DATA ITEM DESCRIPTION

Title: CONFERENCE AGENDA

Number: DI-ADMN-81249B   **Approved Date**: 20160524

AMSC Number: F9658   **Limitation**:

DTIC Applicable: **GIDEP Applicable**:

Preparing Activity: 11 (AFLCMC/EZSC)   **Project Number**: ADMN-2015-002

Applicable Forms: None

Use/Relationship: The Conference Agenda provides information concerning purpose, location, and schedule of conferences required to manage the acquisition of systems equipment, related items, and services.

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-81249A.

Requirements:

1. Reference documents. None.

2. Format. Contractor format is acceptable.

3. 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.

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.

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

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.

End of DI- ADMN-81249B