

DATA ITEM DESCRIPTION			Form Approved OMB No. 0704-0188	
2. TITLE		1. IDENTIFICATION NUMBER		
PUBLICATION COST REPORT (PCR)		DI-FNCL-80729		
3. DESCRIPTION/PURPOSE				
A PCR provides a breakdown of cost for each type of page for an equipment publication.				
4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
881228	A/AMXMD-MP			
7. APPLICATION/INTERRELATIONSHIP				
7.1 The data acquired from a PCR feed the computerized Publication Cost Report System (PCRS) to provide a system for collecting, recording, updating, and providing cost data for equipment publications.				
7.2 This DID is required for any contract from which equipment publications are acquired.				
(Continued on Page 2)				
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS		9b. AMSC NUMBER
				A4599
10. PREPARATION INSTRUCTIONS				
10.1 FORMAT. The format for the PCR shall be that of figure 1.				
10.2 CONTENT. The PCR is a breakdown of publications cost by page type and publication number. One report shall be completed for each separate publication produced under the contract. If more than one type of page is prepared in the production of the publication, an additional report is prepared for each type of page the publication contains. The data shall be entered as follows:				
10.2.1 COMMAND/ACTIVITY - the acronym for the command or activity submitting this report.				
10.2.2 SYSTEM - the weapon system name and model designator. If the publications acquired are not system related, enter "General".				
10.2.3 TYPE OF CONTRACT - the type of contract/product or service. Possible entries for contract type are: Fixed Price Incentive (FPI), Firm Fixed Price (FFP), Firm Fixed Price with Escalation (FFP w/E), Cost Plus Fixed Fee (CPFF), Cost Plus Incentive Fee (CPIF), Cost Plus Award Fee (CPAF), and Time and Materials (T&M). Possible entries for product or services would be: Engineering Services Memoranda (ESM), Equipment Production Contract (EPC), and Publications Contract (PC). Entries under "Type of contract" must reflect the contract type and the				
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11. DISTRIBUTION STATEMENT				
DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.				

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Block 7, Application/Interrelationship (Continued)

7.3 This 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.

Block 10, Preparation Instructions (Continued)

product or service, typical entries could be: CPFF/PC, CPTF/ESM, FFP w/E/EPC, etc.

10.2.4 CONTRACT NUMBER - the contract number.

10.2.5 CONTRACTOR - the contractor's name and commercial and government entity code (CAGEC).

10.2.6 TYPE OF PAGE/MANUAL - the type of page prepared for the manual and the type of publication. The types of pages are new, revised, changed, and backup. The publication types are: 1 - Maintenance Technical Manual; A - Repair Parts and Special Tools List (RPSTL) Technical Manual; J - Combined Maintenance and RPSTL Technical Manuals; 2 - Technical Bulletins; 3 - Lubrications Orders; 4 - Department of the Army (DA) Modification Work Orders (DA authenticated); 6 - Supply Catalogs; 7 - Depot Maintenance Work Requirements; 9 - DA Modification Work Orders (major subordinate command (MSC) authenticated); 0 - Supply Bulletins; D - Depot Manuals.

10.2.7 PUBLICATION NO. - the publication number.

10.2.8 NO. OF PAGES - the number of pages prepared.

10.2.9 LABOR CATEGORY - the types of labor required to produce the pages delivered.

10.2.10 RATE - the rate is the direct labor rate (before overhead) for the labor category, expressed in dollars per hour. The rate entered will be the average for the contract period. For example: The contract began on 1 Jan, calendar year (CY), 86 and ended 31 Mar, CY, 87; the contractor paid different labor rates in 1986 and 1987, so the rate would be:

$$\text{RATE} = \frac{(\text{No. hours 1986} \times \text{Rate 1986}) + (\text{No. hours 1987} \times \text{Rate 1987})}{\text{No. hours 1986} + \text{No. hours 1987}}$$

10.2.11 HOURS - the number of hours in each labor category in the contract.

10.2.12 PRICE - the price paid for each category of labor (Hours X Rate). The total should equal the direct labor price of each page.

10.2.13 COSTING FACTORS - the factors which contribute to the delivery price of the pages delivered. This part of the form is the contract summary and contains the costing factors involved in acquiring the publication. If the contract is not publications specific, this part of the report shall address only those costs in the contract associated with the production of publications.

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Block 10, Preparation Instructions (Continued)

10.3 GUIDELINES. For cost factors such as administration, supervision, and management, it may be necessary to prorate from the total cost of these labor categories. In categories such as illustration, one piece of art may be used in more than one manual or pieces of art (derived from a larger drawing) in one or multiple manuals. In these cases, or any other case in which the contractor can provide a brief rationale, costs annotated as best estimates of actual cost will be acceptable. The rationale for estimating each cost shall be provided on plain bond and attached to the report.

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Publications Cost Report (PCR)

Command/Activity _____ System _____
 Type of Contract _____ Contractor _____
 Contract Number _____ Type of page/manual _____ / _____
 Publication Number _____ No. of Pages _____

<u>Labor category</u>	<u>Rate(\$/hr)</u>	<u>Hours</u>	<u>Price</u>
Writer	_____	_____	_____
Engineer	_____	_____	_____
Clerical	_____	_____	_____
Illustrator	_____	_____	_____
Production	_____	_____	_____
Supervision	_____	_____	_____
Management	_____	_____	_____
Administration	_____	_____	_____
QA	_____	_____	_____
TOTAL Direct Labor			_____

<u>Costing Factors</u>	<u>Amount</u>
Direct Labor	_____
Overhead	_____
Other Direct Costs	
Materials	_____
Travel	_____
Reproduction Service	_____
Fee/Profit	_____
Facilities Capital Costs of Money	_____
TOTAL PRICE	_____

FIGURE 1. Publications Cost Report (PCR)