

DATA ITEM DESCRIPTION			Form Approved OMB No. 0704-0188	
2. TITLE Task Order Management Plan		1. IDENTIFICATION NUMBER DI-MGMT-80347		
3. DESCRIPTION/PURPOSE 3.1 This Data Item Description (DID) describes the contractor's plan to implement the statement of work (SOW) tasking provided via task order.				
4. APPROVAL DATE (YYMMDD) 870423	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) F/AFSPACECOM-LKN	6a. DTIC REQUIRED	6b. GIDEP REQUIRED	
7. APPLICATION/INTERRELATIONSHIP 7.1 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.  7.2 This DID may be used on any contract which is task order oriented.				
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS	9b. AMSC NUMBER F4102	
10. PREPARATION INSTRUCTIONS 10.1 <u>Format.</u> The plan shall be submitted in a contractor devised and Government approved format which conforms to the following:  10.1.1 <u>Identification.</u> The plan shall identify the Contractor's name, contract number, title and number of the task order, security classification of the plan, name of contract monitor, and the government office issuing the tasking.  10.1.2 <u>Descriptive Material.</u> The plan shall include descriptive material, sketches, photographs, tables, forms, graphs, worksheets, charts, etc., as required.  10.1.3 <u>Page Size.</u> The plan shall be typewritten or printed on 8 1/2 X 11 inch paper. The pages shall be sequentially numbered and securely bound together. As necessary, graphic material may be one-way foldouts. All attachments shall be identified and referenced in the text. Each section and paragraph shall be numbered.  10.1.4 <u>Table of Contents and Index.</u> Plans of more than 30 pages in length shall contain a table of contents.  10.1.5 <u>Legibility.</u> The document shall be legible and reproducible.  (Continued on Page 2)				
11. DISTRIBUTION STATEMENT  DISTRIBUTION STATEMENT A: Approved for public release; distribution unlimited.				

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## 10. Preparation Instructions (continued):

**10.2 General Information Requirements.** The Plan shall provide the detailed information necessary to substantiate the Contractor's approach to completing the task order.

**10.2.1 Organizational Structure.** The plan shall include a description of the Contractor's organizational structure and assignment of functions, duties and responsibilities which will be assigned in support of the tasking. Additionally, the plan shall identify the Contractor's procedures, policies, and reporting requirements established to initiate, monitor, control, complete and report on activities required by the task order.

**10.3 Special Information Required.** The plan shall include the information required in the following paragraphs as well as any other data necessary for the Government to assess the soundness of the contractor's approach to complete the task order.

**10.3.1 Organizational Interfaces.** The plan shall describe all interfaces between the Contractor and the Government and between the Contractor and other contractor/subcontractors which are necessary to complete the assigned tasking. This shall include a description of the applicable responsibilities and functional relationships among those organizations.

**10.3.2 Methodology.** The plan shall include a narrative description clearly defining the technical approach (or method) for each subtask to be used by the Contractor to accomplish the task order. All documentation, activity, or decisions required from the Government or other Government contractors shall be identified.

**10.3.3 Personnel.** The plan shall identify the names and types of personnel assigned to accomplish the task order. The plan shall show how the combination of people assigned to each task provides a sufficient knowledge/experience base for that task. This includes identifying any special education, training, experience, or skills of these individuals. Also, any special administrative support requirements shall be identified.

**10.3.4 Security.** The plan shall identify any special or unique security requirements resulting from the task order.

**10.3.5 Schedule.** The plan shall include a milestone chart(s) graphically depicting the schedule of events associated with the task order. The level of detail shall be sufficient to clearly show how each subtask will be performed. This includes providing:

- a. Contractor activities
- b. Contractor deliverables (interim and final), including briefings (if required).
- c. Other program milestones as appropriate (including Government input in para 10.3.2) and
- d. Periodic milestones to allow adequate Government review of Contractor progress.

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10. Preparation Instructions (continued):

10.3.6 Resources Chart. The plan shall include a resources chart that graphically and numerically identifies the Contractor's total planned manhour level of effort (LOE) and LOE by month for each subtask identified in the task order. Proposed monthly subtask manhours shall be broken out for each person assigned in support of subject task order.

10.3.7 Contractor Requested Data. The plan shall include the Contractor's best assessment of any additional data required by the Contractor. This list shall be as detailed as possible and shall include document titles, responsible Government organizations, and responsible Government Contractors. The criticality of each data request shall be identified.

10.3.8. Deliverables. The plan shall include a brief description of the contents of each deliverable to be provided as a result of the task order.