

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 Engineering and Technical Services Accomplishment Report		2. IDENTIFICATION NUMBER DI-MGMT-80061A		
3. DESCRIPTION/PURPOSE 3.1 The Engineering and Technical Services Accomplishment Report records progress on engineering tasks, services, and contractor internal control schedules utilized to manage and control the Engineering Services activities. (Continued on Page 2)				
4. APPROVAL DATE (YYMMDD) 910328	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) A/MICOM	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
7. APPLICATION/INTERRELATIONSHIP 7.1 This Data Item Description (DID) contains the data 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 shall be used in conjunction with DI-MISC-80748, Engineering Services Memorandum. 7.3 This DID supersedes DI-MGMT-80061 and DI-MGMT-80893.				
8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER A6091		
10. PREPARATION INSTRUCTIONS 10.1 <u>Format</u>. The Engineering and Technical Services Accomplishment Report format shall be contractor selected. Unless effective presentation would be degraded, the initially used format arrangement shall be used for all subsequent submissions. 10.2 <u>Content</u>. The Engineering and Technical Services Accomplishment Report shall (a) cover the progress on each active Engineering Services Memorandum (ESM) and (b) delineate the following: 10.2.1 Contract number. 10.2.2 Contract services authority date and serial number. 10.2.3 Location where services were performed. 10.2.4 Names of contractor personnel performing the services. (Continued on Page 2)				
11. DISTRIBUTION STATEMENT DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.				

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Block 3, Description/Purpose (Continued)

3.2 The report provides advice, instruction, or training on how to install, maintain, and operate weapons, equipments and systems in a high state of readiness.

Block 10, Preparation Instructions (Continued)

10.2.5 Date services were performed and number of man days or man hours experienced.

10.2.6 Name of the procuring activity's technical representative (or designated technical representative) present during performance of the services.

10.2.7 Table of Contents (List all ESMS).

10.2.8 A statement of each ESM summarizing the work accomplished and objectives attained to the last day of the reporting period. This statement shall also reflect progress versus planned milestone objectives and projections of work accomplishment.

10.2.9 A statement as to whether any change to the item or procedures under consideration will necessitate changes on other system hardware or other procedures. Any changes to other system hardware or procedures, which are necessitated by the proposed change, shall identify the item(s) or procedures affected, the estimated cost, the part number and all other pertinent information.

10.2.10 A summary of the work objectives and work to be accomplished during the next reporting period.

10.2.11 A statement on the reasons for any delay of work which occurred and the effect of the delay on the overall program. Whenever delays occur, this statement shall furnish a revised completion date and cost of the ESM.

10.2.12 A statement of significant problems encountered and corrective action taken or recommended.

10.2.13 Recommendations, if any.

10.2.14 Remarks.

10.2.15 A listing of trips made during the reporting period in conjunction with fulfilling the requirements of this contract. This listing shall state where and when the trip was made, who was contacted, state the objectives of each trip and the degree of accomplishment of each objective.

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Block 10, Preparation Instructions (Continued)

10.2.16 A summary of any recommended change revisions to existing technical manuals and plans. Describe the contractor's technical efforts and list any required spare parts installed in the repair or adjustment of any equipment or system.

10.2.17 When an ESM contains repetitive work (e.g., preparation or revision of new drawings or specifications, packaging data sheets, Engineering Change Proposals (ECP), etc.), a summary of work units, by relative major and minor effort shall be included in the report for such ESMs. The summary shall provide the number of units received and completed during the reporting period, and the cumulative number of units completed to date.

10.2.18 When an ESM is completed or cancelled, the Engineering and Technical Services Accomplishment Report shall state that this completes all effort under this ESM.