



**DEFENSE CONTRACT AUDIT AGENCY**  
**DEPARTMENT OF DEFENSE**  
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IN REPLY REFER TO

PPD 730.5.15.1

October 16, 2007  
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MEMORANDUM FOR REGIONAL DIRECTORS, DCAA  
DIRECTOR, FIELD DETACHMENT, DCAA

SUBJECT: Audit Guidance on Cost and Software Data Reporting (CSDR) Manual (DoD 5000.04-M-1)

This MRD is being issued to apprise the field of the issuance of the subject Cost and Software Data Reporting (CSDR) Manual, dated April 18, 2007, which replaces the Contract Cost Data Reporting (CCDR) Manual. The new manual is located at <http://dcarc.pae.osd.mil/>. The CCDR requirements (as discussed in CAM 11-400) have been incorporated in the new CSDR manual. The issuance of this manual does not significantly revise current audit guidance on the performance of Contract Cost Data Reporting (CCDR) audits; however, auditors should be aware of the following changes made in reporting requirements:

- CCDR reporting requirements for Category II and III acquisition programs (as described in CAM 11-402) are now left to the discretion of the DoD components; previously, CCDR reporting was required for Category II and III acquisition program contracts that met the Category I contract dollar thresholds;
- The data included in the former DD Form 1921-1, *The Functional Cost-Hour and Progress Curve Report*, is now being reported in two separate forms; the DD Form 1921-1, *The Functional Cost-Hour Report*, and DD Form 1921-2, *The Progress Curve Report*;
- Data Item Descriptions (DIDs)/instructions to the DD Forms 1921 series have been revised (e.g., instructions for reporting recurring/nonrecurring costs) and are available along with the forms at <http://dcarc.pae.osd.mil/Policy/csd/csdReporting.aspx>; and
- subcontractors and other lower-tier subcontractors are required to submit their CCD reports directly to the Defense Cost and Resource Center (DCARC) (previously they could submit the reports either to the prime contractor or directly to the DCARC).

CAM, the standard audit program (DMIS Code 17870), and the shell audit report will be revised to reflect the change in terminology due to the issuance of the CSDR Manual and other related changes. Field audit office personnel should refer questions regarding this memorandum to their regional offices. Regions unable to answer, or with questions of their own, should contact Policy Programs Division, at 703-767-2270 or e-mail at [DCAA-PPD@dcaa.mil](mailto:DCAA-PPD@dcaa.mil).

/Signed/  
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