

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 Report			2. IDENTIFICATION NUMBER  DI-ADMN- 81308	
3. DESCRIPTION/PURPOSE 3.1 To document for the Government, significant understandings, directions requests, recommendations or suggestions that are discussed during a conference with the contractor and the authorized Government representative(s).				
4. APPROVAL DATE (YYMMDD)  930125	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)  G/Y223		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-A-5011B.				
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS		9b. AMSC NUMBER  G6884
10. PREPARATION INSTRUCTIONS 10.1 <u>Content</u> . The report shall include the following: <ul style="list-style-type: none"> <li>a. Date, place or method of conference, names of contractor and Government personnel participating.</li> <li>b. Subjects discussed i.e., telephone conversations, meetings, etc..</li> <li>c. Significant decisions, conclusions, or directions which were attained by the participants of the conference.</li> </ul> 10.2 <u>Format</u> . The conference report shall be a typewritten letter on 8 1/2 by 11 inch bond paper.				
11. DISTRIBUTION STATEMENT  DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.				