NARA attention are presented in this section

10.0 Future Special Resource Needs
Special resource needs, their impacts and causes are presented in this section

11.0 Customer Satisfaction
ERA program customer satisfaction indicators are defined here. as well as the ERA program's assessment of the level of customer satisfaction Includes a section on site-specific issues/commendations, as well as issues/commendations from NARA partners

12.0 Special Topics
Any special topics not covered by other sections may be discussed in this section

Appendixes

Notes. This section shall contain any general information that aids in understanding this document (e.g , background information, glossary, rationale). This section shall include an alphabetical listing of all acronyms, abbreviations, and their meanings as used in this document and a list of terms and definitions needed to understand this document

Appendixes may also be used to provide information published separately for convenience in document maintenance (e g., charts, classified data) As applicable, each appendix shall be referenced in the main body of the document where the data would normally have been provided. Appendixes may be bound as separate documents for ease in handling.

3.13 Integrated Plan

<i>Lockheed Martin Team Data Item Description</i>	
<i>TITLE</i>	<i>CDRL Reference Number</i>
Integrated Plan	20
<i>DESCRIPTION/PURPOSE</i>	
The Integrated Plan defines the program activities and relates them to the processes used to achieve activity completion	
<i>APPLICATION/INTERRELATIONSHIP</i>	
This DID contains the format and content preparation instructions for the data product generated by specific and discrete task requirements as delineated in the contract.	



GENERAL PREPARATION INSTRUCTIONS

The format and layout will conform to the Lockheed Martin Team's style guide

- a Title page or identifier The document shall include a title page containing, as applicable: document number, volume number, version/revision indicator, security markings or other restrictions on the handling of the document, date, document title, name, abbreviation, and any other identifier for the system, subsystem, or item to which the document applies, contract number, CDRL item number, organization for which the document has been prepared; name and address of the preparing organization, and distribution statement For data in a database or other alternative form, this information shall be included on external and internal labels or by equivalent identification methods
- b Table of contents and index The document shall contain a table of contents providing the number, title, and page number of each titled paragraph, figure, table, and appendix, and an index providing an alphabetic listing of key terms and concepts covered in the document and the pages or paragraphs in which the terms or concepts are covered For data in a database or other alternative form, this information shall consist of an internal or external table of contents containing pointers to, or instructions for accessing, each paragraph, figure, table, and appendix or their equivalents.
- c Page numbering/labeling Each page shall contain a unique page number and display the document number, including version, volume, and date, as applicable. For data in a database or other alternative form, files, screens, or other entities shall be assigned names or numbers in such a way that desired data can be indexed and accessed.
- d Multiple paragraphs and subparagraphs Any section, paragraph, or subparagraph in this DID may be written as multiple paragraphs or subparagraphs to enhance readability

CONTENT INSTRUCTIONS

1.0 Introduction

This section contains an overview of the document structure and sets the context for the discussions captured in the following sections.

2.0 The ERA Activity Description

Events and significant accomplishments are discussed in this section

3.0 Integrated Plan Narratives

This section presents an overview of the ERA program process framework, and explains the context for the incorporation of existing processes and newly tailored processes into the ERA program work environment High-level descriptions are provided for the key program processes.

Appendixes

Notes. This section shall contain any general information that aids in understanding this document (e.g. background information, glossary, rationale) This section shall include an alphabetical listing of all acronyms, abbreviations, and their meanings as used in this document and a list of terms and definitions needed to understand this document

Appendixes may also be used to provide information published separately for convenience in document maintenance (e.g. charts, classified data) As applicable, each appendix shall be referenced in the main body of the document where the data would normally have been provided Appendixes may be bound as separate documents for ease in handling.

3.14 Performance Work Statement (PWS)

<i>Lockheed Martin Team Data Item Description</i>	
<i>TITLE</i> Performance Work Statement (PWS)	<i>CDRL Reference Number</i> 24
<i>DESCRIPTION/PURPOSE</i> The PWS is a comprehensive definition of efforts and tasks that the Lockheed Martin Team will perform to achieve the overall success of the NARA Electronic Records Archives program. Together with the ERA Award Fee Plan, the PWS ties financial rewards to the Lockheed Martin Team performance. Our management approach ensures that the Lockheed Martin Team, at all levels, works closely with the NARA to ensure that together we achieve our mutual goals and objectives	



APPLICATION/INTERRELATIONSHIP

This DID contains the format and content preparation instructions for the data product generated by specific and discrete task requirements as delineated in the contract.

GENERAL PREPARATION INSTRUCTIONS

The format and layout will conform to the Lockheed Martin Team's style guide

- a. Title page or identifier The document shall include a title page containing, as applicable: document number; volume number, version/revision indicator, security markings or other restrictions on the handling of the document; date, document title, name, abbreviation, and any other identifier for the system, subsystem, or item to which the document applies, contract number, CDRL item number, organization for which the document has been prepared, name and address of the preparing organization, and distribution statement. For data in a database or other alternative form, this information shall be included on external and internal labels or by equivalent identification methods
- b. Table of contents and index. The document shall contain a table of contents providing the number, title, and page number of each titled paragraph, figure, table, and appendix, and an index providing an alphabetic listing of key terms and concepts covered in the document and the pages or paragraphs in which the terms or concepts are covered. For data in a database or other alternative form, this information shall consist of an internal or external table of contents containing pointers to, or instructions for accessing, each paragraph, figure, table, and appendix or their equivalents
- c. Page numbering/labeling Each page shall contain a unique page number and display the document number, including version, volume, and date, as applicable. For data in a database or other alternative form, files, screens, or other entities shall be assigned names or numbers in such a way that desired data can be indexed and accessed
- d. Multiple paragraphs and subparagraphs Any section, paragraph, or subparagraph in this DID may be written as multiple paragraphs or subparagraphs to enhance readability.

CONTENT INSTRUCTIONS

Performance Work Statement (PWS) Introduction

This section provides an overview of the work required to produce the products and services associated with the Systems Analysis and Design phase, Implementation phase, and the Operations and Support phase. This section also indicates the Monitoring method for the desired outcomes

For each of the following sections, the following applies:

Provides a brief description of this section. Provides a listing of each of the WBSE Title/Required Services for this section. For each of the WBSE Title/Required Services indicated for this section, the associated Work Tasks and Associated Data Items are provided

1000 Program Administration

- 1100 Program Management
- 1200 Program Control
- 1300 Contract and Subcontract Management
- 1400 Quality Management
- 1500 Supply Chain Management

2000 ERA Architecture and Evolution

3000 ERA System Engineering Integration and Test

- 3100 Engineering Technical Controls
- 3200 Requirements Analysis
- 3300 System Design
- 3400 System Integration and Test
- 3500 Acceptance Test Support
- 3600 Organizational Change Management



<p>4000 ERA Solution Development 4100-4500 Services Solution Development 4600 Release Management</p> <p>5000 ERA System Deployment 5100 Deployment Management 5200 Deploy ERA Systems 5300 Retrofit/Expansion 5400 Site Surveys 5500 Facility Buildout</p> <p>6000 ERA System Operations, Maintenance, and Support 6100 ERA System Operations, Maintenance, and Support 6200 Systems Maintenance 6300 Facilities Operations, Maintenance, and Support 6400 Physical Infrastructure Security</p>
--

3.15 Contract Data Requirements List (CDRL)

<i>Lockheed Martin Team Data Item Description</i>	
<i>TITLE</i>	<i>CDRL Reference Number</i>
Contract Data Requirements List (CDRL)	25
<i>DESCRIPTION/PURPOSE</i>	
The CDRL describes the contractually obligated ERA program deliverables	
<i>APPLICATION/INTERRELATIONSHIP</i>	
This DID contains the format and content preparation instructions for the data product generated by specific and discrete task requirements as delineated in the contract.	
<i>GENERAL PREPARATION INSTRUCTIONS</i>	
The format and layout will conform to the Lockheed Martin Team's style guide	
<ul style="list-style-type: none"> a <u>Title page or identifier</u> The document shall include a title page containing, as applicable, document number, volume number, version/revision indicator; security markings or other restrictions on the handling of the document, date, document title, name, abbreviation, and any other identifier for the system, subsystem, or item to which the document applies, contract number, CDRL item number, organization for which the document has been prepared, name and address of the preparing organization, and distribution statement. For data in a database or other alternative form, this information shall be included on external and internal labels or by equivalent identification methods. b <u>Table of contents and index</u> The document shall contain a table of contents providing the number, title, and page number of each titled paragraph, figure, table, and appendix, and an index providing an alphabetic listing of key terms and concepts covered in the document and the pages or paragraphs in which the terms or concepts are covered. For data in a database or other alternative form, this information shall consist of an internal or external table of contents containing pointers to, or instructions for accessing, each paragraph, figure, table, and appendix or their equivalents. c <u>Page numbering/labeling</u> Each page shall contain a unique page number and display the document number, including version, volume, and date, as applicable. For data in a database or other alternative form, files, screens, or other entities shall be assigned names or numbers in such a way that desired data can be indexed and accessed. d <u>Multiple paragraphs and subparagraphs</u> Any section, paragraph, or subparagraph in this DID may be written as multiple paragraphs or subparagraphs to enhance readability. 	



<p><i>CONTENT INSTRUCTIONS</i></p> <p>1.0 Introduction This section contains an overview of the document structure</p> <p>2.0 CDRL Table This contains the CDRL in tabular form. Each individual item is briefly defined and an indication of the planned delivery is given. A link to a program DID is given for any item that uses a Lockheed Martin Team format</p> <p>3.0 ERA Program Data Item Descriptions (DIDs) This section describes the DIDs to be used for the ERA Program. After contract award, sections in the original NARA RFP that provide DIDs will be copied into this document so that the program user and customer can have a single source for all documentation standards during program execution.</p> <p>Appendixes</p> <p><u>Notes</u> This section shall contain any general information that aids in understanding this document (e.g., background information, glossary, rationale). This section shall include an alphabetical listing of all acronyms, abbreviations, and their meanings as used in this document and a list of terms and definitions needed to understand this document.</p> <p>Appendixes may also be used to provide information published separately for convenience in document maintenance (e.g., charts, classified data). As applicable, each appendix shall be referenced in the main body of the document where the data would normally have been provided. Appendixes may be bound as separate documents for ease in handling.</p>
--

3.16 Life Cycle Cost

<i>Lockheed Martin Team Data Item Description</i>	
<i>TITLE</i>	<i>CDRL Reference Number</i>
Updated Life Cycle Cost Estimate Plan	27
<i>DESCRIPTION/PURPOSE</i>	
The Life Cycle Cost Estimate (LCCE) Plan provides an estimate of life cycle costs for ERA through the year 2020, by CWBS line item, using the cost elements as provided in the Cost Element Structure Data Dictionary (CEDD)	
<i>APPLICATION/INTERRELATIONSHIP</i>	
This DID contains the format and content preparation instructions for the data product generated by specific and discrete task requirements as delineated in the contract	
<i>GENERAL PREPARATION INSTRUCTIONS</i>	
The format and layout will conform to the Lockheed Martin Team's style guide.	
<ul style="list-style-type: none"> a. <u>Title page or identifier</u> The document shall include a title page containing, as applicable: document number, volume number, version/revision indicator, security markings or other restrictions on the handling of the document, date; document title; name, abbreviation, and any other identifier for the system, subsystem, or item to which the document applies; contract number, CDRL item number, organization for which the document has been prepared, name and address of the preparing organization; and distribution statement. For data in a database or other alternative form, this information shall be included on external and internal labels or by equivalent identification methods. b. <u>Table of contents and index</u> The document shall contain a table of contents providing the number, title, and page number of each titled paragraph, figure, table, and appendix, and an index providing an alphabetic listing of key terms and concepts covered in the document and the pages or paragraphs in which the terms or concepts are covered. For data in a database or other alternative form, this information shall consist of an internal or external table of contents containing pointers to, or instructions for accessing, each paragraph, figure, table, and appendix or their equivalents. c. <u>Page numbering/labeling</u> Each page shall contain a unique page number and display the document number, including version, volume, and date, as applicable. For data in a database or other alternative form, files, screens, or other entities shall be assigned names or numbers in such a way that desired data can be indexed and accessed. 	



- d Multiple paragraphs and subparagraphs. Any section, paragraph, or subparagraph in this DID may be written as multiple paragraphs or subparagraphs to enhance readability

CONTENT INSTRUCTIONS

1.0 Introduction

1.1 Overview

This section provides an overview of the LCCE data and report

1.2 Objective

This section documents the methods that are used to identify, assess, control and report program cost elements as well as identify and manage opportunities for cost savings

1.3 Scope

This section defines the details of the costs that are used to develop the LCCE Plan.

1.4 Contract Requirements and Constraints

This section identifies the customer documents that define the elements and constraints of the LCCE.

1.5 References

This section lists documents and standards that contributed to the ERA LCCE data

2.0 LCCE Data

2.1 LCC by CWBS

Displays the LCCE data by CWBS line item by contract year to the year 2020. Subordinate cost elements are provided that roll up to each level

2.2 LCC by Cost Element

Displays the LCCE data by Cost Element (as per the CEDD) by contract year to the year 2020.

3.0 LCCE Reports

Contractor and NARA at contract award will define specific reports.

3.1 [Sample] Largest Cost Items

Report listing largest costs by Cost Element.

3.2 [Sample] Greatest Risk Cost Elements

Report listing the Cost Elements with the greatest risk factors

3.3 [Sample] Technical Refresh Intervals

Report listing Cost Elements and their anticipated useful life.

3.4 [Sample] What If Scenarios

Report detailing cost implications of changing mixture of cost elements (for example, allocating more storage to tape and away from disk or vice-versa)

Appendixes

Notes This section shall contain any general information that aids in understanding this document (e.g., background information, glossary, rationale). This section shall include an alphabetical listing of all acronyms, abbreviations, and their meanings as used in this document and a list of terms and definitions needed to understand this document

Appendixes may also be used to provide information published separately for convenience in document maintenance (e.g., charts, classified data). As applicable, each appendix shall be referenced in the main body of the document where the data would normally have been provided. Appendixes may be bound as separate documents for ease in handling



3.17 Deliverable Technical Data & Computer Software Document

<i>Lockheed Martin Team Data Item Description</i>	
<i>TITLE</i>	<i>CDRL Reference Number</i>
Deliverable Technical Data and Computer Software Document	28
<i>DESCRIPTION/PURPOSE</i>	
The Deliverable Technical Data and Computer Software Document List describes technical data and computer software produced or procured for delivery under this procurement and required by the ERA Program contract.	
<i>APPLICATION/INTERRELATIONSHIP</i>	
This DID contains the format and content preparation instructions for the data product generated by specific and discrete task requirements as delineated in the contract	
<i>GENERAL PREPARATION INSTRUCTIONS</i>	
The format and layout will conform to the Lockheed Martin Team's style guide	
<ul style="list-style-type: none"> a. <u>Title page or identifier</u> The document shall include a title page containing, as applicable: document number; volume number, version/revision indicator; security markings or other restrictions on the handling of the document, date, document title; name, abbreviation, and any other identifier for the system, subsystem, or item to which the document applies, contract number; CDRL item number, organization for which the document has been prepared; name and address of the preparing organization; and distribution statement For data in a database or other alternative form, this information shall be included on external and internal labels or by equivalent identification methods b. <u>Table of contents and index</u> The document shall contain a table of contents providing the number, title, and page number of each titled paragraph, figure, table, and appendix, and an index providing an alphabetic listing of key terms and concepts covered in the document and the pages or paragraphs in which the terms or concepts are covered For data in a database or other alternative form, this information shall consist of an internal or external table of contents containing pointers to, or instructions for accessing, each paragraph, figure, table, and appendix or their equivalents. c. <u>Page numbering/labeling</u> Each page shall contain a unique page number and display the document number, including version, volume, and date, as applicable. For data in a database or other alternative form, files, screens, or other entities shall be assigned names or numbers in such a way that desired data can be indexed and accessed. d. <u>Multiple paragraphs and subparagraphs</u> Any section, paragraph, or subparagraph in this DID may be written as multiple paragraphs or subparagraphs to enhance readability 	
<i>CONTENT INSTRUCTIONS</i>	
1.0 Introduction	
This section describes the categories of software and data delivered to NARA	
2.0 Content	
This section describes the software items being delivered. Items are delivered in machine-readable format, and source listings are provided. The manufacturer name, name of product, version number, type/computer software configuration item are listed for the delivered items	
3.0 Media	
This section describes the delivery format for the machine-readable software, preferred media are CD-ROM, or electronic transfer to a government specified network node or both The format of the source listings is described here, preferred standard is 36 CFR 1200 and the preferred media for transfer of the listings is CD-ROM or electronic transfer to a government specified network node or both When physical media are used, individual media volumes are labeled internally and externally in accordance with the contractor's configuration management procedures for deliverable media When electronic transfer is used, it is governed by prior agreement with the government for item labeling, packaging and transfer notification	
4.0 Format	
This section describes the format and method used to store and retrieve the documentation/software	



Appendixes

Notes. This section shall contain any general information that aids in understanding this document (e.g., background information, glossary, rationale). This section shall include an alphabetical listing of all acronyms, abbreviations, and their meanings as used in this document and a list of terms and definitions needed to understand this document.

Appendixes may also be used to provide information published separately for convenience in document maintenance (e.g., charts, classified data). As applicable, each appendix shall be referenced in the main body of the document where the data would normally have been provided. Appendixes may be bound as separate documents for ease in handling.

3.18 (L) Deployment and Transition Plans

<i>Lockheed Martin Team Data Item Description</i>	
<i>TITLE</i>	<i>CDRL Reference Number</i>
Deployment and Transition Plan	L30
<i>DESCRIPTION/PURPOSE</i>	
<p>This document captures the tasks and dependencies of the ERA project related to scheduling, acquisition, transport, receipt and installation of the system components on the production site infrastructure and supporting previously installed elements of the production system during the transition. It includes references to documents covering build-out or modifications necessary to facilities required by the components, as specified by the ERA Contract.</p>	
<i>APPLICATION/INTERRELATIONSHIP</i>	
<p>This DID contains Lockheed Martin recommendations for format and content preparation instructions for a data product generated by specific and discrete task requirements as delineated in the contract. In collaboration with NARA, and subject to NARA approval, Lockheed Martin intends to determine the final additions to the CDRL and structure of this proposed DID after contract award.</p>	
<i>GENERAL PREPARATION INSTRUCTIONS</i>	
<p>The format and layout will conform to the Lockheed Martin Team's style guide.</p> <ul style="list-style-type: none"> a. <u>Title page or identifier.</u> The document shall include a title page containing, as applicable: document number, volume number, version/revision indicator; security markings or other restrictions on the handling of the document, date, document title; name, abbreviation, and any other identifier for the system, subsystem, or item to which the document applies; contract number; CDRL item number; organization for which the document has been prepared; name and address of the preparing organization, and distribution statement. For data in a database or other alternative form, this information shall be included on external and internal labels or by equivalent identification methods. b. <u>Table of contents and index.</u> The document shall contain a table of contents providing the number, title, and page number of each titled paragraph, figure, table, and appendix, and an index providing an alphabetic listing of key terms and concepts covered in the document and the pages or paragraphs in which the terms or concepts are covered. For data in a database or other alternative form, this information shall consist of an internal or external table of contents containing pointers to, or instructions for accessing, each paragraph, figure, table, and appendix or their equivalents. c. <u>Page numbering/labeling.</u> Each page shall contain a unique page number and display the document number, including version, volume, and date, as applicable. For data in a database or other alternative form, files, screens, or other entities shall be assigned names or numbers in such a way that desired data can be indexed and accessed. d. <u>Multiple paragraphs and subparagraphs.</u> Any section, paragraph, or subparagraph in this DID may be written as multiple paragraphs or subparagraphs to enhance readability. 	
<i>CONTENT INSTRUCTIONS</i>	
<p>Purpose and Scope</p> <p>Includes a document overview, document identification and applicable documents section, and an overview of deployment activities anticipated for all increments.</p>	



Production & Deployment Planning

Describes activities and actions not directly related to specific sites, such as Long Lead Item procurement and Factory Testing Procedures and the overall deployment approach, including methodology and descriptions of deployment activities to be performed or considered for all sites

Site Specific Activities

Contains a separate section for each site being deployed in the increment for which this plan is published. The plan covers the following:

- Site Sizing and Configuration (based on anticipated ERA record storage requirements, and data access traffic),
- The Site Configuration Delivery and Integration Strategy,
- The Deployment plan, covering A&E plans, inspection and readiness plans, site preparation and transition (continuity of service) requirements. This portion of the document also covers hardware and software shipping, transportation, delivery and deployment/installation plans and instructions

Appendixes

Notes This section shall contain any general information that aids in understanding this document (e.g., background information, glossary, rationale). This section shall include an alphabetical listing of all acronyms, abbreviations, and their meanings as used in this document and a list of terms and definitions needed to understand this document.

Appendixes may also be used to provide information published separately for convenience in document maintenance (e.g., charts, classified data). As applicable, each appendix shall be referenced in the main body of the document where the data would normally have been provided. Appendixes may be bound as separate documents for ease in handling.

3.19 (L) Master Test Plan

<i>Lockheed Martin Team Data Item Description</i>	
<i>TITLE</i>	<i>CDRL Reference Number</i>
Master Test Plan (MTP)	L31
<i>DESCRIPTION/PURPOSE</i>	
The MTP is designed to help I&T managers ensure that all I&T activities are addressed during the development phase of the program and that the I&T process is planned and implemented in accordance with I&T engineering standards and processes	
<i>APPLICATION/INTERRELATIONSHIP</i>	
This DID contains Lockheed Martin recommendations for format and content preparation instructions for a data product generated by specific and discrete task requirements as delineated in the contract. In collaboration with NARA, and subject to NARA approval, Lockheed Martin intends to determine the final additions to the CDRL and structure of this proposed DID after contract award.	
<i>GENERAL PREPARATION INSTRUCTIONS</i>	
The format and layout will conform to the Lockheed Martin Team's style guide	
<p>a <u>Title page or identifier</u>. The document shall include a title page containing, as applicable, document number, volume number; version/revision indicator, security markings or other restrictions on the handling of the document; date; document title, name, abbreviation, and any other identifier for the system, subsystem, or item to which the document applies, contract number, CDRL item number; organization for which the document has been prepared, name and address of the preparing organization; and distribution statement. For data in a database or other alternative form, this information shall be included on external and internal labels or by equivalent identification methods</p> <p>b <u>Table of contents and index</u>. The document shall contain a table of contents providing the number, title, and page number of each titled paragraph, figure, table, and appendix, and an index providing an alphabetic listing of key terms and concepts covered in the document and the pages or paragraphs in which the terms or concepts are covered. For data in a database or other alternative form, this information shall consist of an internal or external table of contents containing pointers to, or instructions for accessing, each paragraph, figure, table, and appendix or</p>	



their equivalents

- c Page numbering/labeling Each page shall contain a unique page number and display the document number, including version, volume, and date, as applicable. For data in a database or other alternative form, files, screens, or other entities shall be assigned names or numbers in such a way that desired data can be indexed and accessed.
- d Multiple paragraphs and subparagraphs. Any section, paragraph, or subparagraph in this DID may be written as multiple paragraphs or subparagraphs to enhance readability

CONTENT INSTRUCTIONS

1.0 Introduction

This section will describe the purpose and scope of the MTP. Applicable and related documents will be listed.

2.0 Test Strategy

This section will contain the overall test approach for the program and a brief description of the levels of testing to be conducted, a schedule showing the I&T activities, test milestones, and related development deliveries to I&T, a description of the relationship between development testing and system-level integration and test, including expected levels of development testing completed prior to delivery of components or products to I&T; and the process for accepting subcontract deliveries and for verifying their products.

3.0 Test Deliverables

This section will contain a list of the documentation and/or other deliverable products that are the responsibility of the I&T function. A matrix showing the versions, delivery schedules, and reviews planned for each deliverable will be included.

4.0 Test Facilities

This section will contain the test strategy, will identify the test equipment, will describe any simulation tools and software test tools, and will describe the strategy and plans for the development, installation, control, and use of the technical test data or databases needed to conduct system-level testing.

5.0 Organizational Responsibilities

This section will include a high-level program organization chart showing the relationship of the I&T function within the overall program and detailed organization chart(s) covering I&T.

6.0 Risk Management

The major risks in the I&T function, their priority categorizations, and the plans for containing these risks will be listed in this section.

7.0 Configuration Management

The process, techniques, and roles to be followed to maintain configuration management over the system/products undergoing test are presented in this section.

8.0 Quality Requirements

The criteria by which the quality of the work products both received and generated by I&T are controlled, including the criteria for delivery of development work products to I&T for integration and test; the criteria for I&T acceptance of products from subcontractors, and a description of measures and goals (e.g., product errors) to be used in determining the quality of products delivered to the NARA are presented in this section.

9.0 System Acceptance Criteria

The criteria for final acceptance of the system by NARA are documented in this section.

Appendixes

Notes This section shall contain any general information that aids in understanding this document (e.g., background information, glossary, rationale). This section shall include an alphabetical listing of all acronyms, abbreviations, and their meanings as used in this document and a list of terms and definitions needed to understand this document.

Appendixes may also be used to provide information published separately for convenience in document maintenance (e.g., charts, classified data). As applicable, each appendix shall be referenced in the main body of the document where the data would normally have been provided. Appendixes may be bound as separate documents for ease in handling.



3.20 (L) Organizational Change Plan

<i>Lockheed Martin Team Data Item Description</i>	
<i>TITLE</i> Organizational Change Plan	<i>CDRL Reference Number</i> L32
<i>DESCRIPTION/PURPOSE</i> The Organizational Change Plan describes the tools and plans to be made available to NARA to assist them in incorporating ERA facilities and functionality into their business processes. The document is intended to mitigate impacts and smooth personnel and other resource transitions across NARA, and to provide a framework for documenting anticipated staffing and resource requirements associated with each release of ERA.	
<i>APPLICATION/INTERRELATIONSHIP</i> This DID contains Lockheed Martin recommendations for format and content preparation instructions for a data product generated by specific and discrete task requirements as delineated in the contract. In collaboration with NARA, and subject to NARA approval, Lockheed Martin intends to determine the final additions to the CDRL and structure of this proposed DID after contract award.	
<i>GENERAL PREPARATION INSTRUCTIONS</i> The format and layout will conform to the Lockheed Martin Team's style guide <ul style="list-style-type: none"> a. <u>Title page or identifier.</u> The document shall include a title page containing, as applicable: document number, volume number; version/revision indicator, security markings or other restrictions on the handling of the document; date, document title, name, abbreviation, and any other identifier for the system, subsystem, or item to which the document applies, contract number, CDRL item number, organization for which the document has been prepared; name and address of the preparing organization, and distribution statement. For data in a database or other alternative form, this information shall be included on external and internal labels or by equivalent identification methods. b. <u>Table of contents and index.</u> The document shall contain a table of contents providing the number, title, and page number of each titled paragraph, figure, table, and appendix, and an index providing an alphabetic listing of key terms and concepts covered in the document and the pages or paragraphs in which the terms or concepts are covered. For data in a database or other alternative form, this information shall consist of an internal or external table of contents containing pointers to, or instructions for accessing, each paragraph, figure, table, and appendix or their equivalents. c. <u>Page numbering/labeling.</u> Each page shall contain a unique page number and display the document number, including version, volume, and date, as applicable. For data in a database or other alternative form, files, screens, or other entities shall be assigned names or numbers in such a way that desired data can be indexed and accessed. d. <u>Multiple paragraphs and subparagraphs.</u> Any section, paragraph, or subparagraph in this DID may be written as multiple paragraphs or subparagraphs to enhance readability. 	
<i>CONTENT INSTRUCTIONS</i> Purpose and Scope of Document This section includes a document overview, document identification and applicable documents section, and an overview of organizational impacts anticipated for all releases. Organizational Change Impacts This section presents an understanding of the change impacts anticipated as a result of pending ERA deployments. It describes personnel, business process and infrastructure or technology changes required to support specific upcoming releases. Based upon stakeholder assessments and user feedback elicited from NARA Subject Matter Experts (SMEs), this section discusses adjustments required to exploit the ERA features, and includes alternative or contingency provisions for ensuring that NARA business processes are not arbitrarily displaced or unduly disrupted by the system changes planned for each release.	



Process, Tool, and Business Transformation Recommendations

This section represents the recommended outreach and training programs, synchronized with the ERA deployment schedule, and provides an overview of the tools, workflow and physical facilities needed to be understood by the NARA community before cutover of the ERA release to operational test

Appendixes

Notes This section shall contain any general information that aids in understanding this document (e.g., background information, glossary, rationale) This section shall include an alphabetical listing of all acronyms, abbreviations, and their meanings as used in this document and a list of terms and definitions needed to understand this document

Appendixes may also be used to provide information published separately for convenience in document maintenance (e.g., charts, classified data) As applicable, each appendix shall be referenced in the main body of the document where the data would normally have been provided. Appendixes may be bound as separate documents for ease in handling

3.21 (L) Physical Survey Reports

Lockheed Martin Team Data Item Description

TITLE	CDRL Reference Number
Physical Survey Report	L33
<i>DESCRIPTION/PURPOSE</i>	
The Physical Survey Report describes the results of a complete site survey and assessment. It is used as a primary input for the site design engineering that must occur in preparation for a site build out.	
<i>APPLICATION/INTERRELATIONSHIP</i>	
This DID contains Lockheed Martin recommendations for format and content preparation instructions for a data product generated by specific and discrete task requirements as delineated in the contract. In collaboration with NARA, and subject to NARA approval, Lockheed Martin intends to determine the final additions to the CDRL and structure of this proposed DID after contract award.	
<i>GENERAL PREPARATION INSTRUCTIONS</i>	
The format and layout will conform to the Lockheed Martin Team's style guide	
<ul style="list-style-type: none"> a. <u>Title page or identifier.</u> The document shall include a title page containing, as applicable: document number; volume number, version/revision indicator; security markings or other restrictions on the handling of the document; date, document title, name, abbreviation, and any other identifier for the system, subsystem, or item to which the document applies; contract number, CDRL item number; organization for which the document has been prepared; name and address of the preparing organization, and distribution statement. For data in a database or other alternative form, this information shall be included on external and internal labels or by equivalent identification methods. b. <u>Table of contents and index.</u> The document shall contain a table of contents providing the number, title, and page number of each titled paragraph, figure, table, and appendix, and an index providing an alphabetic listing of key terms and concepts covered in the document and the pages or paragraphs in which the terms or concepts are covered. For data in a database or other alternative form, this information shall consist of an internal or external table of contents containing pointers to, or instructions for accessing, each paragraph, figure, table, and appendix or their equivalents. c. <u>Page numbering/labeling.</u> Each page shall contain a unique page number and display the document number, including version, volume, and date, as applicable. For data in a database or other alternative form, files, screens, or other entities shall be assigned names or numbers in such a way that desired data can be indexed and accessed. d. <u>Multiple paragraphs and subparagraphs.</u> Any section, paragraph, or subparagraph in this DID may be written as multiple paragraphs or subparagraphs to enhance readability. 	



CONTENT INSTRUCTIONS

1. Introduction

This section gives an overview of the site, details guidelines, and describes further actions required for the site

2. Site Information

This section describes physical site location information, site logistics information and points of contact

3. Building Information

This section refers to any projects or plans pending on the site, building maintenance information, and any building hazards

4. Health & Safety Information

This section will describe any health and safety rules or information about the site

5. Registered Integrated Plan Addresses

This section describes whether there is a registered Integrated Plan address associated with the site

6. Information Assurance

This section describes any existing security documentation, intrusion detection systems, external connectivity, firewalls, boundary routers, virtual private networking, and public key infrastructure Remote Access Services (RAS) and any encryption information, protective distribution systems, and any other issues associated with the site are also described.

7. Miscellaneous

This section should include any miscellaneous attachments/information that was not listed in any other section of this document

8. Equipment Rooms

This section describes equipment room details

9. Current Network Infrastructure Components

This section describes network infrastructure details.

10. Local or Wide Area Networks (LAN/WAN)

This section describes any WAN or LAN connections and contains any LAN diagram attachments

12. Voice Telecommunication

This section lists telephone service providers, telephone information, the transmission of classified information, direct phone lines, current voice products and/or multiple existing phone lines

13. Servers

This section describes existing server information

14. Existing Network Devices

This section describes any existing network devices

15. Pathway Survey Results

Describes cable routes between equipment

Appendixes

Notes This section shall contain any general information that aids in understanding this document (e.g., background information, glossary, rationale) This section shall include an alphabetical listing of all acronyms, abbreviations, and their meanings as used in this document and a list of terms and definitions needed to understand this document.



Appendixes may also be used to provide information published separately for convenience in document maintenance (e.g., charts, classified data). As applicable, each appendix shall be referenced in the main body of the document where the data would normally have been provided. Appendixes may be bound as separate documents for ease in handling.

3.22 (L) Program Management Plan

<i>Lockheed Martin Team Data Item Description</i>	
<i>TITLE</i> Program Management Plan (PMP)	<i>CDRL Reference Number</i> L35
<i>DESCRIPTION/PURPOSE</i> The PMP is the principle document that presents the organization, roles, responsibilities, and processes used throughout the ERA Program life cycle.	
<i>APPLICATION/INTERRELATIONSHIP</i> This DID contains Lockheed Martin recommendations for format and content preparation instructions for a data product generated by specific and discrete task requirements as delineated in the contract. In collaboration with NARA, and subject to NARA approval, Lockheed Martin intends to determine the final additions to the CDRL and structure of this proposed DID after contract award.	
<i>GENERAL PREPARATION INSTRUCTIONS</i> The format and layout will conform to the Lockheed Martin Team's style guide. <ul style="list-style-type: none"> a. <u>Title page or identifier</u>. The document shall include a title page containing, as applicable: document number; volume number, version/revision indicator; security markings or other restrictions on the handling of the document; date, document title; name, abbreviation, and any other identifier for the system, subsystem, or item to which the document applies, contract number; CDRL item number; organization for which the document has been prepared; name and address of the preparing organization; and distribution statement. For data in a database or other alternative form, this information shall be included on external and internal labels or by equivalent identification methods. b. <u>Table of contents and index</u>. The document shall contain a table of contents providing the number, title, and page number of each titled paragraph, figure, table, and appendix, and an index providing an alphabetic listing of key terms and concepts covered in the document and the pages or paragraphs in which the terms or concepts are covered. For data in a database or other alternative form, this information shall consist of an internal or external table of contents containing pointers to, or instructions for accessing, each paragraph, figure, table, and appendix or their equivalents. c. <u>Page numbering/labeling</u>. Each page shall contain a unique page number and display the document number, including version, volume, and date, as applicable. For data in a database or other alternative form, files, screens, or other entities shall be assigned names or numbers in such a way that desired data can be indexed and accessed. d. <u>Multiple paragraphs and subparagraphs</u>. Any section, paragraph, or subparagraph in this DID may be written as multiple paragraphs or subparagraphs to enhance readability. 	
<i>CONTENT INSTRUCTIONS</i> 1.0 Program Overview This section contains a brief summary of the program objectives/vision, the system integration strategy, a program summary, team and roles, facilities and work location, and continuity of operations provisions. 2.0 Program Profile This section describes the contract value/type/special terms, the schedule, hardware (development or COTS), software (developed, retained, modified, standard products), and subcontractors used on the ERA program. 3.0 Program Deliverables Each program deliverable end item, service, review, or other event with the associated schedule is listed in this section. Requirements and acceptance criteria are identified here as well.	



4.0 Program Metrics

Metrics are described in this section. The discussion covers standard program metrics as well as program metrics coordinated with the engineering team and NARA.

5.0 Program Risks

The major elements of risk in the program, the probability, potential cost and potential mitigation plans are identified in this section.

6.0 Dependencies

This section identifies dependencies, their potential impacts, and alternatives.

7.0 Management Control Organization

The organization, showing responsibility to the first line management level, is identified in this section. The organization structure and its boundary conditions are also discussed. The IPT structure is defined here, along with an allocation of requirements, responsibilities, authorities, tasks, and interfaces to the IPTs, as appropriate.

8.0 Program Reviews

The purpose, frequency, attendees, and content for the management reviews, including internal and NARA reviews are identified in this section.

9.0 Control Processes

This section contains an explanation of how cost, schedule, risk, and technical status information are integrated and monitored. The ERA Program Earned Value methodology's use is defined. The process baseline is defined in this section.

10.0 Export/ Import

This section describes any special export/ import requirements for the program.

11.0 Communication Plan

Describes the requirements and methodologies to be used to maintain and support internal and external communication among ERA program participants. Identifies communication roles for NARA, stakeholders and the Lockheed Martin team.

Appendixes

Notes This section shall contain any general information that aids in understanding this document (e.g., background information, glossary, rationale). This section shall include an alphabetical listing of all acronyms, abbreviations, and their meanings as used in this document and a list of terms and definitions needed to understand this document.

Appendixes may also be used to provide information published separately for convenience in document maintenance (e.g., charts, classified data). As applicable, each appendix shall be referenced in the main body of the document where the data would normally have been provided. Appendixes may be bound as separate documents for ease in handling.

3.23 (L) Software Design Specifications

<i>Lockheed Martin Team Data Item Description</i>	
<i>TITLE</i> Software Design Specifications	<i>CDRL Reference Number</i> L37
<i>DESCRIPTION/PURPOSE</i> The Software Design Specification (SwDS) describes the design of a Computer Software Configuration Item (CSCI). It describes the CSCI-wide design decisions, the CSCI architectural design, and the detailed design needed to implement the software. The SwDS is the basis for implementing the software. It provides insight into the design and provides information needed for software support.	
<i>APPLICATION/INTERRELATIONSHIP</i> This DID contains Lockheed Martin recommendations for format and content preparation instructions for a data product generated by specific and discrete task requirements as delineated in the contract. In collaboration with NARA, and subject to NARA approval, Lockheed Martin intends to determine the final additions to the CDRL and structure of this proposed	



DID after contract award

GENERAL PREPARATION INSTRUCTIONS

The format and layout will conform to the Lockheed Martin Team's style guide

- a. Title page or identifier. The document shall include a title page containing, as applicable, document number, volume number; version/revision indicator, security markings or other restrictions on the handling of the document, date, document title, name, abbreviation, and any other identifier for the system, subsystem, or item to which the document applies, contract number; CDRL item number, organization for which the document has been prepared, name and address of the preparing organization, and distribution statement. For data in a database or other alternative form, this information shall be included on external and internal labels or by equivalent identification methods.
- b. Table of contents and index. The document shall contain a table of contents providing the number, title, and page number of each titled paragraph, figure, table, and appendix, and an index providing an alphabetic listing of key terms and concepts covered in the document and the pages or paragraphs in which the terms or concepts are covered. For data in a database or other alternative form, this information shall consist of an internal or external table of contents containing pointers to, or instructions for accessing, each paragraph, figure, table, and appendix or their equivalents.
- c. Page numbering/labeling. Each page shall contain a unique page number and display the document number, including version, volume, and date, as applicable. For data in a database or other alternative form, files, screens, or other entities shall be assigned names or numbers in such a way that desired data can be indexed and accessed.
- d. Multiple paragraphs and subparagraphs. Any section, paragraph, or subparagraph in this DID may be written as multiple paragraphs or subparagraphs to enhance readability.

CONTENT INSTRUCTIONS

1.0 Introduction

This section includes full identification of the system and the software to which this document applies, as well as an overview of the system of which this design forms a part, an overview of this document itself, and a list of referenced documents.

2.0 CSCI-wide design decisions.

This section shall be divided into paragraphs, as needed, to present CSCI-wide design decisions, that is decisions about the CSCI's behavioral design (how it will behave, from a user's point of view, in meeting its requirements, ignoring internal implementation) and other decisions affecting the selection and design of the software units that make up the CSCI.

3.0 CSCI design

This section shall be divided into paragraphs which describe the CSCI design. An overview shall identify software components/units, their hierarchy, interfaces, and concept of execution among them. If part or all of the design depends upon system states or modes, this dependency shall be indicated. If design information falls into more than one paragraph, it may be presented once and referenced from the other paragraphs. Design conventions needed to understand the design shall be presented or referenced.

Individual components shall be described in sufficient detail to allow implementation to proceed. The document shall describe the purpose of each component/unit, its development type (new, modified, reused, COTS), and requirements allocation (RTVM). Hardware components/units that each software unit should execute are also identified, as are the unit interfaces and content (preliminary software interface design).

After all components are presented, the document shall describe the concept of execution among the software units. It shall include diagrams and descriptions showing the dynamic relationship of the software units, that is how they will interact during CSCI operation, including, as applicable, flow of execution control, data flow, dynamically controlled sequencing, state transition diagrams, timing diagrams, priorities among units, handling of interrupts, timing/sequencing relationships, exception handling, concurrent execution, dynamic allocation/de-allocation, dynamic creation/deletion of objects, processes, tasks, and other aspects of dynamic behavior.

4.0 Requirements traceability

This section maps the CSCI components to the items in the SwRS that they are intended to satisfy.



Appendixes

Notes. This section shall contain any general information that aids in understanding this document (e.g., background information, glossary, rationale). This section shall include an alphabetical listing of all acronyms, abbreviations, and their meanings as used in this document and a list of terms and definitions needed to understand this document.

Appendixes may also be used to provide information published separately for convenience in document maintenance (e.g., charts, classified data). As applicable, each appendix shall be referenced in the main body of the document where the data would normally have been provided. Appendixes may be bound as separate documents for ease in handling.

3.24 (L) Software Requirements Specifications

<i>Lockheed Martin Team Data Item Description</i>	
<i>TITLE</i>	<i>CDRL Reference Number</i>
Software Requirements Specification (SwRS)	L38
<i>DESCRIPTION/PURPOSE</i>	
<p>The Software Requirements Specification (SwRS) is produced for each major subsystem. It is the product of the requirements analysis process that follows allocation of system requirements to individual system components, subsystems or Computer Software Configuration Items (CSCI). It contains a refinement of the SyRS requirements, which incorporates system standards and constraints, and a clustering of these detailed requirements into functional areas.</p> <p>The SwRS is the basis for software design. It is intended to organize and clarify the requirements without unduly limiting design flexibility.</p>	
<i>APPLICATION/INTERRELATIONSHIP</i>	
<p>This DID contains Lockheed Martin recommendations for format and content preparation instructions for a data product generated by specific and discrete task requirements as delineated in the contract. In collaboration with NARA, and subject to NARA approval, Lockheed Martin intends to determine the final additions to the CDRL and structure of this proposed DID after contract award.</p>	
<i>GENERAL PREPARATION INSTRUCTIONS</i>	
<p>The format and layout will conform to the Lockheed Martin Team's style guide</p> <ul style="list-style-type: none"> a. <u>Title page or identifier.</u> The document shall include a title page containing, as applicable: document number, volume number, version/revision indicator; security markings or other restrictions on the handling of the document; date; document title, name, abbreviation, and any other identifier for the system, subsystem, or item to which the document applies; contract number, CDRL item number, organization for which the document has been prepared, name and address of the preparing organization, and distribution statement. For data in a database or other alternative form, this information shall be included on external and internal labels or by equivalent identification methods. b. <u>Table of contents and index.</u> The document shall contain a table of contents providing the number, title, and page number of each titled paragraph, figure, table, and appendix, and an index providing an alphabetic listing of key terms and concepts covered in the document and the pages or paragraphs in which the terms or concepts are covered. For data in a database or other alternative form, this information shall consist of an internal or external table of contents containing pointers to, or instructions for accessing, each paragraph, figure, table, and appendix or their equivalents. c. <u>Page numbering/labeling.</u> Each page shall contain a unique page number and display the document number, including version, volume, and date, as applicable. For data in a database or other alternative form, files, screens, or other entities shall be assigned names or numbers in such a way that desired data can be indexed and accessed. d. <u>Multiple paragraphs and subparagraphs.</u> Any section, paragraph, or subparagraph in this DID may be written as multiple paragraphs or subparagraphs to enhance readability. 	



CONTENT INSTRUCTIONS

1.0 Scope

Includes Identification, System Overview and Document overview

2.0 (CSCI Name) Requirements

Lists individual requirements describing the intended functions, performance, constraints, and quality metrics for the system

3.0 SyRS Traceability Matrix

Includes mappings from the SyRS

4.0 Test Method Table (e.g., Inspection, Analysis, Demonstration, Test)

A matrix showing the intended method for verification of each of the requirements in the completed CSCI or Subsystem

Appendixes

Notes This section shall contain any general information that aids in understanding this document (e.g., background information, glossary, rationale) This section shall include an alphabetical listing of all acronyms, abbreviations, and their meanings as used in this document and a list of terms and definitions needed to understand this document

Appendixes may also be used to provide information published separately for convenience in document maintenance (e.g., charts, classified data) As applicable, each appendix shall be referenced in the main body of the document where the data would normally have been provided. Appendixes may be bound as separate documents for ease in handling

3.25 (L) System Concept of Operations (ConOps)

Lockheed Martin Team Data Item Description

<i>TITLE</i>	<i>CDRL Reference Number</i>
System Concept of Operations	L39
<i>DESCRIPTION/PURPOSE</i> The ERA System Concepts of Operations (ConOps) is a product of multiple systems architecture and engineering-related disciplines (including systems, human factors and information experts) working together to describe the operational attributes of the work environment and the supporting elements of the system. The ERA ConOps emphasizes the way the mission will be operated and used (operational characteristic) in terms that are understood by the system and archive administrators and the users (including archivists, preservationists, producers, and consumers) of ERA Mission data	
<i>APPLICATION/INTERRELATIONSHIP</i> This DID contains Lockheed Martin recommendations for format and content preparation instructions for a data product generated by specific and discrete task requirements as delineated in the contract. In collaboration with NARA, and subject to NARA approval, Lockheed Martin intends to determine the final additions to the CDRL and structure of this proposed DID after contract award	
<i>GENERAL PREPARATION INSTRUCTIONS</i> The format and layout will conform to the Lockheed Martin Team's style guide <ul style="list-style-type: none"> a <u>Title page or identifier</u> The document shall include a title page containing, as applicable document number, volume number, version/revision indicator, security markings or other restrictions on the handling of the document, date, document title, name, abbreviation, and any other identifier for the system, subsystem, or item to which the document applies, contract number; CDRL item number; organization for which the document has been prepared, name and address of the preparing organization; and distribution statement For data in a database or other alternative form, this information shall be included on external and internal labels or by equivalent identification methods b <u>Table of contents and index</u> The document shall contain a table of contents providing the number, title, and page number of each titled paragraph, figure, table, and appendix, and an index providing an alphabetic listing of key terms and concepts covered in the document and the pages or paragraphs in which the terms or concepts are 	



covered. For data in a database or other alternative form, this information shall consist of an internal or external table of contents containing pointers to, or instructions for accessing, each paragraph, figure, table, and appendix or their equivalents.

- c. Page numbering/labeling. Each page shall contain a unique page number and display the document number, including version, volume, and date, as applicable. For data in a database or other alternative form, files, screens, or other entities shall be assigned names or numbers in such a way that desired data can be indexed and accessed.
- d. Multiple paragraphs and subparagraphs. Any section, paragraph, or subparagraph in this DID may be written as multiple paragraphs or subparagraphs to enhance readability.

CONTENT INSTRUCTIONS

1. Introduction

This section includes full identification of the system and the software releases to which this document applies, as well as an overview of the environment to which this document is intended to be applied, an overview of this document itself, and a list of referenced documents.

2. System Overview

This section describes the intended functions, products and rules governing uses of the system.

3. Intended audience

This section describes the communities whose work is being addressed by this concept document. It includes descriptions of user roles (each characterized by a homogeneous, interrelated set of tasks or seamless workflows), user classes (describing properties of shared data needed for cooperative or collaborative discharge of related duties or tasks), or user systems (represented by external interfaces having characteristics indistinguishable from machine communications protocols). Communities may be composed of individuals identified by their properties as persons, or groups identified by association with some common property or set of properties, or of systems.

4. Operational scenarios based on user roles and classes

Operational scenarios are expressed as combinations of function flow diagrams and text. Each scenario begins with a deterministically qualifiable set of inputs or triggering events. Scenarios may terminate with specific outputs, may continue indefinitely until some external condition or event occurs, or may terminate with no output. Anomalous behaviors or unexpected outputs may be described as well, depending upon the nature of the scenario and the potential cost of failures.

Appendixes

Notes. This section shall contain any general information that aids in understanding this document (e.g., background information, glossary, rationale). This section shall include an alphabetical listing of all acronyms, abbreviations, and their meanings as used in this document and a list of terms and definitions needed to understand this document.

Appendixes may also be used to provide information published separately for convenience in document maintenance (e.g., charts, classified data). As applicable, each appendix shall be referenced in the main body of the document where the data would normally have been provided. Appendixes may be bound as separate documents for ease in handling.

3.26 (L) System Evolution Plan

<i>Lockheed Martin Team Data Item Description</i>	
<i>TITLE</i>	<i>CDRL Reference Number</i>
System Evolution Plan	L40
<i>DESCRIPTION/PURPOSE</i>	
The System Evolution plan is the principal technology-related product of Increment planning and analysis. The assessment data developed as part of the technology validation process is used to prepare an evolution plan to upgrade the system. The evolution plan recommends a target increment and release to introduce a technology or product upgrade, as well as planned dissemination of the technology across ERA.	



APPLICATION/INTERRELATIONSHIP

This DID contains Lockheed Martin recommendations for format and content preparation instructions for a data product generated by specific and discrete task requirements as delineated in the contract. In collaboration with NARA, and subject to NARA approval, Lockheed Martin intends to determine the final additions to the CDRL and structure of this proposed DID after contract award.

GENERAL PREPARATION INSTRUCTIONS

The format and layout will conform to the Lockheed Martin Team's style guide

- a. Title page or identifier. The document shall include a title page containing, as applicable: document number, volume number, version/revision indicator, security markings or other restrictions on the handling of the document, date, document title, name, abbreviation, and any other identifier for the system, subsystem, or item to which the document applies; contract number; CDRL item number, organization for which the document has been prepared; name and address of the preparing organization, and distribution statement. For data in a database or other alternative form, this information shall be included on external and internal labels or by equivalent identification methods.
- b. Table of contents and index. The document shall contain a table of contents providing the number, title, and page number of each titled paragraph, figure, table, and appendix, and an index providing an alphabetic listing of key terms and concepts covered in the document and the pages or paragraphs in which the terms or concepts are covered. For data in a database or other alternative form, this information shall consist of an internal or external table of contents containing pointers to, or instructions for accessing, each paragraph, figure, table, and appendix or their equivalents.
- c. Page numbering/labeling. Each page shall contain a unique page number and display the document number, including version, volume, and date, as applicable. For data in a database or other alternative form, files, screens, or other entities shall be assigned names or numbers in such a way that desired data can be indexed and accessed.
- d. Multiple paragraphs and subparagraphs. Any section, paragraph, or subparagraph in this DID may be written as multiple paragraphs or subparagraphs to enhance readability.

CONTENT INSTRUCTIONS

1.0 Introduction

Includes a document overview, document identification, and an applicable documents section

2.0 Technology Product areas

Includes an overview of ERA related new or emerging technologies, changes in standards, and evaluations of product lines currently in use in ERA, showing projected end-of-life or other risks in continued use of those products or their relevant technologies

3.0 Technology and Product projections

Summarizes the trade space for architectural and schedule alternatives for replacing or introducing products in an ERA baseline release or increment.

4.0 Evolution Upgrade Recommendation

Documents the selected sequence of replacement and introduction of technologies or products into one or more future increments of the ERA system. Each technology or product covered in this section includes a best estimate of the projected life of the technology. Plans include site scheduling windows and contingency planning (fallback or regression) information to accommodate deficiencies or problems either moving off of an old or onto a new technology or product

Appendixes

Notes. This section shall contain any general information that aids in understanding this document (e.g., background information, glossary, rationale). This section shall include an alphabetical listing of all acronyms, abbreviations, and their meanings as used in this document and a list of terms and definitions needed to understand this document.

Appendixes may also be used to provide information published separately for convenience in document maintenance (e.g., charts, classified data). As applicable, each appendix shall be referenced in the main body of the document where the data would normally have been provided. Appendixes may be bound as separate documents for ease in handling.



3.27 (L) Training Material (Classroom Presentations)

<i>Lockheed Martin Team Data Item Description</i>	
<i>TITLE</i>	<i>CDRL Reference Number</i>
Training Material (Classroom Presentations)	L41
<i>DESCRIPTION/PURPOSE</i>	
Provides a description of classroom training materials to be provided for the ERA project	
<i>APPLICATION/INTERRELATIONSHIP</i>	
This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by specific and discrete task requirements as delineated in the contract. In collaboration with NARA, and subject to NARA approval, Lockheed Martin intends to determine the final additions to the CDRL and structure of this proposed DID after contract award.	
<i>GENERAL PREPARATION INSTRUCTIONS</i>	
The format and layout will conform to the Lockheed Martin Team's style guide.	
<ul style="list-style-type: none"> e. <u>Title page or identifier.</u> The document shall include a title page containing, as applicable: document number; volume number; version/revision indicator; security markings or other restrictions on the handling of the document, date; document title, name, abbreviation, and any other identifier for the system, subsystem, or item to which the document applies, contract number, CDRL item number, organization for which the document has been prepared, name and address of the preparing organization; and distribution statement. For data in a database or other alternative form, this information shall be included on external and internal labels or by equivalent identification methods. f. <u>Table of contents and index.</u> The document shall contain a table of contents providing the number, title, and page number of each titled paragraph, figure, table, and appendix, and an index providing an alphabetic listing of key terms and concepts covered in the document and the pages or paragraphs in which the terms or concepts are covered. For data in a database or other alternative form, this information shall consist of an internal or external table of contents containing pointers to, or instructions for accessing, each paragraph, figure, table, and appendix or their equivalents. g. <u>Page numbering/labeling.</u> Each page shall contain a unique page number and display the document number, including version, volume, and date, as applicable. For data in a database or other alternative form, files, screens, or other entities shall be assigned names or numbers in such a way that desired data can be indexed and accessed. h. <u>Multiple paragraphs and subparagraphs.</u> Any section, paragraph, or subparagraph in this DID may be written as multiple paragraphs or subparagraphs to enhance readability. 	
<i>CONTENT INSTRUCTIONS</i>	
1.0 Description. Describes the purpose of the training, along with the methods of presentation to be used	
2.0 Source Materials. Lists the materials used as a basis for the training.	
3.0 Course Schedule. The course schedule identifies the major course topics and time allocated for each	
4.0 Instructor Guide. Contains procedures for conducting the course	
5.0 Lesson Activities. Describes all activities to be accomplished in each class session and each laboratory session	
6.0 Classroom Preparation. Describes physical areas to be prepared for classroom activities.	
7.0 Lesson Plans. Lesson Plans lay out the content of the course.	
8.0 Student Materials. Contains student guides or handouts, reference materials, administrative information	
9.0 Tests. Describes the types of tests to be prepared, their method of administration and the consequences associated with student test results	



Appendixes

Notes This section shall contain any general information that aids in understanding this document (e.g., background information, glossary, rationale). This section shall include an alphabetical listing of all acronyms, abbreviations, and their meanings as used in this document and a list of terms and definitions needed to understand this document.

Appendixes may also be used to provide information published separately for convenience in document maintenance (e.g., charts, classified data). As applicable, each appendix shall be referenced in the main body of the document where the data would normally have been provided. Appendixes may be bound as separate documents for ease in handling.

3.28 (L) Test Readiness Review (TRR) Agenda

<i>Lockheed Martin Team Data Item Description</i>	
<i>TITLE</i>	<i>CDRL Reference Number</i>
Test Readiness Review (TRR) Agenda	L42
<i>DESCRIPTION/PURPOSE</i>	
Describes the agenda to be discussed/ presented at TRRs.	
<i>APPLICATION/INTERRELATIONSHIP</i>	
This DID contains the format and content preparation instructions for the data product generated by specific and discrete task requirements as delineated in the contract. In collaboration with NARA, and subject to NARA approval, Lockheed Martin intends to determine the final additions to the CDRL and structure of this proposed DID after contract award.	
<i>GENERAL PREPARATION INSTRUCTIONS</i>	
The format and layout will conform to the Lockheed Martin Team's style guide.	
<ul style="list-style-type: none"> a <u>Title page or identifier</u> The document shall include a title page containing, as applicable: document number, volume number, version/revision indicator, security markings or other restrictions on the handling of the document; date, document title; name, abbreviation, and any other identifier for the system, subsystem, or item to which the document applies, contract number, CDRL item number, organization for which the document has been prepared; name and address of the preparing organization; and distribution statement. For data in a database or other alternative form, this information shall be included on external and internal labels or by equivalent identification methods b <u>Table of contents and index</u>. The document shall contain a table of contents providing the number, title, and page number of each titled paragraph, figure, table, and appendix, and an index providing an alphabetic listing of key terms and concepts covered in the document and the pages or paragraphs in which the terms or concepts are covered. For data in a database or other alternative form, this information shall consist of an internal or external table of contents containing pointers to, or instructions for accessing, each paragraph, figure, table, and appendix or their equivalents c <u>Page numbering/labeling</u>. Each page shall contain a unique page number and display the document number, including version, volume, and date, as applicable. For data in a database or other alternative form, files, screens, or other entities shall be assigned names or numbers in such a way that desired data can be indexed and accessed d <u>Multiple paragraphs and subparagraphs</u> Any section, paragraph, or subparagraph in this DID may be written as multiple paragraphs or subparagraphs to enhance readability 	
<i>CONTENT INSTRUCTIONS</i>	
1.0 Requirement Changes Any changes to the system requirement baseline are described	
2.0 VCRM Changes. Any changes to requirement verification methods or traceability to test procedures are presented	
3.0 Test Procedure Changes Any changes to previously approved test procedures to be used during formal test conduct are presented	
4.0 Test Resources. An overview of the hardware and software configuration to be used during formal test conduct, including software version	



- 5.0 Test Limitations** All limitations and workarounds, including a list of approved or requested contract waivers and deviations applicable to the requirements under test are identified
- 6.0 Summary of Test Activities.** A summary of activities leading up to formal test conduct, including the status of test procedures, is described.
- 7.0 Software and Hardware Problems.** A summary is presented of all software and hardware problems that affect the items under test
- 8.0 Exit Criteria Review.** An overview is presented of the agreed exit criteria and the current metrics for each criterion (e.g., requirement pass rates, test pass rates, number and severity level of open defects)
- 9.0 Schedule.** A schedule of formal system test runs is reviewed.

Appendixes

Notes This section shall contain any general information that aids in understanding this document (e.g., background information, glossary, rationale) This section shall include an alphabetical listing of all acronyms, abbreviations, and their meanings as used in this document and a list of terms and definitions needed to understand this document

Appendixes may also be used to provide information published separately for convenience in document maintenance (e.g., charts, classified data). As applicable, each appendix shall be referenced in the main body of the document where the data would normally have been provided Appendixes may be bound as separate documents for ease in handling

3.29 (L) Acceptance Test Procedures

<i>Lockheed Martin Team Data Item Description</i>	
<i>TITLE</i>	<i>CDRL Reference Number</i>
Acceptance Test Procedures	L43
<i>DESCRIPTION/PURPOSE</i>	
The Acceptance Test Procedures DID provides guidelines for the development of formal test procedures for the ERA program.	
<i>APPLICATION/INTERRELATIONSHIP</i>	
This DID contains Lockheed Martin recommendations for format and content preparation instructions for a data product generated by specific and discrete task requirements as delineated in the contract. In collaboration with NARA, and subject to NARA approval, Lockheed Martin intends to determine the final additions to the CDRL and structure of this proposed DID after contract award.	
<i>GENERAL PREPARATION INSTRUCTIONS</i>	
The format and layout will conform to the Lockheed Martin Team's style guide	
<ul style="list-style-type: none"> a <u>Title page or identifier.</u> The document shall include a title page containing, as applicable document number, volume number, version/revision indicator, security markings or other restrictions on the handling of the document, date, document title, name, abbreviation, and any other identifier for the system, subsystem, or item to which the document applies, contract number; CDRL item number, organization for which the document has been prepared, name and address of the preparing organization, and distribution statement For data in a database or other alternative form, this information shall be included on external and internal labels or by equivalent identification methods b <u>Table of contents and index</u> The document shall contain a table of contents providing the number, title, and page number of each titled paragraph, figure, table, and appendix, and an index providing an alphabetic listing of key terms and concepts covered in the document and the pages or paragraphs in which the terms or concepts are covered For data in a database or other alternative form, this information shall consist of an internal or external table of contents containing pointers to, or instructions for accessing, each paragraph, figure, table, and appendix or their equivalents c <u>Page numbering/labeling</u> Each page shall contain a unique page number and display the document number, 	



including version, volume, and date, as applicable. For data in a database or other alternative form, files, screens, or other entities shall be assigned names or numbers in such a way that desired data can be indexed and accessed.

- d Multiple paragraphs and subparagraphs Any section, paragraph, or subparagraph in this DID may be written as multiple paragraphs or subparagraphs to enhance readability

CONTENT INSTRUCTIONS

1 0 Scope

1 1 System Overview

1 2 Document Overview

2 0 Referenced Documents

3 0 Test Procedure Name (Section and subsections repeated for each test procedure)

3 1 Test Procedure Change History

3 2 Test Procedure Objectives

3.3 Test Procedure Runs

3 3 1 Test Configuration (Hardware, Software)

3 3 2 Tools, Scripts, Data

3 3 3 Special Requirements, Assumptions, Constraints, Limitations

3 4 Run 1 <Name> (Section and subsections repeated for each run in the test procedure)

3 4 1 Expected Duration

3.4.2 Test Steps Includes tables with the following columns.

Step number

Step Description / Inputs

Requirements Mapped to Step

Expected Results

Pass/Fail/Blocked

3 5 Results – Table with the following columns updated each time the test is formally run

Date

Tester (name)

Notes

Appendixes

Notes This section shall contain any general information that aids in understanding this document (e.g., background information, glossary, rationale) This section shall include an alphabetical listing of all acronyms, abbreviations, and their meanings as used in this document and a list of terms and definitions needed to understand this document

Appendixes may also be used to provide information published separately for convenience in document maintenance (e.g., charts, classified data) As applicable, each appendix shall be referenced in the main body of the document where the data would normally have been provided Appendixes may be bound as separate documents for ease in handling.



3.30 (L) ERA System Engineering Management Plan (SEMP)

<i>Lockheed Martin Team Data Item Description</i>	
<i>TITLE</i>	<i>CDRL Reference Number</i>
Systems Engineering Management Plan (SEMP)	L45
<i>DESCRIPTION/PURPOSE</i>	
The Systems Engineering Management Plan (SEMP) defines the technical controls, technical implementation and processes needed to produce the ERA system. It provides a means for integrating engineering specialties into an overall, controlled and managed engineering discipline.	
<i>APPLICATION/INTERRELATIONSHIP</i>	
This DID contains Lockheed Martin recommendations for format and content preparation instructions for a data product generated by specific and discrete task requirements as delineated in the contract. In collaboration with NARA, and subject to NARA approval, Lockheed Martin intends to determine the final additions to the CDRL and structure of this proposed DID after contract award.	
<i>GENERAL PREPARATION INSTRUCTIONS</i>	
The format and layout will conform to the Lockheed Martin Team's style guide	
<ul style="list-style-type: none"> a. <u>Title page or identifier</u> The document shall include a title page containing, as applicable: document number; volume number; version/revision indicator; security markings or other restrictions on the handling of the document; date, document title, name, abbreviation, and any other identifier for the system, subsystem, or item to which the document applies; contract number; CDRL item number, organization for which the document has been prepared; name and address of the preparing organization; and distribution statement. For data in a database or other alternative form, this information shall be included on external and internal labels or by equivalent identification methods. b. <u>Table of contents and index</u> The document shall contain a table of contents providing the number, title, and page number of each titled paragraph, figure, table, and appendix, and an index providing an alphabetic listing of key terms and concepts covered in the document and the pages or paragraphs in which the terms or concepts are covered. For data in a database or other alternative form, this information shall consist of an internal or external table of contents containing pointers to, or instructions for accessing, each paragraph, figure, table, and appendix or their equivalents. c. <u>Page numbering/labeling</u> Each page shall contain a unique page number and display the document number, including version, volume, and date, as applicable. For data in a database or other alternative form, files, screens, or other entities shall be assigned names or numbers in such a way that desired data can be indexed and accessed. d. <u>Multiple paragraphs and subparagraphs</u>. Any section, paragraph, or subparagraph in this DID may be written as multiple paragraphs or subparagraphs to enhance readability. 	
<i>CONTENT INSTRUCTIONS</i>	
1 0 SEMP Document Overview	
1 1 Description	
1 2 Scope	
1 3 Document Organization	
1 4 Standards, Documents	
2 0 Engineering Technical Management	
2.1 Organization responsibilities and authority	
2.1 1 Program organization	
2 1 2 Concurrent engineering	

2.2 Technical management

- 2.2.1 Technical Performance Measurement
- 2.2.2 Risk management
- 2.2.3 Engineering control boards
- 2.2.4 Specification Tree
- 2.2.5 Subcontract technical management
- 2.2.6 Quality

3.0 Systems Engineering Activities and Processes

3.1 System Requirement Definition

- 3.1.1 SRR

3.2 System Design

- 3.2.1 Trade Studies and Risk Reduction
 - 3.2.1.1 Prototype Demonstration
- 3.2.2 Specialty Engineering Integration
 - 3.2.2.1 RMA
 - 3.2.2.2 System Performance
 - 3.2.2.3 Security Engineering
- 3.2.3 Total Cost of Ownership Model
- 3.2.4 SDR

3.3 Interface Management

3.4 Product Design and Development

- 3.4.1 Software Design and Development
 - 3.4.1.1 PDR
 - 3.4.1.2 CDR
- 3.4.2 Hardware engineering
- 3.4.3 Commercial Product management
- 3.4.4 Value Engineering

3.5 Integration and Test

- 3.5.1 Test Planning
- 3.5.2 Integration
- 3.5.3 Test support and execution

4.0 Increment and Release Management

Appendixes

Notes This section shall contain any general information that aids in understanding this document (e.g., background information, glossary, rationale) This section shall include an alphabetical listing of all acronyms, abbreviations, and their meanings as used in this document and a list of terms and definitions needed to understand this document.

Appendixes may also be used to provide information published separately for convenience in document maintenance



(e.g., charts, classified data) As applicable, each appendix shall be referenced in the main body of the document where the data would normally have been provided. Appendixes may be bound as separate documents for ease in handling.

3.31 (L) Human Factors Engineering Specification

Lockheed Martin Team Data Item Description

<p><i>TITLE</i></p> <p>Human Factors Engineering Specification</p>	<p><i>CDRL Reference Number</i></p> <p>L46</p>
<p><i>DESCRIPTION/PURPOSE</i></p> <p>The Human Factors Engineering Specification documents requirements and guidance to be used to ensure the appropriate implementation of the Human Computer Interface (HCI).</p>	
<p><i>APPLICATION/INTERRELATIONSHIP</i></p> <p>This DID contains Lockheed Martin recommendations for format and content preparation instructions for a data product generated by specific and discrete task requirements as delineated in the contract. In collaboration with NARA, and subject to NARA approval, Lockheed Martin intends to determine the final additions to the CDRL and structure of this proposed DID after contract award.</p>	
<p><i>GENERAL PREPARATION INSTRUCTIONS</i></p> <p>The format and layout will conform to the Lockheed Martin Team's style guide.</p> <ol style="list-style-type: none"> a. <u>Title page or identifier</u> The document shall include a title page containing, as applicable: document number, volume number, version/revision indicator; security markings or other restrictions on the handling of the document; date; document title, name, abbreviation, and any other identifier for the system, subsystem, or item to which the document applies; contract number; CDRL item number, organization for which the document has been prepared, name and address of the preparing organization; and distribution statement. For data in a database or other alternative form, this information shall be included on external and internal labels or by equivalent identification methods. b. <u>Table of contents and index</u>. The document shall contain a table of contents providing the number, title, and page number of each titled paragraph, figure, table, and appendix, and an index providing an alphabetic listing of key terms and concepts covered in the document and the pages or paragraphs in which the terms or concepts are covered. For data in a database or other alternative form, this information shall consist of an internal or external table of contents containing pointers to, or instructions for accessing, each paragraph, figure, table, and appendix or their equivalents. c. <u>Page numbering/labeling</u>. Each page shall contain a unique page number and display the document number, including version, volume, and date, as applicable. For data in a database or other alternative form, files, screens, or other entities shall be assigned names or numbers in such a way that desired data can be indexed and accessed. d. <u>Multiple paragraphs and subparagraphs</u>. Any section, paragraph, or subparagraph in this DID may be written as multiple paragraphs or subparagraphs to enhance readability. 	
<p><i>CONTENT INSTRUCTIONS</i></p> <ol style="list-style-type: none"> 1.0 Scope Purpose 2.0 Introduction 3.0 Applicable documents <ol style="list-style-type: none"> 3.1 Interface Requirements (hardware, input/output devices, windows, colors, cursors, system feedback, etc.) 4.0 Personnel Position Specification <ol style="list-style-type: none"> 4.1 Definition of Roles 4.2 Requirements by Roles 5.0 HCI Threads and Commands (function and task elaboration) 6.0 Response Times 	



- 7.0 Help Messages
- 8.0 Error Messages

Appendixes

Notes This section shall contain any general information that aids in understanding this document (e.g., background information, glossary, rationale). This section shall include an alphabetical listing of all acronyms, abbreviations, and their meanings as used in this document and a list of terms and definitions needed to understand this document.

Appendixes may also be used to provide information published separately for convenience in document maintenance (e.g., charts, classified data). As applicable, each appendix shall be referenced in the main body of the document where the data would normally have been provided. Appendixes may be bound as separate documents for ease in handling.

3.32 (L) Integration and Test Facility Management Plan

<i>Lockheed Martin Team Data Item Description</i>	
<i>TITLE</i>	<i>CDRL Reference Number</i>
Integration and Test Facility Management Plan	L48
<i>DESCRIPTION/PURPOSE</i>	
The Integration and Test Facility Management Plan contains information needed to define, install and maintain the ERA development facility.	
<i>APPLICATION/INTERRELATIONSHIP</i>	
This DID contains Lockheed Martin recommendations for format and content preparation instructions for a data product generated by specific and discrete task requirements as delineated in the contract. In collaboration with NARA, and subject to NARA approval, Lockheed Martin intends to determine the final additions to the CDRL and structure of this proposed DID after contract award.	
<i>GENERAL PREPARATION INSTRUCTIONS</i>	
The format and layout will conform to the Lockheed Martin Team's style guide.	
<ul style="list-style-type: none"> a. <u>Title page or identifier</u>. The document shall include a title page containing, as applicable: document number; volume number, version/revision indicator, security markings or other restrictions on the handling of the document, date; document title; name, abbreviation, and any other identifier for the system, subsystem, or item to which the document applies; contract number, CDRL item number; organization for which the document has been prepared; name and address of the preparing organization; and distribution statement. For data in a database or other alternative form, this information shall be included on external and internal labels or by equivalent identification methods. b. <u>Table of contents and index</u>. The document shall contain a table of contents providing the number, title, and page number of each titled paragraph, figure, table, and appendix, and an index providing an alphabetic listing of key terms and concepts covered in the document and the pages or paragraphs in which the terms or concepts are covered. For data in a database or other alternative form, this information shall consist of an internal or external table of contents containing pointers to, or instructions for accessing, each paragraph, figure, table, and appendix or their equivalents. c. <u>Page numbering/labeling</u>. Each page shall contain a unique page number and display the document number, including version, volume, and date, as applicable. For data in a database or other alternative form, files, screens, or other entities shall be assigned names or numbers in such a way that desired data can be indexed and accessed. d. <u>Multiple paragraphs and subparagraphs</u>. Any section, paragraph, or subparagraph in this DID may be written as <i>multiple paragraphs or subparagraphs to enhance readability</i>. 	
<i>CONTENT INSTRUCTIONS</i>	
<ul style="list-style-type: none"> 1.0 Introduction 2.0 Overview and Scope 3.0 Relevant Procedures and Processes 4.0 System and Product Installation <ul style="list-style-type: none"> 4.1 Installation Schedules 	



- 4.2 Standards
- 4.3 Training Requirements
- 4.4 Staff Qualifications
- 4.5 Tools and Test Equipment
- 5.0 Physical Installation
 - 5.1 Equipment Delivery
 - 5.2 Hardware Installation
- 6.0 Verification Activities
 - 6.1 Detailed Schedules
 - 6.2 Audits
 - 6.3 Inspections
 - 6.4 Milestone Reviews
- 7.0 Ongoing Lab Support
 - 7.1 Lab Design
 - 7.2 Lab Build
 - 7.3 Daily Health Checks
 - 7.4 Maintenance
 - 7.5 Administration
 - 7.6 Management
 - 7.7 Lab Shutdown Activities
- 8.0 Lab Change Control
- 9.0 Lab Termination

Appendixes

Notes This section shall contain any general information that aids in understanding this document (e.g., background information, glossary, rationale). This section shall include an alphabetical listing of all acronyms, abbreviations, and their meanings as used in this document and a list of terms and definitions needed to understand this document.

Appendixes may also be used to provide information published separately for convenience in document maintenance (e.g., charts, classified data). As applicable, each appendix shall be referenced in the main body of the document where the data would normally have been provided. Appendixes may be bound as separate documents for ease in handling.

3.33 (L) Integration and Test Facility Disaster Recovery Plan

<i>Lockheed Martin Team Data Item Description</i>	
<i>TITLE</i>	<i>CDRL Reference Number</i>
Integration and Test Facility Disaster Recovery Plan	L49
<i>DESCRIPTION/PURPOSE</i>	
The Integration and Test Facility Disaster Recovery Plan provides detailed continuity of operations procedures for the ERA development facility.	
<i>APPLICATION/INTERRELATIONSHIP</i>	
This DID contains Lockheed Martin recommendations for format and content preparation instructions for a data product generated by specific and discrete task requirements as delineated in the contract. In collaboration with NARA, and subject to NARA approval, Lockheed Martin intends to determine the final additions to the CDRL and structure of this proposed DID after contract award.	
<i>GENERAL PREPARATION INSTRUCTIONS</i>	
The format and layout will conform to the Lockheed Martin Team's style guide.	
<ul style="list-style-type: none"> a. <u>Title page or identifier</u>. The document shall include a title page containing, as applicable: document number, volume number; version/revision indicator, security markings or other restrictions on the handling of the document, date, document title; name, abbreviation, and any other identifier for the system, subsystem, or item to which the document applies, contract number, CDRL item number; organization for which the document has been prepared, name and address of the preparing organization, and distribution statement. For data in a database or other alternative form, this 	



information shall be included on external and internal labels or by equivalent identification methods

- b. Table of contents and index The document shall contain a table of contents providing the number, title, and page number of each titled paragraph, figure, table, and appendix, and an index providing an alphabetic listing of key terms and concepts covered in the document and the pages or paragraphs in which the terms or concepts are covered. For data in a database or other alternative form, this information shall consist of an internal or external table of contents containing pointers to, or instructions for accessing, each paragraph, figure, table, and appendix or their equivalents
- c. Page numbering/labeling. Each page shall contain a unique page number and display the document number, including version, volume, and date, as applicable. For data in a database or other alternative form, files, screens, or other entities shall be assigned names or numbers in such a way that desired data can be indexed and accessed
- d. Multiple paragraphs and subparagraphs. Any section, paragraph, or subparagraph in this DID may be written as multiple paragraphs or subparagraphs to enhance readability

CONTENT INSTRUCTIONS

For ease of documentation maintenance, the author of this document may choose to create two separate but linked documents, one for system software installations, one for system hardware installations

- 1 0 Introduction
- 2 0 Overview and Scope
- 3 0 Relevant Procedures and Processes
- 4.0 Disaster Recovery Objectives
- 5 0 Disaster Recovery Planning
- 6 0 Computing and Information Resources Criticality Level Assessment
 - 6.1 Purpose
 - 6.2 Definitions
 - 6.3 Risk Assessments
 - 6.4 Identify Resources under Lab Engineering's Jurisdiction
 - 6.5 Criticality Assessment Risk Analysis
- 7 Lab Engineering - Threat and Vulnerability Analysis
 - 7.1 Lab Build Documentation
 - 7.2 Lab Hardware
 - 7.3 Facilities Work
- 8 Disaster Recovery Responsibilities, Tasks to complete
 - 8.1 Initial Management Responsibilities
 - 8.2 Initial Engineering Responsibilities
 - 8.3 Initial Technician Responsibilities
- 9. List of Disaster Recovery Resources
- 10 Procedures for restoring business operations
- 11 Procedure validity and applicability
- 12 Disaster Recovery Assumptions

Appendixes

Notes This section shall contain any general information that aids in understanding this document (e.g., background information, glossary, rationale). This section shall include an alphabetical listing of all acronyms, abbreviations, and their meanings as used in this document and a list of terms and definitions needed to understand this document

Appendixes may also be used to provide information published separately for convenience in document maintenance (e.g., charts, classified data). As applicable, each appendix shall be referenced in the main body of the document where the data would normally have been provided. Appendixes may be bound as separate documents for ease in handling



3.34 (L) Interface Control Documents (ICDs)

<i>Lockheed Martin Team Data Item Description</i>	
<i>TITLE</i>	<i>CDRL Reference Number</i>
Interface Control Document (ICD)	L50
<i>DESCRIPTION/PURPOSE</i>	
The Interface Control Document (ICD) describes the formal agreement that documents how the interface requirements between two entities (subsystems, subsystem and user. etc) have been implemented	
<i>APPLICATION/INTERRELATIONSHIP</i>	
This DID contains Lockheed Martin recommendations for format and content preparation instructions for a data product generated by specific and discrete task requirements as delineated in the contract. In collaboration with NARA, and subject to NARA approval, Lockheed Martin intends to determine the final additions to the CDRL and structure of this proposed DID after contract award	
<i>GENERAL PREPARATION INSTRUCTIONS</i>	
The format and layout will conform to the Lockheed Martin Team's style guide	
<ul style="list-style-type: none"> e. <u>Title page or identifier.</u> The document shall include a title page containing, as applicable: document number; volume number, version/revision indicator, security markings or other restrictions on the handling of the document; date; document title; name, abbreviation, and any other identifier for the system, subsystem, or item to which the document applies, contract number, CDRL item number, organization for which the document has been prepared, name and address of the preparing organization, and distribution statement. For data in a database or other alternative form, this information shall be included on external and internal labels or by equivalent identification methods. f. <u>Table of contents and index.</u> The document shall contain a table of contents providing the number, title, and page number of each titled paragraph, figure, table, and appendix, and an index providing an alphabetic listing of key terms and concepts covered in the document and the pages or paragraphs in which the terms or concepts are covered. For data in a database or other alternative form, this information shall consist of an internal or external table of contents containing pointers to, or instructions for accessing, each paragraph, figure, table, and appendix or their equivalents g. <u>Page numbering/labeling.</u> Each page shall contain a unique page number and display the document number, including version, volume, and date, as applicable. For data in a database or other alternative form, files, screens, or other entities shall be assigned names or numbers in such a way that desired data can be indexed and accessed h. <u>Multiple paragraphs and subparagraphs.</u> Any section, paragraph, or subparagraph in this DID may be written as multiple paragraphs or subparagraphs to enhance readability. 	
<i>CONTENT INSTRUCTIONS</i>	
1.0 Scope	
2.0 Applicable Documents	
3.0 Interface Requirements Characteristics (may include Functional Requirements/ Design, Human System Interface Requirements, H/W and/or S/W Characteristics, Protocols, Wiring Instructions/ attachment Instructions, Security, etc)	
4.0 Quality Assurance Provision (may include a Requirements Verification cross reference)	
5.0 Notes	
Appendixes	
<p><u>Notes</u> This section shall contain any general information that aids in understanding this document (e.g., background information, glossary, rationale). This section shall include an alphabetical listing of all acronyms, abbreviations, and their meanings as used in this document and a list of terms and definitions needed to understand this document</p> <p>Appendixes may also be used to provide information published separately for convenience in document maintenance (e.g., charts, classified data). As applicable, each appendix shall be referenced in the main body of the document where the data would normally have been provided. Appendixes may be bound as separate documents for ease in handling</p>	



3.35 (L) Leadership Action Plans

<i>Lockheed Martin Team Data Item Description</i>	
<i>TITLE</i> Leadership Action Plans	<i>CDRL Reference Number</i> L52
<i>DESCRIPTION/PURPOSE</i> To provide program executive leadership with task plans for fulfilling their program leadership roles	
<i>APPLICATION/INTERRELATIONSHIP</i> This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by specific and discrete task requirements as delineated in the contract. In collaboration with NARA, and subject to NARA approval, Lockheed Martin intends to determine the final additions to the CDRL and structure of this proposed DID after contract award.	
<i>GENERAL PREPARATION INSTRUCTIONS</i> The format and layout will conform to the Lockheed Martin Team's style guide <ul style="list-style-type: none"> a <u>Title page or identifier.</u> The document shall include a title page containing, as applicable: document number; volume number, version/revision indicator, security markings or other restrictions on the handling of the document, date, document title; name, abbreviation, and any other identifier for the system, subsystem, or item to which the document applies, contract number, CDRL item number; organization for which the document has been prepared; name and address of the preparing organization; and distribution statement. For data in a database or other alternative form, this information shall be included on external and internal labels or by equivalent identification methods. b <u>Table of contents and index.</u> The document shall contain a table of contents providing the number, title, and page number of each titled paragraph, figure, table, and appendix, and an index providing an alphabetic listing of key terms and concepts covered in the document and the pages or paragraphs in which the terms or concepts are covered. For data in a database or other alternative form, this information shall consist of an internal or external table of contents containing pointers to, or instructions for accessing, each paragraph, figure, table, and appendix or their equivalents. c <u>Page numbering/labeling.</u> Each page shall contain a unique page number and display the document number, including version, volume, and date, as applicable. For data in a database or other alternative form, files, screens, or other entities shall be assigned names or numbers in such a way that desired data can be indexed and accessed. d <u>Multiple paragraphs and subparagraphs.</u> Any section, paragraph, or subparagraph in this DID may be written as multiple paragraphs or subparagraphs to enhance readability. 	
<i>CONTENT INSTRUCTIONS</i> 1.0 Role in the ERA Program Summary description of leadership role and responsibilities for the program 2.0 Tasks and Timing Table listing tasks to be performed by the leader and frequency or date 3.0 Tools and Support Electronic tools, hardcopy tools and team support personnel that can assist the leader complete his/her tasks Appendixes <u>Notes</u> This section shall contain any general information that aids in understanding this document (e.g., background information, glossary, rationale). This section shall include an alphabetical listing of all acronyms, abbreviations, and their meanings as used in this document and a list of terms and definitions needed to understand this document. Appendixes may also be used to provide information published separately for convenience in document maintenance (e.g., charts, classified data). As applicable, each appendix shall be referenced in the main body of the document where the data would normally have been provided. Appendixes may be bound as separate documents for ease in handling.	



3.36 (L) Mobilization and Alignment Plan

<i>Lockheed Martin Team Data Item Description</i>	
<i>TITLE</i>	<i>CDRL Reference Number</i>
Mobilization and Alignment Plan	L53
<i>DESCRIPTION/PURPOSE</i>	
To build stakeholder awareness, understanding, and involvement with the ERA program across effected groups internal and external to NARA	
<i>APPLICATION/INTERRELATIONSHIP</i>	
This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by specific and discrete task requirements as delineated in the contract. In collaboration with NARA, and subject to NARA approval, Lockheed Martin intends to determine the final additions to the CDRL and structure of this proposed DID after contract award.	
<i>GENERAL PREPARATION INSTRUCTIONS</i>	
The format and layout will conform to the Lockheed Martin Team's style guide	
<ul style="list-style-type: none"> a. <u>Title page or identifier.</u> The document shall include a title page containing, as applicable, document number, volume number, version/revision indicator, security markings or other restrictions on the handling of the document, date, document title; name, abbreviation, and any other identifier for the system, subsystem, or item to which the document applies; contract number; CDRL item number, organization for which the document has been prepared; name and address of the preparing organization; and distribution statement. For data in a database or other alternative form, this information shall be included on external and internal labels or by equivalent identification methods. b. <u>Table of contents and index.</u> The document shall contain a table of contents providing the number, title, and page number of each titled paragraph, figure, table, and appendix, and an index providing an alphabetic listing of key terms and concepts covered in the document and the pages or paragraphs in which the terms or concepts are covered. For data in a database or other alternative form, this information shall consist of an internal or external table of contents containing pointers to, or instructions for accessing, each paragraph, figure, table, and appendix or their equivalents. c. <u>Page numbering/labeling.</u> Each page shall contain a unique page number and display the document number, including version, volume, and date, as applicable. For data in a database or other alternative form, files, screens, or other entities shall be assigned names or numbers in such a way that desired data can be indexed and accessed. d. <u>Multiple paragraphs and subparagraphs.</u> Any section, paragraph, or subparagraph in this DID may be written as multiple paragraphs or subparagraphs to enhance readability. 	
<i>CONTENT INSTRUCTIONS</i>	
1.0 Mobilization and Alignment Plan Objectives	
2.0 Approach	
The major stakeholder groups and their roles on the program, methods of communication for managing expectations and a high-level communication flow among the major stakeholder entities	
3.0 Stakeholder Analysis	
Stakeholder sub-groups and their role on the program, segmentation of stakeholder groups by level of impact by the program and by major phase within the program	
Appendixes	
<u>Notes.</u> This section shall contain any general information that aids in understanding this document (e.g., background information, glossary, rationale). This section shall include an alphabetical listing of all acronyms, abbreviations, and their meanings as used in this document and a list of terms and definitions needed to understand this document.	
Appendixes may also be used to provide information published separately for convenience in document maintenance (e.g., charts, classified data). As applicable, each appendix shall be referenced in the main body of the document where the data would normally have been provided. Appendixes may be bound as separate documents for ease in handling.	



3.37 (L) Software Development Plan

<i>Lockheed Martin Team Data Item Description</i>	
<i>TITLE</i>	<i>CDRL Reference Number</i>
Software Development Plan (SDP)	L54
<i>DESCRIPTION/PURPOSE</i>	
<p>This Software Development Plan (SDP) describes the approach that is to be followed for designing and developing the software product releases for the ERA project. It defines the activities for specifying, designing and developing software and the configuration of commercial-off-the-shelf (COTS) components, and provides pointers to the appropriate processes, methods, standards, procedures and tools that are to be followed/used to support software engineering tasks on the project.</p>	
<i>APPLICATION/INTERRELATIONSHIP</i>	
<p>This DID contains Lockheed Martin recommendations for format and content preparation instructions for a data product generated by specific and discrete task requirements as delineated in the contract. In collaboration with NARA, and subject to NARA approval, Lockheed Martin intends to determine the final additions to the CDRL and structure of this proposed DID after contract award.</p>	
<i>GENERAL PREPARATION INSTRUCTIONS</i>	
<p>The format and layout will conform to the Lockheed Martin Team's style guide</p> <ul style="list-style-type: none"> a. <u>Title page or identifier</u>. The document shall include a title page containing, as applicable: document number, volume number, version/revision indicator, security markings or other restrictions on the handling of the document, date; document title; name, abbreviation, and any other identifier for the system, subsystem, or item to which the document applies, contract number; CDRL item number; organization for which the document has been prepared; name and address of the preparing organization; and distribution statement. For data in a database or other alternative form, this information shall be included on external and internal labels or by equivalent identification methods. b. <u>Table of contents and index</u>. The document shall contain a table of contents providing the number, title, and page number of each titled paragraph, figure, table, and appendix, and an index providing an alphabetic listing of key terms and concepts covered in the document and the pages or paragraphs in which the terms or concepts are covered. For data in a database or other alternative form, this information shall consist of an internal or external table of contents containing pointers to, or instructions for accessing, each paragraph, figure, table, and appendix or their equivalents. c. <u>Page numbering/labeling</u>. Each page shall contain a unique page number and display the document number, including version, volume, and date, as applicable. For data in a database or other alternative form, files, screens, or other entities shall be assigned names or numbers in such a way that desired data can be indexed and accessed. d. <u>Multiple paragraphs and subparagraphs</u>. Any section, paragraph, or subparagraph in this DID may be written as multiple paragraphs or subparagraphs to enhance readability. 	
<i>CONTENT INSTRUCTIONS</i>	
<p>1.0 Scope - provides the overview of the SDP;</p> <p>2.0 Referenced documents - lists that are referenced by or are applicable to this plan;</p> <p>3.0 Overview of required work - describes the requirements for the multiple system releases within each increment.</p> <p>4.0. Plans for Performing General Software Development Activities - describes the overall software development methodology for the ERA project.</p> <p>5.0. Plans for Performing Detailed Software Development Activities - describes the detailed approach to software development for the ERA project,</p> <p>6.0. Schedules and Activity Network - refers to the ERA Master Schedule, provides a more detailed view of the schedule,</p> <p>7.0. Project Organization and Resources - describes the organization and its Integrated Product Teams (IPTs)</p>	



Appendixes

Notes This section shall contain any general information that aids in understanding this document (e.g., background information, glossary, rationale) This section shall include an alphabetical listing of all acronyms, abbreviations, and their meanings as used in this document and a list of terms and definitions needed to understand this document

Appendixes may also be used to provide information published separately for convenience in document maintenance (e.g., charts, classified data) As applicable, each appendix shall be referenced in the main body of the document where the data would normally have been provided Appendixes may be bound as separate documents for ease in handling

3.38 (L) System Administrator Guide

Lockheed Martin Team Data Item Description

<i>TITLE</i>	<i>CDRL Reference Number</i>
System Administrator Guide	L55

DESCRIPTION/PURPOSE
The system administrator guide describes the processes and procedures to support the operations and maintenance of the ERA system from a central control center

APPLICATION/INTERRELATIONSHIP
This DID contains the format and content preparation instructions for the data product generated by specific and discrete task requirements as delineated in the contract In collaboration with NARA, and subject to NARA approval, Lockheed Martin intends to determine the final additions to the CDRL and structure of this proposed DID after contract award.

GENERAL PREPARATION INSTRUCTIONS
The format and layout will conform to the Lockheed Martin Team's style guide

- a Title page or identifier. The document shall include a title page containing, as applicable: document number; volume number, version/revision indicator, security markings or other restrictions on the handling of the document, date, document title; name, abbreviation, and any other identifier for the system, subsystem, or item to which the document applies; contract number; CDRL item number, organization for which the document has been prepared; name and address of the preparing organization; and distribution statement For data in a database or other alternative form, this information shall be included on external and internal labels or by equivalent identification methods.
- b Table of contents and index The document shall contain a table of contents providing the number, title, and page number of each titled paragraph, figure, table, and appendix, and an index providing an alphabetic listing of key terms and concepts covered in the document and the pages or paragraphs in which the terms or concepts are covered. For data in a database or other alternative form, this information shall consist of an internal or external table of contents containing pointers to, or instructions for accessing, each paragraph, figure, table, and appendix or their equivalents
- c Page numbering/labeling Each page shall contain a unique page number and display the document number, including version, volume, and date, as applicable. For data in a database or other alternative form, files, screens, or other entities shall be assigned names or numbers in such a way that desired data can be indexed and accessed
- d Multiple paragraphs and subparagraphs Any section, paragraph, or subparagraph in this DID may be written as multiple paragraphs or subparagraphs to enhance readability.

CONTENT INSTRUCTIONS

1. Overview
This section gives a short description of the document

1.1 Applicability
This section details to whom and what this document is applicable



1.1.1 Roles and Responsibilities

This section will describe system roles and their corresponding responsibilities

2. Glossary

This section will be a listing of key terms and their definitions that are relevant to the following material

3. Detailed Process Description

This section details the processes involved in monitoring the system operations and support

3.1 Systems Operations Processes

This section will describe basic day-to-day operation and monitoring of the system

3.1.1 System Organization and overview of operations

3.1.2 Monitor Systems

3.1.2 Monitor Network protocols and services

3.1.3 Diagnostic procedures

3.1.4 Error Messages

3.1.5 Fix Problems

3.1.6 Forecast Problems

3.1.7 Output reports

3.2 Systems Maintenance Processes

This section will describe the maintenance of the system.

3.2.1 Software Inventory

3.2.2 Electronic software distribution

3.2.3 User administration

3.2.4 Monitoring and optimizing system performance

3.2.5 Security administration

3.3 Back-up and Restore Processes

This section will describe how to administer system back-up and restore

3.3.1 Installation and setup

3.3.2 Back-up

3.3.3 Restore

3.3.4 Disaster recovery

3.4 Hardware Maintenance

This section will focus on describing how the system hardware will be maintained and reference where to find more information

4. Process Related Tools

This section will describe tools and their uses if there are any used in system processes

5. Process related Training

This section will describe specific training deemed required of users of the system if any exists



Appendixes

Notes. This section shall contain any general information that aids in understanding this document (e.g., background information, glossary, rationale). This section shall include an alphabetical listing of all acronyms, abbreviations, and their meanings as used in this document and a list of terms and definitions needed to understand this document.

Appendixes may also be used to provide information published separately for convenience in document maintenance (e.g., charts, classified data). As applicable, each appendix shall be referenced in the main body of the document where the data would normally have been provided. Appendixes may be bound as separate documents for ease in handling.

3.39 (L) System Integration Plan (SIP)

<i>Lockheed Martin Team Data Item Description</i>	
<i>TITLE</i> System Integration Plan	<i>CDRL Reference Number</i> L56
<i>DESCRIPTION/PURPOSE</i> The System Evolution plan contains detailed planning information used to control and monitor the ERA system integration test activities.	
<i>APPLICATION/INTERRELATIONSHIP</i> This DID contains Lockheed Martin recommendations for format and content preparation instructions for a data product generated by specific and discrete task requirements as delineated in the contract. In collaboration with NARA, and subject to NARA approval, Lockheed Martin intends to determine the final additions to the CDRL and structure of this proposed DID after contract award.	
<i>GENERAL PREPARATION INSTRUCTIONS</i> The format and layout will conform to the Lockheed Martin Team's style guide. <ol style="list-style-type: none"> a. <u>Title page or identifier.</u> The document shall include a title page containing, as applicable: document number; volume number; version/revision indicator; security markings or other restrictions on the handling of the document; date, document title; name, abbreviation, and any other identifier for the system, subsystem, or item to which the document applies; contract number, CDRL item number; organization for which the document has been prepared; name and address of the preparing organization; and distribution statement. For data in a database or other alternative form, this information shall be included on external and internal labels or by equivalent identification methods. b. <u>Table of contents and index.</u> The document shall contain a table of contents providing the number, title, and page number of each titled paragraph, figure, table, and appendix, and an index providing an alphabetic listing of key terms and concepts covered in the document and the pages or paragraphs in which the terms or concepts are covered. For data in a database or other alternative form, this information shall consist of an internal or external table of contents containing pointers to, or instructions for accessing, each paragraph, figure, table, and appendix or their equivalents. c. <u>Page numbering/labeling.</u> Each page shall contain a unique page number and display the document number, including version, volume, and date, as applicable. For data in a database or other alternative form, files, screens, or other entities shall be assigned names or numbers in such a way that desired data can be indexed and accessed. d. <u>Multiple paragraphs and subparagraphs.</u> Any section, paragraph, or subparagraph in this DID may be written as multiple paragraphs or subparagraphs to enhance readability. 	
<i>CONTENT INSTRUCTIONS</i> 1.0 Introduction <ol style="list-style-type: none"> 1.1 Integration and Test Overview 1.2 Integration Plan Purpose and Scope 1.3 Customer Interaction 1.4 Metrics 	



- 2.0 Reference Documents
- 3.0 Integration and Test Strategy
 - 3.1 Software Development and Test
 - 3.2 Installation and Integration Test
 - 3.3 Subsystem Test
 - 3.4 System Integration and Test
 - 3.4.1 Early System Integration
 - 3.4.2 Regression Testing of New Developmental Releases
 - 3.4.3 System Integration
 - 3.5 Acceptance Test
 - 3.5.1 Factory Acceptance Test
 - 3.5.2 Product Acceptance Test
 - 3.5.3 Operational Acceptance Test
 - 3.5.4 Installation Acceptance Test
- 4.0 Exit Criteria Methodology
 - 4.1 Exit Criteria Exception Handling
 - 4.2 Exit Criteria Ground Rules
- 5.0 Entrance and Exit Criteria
 - 5.1 Software Development and Test
 - 5.2 Installation and Integration Test
 - 5.3 Subsystem Test
 - 5.4 System Integration and Test
 - 5.4.1 Early System Integration
 - 5.4.2 Regression Testing of New Developmental Releases
 - 5.4.3 System Integration
 - 5.5 Acceptance Test
 - 5.5.1 Factory Acceptance Test
 - 5.5.2 Product Acceptance Test
 - 5.5.3 Operational Acceptance Test
 - 5.5.4 Installation Acceptance Test
- 6.0 Test Configuration Management (TCM)
 - 6.1 Test Configuration Management Goals
 - 6.2 Use of TCM During Test Phases
- 7.0 Defect Management
 - 7.1 Defect Management Lifecycle and Goals
 - 7.2 Defect Tracking During Test Phases
 - 7.3 Defect Categories

Appendixes

Appendix A Functional Integration Items

Appendix B Testing Facility Configurations

Notes This section shall contain any general information that aids in understanding this document (e.g., background information, glossary, rationale). This section shall include an alphabetical listing of all acronyms, abbreviations, and their meanings as used in this document and a list of terms and definitions needed to understand this document

Appendixes may also be used to provide information published separately for convenience in document maintenance (e.g., charts, classified data). As applicable, each appendix shall be referenced in the main body of the document where the data would normally have been provided. Appendixes may be bound as separate documents for ease in handling.



3.40 (L) Trusted Facility Manual (TFM)

<i>Lockheed Martin Team Data Item Description</i>	
<i>TITLE</i>	<i>CDRL Reference Number</i>
Trusted Facilities Manual (TFM)	L58
<i>DESCRIPTION/PURPOSE</i>	
The Trusted Facilities Manual (TFM) provides the information needed to securely configure the target system. It provides installation guidance for the security mechanisms and detailed operational procedures needed to maintain a secure environment.	
<i>APPLICATION/INTERRELATIONSHIP</i>	
This DID contains Lockheed Martin recommendations for format and content preparation instructions for a data product generated by specific and discrete task requirements as delineated in the contract. In collaboration with NARA, and subject to NARA approval, Lockheed Martin intends to determine the final additions to the CDRL and structure of this proposed DID after contract award.	
<i>GENERAL PREPARATION INSTRUCTIONS</i>	
<p>The format and layout will conform to the Lockheed Martin Team's style guide</p> <ul style="list-style-type: none"> a. <u>Title page or identifier.</u> The document shall include a title page containing, as applicable, document number, volume number, version/revision indicator, security markings or other restrictions on the handling of the document; date; document title; name, abbreviation, and any other identifier for the system, subsystem, or item to which the document applies; contract number; CDRL item number, organization for which the document has been prepared; name and address of the preparing organization, and distribution statement. For data in a database or other alternative form, this information shall be included on external and internal labels or by equivalent identification methods. b. <u>Table of contents and index.</u> The document shall contain a table of contents providing the number, title, and page number of each titled paragraph, figure, table, and appendix, and an index providing an alphabetic listing of key terms and concepts covered in the document and the pages or paragraphs in which the terms or concepts are covered. For data in a database or other alternative form, this information shall consist of an internal or external table of contents containing pointers to, or instructions for accessing, each paragraph, figure, table, and appendix or their equivalents. c. <u>Page numbering/labeling.</u> Each page shall contain a unique page number and display the document number, including version, volume, and date, as applicable. For data in a database or other alternative form, files, screens, or other entities shall be assigned names or numbers in such a way that desired data can be indexed and accessed. d. <u>Multiple paragraphs and subparagraphs.</u> Any section, paragraph, or subparagraph in this DID may be written as multiple paragraphs or subparagraphs to enhance readability. 	
<i>CONTENT INSTRUCTIONS</i>	
<p>1.0 Introduction.</p> <ul style="list-style-type: none"> 1.1 Purpose 1.2 Scope and Contents 1.3 Control Objectives <p>2.0 System Security Overview.</p> <ul style="list-style-type: none"> 2.1 System Description 2.2 System Security Context 2.3 Protection Mechanisms Available to Administrative Users 2.4 Separation of Administrative Roles <p>3.0 Security Policy</p> <ul style="list-style-type: none"> 3.1 Discretionary Access Control 	



- 3.2 Mandatory Access Control
- 4.0 Management of User Accounts
 - 4.1 System Security Commands & Functions
- 5.0 Accountability
 - 5.1 Identification and Authentication Functions of Administrative Users
 - 5.2 LOGIN Mechanism Parameters
 - 5.3 Audit
- 6.0 Routine Operations
 - 6.1 Security-Relevant Procedures and Operations
 - 6.2 Security-Irrelevant Procedures and Operations
- 7.0 Security of the System:
 - 7.1 Configuration Management Policy
 - 7.2 Installation Procedures
 - 7.3 Maintenance Procedures
 - 7.4 Trusted Distribution
- 8.0 Incident Handling
 - 8.1 Response
 - 8.2 Reporting
 - 8.3 System Sanitization

Appendixes

Notes This section shall contain any general information that aids in understanding this document (e.g., background information, glossary, rationale) This section shall include an alphabetical listing of all acronyms, abbreviations, and their meanings as used in this document and a list of terms and definitions needed to understand this document

Appendixes may also be used to provide information published separately for convenience in document maintenance (e.g., charts, classified data) As applicable, each appendix shall be referenced in the main body of the document where the data would normally have been provided Appendixes may be bound as separate documents for ease in handling.

3.41 (L) Security Features Users Guide (SFUG)

<i>Lockheed Martin Team Data Item Description</i>	
<i>TITLE</i>	<i>CDRL Reference Number</i>
Security Features Users Guide (SFUG)	L59
<i>DESCRIPTION/PURPOSE</i>	
The Security Features Users Guide (SFUG) provides a technical guide for system users, providing the information they need to effectively and correctly apply the security mechanisms built into the target system	
<i>APPLICATION/INTERRELATIONSHIP</i>	
This DID contains Lockheed Martin recommendations for format and content preparation instructions for a data product generated by specific and discrete task requirements as delineated in the contract. In collaboration with NARA, and subject to NARA approval, Lockheed Martin intends to determine the final additions to the CDRL and structure of this proposed DID after contract award	



GENERAL PREPARATION INSTRUCTIONS

The format and layout will conform to the Lockheed Martin Team's style guide

- a. Title page or identifier The document shall include a title page containing, as applicable, document number; volume number, version/revision indicator, security markings or other restrictions on the handling of the document, date; document title; name, abbreviation, and any other identifier for the system, subsystem, or item to which the document applies, contract number, CDRL item number, organization for which the document has been prepared, name and address of the preparing organization, and distribution statement. For data in a database or other alternative form, this information shall be included on external and internal labels or by equivalent identification methods.
- b. Table of contents and index The document shall contain a table of contents providing the number, title, and page number of each titled paragraph, figure, table, and appendix, and an index providing an alphabetic listing of key terms and concepts covered in the document and the pages or paragraphs in which the terms or concepts are covered. For data in a database or other alternative form, this information shall consist of an internal or external table of contents containing pointers to, or instructions for accessing, each paragraph, figure, table, and appendix or their equivalents.
- c. Page numbering/labeling. Each page shall contain a unique page number and display the document number, including version, volume, and date, as applicable. For data in a database or other alternative form, files, screens, or other entities shall be assigned names or numbers in such a way that desired data can be indexed and accessed.
- d. Multiple paragraphs and subparagraphs Any section, paragraph, or subparagraph in this DID may be written as multiple paragraphs or subparagraphs to enhance readability.

CONTENT INSTRUCTIONS

- 1.0 Introduction
- 2.0 System Security Overview
 - 2.1 Definition of Terms and Services
 - 2.2 The Computer System Security Officer
 - 2.3 User Security Responsibilities
 - 2.4 Security-Related Commands for Users
- 3.0 System Access
 - 3.1. Session Initiation
 - 3.2 Changing the Session Profile
 - 3.3 Changing the User Profile
 - 3.4 Potential Access Problems and Solutions
 - 3.5 Access Control Facilities
 - 3.6 Protecting Removable Objects
 - 3.7 Logging Security-Relevant Events
- 4.0 Security Incident Handling
- 5.0 CSM Approval Page

Appendixes

Notes. This section shall contain any general information that aids in understanding this document (e.g., background information, glossary, rationale). This section shall include an alphabetical listing of all acronyms, abbreviations, and their meanings as used in this document and a list of terms and definitions needed to understand this document.

Appendixes may also be used to provide information published separately for convenience in document maintenance (e.g., charts, classified data). As applicable, each appendix shall be referenced in the main body of the document where the data would normally have been provided. Appendixes may be bound as separate documents for ease in handling.



3.42 (L) System Design Document (SDD)

<i>Lockheed Martin Team Data Item Description</i>	
<i>TITLE</i>	<i>CDRL Reference Number</i>
System Design Document (SDD)	L60
<i>DESCRIPTION/PURPOSE</i>	
The System Design Document (SDD) provides detailed design information for ERA system components	
<i>APPLICATION/INTERRELATIONSHIP</i>	
This DID contains Lockheed Martin recommendations for format and content preparation instructions for a data product generated by specific and discrete task requirements as delineated in the contract. In collaboration with NARA, and subject to NARA approval, Lockheed Martin intends to determine the final additions to the CDRL and structure of this proposed DID after contract award.	
<i>GENERAL PREPARATION INSTRUCTIONS</i>	
The format and layout will conform to the Lockheed Martin Team's style guide	
<ul style="list-style-type: none"> a. <u>Title page or identifier</u> The document shall include a title page containing, as applicable: document number, volume number, version/revision indicator, security markings or other restrictions on the handling of the document; date, document title, name, abbreviation, and any other identifier for the system, subsystem, or item to which the document applies; contract number, CDRL item number, organization for which the document has been prepared; name and address of the preparing organization; and distribution statement. For data in a database or other alternative form, this information shall be included on external and internal labels or by equivalent identification methods. b. <u>Table of contents and index</u> The document shall contain a table of contents providing the number, title, and page number of each titled paragraph, figure, table, and appendix, and an index providing an alphabetic listing of key terms and concepts covered in the document and the pages or paragraphs in which the terms or concepts are covered. For data in a database or other alternative form, this information shall consist of an internal or external table of contents containing pointers to, or instructions for accessing, each paragraph, figure, table, and appendix or their equivalents. c. <u>Page numbering/labeling</u> Each page shall contain a unique page number and display the document number, including version, volume, and date, as applicable. For data in a database or other alternative form, files, screens, or other entities shall be assigned names or numbers in such a way that desired data can be indexed and accessed. d. <u>Multiple paragraphs and subparagraphs</u>. Any section, paragraph, or subparagraph in this DID may be written as multiple paragraphs or subparagraphs to enhance readability 	
<i>CONTENT INSTRUCTIONS</i>	
1 0 Scope	
1 1 System Overview	
1 2 Document Overview	
2 0 References and standards	
3 0 System Design Summary	
4 0 Operational Concept Summary (High level summary of the system operational concept)	
5 0 System Design	
5 1 Key Requirements	
5 2 Interfaces	
5 3 Enterprise Architecture	
5 4 Functional and Data Architecture	
5.5 Physical Architecture	



5.6 Software Architecture and Design

5.7 Hardware Architecture and Design

6.0 System Threads (Documents system use cases and operational software threads through the system. It describes the general flow of execution control and data flow for each state and mode.)

7.0 Requirements Traceability

Appendixes

Notes This section shall contain any general information that aids in understanding this document (e.g., background information, glossary, rationale). This section shall include an alphabetical listing of all acronyms, abbreviations, and their meanings as used in this document and a list of terms and definitions needed to understand this document.

Appendixes may also be used to provide information published separately for convenience in document maintenance (e.g., charts, classified data). As applicable, each appendix shall be referenced in the main body of the document where the data would normally have been provided. Appendixes may be bound as separate documents for ease in handling.