

DATA ITEM DESCRIPTION

Title: CONFERENCE MINUTES

Number: DI-ADMN-81250B

Approved Date: 20160524 **AMSC Number:** F9659

Limitation:

DTIC Applicable:

GIDEP Applicable:

Preparing Activity: 11 (AFLCMC/EZSC)

Project Number: ADMN-2015-001

Applicable Forms:

Use/Relationship: Conference minutes provide documentation of technical information provided and decisions and agreements reached at meetings.

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 supersedes DI-ADMN-81250A. **Requirements:**

1. Reference documents: None.

2. Format. Contractor format is acceptable.

3. Content. The minutes shall include the following 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) 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, grade or position, activity represented, activity symbol/code, phone numbers, and emails, as appropriate.

f. Action items resulting from the conference.

g. Briefing charts, if presented, shall be attached to the minutes for information only.

End of DI- ADMN-81250B

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

DATA ITEM DESCRIPTION			Approved OMB No. 0704-0188	
1. TITLE Presentation Material		2. IDENTIFICATION NUMBER 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) 931001	5. OFFICE OF PRIMARY RESPONSIBILIY (OPR) F/ESC/EN-4	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
A 001 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 LIMÍTATION		9a. APPLICABLE FORMS		9b. AMSC NUMBER F6970
10. PREPARATION INSTRUCTIONS 10.1 Format. Presentation material shall be submitted in Microsoft PowerPoint. Presentation material may be supplemented with Microsoft Word, Microsoft Excel, and Microsoft Project files, as well as drawing files in .pdf. 10.2 <u>Content</u> . Presentation material shall include a text of any accompanying verbal "The publication of this material does not constitute approval by the Government of the findings herein. 10.3 Apply distribution statements as defined in the agreement.				

11. DISTRIBUTION

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

DATA ITEM DESCRIPTION

Title: CONTRACTOR'S PROGRESS AND STATUS REPORT

Number: DI-MGMT-81928

Approval Date: 20130701

AMSC Number: N9391

Limitation: N/A

DTIC Applicable: N/A

GIDEP Applicable: N/A

Office of Primary Responsibility: SH/PEO IWS F

Applicable Forms: N/A

Use/Relationship: Contractor's Progress, Status and Management Report provides the progress of work and the status of the Program and assigned task, report cost and informs management of existing or potential problem areas.

This Data 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.

Requirements:

1. Format. The Contractor's Progress and Status Report shall be in Microsoft Word. It may be supplemented with Microsoft Excel, Microsoft Project, and Microsoft PowerPoint as needed.
2. Content. The report shall contain a cover sheet identifying the following:
 - a. Title of the Report
 - b. Contractor's name and address
 - c. Contract Number
 - d. Date of report and period by the report
 - 2.1. Results positive or negative obtained related to previously identified problem areas, with conclusions and recommendations shall be identified.
 - 2.2. Any significant changes to the contractor's organization or method of operation, to the project management network, or to the milestones shall be included.
 - 2.3. Problem areas affecting cost elements, technical or scheduling elements, with background and any recommendations for solutions beyond the scope of the contract shall also include the following items:
 - a. Task Area Issues

2.5. The report shall contain:

- a. Trip(s) outside the local area, site visited and purpose.
- b. Contract schedule status.
- c. Plans for activities during the following reporting period.
- d. Name and telephone number of signer of the report.
- e. Appendixes for any necessary tables, references, photographs, illustrations, and charts.

2.6 The report shall identify the following:

- a. Title i.e.: Professional Support Services for the Program Executive Office (PEO)
Integrated Warfare System (IWS)
- b. Contract Number
- c. Latest Contract Modification (# and Date)
- d. Period of Performance
- e. Reporting Period
- f. Contractor's POC
- g. Government PM
- h. Government AOR

2.5 Financial/Labor Data. The report shall contain:

- a. Contract Value
- b. Funded to date
- c. Planned travel for the upcoming Calendar Month to include location, number of contractor personnel and purpose.
- d. Invoice Date/Amount/Number

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DATA ITEM DESCRIPTION

Title: Test Procedure

Number: DI-NDTI-80603A

Approval Date: 14 Nov 2006

AMSC Number: 7637

Limitation: N/A

DTIC Applicable: N/A

GIDEP Applicable: None

Office of Primary Responsibility: NS/DA023

Applicable Forms: N/A

Use/relationship:

The test procedure identifies the step-by-step testing operations to be performed on items under going developmental, qualification, or acceptance testing. It identifies items to be tested, the test equipment and support required, the test conditions to be imposed, the parameters to be measured, and the pass/fail criteria against which the test results will be measured. The document is a compilation of individual test procedures for related elements of a system, subsystem, or equipment.

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

This DID is applicable to contracts requiring tests to be performed for the purpose of developmental or environmental evaluation, acceptance testing, and item qualification testing.

This DID supersedes DI-NDTI-80603.

Requirements:

1. Reference documents: None
2. Format: The test procedures shall be in contractor's format in Microsoft Word. Data sheets may be provided in Microsoft Excel or tables within Microsoft Word.
3. Content: The test procedure shall contain the following:

3.1 Front matter.

3.1.1 Cover and title page. The following information shall be included on the cover and title page:

- a. Date of issue.
- b. Revision date (if applicable)
- c. Procedure document identification number
- d. Contract number
- e. Contractor's name and address
- f. Type of procedure. Including purpose(acceptance, or inspection)
- g. Security classification (if applicable)

3.1.2 Record of changes. A record of change pages shall be included to provide for tracking of changes to the test procedures.

3.1.3 Table of contents. A table of contents is required when more than one test procedure is included in the test procedures document. It shall identify the page location of each procedure number, procedure title, and related equipment nomenclature.

3.2 Body of document. For each test procedure, the following information is required.

3.2.1 Procedure number. Each procedure shall have a unique number assigned to it.

3.2.2 Title of procedure. The title should relate to the purpose of the test.

3.2.3 Introduction. The following shall be addressed in the introduction:

3.2.3.1 Purpose of test. (As specified in the contract tasking document).

3.2.3.2 System, subsystem, or equipment to be tested. The following identification shall be provided.

- a. Nomenclature
- b. Model or part number
- c. Type of test item(prototype, production item, laboratory model, etc)
- d. Applicable specification

3.2.3.3 Test requirements. Included the following, each related to the prescribing contract requirement paragraph (specification, standard, plan, or work statement)

- a. Required tests, and parameters to be measured.
- b. Performance requirements, acceptance of compliance limits, and Environmental criteria.

3.2.3.4 Referenced documents. A list by title, number, date, and source of those documents cited in the test procedure.

3.2.4 Required test equipment. Includes the following for each piece of test equipment required to perform the procedure:

- a. Nomenclature
- b. Use of test equipment
- c. Model number(if applicable)
- d. Manufacturer(if mandatory)
- e. Accuracy and calibration requirements
- f. Range or spectrum of measurements required

3.2.5 Table of tests. This table lists each test performed under the procedure in the sequence it is to be performed, identified to the procedure paragraph and the related specification/contract requirement.

3.2.6 Step-by-step procedure. The following shall be included for each step of the test procedure:

- a. Test set-up diagrams, including test equipment connections.
- b. Input and output instrumentation points.
- c. Test item operating limits and test conditions to be imposed.
- d. Performance parameters to be measured.
- e. Step-by-step operations to obtain the required data.
- f. Caution and safety warnings as appropriate.

3.2.7 Data sheets. Data sheets shall be included with the procedure, or be separately attached at the end of all procedures. They shall provide for:

- a. Identification of item tested, including model and serial numbers.
- b. Recording of test measurements
- c. Identification of required or objective performance values, with Tolerances.

- d. Identification of applicable procedure paragraphs.
- e. Date of test.
- f. Signature of technician or inspector performing the tests/\

3.2.8 Support requirements. Any special support requirement would be included in this section, such as:

- a. Use of special facilities or test ranges.
- b. Personnel requirements (numbers, types, qualifications).
- c. Unusual electrical, hydraulic, pneumatic, etc, requirements

- d. Support equipment requirements.

4. END OF DI-NDTI-80603A