

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. 000X		B. EXHIBIT C		C. CATEGORY TDP _____ TM _____ OTHER _____ ENCL _____					
D. SYSTEM/ITEM ENV CONSTRUCTION, OPERS & SRVC			E. CONTRACT/PR NO. FA8903-09-R-8374		F. CONTRACTOR TBD				
1. DATA ITEM NO. C001	2. TITLE OF DATA ITEM PERFORMANCE AND COST REPORT				3. SUBTITLE N/A				
4. AUTHORITY (Data Acquisition Document No.) DI-FNCL-80912			5. CONTRACT REFERENCE SOW PARA 4.9			6. REQUIRING OFFICE AFCEE/*			
7. DD 250 REQ LT	9. DIST STATEMENT REQUIRED A	10. FREQUENCY BLK16		12. DATE OF FIRST SUBMISSION BLOCK 16		14. DISTRIBUTION			
8. APP CODE N/A		11. AS OF DATE BLOCK 16		13. DATE OF SUBSEQUENT SUBMISSION BLOCK 16		a. ADDRESSEE	b. COPIES		
							Draft	Final	
							Reg	Repro	
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.						AFCEE/*			
						AFCEE/MSCD	LT	LT	0
						AFCEE/OSF (C/S)			
						AFCEE/AC*			
						SEE BLOCK 16			
						15. TOTAL			
G. PREPARED BY AFCEE/OSF			H. DATE 06-Jan-2009		I. APPROVED BY SEE BLOCK 16		J. DATE		
17. PRICE GROUP N/A		18. ESTIMATED TOTAL PRICE NSP				(COMPUTER GENERATED)			

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1. TITLE Performance and Cost Report		2. IDENTIFICATION NUMBER DI-FNCL-80912		
3. DESCRIPTION/PURPOSE 3.1 The Performance and Cost Report provides current status and projected requirements of funds, man-hours, and work completion. 3.2 The report is used for evaluation of contractor progress.				
4. APPROVAL DATE (YYMMDD) 89/10/06	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) A/MICOM	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
7. APPLICATION/INTERRELATIONSHIP 7.1 The 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-F-1208A. <p style="text-align: right;">(Continued on Page 2)</p>				
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS		9b. AMSC NUMBER A4845
10. PREPARATION INSTRUCTIONS 10.1 <u>Format</u> . The Performance and Cost Report format shall be contractor selected. Unless effective presentation would be degraded, the initially used format arrangement shall be used for all subsequent submissions. 10.2 <u>Content</u> . The Performance and Cost Report shall contain the following: 10.2.1 <u>Man-hours</u> . Total man-hours expended by technical categories or program tasks, cumulative total man-hours to date, and percentages of total man-hours spent to date. State whether or not remaining hours are sufficient to complete task. 10.2.2 <u>Funds</u> . Total funds expended, by task, for the month; cumulative total funds spent to date; and percentage of total contract funds spent to date. State whether or not remaining funds are sufficient to complete the task. 10.2.3 <u>Work Completion</u> . Percentage of work completed, by tasks during the month, and cumulative percentage of total contract work completed to date.				
11. DISTRIBUTION STATEMENT DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited				

BLOCK 10, PREPARATION INSTRUCTIONS (continued)

- 10.3.3 Date released. Last date to which chart was posted.
- 10.3.4 Date revised. Date of subsequent contract modification.
- 10.3.5 Contractor name.
- 10.3.6 Contract title.
- 10.3.7 Contract number.
- 10.3.8 Purchase description number.
- 10.3.9 Security classification.
- 10.3.10 Delivery dates. Includes dates for all deliverable items.
- 10.3.11 Scheduled starting date. Date each subdivision of work is scheduled to start.
- 10.3.12 Actual starting date. Date each subdivision of work actually started.
- 10.3.13 Scheduled completion date. Date each subdivision of work is scheduled for completion.
- 10.3.14 Actual completion date. Date each subdivision of work actually was completed.
- 10.3.15 Manhours expended. Total manhours expended per task for each reporting period.
Manhours defined as total number of direct labor hours regardless of type.
- 10.3.16 Funds expended. Contract funds expended per task for each reporting period. Costs defined as a 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.
- 10.4 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.

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1. TITLE Funds and Man-Hours Expenditure Report		2. IDENTIFICATION NUMBER DI-FNCL-80331	
3. DESCRIPTION/PURPOSE 3.1 This report provides Government visibility into contractor expenditures for labor, materials, travel and other contract charges. It tracks these expenditures against baseline values, and provides to-completion estimates.			
4. APPROVAL DATE (YYMMDD) 87/02/27	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) G/T213	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE
7. APPLICATION/INTERRELATIONSHIP 7.1 This 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 is applicable to time and material, research and development and other contracts where use of Cost Performance Reporting (CPR) or Cost/Schedule Status Reporting (C/SSR) are not appropriate. It is not applicable on fixed-price contracts. It is acquired on a periodic basis. 7.3 It is not intended that all the requirements contained herein should be applied to every contract or program phase. Portions of this DID are subject to deletion tailoring depending on the management requirements of the solicitation/contract in which it is applied. 7.4 This DID is relate to DI-A-5016, Project Planning/Actual Progress Chart (Other than fixed price contracts), and DI-FNCL-80003, Man-Hour Expenditure Chart. 7.5 This DID supersedes DI-A-5001B, DI-A-5003F and U-A-5595.			
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS	9b. AMSC NUMBER G4079
10. PREPARATION INSTRUCTIONS 10.1 General. The Funds and Man-Hour Expenditure Report shall contain the following data: a. A tabular listing of funding and man-hour expenditures inclusive of the reporting period compared to original baseline values, including to-completion estimates. b. A graphical plot of planned versus actual funding expenditures. c. A graphical plot of planned and actual percentage of work completed. 10.2 Scope. Each task, job-order, sub-task, or unit of work will be separately addressed. If schedule or milestone reporting is also a reporting requirements under the contract, the breakdown of work task elements should be consistent with that reporting. 10.3 Format and content. The report shall contain the following: 10.3.1 Funds and man-hour expenditure summary. This chart shall contain the following data elements (See Figure 1): 10.3.1.1 Original negotiated contract. A summary of all cost elements associated with the original negotiated contract. This is defined as the contractor's original cost proposal, as negotiated and accepted by the Government. It is that cost as it appears on the original contract document. Its elements shall contain that cost estimate breakdown by category (i.e., direct labor (Sr. Engineer, Jr. Engineer, draftsman, engineering shop, etc.), burden/overhead, material/parts, travel, subsistence, fringe, General and Administrative (G&A) fee, outstanding commitments, etc.), as provided in the accepted proposal. Items and amounts specified in this entry shall remain constant on successive reports during the term of the contract. 10.3.1.2 Latest negotiated contract changes. A summary of the latest negotiated contract changes. It shall be a recapitulation of the 10.3.1.1 data elements reflecting all subsequent changes resulting from contract modifications. Breakdown by category shall (continued page 2)			
11. DISTRIBUTION STATEMENT			

Block 10, Preparation Instructions (Continued)

shall be as provided in 10.3.1.1 unless altered by a contract modification. Indicate "none" if revised proposals have no effect.

10.3.1.3 Reporting period expenditures. Expenditure data for the current reporting period for the work task categories used in 10.3.1.1 or 10.3.1.2 (as applicable), and covering man hours, fund, and the change (new orders minus fulfilled orders) in outstanding commitments.

10.3.1.4 Cumulative expenditure to date. Cumulative man hour, funds and outstanding commitments expenditure data through the current reporting period for the work task categories used in 10.3.1.1 and 10.3.1.2 (as applicable). Additionally, show the cumulative costs as a percentage of the 10.3.1.1 or 10.3.1.2 costs.

10.3.1.5 Estimated cost-to-be-complete. The estimated costs required to complete the work task from the reporting date to the date of completion. This estimate shall be define by categories as they appear in 10.3.1.1 or 10.3.1.2. All estimates shall be justified.

10.3.1.6 Latest cost estimate. An estimate of the final total cost at completion of the work effort. This is derived form 10.3.1.4 and 10.3.1.5. Deviations between the original contract and/or latest negotiated contract change shall be justified/explained in footnote remarks.

10.3.2 Funds expenditure graph. A funds expenditure graph shall be included. The graph shall be reproducible to enable periodic changes reflecting current contract funding status to be entered. The graph shall portray, on a periodic basis, the planned versus actual total dollar expenditures and the percentage of the total contract dollars that the expenditure represents (See Figure 2).

10.3.3 Work completed graph. A work completed graph shall be included that reflects the percentage of work completed by the contractor through the current reporting period. The graph shall plot actual completion versus planned completion, and shall be maintained current and be fully legible and reproducible (See Figure 3).

