**Verify CSDR Work Instructions Checklist**

* **‘Header Lookup’ tab Checks:**
  + Confirm 1. Major Program a.) Littoral Combat Ship (LCS) and b.) must be C-FRP
  + Confirm 2. Prime Mission Product has “Seaframe” in it; nothing else.
  + Confirm 3. Reporting Organization Type has an “X” in ‘Direct-Reporting Subcontractor
  + Confirm 5. Approved Plan Number needs to be N-10-G-C1-S1(R)
  + Confirm 7.a.) Type Action Contract Number is N00024-11-C-2300
  + Confirm 8. Period of Performance has the correct start and end dates listed.
  + Confirm 9. Report Cycle is updated to correct CSDR.
  + Confirm 10. Submission Number is updated correctly.
  + Confirm 11. Resubmission Number is updated correctly.
  + Confirm 12. Report as of (YYYYMMDD) is updated to match the CSDR Plan.
  + Confirm 17. Date Prepared (YYYYMMDD) is updated to the submittal date.
  + Confirm 22. Remarks are all updated correctly
* **‘1921’ tab Checks:**
  + Confirm the 10. Type Action b. Latest Modification is a v-lookup to the ‘Header Lookup’ tab.
  + Confirm all v-lookups are working for header details.
  + Update UB value matches the CPR for the “as of date” CPR.
  + Profit/Loss or Fee = Estimated Price – Most Likely EAC off the PCW spreadsheet Month Year.
  + Number of Units should be 1 from WBS Element 1.0 – 1.2.2
  + Number of Units should be 0 for WBS Element 1.3 – 1.10
  + Subtotal Cost (Recurring and Total) should match the CPR for Actual Costs and EAC.
  + To the right of the table, look at the formulas that show the differences.
  + Column U and V should all be 0.
  + If they are not 0, look into why and get them to equal 0.
  + If this is a “Final CSDR” report, UB needs to be explained if value is not 0.
  + If this a “50% CSDR” report, no need to explain the UB value no matter what the value is, as the ship is not complete yet so there can be UB available still.
  + EAC for 1.2.1 and 1.2.2 should be 0 for number of units.
  + Latest Mod on 1921 must match LATEST PCW spreadsheet.
  + Confirm 8. Contract Price is equal to the ‘PCW spreadsheet Month Year tab’ for the corresponding Target Price (use the beige section, as this is the MMC value that matches the CPRs).
  + Confirm 9. Contract Ceiling is equal to the ‘PCW spreadsheet Month Year’ tab for the corresponding Contract Ceiling (use the beige section, as this is the MMC value that matches the CPRs).
* **‘CSDR Project Cost Set Formatted’ Checks:**
  + Confirm number of rows is equal to the number of rows in the ‘Copy in Cobra Project Cost Set’ tab.
  + Confirm all formulas are drug down from Column A through Column Q.
* **‘PCW Spreadsheet Month Year’ Checks:**
  + Confirm **MOST RECENT FINAL** PCW spreadsheet is used.