

ATTACHMENT L

COMMERCIAL IT AUTHORIZATION REPORT (CITAR)

DECEMBER 2023

CONTRACT TBD

1. DRD Title: Commercial IT Authorization Report		
2. DRD No.: 2	3. Data Type: 3	4. OPR: OCIO
5. Solicitation No.: 80GSFC27R0015		6. Contract No.: <i>(Insert contract number)</i>
7. Date Issued: 12/01/2023	8. Date Revised: N/A	9. DRD Category: Technical ☐ Administrative ☒ S&MA ☐
10. Description/Use: The purpose of this DRD is to document and report, in accordance with OCIO policy, purchases authorized through the OCIO Commercial IT Request (CITR) Application.		
11. Distribution: Electronic Submission to the CO and COR Initial Submission: Within 90 days of contract start Submission Frequency: Monthly on the 15 th of each month or the next business day. Final Submission at end of contract for contract closeout. Format: Contractor shall use the CITAR Template. Contractor may not alter the template. Each report shall be cumulative from contract start. Interrelationship: All subsections of SOW Section II. Functional Requirements, IT Purchase Authorization Applicable Documents: OMB Memorandum M-15-14, Management and Oversight of Federal Information Technology. OMB Memorandum M-16-02, Category Management Policy 15-1: Improving the Acquisition and Management of Common Information Technology: Laptops and Desktops. OMB Memorandum M-16-12, Category Management Policy 16-1: Improving the Acquisition and Management of Common Information Technology: Software Licensing. OMB Memorandum M-16-20, Category Management Policy 16-3: Improving the Acquisition and Management of Common Information Technology: Mobile Devices and Services. Scope: Complete the CITAR Template Contents: See CITAR Template Remarks: See “Instructions” Tab on the CITAR Report Template. Negative responses are not required. Maintenance: N/A		