

# DATA ITEM DESCRIPTION

**Title:** Management Plan

**Number:** DI-MGMT-80004A

**AMSC Number:** 7621

**DTIC Applicable:** No

**Office of Primary Responsibility:** NS/DA02

**Applicable Forms:** N/A

**Approval Date:** 30 OCT 2006

**Limitation:** N/A

**GIDEP Applicable:** No

**Use/relationship:** The management plan describes the contractor's organization, assignment of functions, duties, and responsibilities, management procedures and policies, and reporting requirements for the conduct of contractually-imposed tasks, projects, or programs.

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 may be applied in any contract or program phase where the contract management is under the direction and control of the contractor.

## Requirements:

1. Reference documents. None.
2. Format. The plan shall be in a format that the contractor devises and conforms to the following:
  - a. Identification. The plan shall be identified with the preparing office or contractors title, the identifying numbers or designation of the Contract/Procurement Request, the identify and/or nomenclature of the system/component/program/project, the security classification and the Government activity issuing the controlling contract.
  - b. Descriptive material. As may be needed to clarify or explain matters in the text, the plan may include descriptive material, sketches, drawings, photographs, tables, forms, graphs, worksheets, charts, etc.
  - c. Page size. The plan may be typewritten or printed on standard size paper, e.g., 8 ½ x 11 inches or metric A4. The pages shall be sequentially numbered and security bound together. As necessary, graphic material may be one-way fold-outs. All attachments shall be identified and referenced in the text. Each section and paragraph shall be numbered.
  - d. Table of contents and index. Plans of more than 30 pages in length shall contain a

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table of contents. Plans more than 120 pages in length shall also include an Index.

e. Legibility. The document shall be legible and reproducible.

3.1 General. The Management Plan shall consist of the organizational structure, the assignment of functions, duties, and responsibilities, the procedures and policies and the reporting requirements that are established for the initiation, monitoring, control, completion, test and verification, and reporting of contractual tasks, projects, and programs.

3.2 Specific contents. The Management Plan shall cover the organizational structure, program management methodology, personnel, security, and the reports as described herein. Other subjects to be included are as follows:

- a. design control
- b. reliability
- c. configuration control
- d. standardization
- e. quality assurance
- f. provisioning
- g. control of Government property
- h. delivery procedures
- i. tests
- j. certifications
- k. packaging
- l. shipping
- m. other

3.3 Organizational structure. The plan shall present an organizational chart and supporting narrative portraying the contractor's business (corporate) structure. It shall describe the functional relationships and responsibilities among the organizational elements that will participate in the accomplishment of the contractual commitments.

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3.4 Program management. The plan shall present an organizational chart and supporting narrative describing the management office the contractor establishes to manage the contractual commitments. The plan shall define the direct lines of control, responsibilities, functional relationships, and authority between the management office and the contractor's other organizational elements. The plan shall also describe all interfaces between the contractor and the Government and between the contractor and other contractors which are necessary and pertinent to the accomplishment of contractual tasks, projects and programs.

3.5 Methodology.

- a. The plan include a narrative description of the technical approach or methods the contractor will employ to accomplish contractual tasks, projects, and programs, including, as applicable, development, tests, manufacture, construction, formulation, installation, logistics support, training, maintenance documentation, and configuration controls.
- b. The plan shall include a milestone chart graphically depicting the schedule of events associated with accomplishing each contractual commitment.

3.6 Personnel.

- a. The plan shall list the personnel staffing of the contractor's management office that directs the contractual tasks, projects, and programs and assist in completing the contract. The listing shall include the education, training, skills, experience, and security clearance that personnel require to fill each such position and shall state the identity, background, and work experience of the personnel assigned to fill these positions.
- b. The plan shall also describe the staffing required for proper accomplishment of each contractual task by skill type, skill level, number of personnel, and security clearance. When submitted as part of a proposal, the plan shall state how many such personnel are currently available and how many new hires are required to staff fully to accomplish each task as scheduled.

3.7 Security.

- a. Provide a Standard Practice Procedure (SPP) which fully describes the security program, safeguards emergency procedures to be established to the protection of Government-furnished and contractor-developed classified materials prepared In conjunction with the project. The SPP shall be prepared in accordance with guidelines contained in the Industrial Security Manual, Purchase Description, and such additional requirements as may be stipulated by the cognizant security compliance organization. The SPP shall require approval by the Government.

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- b. Develop a comprehensive security accreditation plan to demonstrate how the computer security requirements stipulated in the PD, as applicable, have been accounted for in the system design, and how satisfaction of each requirement will be explicitly demonstrated in the test program. This plan shall also identify any specific support equipment or software to be provided for demonstration of design compliance and/or system compliance with the planned security requirements. The plan shall require approval by the Government prior to implementation.
- c. Reports. The plan shall describe the management methods the contractor will employ to ensure meeting all preparations, format, and submittal requirements established by the CDRL (DD Form 1423) for data to be delivered to the Government.

#### 4. END OF DI-MGMT-80004A

## DATA ITEM DESCRIPTION

**Title:** Status Report

**Number:** DI-MGMT-80368A

**AMSC Number:** 7619

**DTIC Applicable:** No

**Office of Primary Responsibility:** NS/DA02

**Applicable Forms:** N/A

**Approval Date:** 30 OCT 2006

**Limitation:** N/A

**GIDEP Applicable:** No

### Use/relationship:

The Status Report documents the status of contractor effort towards achieving contract objectives. It identifies accomplishments to date and difficulties encountered, and compare the status achieved to planned goals and the resources expended. It is used by the Government to monitor and evaluate contractor performance.

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.

It is not intended that all requirements herein should be applied to every program. Portions of the DID are subject to tailoring by deletion depending on the specific status reporting requirements of the project.

This DID is related to DI-FNCL-80331, Funds and Man-Hour Expenditure Report which can be used in conjunction with this report if paragraph 3.2.3 below is deleted.

This DID supersede DI-MGMT-80368.

### Requirements:

1. Reference documents. None.
2. Format. The Status Report shall be in contractor format.
  - 2.1 Identification. The data indicated below shall be contained on a title page or on the first page of the report.
    - a. Title/identification of the system/component/program/project.

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- b. Type of report (e.g., monthly, interim, final).
- c. Period covered by the report.
- d. Contract number.
- e. Preparing activity or contractor's title.
- f. Security classification, when required.
- g. Distribution Statement.

2.2 Page size. The report shall be on 8 ½ by 11 inch (metric A4) paper.

3. Content. The report shall contain the following:

3.1 Summary. The summary shall include a brief statement of the overall project status , covering the accomplished technical activities and development, objectives of efforts, summary results of efforts, identification of major problems/deficiencies with impact, and recommended solutions.

3.2 Body of report. The Status Report shall contain the following items, where applicable:

3.2.1 Milestone/task status. The status of each milestone/task as defined by the statement of work or contract, as applicable:

- a. A statement as to whether or not the program/project/task is on schedule; if not, the effort planned to meet the schedule shall be indicated. Include an overall status of each milestone, task, or unit of work. Include update schedule sheets, milestone charts, or task synopsis sheets identifying phase of task and percentage of completion of each task, technical instruction, or order.
- b. A comparison of achieved end-product performance capabilities projected against contract baseline values, requirements, or allocations.
- c. Effort expended on each task to date, and a brief description of technical developments and accomplishments.
- d. Key dates in any testing program and description of tests performed and significant test results. If applicable, a description of the amount and type of down time on the equipment or system under test.
- e. A list of all designs completed and a brief description of each item. For designs in process, provide estimated dates for design and drawing completion.
- f. A narrative of outstanding problems existing as of the previous status report, and their resolution status.

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- g. New problem areas encountered or anticipated, their effect on the overall work effort/project and steps being taken to remedy problem situations.
- h. Significant results of conferences, trips, or directives for the Contracting officer's representatives.
- i. Any other information which may cause significant changes in the program schedule.

3.2.2 Future plans. Summary of future plans, recommendations and proposals both for the next reporting period and for any long term plans.

3.2.3 Itemized man-hours and costs. Itemized man-hour and cost expenditure incurred for the reporting period by category and task, total contractual expenditures, and funds remaining as of the reporting date.

3.2.4 Contract deliveries status. The status of each deliverable end item, including data deliverables, as required by the contract. Provide item and contract identification, shipping/transmittal data, acceptance status, security classification, and schedule due date information.

3.2.5 Report preparer. Name of person(s) preparing report and telephone number(s).

3.3 Appendices. Appendices where applicable, for tables, references, charts, or other descriptive material. Each appendix shall be identified and referenced in the appropriate area of the report.

4. END OF DI-MGMT-80368A

<b>DATA ITEM DESCRIPTION</b>			<b>Form Approved</b> <b>OMB No. 0704-0188</b>	
<b>1. TITLE</b> TRANSITION PLAN		<b>2. IDENTIFICATION NUMBER</b> DI-MGMT- 80790		
<b>3. DESCRIPTION/PURPOSE</b> 3.1 The Transition Plan is a technical evaluation tool used to assess program risks when transitioning from development to production.				
<b>4. APPROVAL DATE</b> (YYMMDD) 890323	<b>5. OFFICE OF PRIMARY RESPONSIBILITY</b> (OPR) N/PMS409		<b>6a. DTIC</b> <b>APPLICABLE</b> X	<b>6b. GIDEP</b> <b>APPLICABLE</b>
<b>7. APPLICATION/INTERRELATIONSHIP</b> 7.1 This data item description (DID) contains the format and content preparation instructions for the Transition Plan generated by the specific and discrete task requirement as delineated in the contract.  7.2 Copies of DoD 4245.7M may be obtained from the Department of Defense, Technical Information Center, Cameron Station, Alexandria, VA 22034 and from (Continued on Page 2)				
<b>8. APPROVAL LIMITATION</b>		<b>9a. APPLICABLE FORMS</b>	<b>9b. AMSC NUMBER</b> N4676	
<b>10. PREPARATION INSTRUCTIONS</b> 10.1 <u>Reference documents</u> . 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 <u>Content</u> .  10.2.1 The plan shall provide a comprehensive management plan describing all production related activities that must be accomplished during design, test and low rate production.  10.2.2 DoD 4245.7-M "Transition from Development to Production" shall be used as a guide when developing the Transition Plan.  10.2.3 All program transition activities will be identified in the Transition Plan, including those templates outlined in DoD 4245.7-M.  10.2.4 The plan should reflect an integrated corporate strategy covering such items as collocation of the design and manufacturing teams, make or buy decisions, capital investment considerations, and personnel recruiting and retention. (Continued on Page 2)				
<b>11. DISTRIBUTION STATEMENT</b>  <u>DISTRIBUTION STATEMENT A</u> . Approved for public release; distribution is unlimited.				



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Block 7, Application/Interrelationship

the U.S. Department of Commerce, National Technical Information Service, 5285  
Port Royal road, Springfield, VA 22161.

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Block 10, Preparation Instructions (cont'd)

10.3 Format. The Transition Plan shall be program specific and shall contain:

10.3.1 An introductory section. This section shall provide details on how the Transition Plan was developed, utilized, and evaluated.

10.3.2 An organization matrix. The matrix shall identify all program functional areas and their corresponding transition responsibilities.

10.3.3 Details for each template. The main section shall separately address each template specified in DoD 4245.7-M. Include specific detail on the program approach for measuring different risk levels as tailored to the specifics of this program/acquisition. Identify proposed technique to reduce risk (as applicable) for each template, as well as an assessment of the current risk.

## DATA ITEM DESCRIPTION

**Title:** SMALL BUSINESS SUBCONTRACTOR REPORT

**Number:** DI-MGMT-81642

**Approval Date:** 20040209

**AMSC Number:** 7519

**Limitation:**

**DTIC Applicable:**

**GIDEP Applicable:**

**Office of Primary Responsibility:** N PEO SHIPS-FL32

**Applicable Forms:**

**Use/Relationship:** The Small Business Subcontractor Report identifies the name of the small business subcontractor, the tasks performed and the associated costs for each scheduled availability which will be used to ensure the Small Business requirements are being met by the contractor.

This DID contains the format, content, and intended use information for the data product resulting from the work task described in the contract.

### **Requirements:**

1. Format. The Report shall be in contractor's format.

2. Content. The Report shall contain the following:

2.1 Section I - Name of the small business subcontractor, whether the subcontractor is:

- (1) Small Business;
- (2) Veteran-Owned Small Business;
- (3) Service-Disabled Veteran-Owned Small Business;
- (4) HUBZONE Small Business;
- (5) Small Disadvantaged Business;
- (6) Women-Owned Small Business;
- (7) Historically African-American Colleges and Universities and Minority Institutions;

Also, briefly describe the subcontractor efforts performed.

2.2 Section II - This section shall provide:

(a) Direct costs per CLIN associated with each scheduled availability, minus the costs of any directed subcontracts and execution planning efforts.

(b) Total dollars with corresponding percentages of direct costs described above, subcontracted for each scheduled availability for the following:

- (1) Small Business Concerns;
- (2) Veteran-Owned Small Business Concerns;
- (3) Service-Disabled Veteran-Owned Small Business Concerns;
- (4) HUBZONE Small Business Concerns;
- (5) Small Disadvantaged Business Concerns;
- (6) Women-Owned Small Business Concerns;
- (7) Historically African-American Colleges and Universities and Minority Institutions Concerns;

4. DI-MGMT-81642

## DATA ITEM DESCRIPTION

**Title:** CONTRACT FUNDS STATUS REPORT (CFSR)

**Number:** DI-MGMT-81468A

**AMSC Number:** N10200

**DTIC Applicable:** No

**Preparing Activity:** SA

**Applicable Forms:** DD Form 1586

**Approval Date:** 20201104

**Limitation:** None

**GIDEP Applicable:** No

**Project Number:** MGMT-2021-001

**Use/relationship:** The Contract Funds Status Report (CFSR), DD Form 1586, is designed to supply funding data about defense contracts to Program Managers for: (a) updating and forecasting contract funds requirements, (b) planning and decision making on funding changes to contracts, (c) developing funds requirements and budget estimates in support of approved programs, (d) determining funds in excess of contract needs and available for deobligation, and (e) obtaining rough estimates of termination costs. DD Form 1586 is for contracts over six months in duration.

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

The Program Managers (PM) shall tailor the CFSR reporting requirements to ensure that only those parts of the CFSR that are essential to the management of the contract are required to be submitted. This is accomplished by providing specific instructions in Block 16 of the Contract Data Requirements List (CDRL) item for the CFSR. Tailoring is defined as deleting requirements from the Data Item Description (DID). Requiring more information than specified in the DID is prohibited by DoD regulation. All negotiated reporting provisions will be specified in the contract's CDRL.

This DID is related to the Contract Work Breakdown Structure, DI-MGMT-81334 and the Integrated Program Management Data and Analysis Report (IPMDAR), DI-MGMT-81861.

This DID supersedes DI-MGMT-81468.

### Requirements:

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 cited in the contract. Copies of DD Form 1586 can be obtained from <https://www.esd.whs.mil/Directives/forms/>
2. Format. The Report shall be in contractor format.
3. Content. The CFSR shall contain the following information:

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- 3.1 Item 1 – Contract Number. Enter the assigned contract number and the latest modification number on which contractual agreement has been reached.
- 3.2 Item 2 – Contract Type. Enter the type of contract as identified in FAR Part 16 (e.g., Cost Plus Fixed Fee (CPFF), Fixed Priced Incentive (FPI), etc.).
- 3.3 Item 3 – Contract Funding For. Enter the applicable type as follows:
- i. Multi-Year Procurement (MYP)
  - ii. Incrementally Funded Contract (INC)
  - iii. Contract for a Single Year (SYC)
- 3.3.1 For FY. For contracts which are financed with funds appropriated in more than one fiscal year, a report is required for each fiscal year's funds where the separate year's funds in the contract are associated with specific quantities of hardware or services to be furnished. The fiscal year(s) reported will be shown in this block and that year's share of the total target prices (initial and adjusted) will be shown in Items 9 and 10.
- 3.4 Item 4 – Appropriation. Enter the appropriation name (i.e., Research, Development, Test and Evaluation, Aircraft Procurement, etc.) and DoD Component (i.e., Air Force, Navy, Army, Marine Corps, etc.) in this block.
- 3.5 Item 5 – Previous Report Date. Enter the cut-off date of the previous report (Year, Month, Day).
- 3.6 Item 6 – Current Report Date. Enter the cut-of date applicable to this report (Year, Month, Day).
- 3.7 Item 7 – Contractor. Enter the name, division (if applicable), and mailing address of the reporting contractor.
- 3.8 Item 8 – Program. Identify the program by name or enter the type, model and series or other military designation of the prime item or items purchased on the contract. If the contract is for services or a level-of-effort (i.e., research, flight test, etc.), the title of the service shall be shown.
- 3.9 Item 9 – Initial Contract Price. Enter the dollar amounts for the initial negotiated contract target price (or estimated price for non-incentivized contracts) and contract ceiling price when appropriate. For contracts which are financed with funds appropriated in more than one fiscal year, only the share of the total initial target and ceiling associated with the fiscal year shown in Item 3 will be entered.
- 3.10 Item 10 – Adjusted Contract Price. Enter the dollar amounts for the adjusted contract target price (initial negotiated contract plus supplemental agreements) and adjusted contract ceiling price or estimated ceiling price where appropriate. For contracts which are financed with funds appropriated in more than one fiscal year, only the share of the

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total adjusted target and ceiling associated with the fiscal year shown in Item 3 will be entered.

### 3.11 Item 11 – Funding Information.

3.11.1 Column a. – Line Item/Work Breakdown Structure (WBS) Element. Enter the line item or WBS elements specified for CFSR cover in the contract.

3.11.2 Column b. – Appropriation Identification. Enter the appropriation number supplied by the DoD Component for the contract or, if applicable, each line item or WBS element.

3.11.3 Column c – Funding Authorized to Date. Enter dollar amounts of contract funding authorized under the contract from the beginning of the fiscal year(s) shown in Item 3 through the report date shown in Item 6.

3.11.4 Column d – Accrued Expenditures Plus Open Commitment Total. For contract work authorized, enter the total of (a) the cumulative accrued expenditures incurred through the end of the reporting period, and (b) the open commitments on the “as of” date of the report. Enter the total applicable funds for the fiscal year(s) covered by this report as shown in Item 3.

3.11.4.1 Separation of Open Commitments and Accrued Expenditures. On selected contracts, the separation of open commitments and accrued expenditures by line item or WBS element may be a negotiated requirement in the contract. Utilization of this provision should be held to the minimum essential to support information needs of the procuring agency. In the event this separation of data is not available in the contractor's accounting system or cannot be derived without significant effort, provision should be made to permit use of estimates. The procedures used by the contractor in developing estimates shall be explained in the Remarks section of the report.

3.11.4.2 Notice of Termination. When a Notice of Termination has been issued, potential termination liability costs will be entered in this column. Termination liability costs will be identified to the extent possible with the source of liability (prime or subcontractor).

3.11.5 Column e – Contract Work Authorized – Definitized. For the fiscal year(s) shown in Item 3, enter the estimated price for the authorized work on which contractual agreement has been reached, including profit/fee, incentive and cost sharing associated with projected over/underruns. Amounts for contract changes will not be included in this item unless they have been priced and incorporated in the contract through a supplemental agreement.

3.11.6 Column f. – Contract Work Authorized - Not Definitized. Enter the contractor's estimate of the funds requirements for performing required work (e.g., additional

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agreements or changes) for which firm contract prices have not yet been agreed to in writing by the parties to the contract. Report values only for items for which written orders have been received. For incentive type contracts, show total cost to the Government (recognizing contractor participation). Enter in the Remarks section a brief but complete explanation of the reason for the change in funds.

- 3.11.7 Column g. – Subtotal. Enter the total estimated price for all work authorized on the contract (Column e. plus Column f.).
- 3.11.8 Column h. – Forecast – Not Yet Authorized. Enter an estimate of funds requirements, including the estimated amount for fee or profit, for changes proposed by the Government or by the contractor, but not yet directed by the contracting officer. In the Remarks section state each change document number and estimated value of each change.
- 3.11.9 Column i. – Forecast – All Other Work. Enter an estimate of funds requirements for additional work anticipated to be performed (not included in a firm proposal) which the contractor, based on knowledge and experience, expects to submit to the Government within a reasonable period of time.
- 3.11.10 Column j. – Subtotal. Enter an estimate of total requirements for forecast funding (the sum of Column h. plus Column i.). Specific guidelines on what the contractor may include in the funding forecast section may be made a part of the contract.
- 3.11.11 Column k. – Total Requirements. Enter an estimate of total funds requirements for contract work authorized and forecast (the sum of Column g. plus Column j.).
- 3.11.12 Column l. – Funds Carryover. For incrementally funded contracts only, report the amount by which the prior federal fiscal year funding was in excess of the prior year's requirement. If there is no carryover, report zero. Specific instructions for the use of this item may be made a part of the contract.
- 3.11.13 Column m. – Net Funds Required. Enter an estimate of net funds required, subtracting funds carryover in Column l. from total requirements in Column k.
- 3.11.14 Column Totals. Totals should be provided for Columns c. through m. for all line items or WBS elements reported.
- 3.12 Item 12 – Contract Work Authorized (With Fee/Profit) – Actual Or Projected. Data entries will be as follows: In the first column, actuals cumulative to date; in all other columns except the last, projected cumulative amounts from the start of the contract to the end of the period indicated in the column heading; in the last column, the projected cumulative amounts from the start to the end of the contract or fiscal year being reported. When the contractor has developed a range of estimates at completion, the most likely estimate shall be used to develop the projected cumulative data in this item.

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- 3.12.1 Column Headings. Columns 2 through 9 will be headed to indicate periods covering the life of the contract or fiscal year being reported and may be headed to show months, quarters, half years and/or fiscal years as prescribed by the procuring agency.
- 3.12.2 Data Composition. Projected data should include all planned obligations, anticipated accruals, anticipated over/under targets (total cost to the Government recognizing contractor participation), G&A, and fee/profit. For award fee contracts, the fee actually awarded will be included in Column 1, Actual to Date. The contractor shall describe in the Remarks section the amount, by period, and rationale for any award fee projections included in Columns 2 through 10.
- 3.12.3 Item 12.a. – Open Commitments. In the first column enter commitments open as of the date of the report. In subsequent columns enter the commitments projected to be open as of the end of each period indicated by the column headings. The amount entered will be the projected cumulative commitments less the planned cumulative expenditures as of the end of time period indicated. At the end of the contract, the amount will be zero.
- 3.12.4 Item 12.b. – Accrued Expenditures. In the first column enter actuals to date. In subsequent columns, enter the projected cumulative accrued expenditures as of the end of each period indicated by the column headings.
- 3.12.5 Item 12.c. – Total (12.a and 12.b). In the columns provided, enter the total contract work authorized - actuals to date (Column 1) or projected (Columns 2 through 10). This total is the sum of open commitments and accrued expenditures projected through the periods indicated by the column headings. Significant changes in the amount or time-phasing of this item shall be explained in the Remarks section.
- 3.13 Item 13 – Forecast of Billing to the Government. In the first column enter the cumulative amount received from the Government plus any unpaid billings to the Government through the current report date, including amounts applicable to progress or advance payments. In succeeding columns enter the amount expected to be billed to the Government during each period reported (assuming the contract will continue to completion). Amounts will not be cumulative.
- 3.14 Item 14 - Estimated Termination Costs. In the columns provided, enter the estimated costs that would be necessary to liquidate all government obligations if the contract were to be terminated in that period. These entries are the amounts required in addition to the amounts shown in Item 12. Applicable fee/profit should be included. These entries may consist of "rough order of magnitude" estimates and will not be construed as providing formal notification having contractual significance. This estimate will be used to assist the Government in budgeting for the potential incurrence of such cost. On contracts with Limitation of Funds/Obligation clauses, where termination costs are included as part of

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the funding information in Block 11, enter the amounts required for termination reserve on this line.

4. Remarks Section.

4.1 General. This section shall contain any additional information or remarks which support or explain data submitted in this report. At a minimum, the contractor shall present the following information: (a) explanations of funds changes (refer to paragraphs 10.2.11.6, 10.2.11.8 and 10.3.2); (b) procedures used to develop estimates of open commitments and accrued expenditures (refer to paragraph 10.2.11.4.1); (c) the amount and rationale for any award fee projections included in Item 12 (refer to paragraph 10.2.12.2); (d) explanations of significant changes in the amount or Time-phasing of actual or projected total contract work authorized (refer to paragraph 10.2.12.5); and (e) any other information deemed significant or noteworthy. The contractor also shall provide a projected contract completion date that supports the funding projections in Item 12.

4.2 Changes. The Remarks section shall contain information regarding changes, as indicated below. A change in a line item shall be reported when the dollar amount reported in Item 11, Column k. of this submission differs from that reported in the preceding submission. The movement of dollar amounts from one column to another (Item 11, Columns e. through j.), indicating a change in the firmness of funds requirements, need not be reported in this section. Change reporting shall include the following:

- 4.2.1 The location of the changed entry (page, line, and column).
- 4.2.2 The dollar amount of the change.
- 4.3.3 A narrative explanation of the cause of each change.

End of DI-MGMT-81468A



## CLASSIFICATION

CONTRACT FUNDS STATUS REPORT (Dollars in )										Form Approved OMB No. 0704-0188		
The public reporting burden for this collection of information is estimated to average 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering 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 Directorate (0704-0188). 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 number. <b>PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION.</b>										and maintaining the data needed, and completing and the Department of Defense, Executive Services if it does not display a currently valid OMB control		
1. CONTRACT NUMBER		3. CONTRACT FUNDING FOR  FOR FY		5. PREVIOUS REPORT DATE		7. CONTRACTOR (Name, address and zip code)				9. INITIAL CONTRACT PRICE		
2. CONTRACT TYPE		4. APPROPRIATION		6. CURRENT REPORT DATE		8. PROGRAM				a. TARGET		
										b. CEILING		
										10. ADJUSTED CONTRACT PRICE		
										a. TARGET		
										b. CEILING		
11. FUNDING INFORMATION												
LINE ITEM/WBS ELEMENT  a	APPRO- PRIATION IDENTI- FICATION  b	FUNDING AUTHORIZED TO DATE  c	ACCRUED EXPENDITURES OPEN COMMITMENTS TOTAL  d	CONTRACT WORK AUTHORIZED			FORECAST			TOTAL REQUIRE- MENTS  k	FUNDS CARRY- OVER  l	NET FUNDS REQUIRED  m
				DEFINITIZED  e	NOT DEFINITIZED  f	SUBTOTAL  g	NOT YET AUTHORIZED  h	ALL OTHER WORK  i	SUBTOTAL  j			
						0.00			0.00	0.00		0.00
						0.00			0.00	0.00		0.00
						0.00			0.00	0.00		0.00
						0.00			0.00	0.00		0.00
						0.00			0.00	0.00		0.00
						0.00			0.00	0.00		0.00
12. CONTRACT WORK AUTHORIZED (With Fee/Profit) - ACTUAL OR PROJECTED												
		ACTUAL TO DATE										AT COMPLETION
a. OPEN COMMITMENTS												
b. ACCRUED EXPENDITURES												
c. TOTAL (12a + 12b)		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13. FORECAST OF BILLINGS TO THE GOVERNMENT												
14. ESTIMATED TERMINATION COSTS												
15. REMARKS												

## **DATA ITEM DESCRIPTION**

**Title:** Contractor's Standard Operating Procedures

**Number:** DI-MGMT-81580

**Approval Date:** 19990809

**AMSC Number:** N7350

**Limitation:**

**DTIC Applicable:**

**GIDEP Applicable:**

**Office of Primary Responsibility:** N/PEO TSC (PMS422)

**Applicable Forms:**

**Use, Relationship:** This Data Item Description (DID) contains the format and content preparation instructions for the data generated by the specific and discrete task requirements as delineated in the contract.

### **Requirements:**

1. Format. Contractor format is acceptance.
2. Media Requirements. The Standard Operating Procedures (SOP) shall be in the digital data format as specified in the contract.
3. Content. Standard Operating Procedures (SOPs) shall be presented for each functional element of the mission to be performed. The SOPs shall contain all applicable information for the following:
  - (a) receipt
  - (b) storage and care of material issue
  - (c) location survey
  - (d) shipping inventory
  - (e) safety transportation deliveries
  - (f) training requirements
4. END Of DI-MGMT-81580

# DATA ITEM DESCRIPTION

**Title: Work Management Plan**

**Number: DI-MGMT-81911**

**AMSC Number: N9370**

**DTIC Applicable: N/A**

**Office of Primary Responsibility: SH/SEA 00C**

**Applicable Forms: N/A**

**Approval Date: 20130520**

**Limitation: N/A**

**GIDEP Applicable: N/A**

**Use/relationship:** The Work Management Plan will be used to plan and prepare for accomplishment of tasks within the contract.

This Data Item Description (DID) contains the format, content, and preparation instructions for the data product resulting from work tasks specified in the contract.

## **Requirements:**

1. Format. The plan shall be in the contractor's format.
2. Content. The plan shall contain a cover and title page identifying the following:
  - a. Plan date of issue.
  - b. Plan document number/revision number or letter.
  - c. Contract number.
  - d. Contractor name and address.
  - e. Title of plan.
  - f. Security classification, if classified.
  - g. Distribution statement.
  - h. Destruction notice, if required.
3. The Plan shall contain the following sections:
  - a. Certification Page
  - b. Purpose.
  - c. Executive summary.
  - d. Applicability
  - e. References
  - f. Detailed analysis
  - g. Responsibilities.
  - h. Procedures.
  - i. Reporting requirements
  - j. Appendixes, if required.

DI-MGMT-81911

4. Revision Control. The plan shall contain a list of all revisions identifying the following
  - a. Each revision number or letter.
  - b. Date of each revision.
  - c. Pages affected by each revision.
5. Media Requirements. The plan shall be in Adobe Acrobat (PDF).
6. End of DI-MGMT-81911.

# DATA ITEM DESCRIPTION

**Title:** Technical Report–Study/Services

**Number:** DI-MISC-80508B

**AMSC Number:** 7633

**DTIC Applicable:** Yes

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

**Office of Primary Responsibility:** NS/DA02

**Applicable Forms:** N/A

**Approval Date:** 14 Nov 2006

**Limitation:** N/A

**GIDEP Applicable:** No

**Use/relationship:** A technical report provides fully documented results of studies or analysis performed.

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 supersede DI-MISC-80508A

## Requirements:

1. Reference documents. None.
2. Format.
  - (a) The report and all attachments shall be typewritten, or otherwise clearly lettered, and shall be duplicated using non-fading ink.
  - (b) Text shall be prepared on standard letter size paper (8 ½ x 11") .
  - (c) When attachments are included, they shall be fully identified, referenced in the text, and folded to conform to the size paper used in the report.
  - (d) Security classification and distribution markings shall conform to the requirements of the contract, purchase description and security requirements checklist, as applicable.

## DI-MISC-80508B

### 3. Contents.

- (a) Title Page – Identifies the report by providing contract number, project name or purchase description title, task number, and reporting period.
- (b) Table of Contents.
- (c) Section I – Includes the following:
  - (1) Introduction
  - (2) Summary – A brief statement of results obtained for the analytic effort.
  - (3) Conclusions and their condensed technical substantiation's.
- (d) Section II – A complete and detailed description of the analytic results which led to the conclusions stated in Section I above.

### 4. END OF DI-MISC-80508B

# DATA ITEM DESCRIPTION

## Title: QUALITY ASSURANCE PROGRAM PLAN (QAPP)

**Number:** DI-QCIC-81794A

**Approval Date:** 20190916

**AMSC Number:** F10093

**Limitation:** N/A

**DTIC Applicable:** No

**GIDEP Applicable:** No

**Preparing Activity:** 11 (AFLCMC/EZSM)

**Project Number:** QCIC-2018-004

**Applicable Forms:** N/A

**Use/Relationship:** The Quality Assurance Program Plan (QAPP) will be used as a stand-alone document, but it is intended to be a part of an integrated strategy, including: Manufacturing Management; Software Quality; Reliability; Parts, Materials, and Processes; and other related disciplines. The purpose of the QAPP is to describe how the Quality Management System complies with the program's contractual requirements and how the contractor ensures products are designed and produced to meet the program's contractual requirements. The QAPP describes how contractor quality policies and procedures are implemented at the program level. The QAPP contains measurable quality objectives and the metrics by which they are to be measured. The principal use of the QAPP is to provide a detailed description of the contractor's quality program to be accomplished under the contract with emphasis on the areas described below.

- a. This Data Item Description (DID) is intended to be compatible with SAE AS9100, *Quality Management Systems – Requirements for Aviation, Space, and Defense Organizations*. The QAPP shall address how requirements from SAE AS9100 are met and implemented across the program. (Copies of this document are available online at [www.sae.org](http://www.sae.org).)
- b. This DID contains the format, content, and intended use information for the data deliverable resulting from the work task described in the contract.
- c. This DID supersedes DI-QCIC-81794.

### Requirements:

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.
2. Format. The contractor's format for the QAPP is acceptable.
3. Content. The QAPP shall describe how the Quality Program is conducted, the specific techniques and activities to be performed, and their integration and development in conjunction with other specified related plans. The QAPP shall include the following:
  - 3.1 Reference Documents. A complete list of compliance and reference documents (e.g., SAE AS9100; MIL-HDBK-896, *Manufacturing Management Program Guide* (Copies of MIL-HDBK-896 are available online at <https://quicksearch.dla.mil>); SAE AS6500, *Manufacturing Management Program*) that are used to guide the writing and implementation of the QAPP. (Copies of SAE AS6500 are available online at [www.sae.org](http://www.sae.org).)