CONTRACT DATA REQUIREMENTS LIST
(1 Data Item)

Form Approved
OMB No. 0704-0188

Public reporting burden for this collection of information is estimated to average 1.0 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.

A. CONTRACT LINE ITEM NO.	B. EXHIBIT	C. CATEGORY
0005	B	TDP ____ TM ____ OTHER ADMN

D. SYSTEM/ITEM	E. CONTRACT/PR NO.	F. CONTRACTOR
REAL ESTATE SUPPORT SERVICE (RESS)	FA8903-11-D-8502	FPS ADVISORY GROUP, L.L.C.

1. DATA ITEM NO.	2. TITLE OF DATA ITEM	3. SUBTITLE
B001	PRESENTATION MATERIALS	N/A

4. AUTHORITY (Data Acquisition Document No.)	5. CONTRACT REFERENCE	6. REQUIRING OFFICE
DI-ADMN-81373	PWS PARA - SEE BLOCK 16	AFCEE/*

7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION
LT	A	BLK16	BLOCK 16

8. APP CODE	11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION
N/A	BLOCK 16	BLOCK 16

16. REMARKS

Block 5: PWS PARA: 6.1.1, 6.1.2, 6.1.3, 6.2.1, 6.2.2, 6.2.3, 6.2.4, 6.3

Block 6 : "*" will be specified in each task order.

Blocks 10, 11, 12, & 13 : Submission and dates will be as specified in each task order.

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Block J : On the basic contract, this shall be the award date; however, approval dates shall be inserted for individual task orders.

14. DISTRIBUTION

a. ADDRESSEE	b. COPIES Draft	Final Reg	Final Repro
AFCEE/*			
AFCEE/CDUT			1
772 ESS/PK*			
SEE BLOCK 16			
15. TOTAL →			1

G. PREPARED BY	H. DATE	I. APPROVED BY	J. DATE
AFCEE/CFO	10/10/2012	SEE BLOCK 16	

17. PRICE GROUP	18. ESTIMATED TOTAL PRICE
N/A	NSP

(COMPUTER GENERATED)

DATA ITEM DESCRIPTION

Form Approved
OMB No. 0704-0188

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1. TITLE	2. IDENTIFICATION NUMBER
Presentation Material	DI-ADMN-81373

3. DESCRIPTION / PURPOSE

3.1 Presentation materials are audiovisual aids, such as viewgraphs, photographs, slides or electronic equivalent. They are used to present information during reviews, briefings, and similar activities involving more than one person.

4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE
931001	F/ESC/EN-4		

7. APPLICATION / INTERRELATIONSHIP

7.1 This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.

7.2 This DID may be applied on any acquisition.

7.3 This DID supersedes DI-A-3024A.

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER
		F6970

10. PREPARATION INSTRUCTIONS

10.1 Format. Contractor format is acceptable, with the exception that the government must approve the use of any contractor insignia, trade names or symbols. Delivery media format shall be defined on the DD Form 1423, Contract Data Requirements List.

10.2 Content. Presentation material shall include a text of any accompanying verbal material unless the verbal portion is included as part of an electronic presentation. In either case the text or audio shall include the following statement:

> "The publication of this material does not constitute approval by the government of the findings or conclusion herein. Wide distribution or announcement of this material shall not be made without specific approval by the sponsoring government activity."

11. DISTRIBUTION

DISTRIBUTION STATEMENT A. Approved for public release; distribution is unlimited.

CONTRACT DATA REQUIREMENTS LIST
(1 Data Item)

Form Approved
OMB No. 0704-0188

Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.

A. CONTRACT LINE ITEM NO.	B. EXHIBIT	C. CATEGORY
0005	B	TDP ____ TM ____ OTHER ADMN

D. SYSTEM/ITEM	E. CONTRACT/PR NO.	F. CONTRACTOR
REAL ESTATE SUPPORT SERVICE (RESS)	FA8903-11-D-8502	FPS ADVISORY GROUP, L.L.C.

1. DATA ITEM NO.	2. TITLE OF DATA ITEM	3. SUBTITLE
B002	CONFERENCE AGENDA	N/A

4. AUTHORITY (Data Acquisition Document No.)	5. CONTRACT REFERENCE	6. REQUIRING OFFICE
DI-ADMN-81249A	PWS PARA - SEE BLOCK 16	AFCEE/*

7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION
LT	A	BLK16	BLOCK 16

8. APP CODE	11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION
A	N/A	BLOCK 16

16. REMARKS

Block 5: PWS PARA: 6.1.1, 6.1.2, 6.1.3, 6.2.1, 6.2.2, 6.2.3, 6.2.4, 6.3

Block 6 : "*" will be specified in each task order.

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14. DISTRIBUTION

a. ADDRESSEE	b. COPIES Draft	Final Reg	Final Repro
AFCEE/*			
AFCEE/CDUT			1
772 ESS/PK*			
SEE BLOCK 16			
15. TOTAL →			1

G. PREPARED BY	H. DATE	I. APPROVED BY	J. DATE
AFCEE/CFO	10/10/2012	SEE BLOCK 16	

17. PRICE GROUP	18. ESTIMATED TOTAL PRICE
N/A	NSP

(COMPUTER GENERATED)

DATA ITEM DESCRIPTION

Form Approved
OMB No. 0704-0188

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1. TITLE	2. IDENTIFICATION NUMBER
Conference Agenda	DI-ADMN-81249A

3. DESCRIPTION / PURPOSE

3.1 The conference agenda provides information concerning purpose, location, and schedule of conferences required to manage the acquisition of systems equipment, related items, and services.

4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE
931001	F/ESC/EN-4		

7. APPLICATION / INTERRELATIONSHIP

7.1 This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.

7.2 This DID supersedes DI-ADMN-81249.

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER
		F6968

10. PREPARATION INSTRUCTIONS

10.1 Format. Contractor format is acceptable.

10.2 Content. The agenda shall include the following, where applicable:

a. The purpose and objective of the conference.

b. The conference location, date, and duration.

c. A daily chronological listing of each major topic or subtopic to be discussed and the time to be devoted to each topic.

d. A list of activities to be represented and identification of their responsibilities.

e. A list of subcommittees to be established during the conference and the proposed activity representation for each subcommittee.

f. Reference to and brief description of the results of previous meetings, when relevant.

(Continued on Page 2)

11. DISTRIBUTION

DISTRIBUTION STATEMENT A. Approved for public release; distribution is unlimited.

Block 10, Preparation Instructions (Continued)

g. Location, schedule, and purpose or subject area to be covered by each subcommittee, when applicable.

h. Names of the conference chairperson, co-chair, and subcommittee chairs, when applicable.

i. Information on billeting, messing, transportation, and administrative services available to conference attendees.

j. Complete list of all documentation to be available for review.

k. Brief description of progress on actions or problems identified at previous meetings, when applicable.

l. Other pertinent information such as forms to be used, identification of any deviations or waivers, security classification, and clearance requirements.

CONTRACT DATA REQUIREMENTS LIST
(1 Data Item)

Form Approved
OMB No. 0704-0188

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A. CONTRACT LINE ITEM NO.	B. EXHIBIT	C. CATEGORY
0005	B	TDP ____ TM ____ OTHER ADMN

D. SYSTEM/ITEM	E. CONTRACT/PR NO.	F. CONTRACTOR
REAL ESTATE SUPPORT SERVICE (RESS)	FA8903-11-D-8502	FPS ADVISORY GROUP, L.L.C.

1. DATA ITEM NO.	2. TITLE OF DATA ITEM	3. SUBTITLE
B003	CONFERENCE MINUTES	N/A

4. AUTHORITY (Data Acquisition Document No.)	5. CONTRACT REFERENCE	6. REQUIRING OFFICE
DI-ADMN-81250A	PWS PARA - SEE BLOCK 16	AFCEE/*

7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION
LT	A	BLK16	BLOCK 16

8. APP CODE	11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION
A	BLOCK 16	BLOCK 16

16. REMARKS

Block 5: PWS PARA: 6.1.1, 6.1.2, 6.1.3, 6.2.1, 6.2.2, 6.2.3, 6.2.4, 6.3

Block 6 : "*" will be specified in each task order.

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14. DISTRIBUTION

a. ADDRESSEE	b. COPIES Draft	Final Reg	Final Repro
AFCEE/*			
AFCEE/CDUT			1
772 ESS/PK*			
SEE BLOCK 16			
15. TOTAL →			1

G. PREPARED BY	H. DATE	I. APPROVED BY	J. DATE
AFCEE/CFO	10/10/2012	SEE BLOCK 16	

17. PRICE GROUP	18. ESTIMATED TOTAL PRICE
N/A	NSP

(COMPUTER GENERATED)

DATA ITEM DESCRIPTION

Form Approved
OMB No. 0704-0188

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1. TITLE	2. IDENTIFICATION NUMBER
Conference Minutes	DI-ADMN-81250A

3. DESCRIPTION/PURPOSE

3.1 Conference minutes provide documentation of technical information provided, and decisions and agreements reached, at meetings.

4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE
93/10/01	F/ESC/EN-4		

7. APPLICATION/INTERRELATIONSHIP

7.1 This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.

7.2 This DID supersedes DI-ADMN-81250.

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER
		F6969

10. PREPARATION INSTRUCTIONS

10.1 Format. Contractor format is acceptable.

10.2 Content: The minutes shall include the foll wing information:

a. A title page containing the following:
(1) Title - type of meeting and date.
(2) Identification of the acquisition (system, equipment, contract number) for which the meeting was held.
(3) Space for signatures of the designated representatives of the contractor and acquisition activity.
(4) The name of the contractor and address to which the acquisition activity should acknowledge receipt of comments.

b. The purpose and objective of the conference.

c. The conference location.

d. A summary of the discussions, decisions, agreements reached, and directions of the conference or individual subcommittees thereof.

e. A list of attendees by name, rank, rate, grade or position, activity represented, activity code, and phone numbers as appropriate.

f. Action items resulting from the conference.

11. DISTRIBUTION STATEMENT

DISTRIBUTION STATEMENT A. Approved for public release; distribution is unlimited.

CONTRACT DATA REQUIREMENTS LIST
(1 Data Item)

Form Approved
OMB No. 0704-0188

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A. CONTRACT LINE ITEM NO.	B. EXHIBIT	C. CATEGORY
0005	B	TDP ____ TM ____ OTHER MGMT

D. SYSTEM/ITEM	E. CONTRACT/PR NO.	F. CONTRACTOR
REAL ESTATE SUPPORT SERVICE (RESS)	FA8903-11-D-8502	FPS ADVISORY GROUP, L.L.C.

1. DATA ITEM NO.	2. TITLE OF DATA ITEM	3. SUBTITLE
B004	PROJECT PLANNING CHART	PROJECT PLANNING SCHEDULE

4. AUTHORITY (Data Acquisition Document No.)	5. CONTRACT REFERENCE	6. REQUIRING OFFICE
DI-MGMT-80507C	PWS PARA - SEE BLOCK 16	AFCEE/*

7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION
LT	A	BLK16	BLOCK 16

8. APP CODE	11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION
A	BLOCK 16	BLOCK 16

16. REMARKS

Block 4: DID TAILORING: Paragraphs 3.16 and 3.17 do not apply.

Block 5: PWS PARA: 6.1.1, 6.1.2, 6.1.3, 6.2.1, 6.2.2, 6.2.3, 6.2.4, 6.3

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14. DISTRIBUTION

a. ADDRESSEE	b. COPIES Draft	Final Reg	Final Repro
AFCEE/*			
AFCEE/CDUT			1
772 ESS/PK*			
SEE BLOCK 16			
15. TOTAL			1

G. PREPARED BY	H. DATE	I. APPROVED BY	J. DATE
AFCEE/CFO	10/10/2012	SEE BLOCK 16	

17. PRICE GROUP	18. ESTIMATED TOTAL PRICE
N/A	NSP

(COMPUTER GENERATED)

DATA ITEM DESCRIPTION

Title: Project Planning Chart

Number: DI-MGMT-80507C
AMSC Number: 9061
DTIC Applicable: No
Office of Primary Responsibility: NS/BA02
Applicable Forms: N/A

Approval Date: 14 Apr 2009
Limitation: N/A
GIDEP Applicable: No

Use/relationship:

The Project Planning Chart graphically depicts the schedule and actual progress of work on a contract.

This Data Item Description (DID) contains format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.

This DID is used as a attachment to a status or progress report to illustrate the amount of work accomplished relative to the work schedule.

For fixed prices contracts, tailor out 3.18 and 3.19.

This DID supersede DI-MGMT-80507B

Requirements:

1. Reference documents. None.

2. Format: The chart shall be in contractor's format.

3. Content.

3.1 Project planning chart. It shall depict actual and schedules progress for each subdivision using horizontal lines and symbols. Actual progress will be noted by a percentage of the completion figure.

3.2 Progress of work. Subsequent additions to the work breakdown shall be made as they occur in contract work performance. Items shall not be deleted even though work may be cancelled or stopped before completion.

3.3 Description. Description entry on the chart will be by task. Tasks are divided into

Source: http://www.assistdocs.com -- Downloaded: 2010-11-04T17:47Z
Check the source to verify that this is the current version before use.

subdivisions. For computer software task, the subdivisions shall be Design, Coding, Debugging, Acceptance Testing, and Management. Entries shall be complete and reflect all contract effort.

3.4 Milestone symbol. The triangle symbol will be white if the task has not be achieved. It shall be shaded if the task has been achieved.

3.5 Date released. Last date to which chart was posted.

3.6 Date revised. Date of subsequent contract modification.

3.7 Contractor name.

3.8 Contract title.

3.9 Contract number.

3.10 Purchase description number.

3.11 Security classification.

3.12 Delivery dates. Includes dates for all deliverable items.

3.13 Scheduled starting date. Date each subdivision of work is scheduled to start.

3.14 Actual starting date. Date each subdivision of work actually started.

3.15 Scheduled completion date. Date each subdivision of work is scheduled for completion.

3.16 Actual completion date. Date each subdivision of work actually was completed.

3.17 Manhours Expended. Total manhours expended per task for each reporting period. Manhours defined as total number of direct labor hours regardless of type.

3.18 Funds expended. Contracts funds expended per task for each reporting period. Costs defined as total direct cost plus burden, overhead, general and administrative (G&A), and any other load. Total of all items to equal the total target cost.

Source: http://www.assistdocs.com -- Downloaded: 2010-11-04T17:47Z
Check the source to verify that this is the current version before use.

3.19 Expenditures. Manhours expended figures and contract funds expended figures used on the chart will be developed on the same basis as the planned figures. Chart depicts these figures for each report period as cumulative totals, accurate to the as-of-date of the report.

4. END OF DI-MGMT-80507C

Source: http://www.assistdocs.com -- Downloaded: 2010-11-04T17:47Z
Check the source to verify that this is the current version before use.

CONTRACT DATA REQUIREMENTS LIST
(1 Data Item)

Form Approved
OMB No. 0704-0188

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A. CONTRACT LINE ITEM NO.	B. EXHIBIT	C. CATEGORY
0005	B	TDP ____ TM ____ OTHER MGMT

D. SYSTEM/ITEM	E. CONTRACT/PR NO.	F. CONTRACTOR
REAL ESTATE SUPPORT SERVICE (RESS)	FA8903-11-D-8502	FPS ADVISORY GROUP, L.L.C.

1. DATA ITEM NO.	2. TITLE OF DATA ITEM	3. SUBTITLE
B005	CONTRACTOR'S PROGRESS, STATUS AND MANAGEMENT REPORT	N/A

4. AUTHORITY (Data Acquisition Document No.)	5. CONTRACT REFERENCE	6. REQUIRING OFFICE
DI-MGMT-80227	PWS PARA - 5.3.1, 5.3.2	AFCEE/*

7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION
LT	A	BLK16	BLOCK 16

8. APP CODE	11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION
N/A	BLOCK 16	BLOCK 16

14. DISTRIBUTION

a. ADDRESSEE	b. COPIES Draft	Final Reg	Final Repro
AFCEE/*	0		
AFCEE/CDUT			1
772 ESS/PK*			
SEE BLOCK			
15. TOTAL	0		1

16. REMARKS

Block 4: DID TAILORING: Paragraphs 10.3g, 10.3h, and 10.3i do not apply.

Block 6 : "*" will be specified in each task order.

Blocks 10, 11, 12, & 13 : Submission and dates will be as specified in each task order.

Blocks 14 & 15 : "*" will be specified in each task order. Additional addresses and/or quantities of required copies will be specified in each task order. Deliverable copies and all transmittal letters shall be delivered via e-mail. E-mail addresses shall be provided by the COR.

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Block J : On the basic contract, this shall be the award date; however, approval dates shall be inserted for individual task orders.

NOTE: APPLICABLE TO BRAC TASK ORDERS ONLY:

Reporting Requirements for Samll Business, Samll Disadvantaged Business and Local Business Subcontracting (at the delivery order level)

- -Actual Small Business Awards to date: Cumulative dollars and percentage.
- -Acutal Small Disadvantaged Business Awards to date: Cumulative dollars and percentage.
- -Actual Local Business Awards to data: Cumulative dollars and percentage of Large Businceess, Small Business and Small Disadvantage Business.
- -Actual Number of Subcontracts awarded (cumulative). List of the types of work subcontracted to date.
- -Other actions underway to pursue Small Business/Small Disadvantaged Business (i.e., workshops, small business industry days, etc.).

G. PREPARED BY	H. DATE	I. APPROVED BY	J. DATE
AFCEE/CFO	10/10/2012	SEE BLOCK 16	

17. PRICE GROUP	18. ESTIMATED TOTAL PRICE
N/A	NSP

(COMPUTER GENERATED)

DATA ITEM DESCRIPTION

Form Approved
OMB No. 0704-0188
Exp Date. Jun 30, 1986

1. TITLE	2. IDENTIFICATION NUMBER
Contractor's Progress, Status and Management Report	DI-MGMT-80227

3. DESCRIPTION/PURPOSE

3.1 The Contractor's Progress, Status and Management Report indicates the progress of work and the status of the program and of the assigned tasks, reports costs, and informs of existing or potential problem areas.

4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC REQUIRED	6b. GIDEP REQUIRED
860905	N/SPAWAR		

7. APPLICATION/INTERRELATIONSHIP

7.1 This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement for this data included in the contract.

7.2 This DID may be applied in any contract and during any program phase.

7.3 This DID supersedes DI-A-2090A, DI-A-3025A, UDI-A-22050B, UDI-A-22052A, UDI-A-23960, DI-A-30024, and DI-A-30606. (cont. on page 2)

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER
		N3947

10. PREPARATION INSTRUCTIONS

10.1 Contract - This data item is generated by the contract which contains a specific and discrete work task to develop this data product.

10.2 Format - This report shall be typewritten on standard size (e.g. 8 1/2" by 11") white paper, and securely stapled. Pages shall be sequentially numbered. All attachments shall be identified and referenced in the text of the report. The report shall be prepared in the contractor's format and shall be legible and suitable for reproduction.

10.3 Content - The report shall include:

a. A front cover sheet which includes the contractor's name and address, the contract number, the nomenclature of the system or program, the date of the report, the period covered by the report, the title of the report, either the serial number of the report or the Contract Data Requirements List (CDRL) sequence number, the security classification, and the name of the issuing Government activity;

b. Description of the progress made against milestones during the reporting period;

c. Results, positive or negative, obtained related to previously-identified problem areas, with conclusions and recommendations;

d. Any significant changes to the contractor's organization or method of operation, to the project management network, or to the milestone chart;

e. Problem areas affecting technical or scheduling elements, with background and any recommendations for solutions beyond the scope of the contract;

f. Problem areas affecting cost elements, with background and any recommendations for solutions beyond the scope of the contract;

g. Cost curves showing actual and projected conditions throughout the contract;

h. Any cost incurred for the reporting period and total contractual expenditures as of reporting date;

i. Person-hours expended for the reporting period and cumulatively for the contract;

j. Any trips and significant results; (cont. on page 2)

DI-MGMT- 80227

7. APPLICATION/INTERRELATIONSHIP (Cont'd)

7.4 Paragraphs 10.3.f, 10.3.g, and 10.3.h herein should be tailored on DD Form 1423 when such cost data is already submitted through a sophisticated cost reporting system under the contract.

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10. PREPARATION INSTRUCTIONS (Cont'd)

k. Record of all significant telephone calls and any commitments made by telephone;
l. Summary of Engineering Change Proposal (ECP) status, including identification of proposed ECPs, approved ECPs, and implemented ECPs;
m. Contract schedule status;
n. Plans for activities during the following reporting period;
o. Name and telephone number of preparer of the report;
p. Appendixes for any necessary tables, references, photographs, illustrations, and charts.

CONTRACT DATA REQUIREMENTS LIST
(1 Data Item)

Form Approved
OMB No. 0704-0188

Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.

A. CONTRACT LINE ITEM NO.	B. EXHIBIT	C. CATEGORY
0005	B	TDP ____ TM ____ OTHER MISC

D. SYSTEM/ITEM	E. CONTRACT/PR NO.	F. CONTRACTOR
REAL ESTATE SUPPORT SERVICE (RESS)	FA8903-11-D-8502	FPS ADVISORY GROUP, L.L.C.

1. DATA ITEM NO.	2. TITLE OF DATA ITEM	3. SUBTITLE
B006	INTEGRATED MASTER SCHEDULE (IMS)	INTEGRATED MASTER PLAN (IMP)

4. AUTHORITY (Data Acquisition Document No.)	5. CONTRACT REFERENCE	6. REQUIRING OFFICE
DI-MGMT-81650	PWS PARA - 5.3.3	AFCEE/*

7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION
LT	A	BLK16	BLOCK 16

8. APP CODE	11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION
A	BLOCK 16	BLOCK 16

16. REMARKS

Block 6 : "*" will be specified in each task order.

Blocks 10, 11, 12, & 13 : Submission and dates will be as specified in each task order.

Blocks 14 & 15 : "*" will be specified in each task order. Additional addresses and/or quantities of required copies will be specified in each task order. Deliverable copies and all transmittal letters shall be delivered via e-mail. E-mail addresses shall be provided by the COR.

Block I : Signature authority is evidenced by contracting officer signature on the basic contract award document. Individual task orders shall have signature.

Block J : On the basic contract, this shall be the award date; however, approval dates shall be inserted for individual task orders.

14. DISTRIBUTION

a. ADDRESSEE	b. COPIES Draft	Final Reg	Final Repro
AFCEE/*			
AFCEE/CDUT	0		1
772 ESS/PK*			
SEE BLOCK 16			
15. TOTAL	0		1

G. PREPARED BY	H. DATE	I. APPROVED BY	J. DATE
AFCEE/CFO	10/10/2012	SEE BLOCK 16	

17. PRICE GROUP	18. ESTIMATED TOTAL PRICE
N/A	NSP

(COMPUTER GENERATED)

DATA ITEM DESCRIPTION

TITLE: INTEGRATED MASTER SCHEDULE (IMS)
NUMBER: DI-MGMT-81650 **APPROVAL DATE**: 20050330
AMSC NUMBER: D7544 **LIMITATION**:
DTIC APPLICABLE: **GIDEP APPLICABLE**:
PREPARING ACTIVITY: OUSD(AT&L)ARA/AM(SO)

APPLICABLE FORMS: None

USE/RELATIONSHIP: The Integrated Master Schedule (IMS) is an integrated schedule containing the networked, detailed tasks necessary to ensure successful program execution. The IMS is vertically traceable to the Integrated Master Plan (IMP) (if applicable), the Contract Work Breakdown Structure (CWBS), and the Statement of Work (SOW). The IMS shall be used to verify attainability of contract objectives, to evaluate progress toward meeting program objectives, and to integrate the program schedule activities with all related components. This DID is applicable to development, major modification, and low rate initial production efforts; it is not typically applied to full rate production efforts.

a. This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.

b. This DID shall be applied to contracts that require Earned Value Management (EVM) and other contracts based on the contract risk assessment. Refer to the Earned Value Management Implementation Guide (EVMIG) for guidance on tailoring reporting.

c. The prime contractor is required to include significant external interfaces and critical items from suppliers, teammates, or other detailed schedules that depict significant and/or critical elements and Government furnished equipment or information dependencies for the entire contractual effort in a single integrated network. The determination of significant and critical shall be agreed to by the Government and the contractor and shall be defined and documented in the Contract Data Requirements List (CDRL).

d. The IMS shall be statused according to the contractor’s management control system and shall be submitted no less frequently than monthly. If a Contract Performance Report (CPR) is required, the IMS shall be statused and submitted to the procuring activity prior to or concurrently with CPR Formats 1-5 (as applicable). The IMS may reflect data either as of the end of the calendar month or as of the contractor’s accounting period cutoff date, provided it is consistent and traceable to the CPR (if applicable). When subcontractor schedule data reflects a different status date than the prime contractor’s schedule status date, these status dates shall be described in the analysis section of the IMS.

e. This DID shall be used in conjunction with the CWBS DID, DI-MGMT-81334A, and the CPR DID, DI-MGMT-81466. (Note: The IMS DID may be required when there is no EVM (CPR) requirement.)

REQUIREMENTS:

1. Format. The IMS shall be created using a network capable Commercially Off the Shelf (COTS) scheduling software application. Unless otherwise provided in the CDRL, the IMS shall be delivered electronically in the native digital format (i.e., an electronic file produced by the contractor’s scheduling

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DI-MGMT-81650

tool). (Note: When the technology is available, the CDRL may be tailored, upon agreement between the prime contractor and the Government representative, to allow the American National Standards Institute (ANSI) X12 standard (806 transaction set), the United Nations Electronic Data Interchange for Administration, Commerce and Transport (UN/EDIFACT) standard (PROTAP message), or the XML equivalent to be used to submit data electronically to the procuring activity with on-line access to the data.)

2. Content. The schedule shall contain the contract milestones, accomplishments, and discrete tasks/activities (including planning packages where applicable) from contract award to the completion of the contract. The schedule shall be an integrated, logical network-based schedule that correlates to the CWBS, and is vertically and horizontally traceable to the cost/schedule reporting instrument used to address variances such as the CPR (if applicable). The schedule shall have a numbering system that provides traceability to the IMP (if applicable) and SOW. It shall contain contractual milestones and descriptions and display summary, intermediate, and detailed schedules, and periodic analysis of progress to date. It shall include fields and data that enable the user to access the information by product, process, or organizational lines.

2.1 Contract Milestones and Definitions. Key programmatic events, which define progress and completion for each CWBS element, along with the definition for successful completion of the milestone.

2.2 Summary Master Schedule. A top-level schedule of key tasks/activities and milestones at the summary level of the CWBS and IMP (if applicable). It shall be an integrated roll up of the intermediate and detailed schedules (see 2.3 and 2.4 below) (vertical integration).

2.3 Intermediate Schedules. Mid-level contract schedules that include key tasks/activities and milestones and all associated accomplishments in the summary master schedule, traceable to the CWBS element or IMP event as necessary to display work effort at the intermediate level of summarization. There may be several intermediate schedules that depict varying levels of detail. They shall be integrated roll ups of the detailed schedules (see 2.4 below) (vertical integration).

2.4 Detailed Schedules. The lowest level of contract tasks/activities that form the network. The detailed schedules shall contain horizontal and vertical integration, as a minimum, at the work package and planning package level. The detailed schedules shall include all tasks/activities, work packages, and planning packages identified in the contract Performance Measurement Baseline (PMB). Every discrete task/activity, work package, and planning package shall be clearly identified and directly related to a control account. Work packages and planning packages shall be individually represented and summarize to or reconcile with the total budget for that control account. If Level of Effort (LOE) control accounts, work packages, or planning packages are included as tasks in the IMS, they shall be clearly identified as such. The detailed tasks/activities, work packages, and planning packages shall be traceable to only one CWBS, IMP, and performing organizational element, as applicable. The level of detail in the IMS (including number and duration of tasks/activities) shall follow the contractor’s EVM process as documented in the EVMS system description, program directives, etc. Shorter-term work packages (ideally equal in length to the statusing interval) are preferred because they provide more accurate and reliable measures of work accomplished.

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DI-MGMT-81650

2.4.1 Key Elements of Detailed Schedules. The key elements of the detailed schedules include the following:

2.4.1.1 Task/Activity. An element of work with duration.

2.4.1.2 Milestone. A specific definable accomplishment in the contract network, recognizable at a particular point in time. Milestones have zero duration and do not consume resources.

2.4.1.3 Duration. The length of time estimated (or realized) to accomplish a task/activity.

2.4.1.4 Percent Complete (Schedule). The proportion of an activity or task that has been completed to time now. This usually involves updating or statusing the activity or task utilizing one of two methods: (1) update the remaining time to complete (remaining duration) and the scheduling software will then automatically update the schedule percent complete or (2) update the schedule percent complete and allow the scheduling software to calculate the time remaining (remaining duration) to complete. Either method will use the following formula: Percent of Duration Completed = (Actual Duration / Total Duration) X 100.

2.4.1.5 Task/Activity and Milestone Descriptions. These are descriptive titles that are concise, complete, and clearly identify the work effort being accomplished. Abbreviations may be used to shorten the descriptive titles.

2.4.1.6 Task/Activity Codes and Data Dictionary. A list of field definitions and code structures. This list shall be provided to the procuring activity.

2.4.1.7 Relationship/Dependency. These identify how predecessor and successor tasks/activities and milestones are logically linked. Relationships, also called network logic, are modeled in four ways:

2.4.1.7.1 FS (Finish to Start). A predecessor task/activity or milestone that must finish before a succeeding task/activity or milestone can start. FS relationships shall be used whenever possible.

2.4.1.7.2 SS (Start to Start). A predecessor task/activity or milestone that must start before a succeeding task/activity or milestone can start.

2.4.1.7.3 FF (Finish to Finish). A predecessor task/activity or milestone that must finish before a succeeding task/activity or milestone can finish.

2.4.1.7.4 SF (Start to Finish). A predecessor task/activity or milestone that must start before a succeeding task/activity or milestone can finish.

2.4.1.8 Total Float/Slack. The amount of time a task/activity or milestone can slip before it delays the contract or project finish date.

2.4.1.9 Free Float/Slack. The amount of time a task/activity or milestone can slip before it delays any of its successor tasks/activities or milestones.

2.4.1.10 Lag. An interval of time that must occur between a predecessor and successor task/activity or milestone. Since negative time is not demonstrable, negative lag is not encouraged. (Note: Lag should not be used to manipulate float/slack or constrain schedule.)

2.4.1.11 Early Start (ES). The earliest start date a task/activity or milestone can begin the precedence relationships. A computer-calculated date.

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DI-MGMT-81650

2.4.1.12 Early Finish (EF). The earliest finish date a task/activity or milestone can end. A computer-calculated date.

2.4.1.13 Late Start (LS). The latest start date a task/activity or milestone can start without delaying the contract or project target completion date. A computer-calculated date.

2.4.1.14 Late Finish (LF). The latest date a task/activity or milestone can finish without delaying the contract or project target completion date. A computer-calculated date.

2.4.1.15 Critical Path. A sequence of discrete tasks/activities in the network that has the longest total duration through the contract or project. Discrete tasks/activities along the critical path have the least amount of float/slack. The critical path and near-critical paths (reporting requirements for near-critical paths shall be specified in the CDRL) are calculated by the scheduling software application. The guidelines for critical path and near-critical path reporting are as follows:

2.4.1.15.1 Methodology. The IMS software application computes a critical path and near-critical paths based on precedence relationships, lag times, durations, constraints, and status. Artificial constraints and incorrect, incomplete, or overly constrained logic shall be avoided because they can skew the critical path and near-critical paths.

2.4.1.15.2 Identification. The critical path shall be easily identified.

2.4.1.16 Constraints. Limits applied to network start and finish dates (e.g., “finish no later than”). (Note: Certain types of constraints should be used judiciously because they may impact or distort the network critical path.)

2.4.1.17 Current Schedule. The IMS reflects the current status and forecast. It includes forecasted starts and finishes for all remaining tasks/activities and milestones. Significant variances to the baseline schedule shall be explained in the periodic analysis. Thresholds for reporting shall be specified in the CDRL.

2.4.1.18 Baseline Schedule. Baseline dates in the IMS shall be consistent with the baseline dates in the PMB for all work packages, planning packages, and control accounts (if applicable). The guidelines for maintaining the baseline schedule are as follows:

2.4.1.18.1 Schedule Changes. Changes to the schedule shall be baselined when incorporated into the schedule.

2.4.1.18.2 Baseline Schedule Changes. Changes to the baseline schedule shall be made in accordance with the contractor’s EVM process. Any movement of contractual milestones in the baseline schedule shall be derived only from either authorized contract changes or an approved over target schedule.

2.4.1.19 Schedule Progress. The IMS shall reflect actual progress and maintain accurate start and finish dates for all tasks/activities and milestones. The guidelines for reflecting schedule progress are as follows:

2.4.1.19.1 Actual Start and Finish Dates. Actual start and actual finish dates shall be recorded in the IMS. Actual start and actual finish dates, as recorded, shall not be later than the status date.

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2.4.1.19.2 Progress Line. The progress line depicted in a Gantt chart shall be applied to the current schedule.

2.4.1.20 Retention of Data for Completed Tasks/Activities. Historical performance on completed tasks/activities shall be maintained electronically for analytical use. Historical performance shall be maintained at the time of key program events (Integrated Baseline Review, Critical Design Review, etc.) for all critical tasks/activities. Data to be retained includes logic, actual and baseline durations, actual and baseline start and finish dates, and the three-point estimates that were used before the task/activity started.

2.4.1.21 External Dependencies. The IMS shall identify significant external dependencies that involve a relationship or interface with external organizations, including all Government furnished items (e.g., decisions, facilities, equipment, information, data, etc.). The determination of significant shall be agreed to by the Government and contractor and shall be defined and documented in the CDRL. The required or expected delivery dates shall also be identified in the IMS.

2.4.1.22 Schedule Margin. A management method for accommodating schedule contingencies. It is a designated buffer and shall be identified separately and considered part of the baseline. Schedule margin is the difference between contractual milestone date(s) and the contractor's planned date(s) of accomplishment.

2.4.1.23 Schedule Risk Assessment. A schedule risk assessment predicts the probability of project completion by contractual dates. Three-point estimates shall be developed for remaining durations of remaining tasks/activities that meet any of the following criteria: (1) critical path tasks/activities, (2) near-critical path tasks/activities (as specified in the CDRL), (3) high risk tasks/activities in the program's risk management plan. These estimates include the most likely, best case, and worst case durations. They are used by the contractor to perform a probability analysis of key contract completion dates. The criteria for estimated best and worst case durations shall be applied consistently across the entire schedule and documented in the contractor's schedule notes and management plan. The guidelines for estimates are as follows:

2.4.1.23.1 Most Likely Estimate. Schedule durations based on the most likely estimates.

2.4.1.23.2 Best/Worst Case Estimates. Best and worst case assumptions shall be disclosed.

The contractor schedule risk assessment shall explain changes to the critical path, margin erosion, and mitigation plans. It shall be incorporated into the contractor's program risk management process. The schedule risk assessment shall be submitted as specified in the CDRL and prior to the Integrated Baseline Review. The risk analysis may be performed within the IMS or within a separate risk tool as appropriate based on the capability of the automated scheduling tool.

2.4.1.24 User Defined Fields. All user defined fields in the IMS shall be identified by providing a mapping of all fields used in the scheduling software application.

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2.4.1.25 Reserved Fields. The Government may reserve some fields and/or require the contractor to use certain fields for specific information. The requirement for reserved fields shall be specified in the CDRL.

2.4.1.26 Calendar. The arrangement of normal working days, together with non-working days, such as holidays, as well as special work days (i.e., overtime periods) used to determine dates on which project work will be completed.

2.5 Monthly Analysis. Monthly analysis is a monthly assessment of schedule progress to date and includes changes to schedule assumptions, variances to the baseline schedule, causes for the variances, potential impacts, and recommended corrective actions to minimize schedule delays. The analysis shall also identify potential problems and an assessment of the critical path and near-critical paths. Thresholds for reporting significant variances to the baseline schedule and near-critical paths shall be specified in the CDRL. If a CPR Format 5 is required, the monthly analysis shall be submitted to the procuring activity prior to or concurrently with the CPR Format 5.

END OF DI-MGMT-81650

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CONTRACT DATA REQUIREMENTS LIST
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Form Approved
OMB No. 0704-0188

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A. CONTRACT LINE ITEM NO.	B. EXHIBIT	C. CATEGORY
0005	B	TDP ____ TM ____ OTHER CMAN

D. SYSTEM/ITEM	E. CONTRACT/PR NO.	F. CONTRACTOR
REAL ESTATE SUPPORT SERVICE (RESS)	FA8903-11-D-8502	FPS ADVISORY GROUP, L.L.C.

1. DATA ITEM NO.	2. TITLE OF DATA ITEM	3. SUBTITLE
B007	TECHNICAL DATA PACKAGE	WEBSITE DEVELOPMENT

4. AUTHORITY (Data Acquisition Document No.)	5. CONTRACT REFERENCE	6. REQUIRING OFFICE
DI-CMAN-80776	PWS PARA - 5.4	AFCEE/*

7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION
LT	A	BLK16	BLOCK 16

8. APP CODE	11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION
A	BLOCK 16	BLOCK 16

16. REMARKS

Block 6 : "*" will be specified in each task order.

Blocks 10, 11, 12, & 13 : Submission and dates will be as specified in each task order.

Blocks 14 & 15 : "*" will be specified in each task order. Additional addresses and/or quantities of required copies will be specified in each task order. Deliverable copies and all transmittal letters shall be delivered via e-mail. E-mail addresses shall be provided by the COR.

Block I : Signature authority is evidenced by contracting officer signature on the basic contract award document. Individual task orders shall have signature.

Block J : On the basic contract, this shall be the award date; however, approval dates shall be inserted for individual task orders.

NOTE: Draft and Final will be evaluated by AFCEE/MSC for format compliance, data intergrity, and meets the requirements of the ERPIMS Data Loading Handbook prior to acceptance.

14. DISTRIBUTION

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AFCEE/CDUT			1
AFCEE/OSS	1	1	1
772 ESS/PK*			
SEE BLOCK 16			
15. TOTAL	1	1	2

G. PREPARED BY	H. DATE	I. APPROVED BY	J. DATE
AFCEE/CFO	10/10/2012	SEE BLOCK 16	

17. PRICE GROUP	18. ESTIMATED TOTAL PRICE
N/A	NSP

(COMPUTER GENERATED)

DATA ITEM DESCRIPTION

Form Approved
OMB No. 0704-0188

1. TITLE	2. IDENTIFICATION NUMBER
Technical Data Package	DI-CMAN-80776

3. DESCRIPTION / PURPOSE

3.1 A Technical Data Package (TDP) contains all the descriptive documentation suitable for use as the basis for competitive acquisition, installation, modification, engineering support, or maintenance of military materiel developed by or for the Department of Defense.

4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE
890308	MI		

7. APPLICATION / INTERRELATIONSHIP

7.1 This Data Item Description (DID) contains the format and content preparation instructions for a TDP resulting from the work task described by 3.3 of MIL-T-47500.
7.2 When this DID, in whole or in part, is incorporated in a contract, DIDs applicable to individual parts of a TDP shall not be incorporated as separate requirements.
7.3 This DID supersedes DI-E-1115B.

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER
		A4649

10. PREPARATION INSTRUCTIONS

10.1 Reference documents. The applicable issue of the documents cited herein, including their approval dates and dates of any applicable amendments, notices and revisions, shall be as specified in the contract.

10.2 Content. The TDP shall include the following:

a. Conceptual and Developmental Design drawings in accordance with MIL-T-47500/1.

b. Product drawings in accordance with MIL-T-47500/2.

c. Commercial drawings in accordance with MIL-T-47500/3.

d. Special Test Equipment, Special Inspection Equipment, and Special Tooling drawings in accordance with MIL-T-47500/4.

e. Specifications in accordance with MIL-T-47500/5.

f. Quality Assurance Provisions (QAPs) in accordance with MIL-T-47500/6.

g. Packaging instructions in accordance with MIL-STD-2073-1.

11. DISTRIBUTION STATEMENT

DISTRIBUTION STATEMENT A:
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CONTRACT DATA REQUIREMENTS LIST
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A. CONTRACT LINE ITEM NO.	B. EXHIBIT	C. CATEGORY
0005	B	TDP ____ TM ____ OTHER MISC

D. SYSTEM/ITEM	E. CONTRACT/PR NO.	F. CONTRACTOR
REAL ESTATE SUPPORT SERVICE (RESS)	FA8903-11-D-8502	FPS ADVISORY GROUP, L.L.C.

1. DATA ITEM NO.	2. TITLE OF DATA ITEM	3. SUBTITLE
B008	MASTER DOCUMENT LIST (MDL)	N/A

4. AUTHORITY (Data Acquisition Document No.)	5. CONTRACT REFERENCE	6. REQUIRING OFFICE
DI-MISC-80393A	PWS PARA - 6.1, 6.1.3, 6.2	AFCEE/*

7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION
LT	A	BLK16	BLOCK 16

8. APP CODE	11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION
N/A	BLOCK 16	BLOCK 16

16. REMARKS

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14. DISTRIBUTION

a. ADDRESSEE	b. COPIES Draft	Final Reg	Final Repro
AFCEE/*			
AFCEE/CDUT			1
772 ESS/PK*			
SEE BLOCK 16			
15. TOTAL			1

G. PREPARED BY	H. DATE	I. APPROVED BY	J. DATE
AFCEE/CFO	10/10/2012	SEE BLOCK 16	

17. PRICE GROUP	18. ESTIMATED TOTAL PRICE
N/A	NSP

(COMPUTER GENERATED)

DATA ITEM DESCRIPTION

Form Approved
OMB No. 0704-0188

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1. TITLE

Master Document List (MDL)

2. IDENTIFICATION NUMBER

DI-MISC-80393A

3. DESCRIPTION/PURPOSE

3.1 The MDL provides a master listing of all documents maintained in libraries. The listing includes publications, operating instructions, drawings, and training material. The listing is used to ensure all required documents are being maintained.

4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE
9701-24	50 SPACE WING-LG		

7. APPLICATION/INTERRELATIONSHIP

7.1 This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.

7.2 This DID applicable to O&M contracts requiring contractors to maintain contract libraries.

7.3 This DID supersedes DI-MISC-80393.

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER
		F7230

10. PREPARATION INSTRUCTIONS

10.1 Format. Contractor format is acceptable.

10.2 Content. The MDL shall be categorized by type and agency and shall include document number, title, date and specific location of the document. The MDL shall list all revisions, changes, supplements and amendments to all documents. The portion of the MDL containing computer programs and computer program documentation shall include the subject or keyword.

11. DISTRIBUTION STATEMENT

DISTRIBUTION STATEMENT A. Approved for public release; distribution is unlimited.

CONTRACT DATA REQUIREMENTS LIST
(1 Data Item)

Form Approved
OMB No. 0704-0188

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0005	B	TDP ____ TM ____ OTHER MISC

D. SYSTEM/ITEM	E. CONTRACT/PR NO.	F. CONTRACTOR
REAL ESTATE SUPPORT SERVICE (RESS)	FA8903-11-D-8502	FPS ADVISORY GROUP, L.L.C.

1. DATA ITEM NO.	2. TITLE OF DATA ITEM	3. SUBTITLE
B009	SCIENTIFIC AND TECHNICAL REPORTS	ADMINISTRATIVE RECORD

4. AUTHORITY (Data Acquisition Document No.)	5. CONTRACT REFERENCE	6. REQUIRING OFFICE
DI-MISC-80711A	PWS PARA - 5.4, 7.0	AFCEE/*

7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION
LT	A	BLK16	BLOCK 16

8. APP CODE	11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION
A	BLOCK 16	BLOCK 16

16. REMARKS

Block 6 : "*" will be specified in each task order.

Blocks 10, 11, 12, & 13 : Submission and dates will be as specified in each task order.

Blocks 14 & 15 : "*" will be specified in each task order. Additional addresses and/or quantities of required copies will be specified in each task order. Deliverable copies and all transmittal letters shall be delivered via e-mail. E-mail addresses shall be provided by the COR.

Block I : Signature authority is evidenced by contracting officer signature on the basic contract award document. Individual task orders shall have signature.

Block J : On the basic contract, this shall be the award date; however, approval dates shall be inserted for individual task orders.

14. DISTRIBUTION

a. ADDRESSEE	b. COPIES Draft	Final Reg	Final Repro
AFCEE/*			
AFCEE/CDUT			1
772 ESS/PK*			
SEE BLOCK 16			
15. TOTAL →			1

G. PREPARED BY	H. DATE	I. APPROVED BY	J. DATE
AFCEE/CFO	10/10/2012	SEE BLOCK 16	

17. PRICE GROUP	18. ESTIMATED TOTAL PRICE
N/A	NSP

(COMPUTER GENERATED)

DATA ITEM DESCRIPTION

Form Approved
OMB No. 0704-0188

The public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0188), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. **PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS.**

1. TITLE	2. IDENTIFICATION NUMBER
Scientific and Technical Reports	DI-MISC-80711A

3. DESCRIPTION/PURPOSE

3.1 Scientific and Technical Reports document and disseminate the precise nature and results of analytical studies, research, development, test and evaluation (RDT&E) on an assigned task(s) to the analytical, scientific, technical and management community. Scientific and Technical Reports, may be definitive for the subject presented, exploratory in nature, or an evaluation of critical subsystem or of technical problems.

4. APPROVAL DATE (YYYYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE
20000121	L/DD	X	

7. APPLICATION/INTERRELATIONSHIP

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

7.2 This DID is applicable to the elements, organization and design of technical publications.

7.3 This DID supersedes UDI-S-23272C, DI-S-4057, DI-S-3591A, and DI-MISC-80711.

7.4 Defense Technical Information Center (DTIC), 8725 John J. Kingman Rd., Ste. 0944, Ft. Belvoir, VA 22060-6218

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER
	SF 298	L7382

10. PREPARATION INSTRUCTIONS

10.1 Reference document. The applicable issue of the documents cited herein, including their approval dates and dates of any applicable amendements, notices, and revisions, shall be as specified in the contract.

10.2 Document format shall be in accordance with ANSI/NISO Z39.18 Scientific and Technical Reports – Elements, Organization, and Design.

10.3 Document content shall be clearly written, describe accomplishments and other facts adequately with no technical errors, and be acceptable for release. If marked unclassified, unlimited, they should be accompanied by a letter certifying that the documents have been cleared for public release and sale, to include foreign nationals.

11. DISTRIBUTION STATEMENT

Distribution Statement A: Approved for public release; distribution is unlimited.

CONTRACT DATA REQUIREMENTS LIST
(1 Data Item)

Form Approved
OMB No. 0704-0188

Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.

A. CONTRACT LINE ITEM NO.	B. EXHIBIT	C. CATEGORY
0005	B	TDP ____ TM ____ OTHER MISC

D. SYSTEM/ITEM	E. CONTRACT/PR NO.	F. CONTRACTOR
REAL ESTATE SUPPORT SERVICE (RESS)	FA8903-11-D-8502	FPS ADVISORY GROUP, L.L.C.

1. DATA ITEM NO.	2. TITLE OF DATA ITEM	3. SUBTITLE
B010	DIGITAL IMAGING	N/A

4. AUTHORITY (Data Acquisition Document No.)	5. CONTRACT REFERENCE	6. REQUIRING OFFICE
DI-MISC-81579	PWS PARA - 6.1.2	AFCEE/*

7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION
LT	A	ASREQ	BLOCK 16

8. APP CODE	11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION
A	N/A	BLOCK 16

16. REMARKS

Blocks 12 & 13: Digital Imaging shall be submitted in support of appropriate Technical Reports and Plans. B/W photocopies acceptable for drafts, color for finals.

Block 14: The purpose of this CDRL is to present technical guidance for inserting digital images into relevant task order documents and is not intended to provide copy distribution data. Actual digital image distribution will be governed by their usage in the individual documents containing them. Transmittal letters shall be delivered by e-mail. The Contractor shall also submit all deliverables digitally to AFCEE via the AFCEE Web site (except for ERPIMS deliverables, see paragraph 3.9) using the AFCEE Contractor Data Upload Tool (CDUT). Notify the CO by e-mail once the submittal has be uploaded on Sharepoint.

Block I : Signature authority is evidenced by contracting officer signature on the basic contract award document. Individual task orders shall have signature.

Block J : On the basic contract, this shall be the award date; however, approval dates shall be inserted for individual task orders.

14. DISTRIBUTION			
a. ADDRESSEE	b. COPIES		
	Draft	Final	
		Reg	Repro
SEE REMARKS			
15. TOTAL →			

G. PREPARED BY	H. DATE	I. APPROVED BY	J. DATE
AFCEE/CFO	10/10/2012	SEE BLOCK 16	

17. PRICE GROUP	18. ESTIMATED TOTAL PRICE
N/A	NSP

(COMPUTER GENERATED)

Title: Digital Imaging

Number: DI-MISC-81579
AMSC Number: N7337
DTIC:
Office of Primary Responsibility: SEA00C55
Applicable Forms:

Approval Date: 7 July 1999
Limitation:
GIDEP Applicable:

Use, Relationship: This data item description (DID) contains format and content preparation instructions for digital images and the electronic data compression technology for efficient transmission.

a) Digital imaging provides the Government with visual records of objects and events which are stored in an electronic format that is efficiently transmittable.
b) This data item description is designed for contracts requiring photographic documentation of material conditions and /or events.
c) Images shall be transmitted electronically to Government and commercial activities; as specified on DD Form 1423.

Requirements:

1.1 Format Digital Imaging data shall be in contractor's format
1.1.1 Data compression Technology. Image data files shall utilize a universal data compression format.
1.1.2 Image Quality. The items prepared shall be of high quality resolution equal to Millions (1536 x 1024 or greater of pixels per image 32 bit (or greater) color.
1.2 Content
1.2.1 Image composition. Each image shall adequately depict the subject clearly; without obstruction or cropping.
1.2.2 Data Storage and Identification. Each image shall be stored as an electronic file. The file name shall include the object name and view number. Each file shall be date/time stamped automatically by the acquisition and/or processing software.
1.2.2.1 No lettering shall appear on the subject image area. A text box description shall be added below the image in the bottom margin or prior to the image sequence. This shall include the contractors name, image description, date, security classification, and automatic time-phased downgrading notation.
1.3 Image Transmission Each image or group of images used to depict the subject shall be transmitted electronically as specified on DD Form 1423.
1.4 End of DI-MISC-81579.