

DATA ITEM DESCRIPTION			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 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.				
1. TITLE Conference Agenda			2. IDENTIFICATION NUMBER 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) 931001	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) F/ESC/EN-4	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
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 <u>Format</u> . Contractor format is acceptable. 10.2 <u>Content</u> . 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. <div style="text-align: right;">(Continued on Page 2)</div>				
11. DISTRIBUTION DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.				

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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.**