

DATA ITEM DESCRIPTION		Form Approved OMB No 0704-0188	
TITLE Technical Assistance Activity Accomplishment Report		2. IDENTIFICATION NUMBER DI-MGMT-80911	
3. DESCRIPTION / PURPOSE 3.1 The Technical Assistance Activity Accomplishment Report attests the completion of work. 3.2 This report is used to support payment of invoices submitted by the contractor for services rendered.			
4 APPROVAL DATE (YYMMDD) 891006	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 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-F-1207.			
8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER A4844	
1 PREPARATION INSTRUCTIONS 10.1 <u>Format</u> . The Technical Assistance Activity 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 Technical Assistance Activity Accomplishment Report shall contain the following: 10.2.1 <u>Name and address of representative</u> . List the name and current mailing address. 10.2.2 <u>System</u> . Identify the system and address the following statements: a. Actual training hours provided (1) In theory (2) In practical or on the job training b. Number of students trained (1) Unit personnel (2) Technical assistance personnel (3) Maintenance personnel <p style="text-align: right;">(Continued on Page 2)</p>			
11 DISTRIBUTION STATEMENT DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.			

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## Block 12, Preparation Instructions (Continued)

**10.2.3 Hours spent advising and instructing actual maintenance functions.**

Indicate the actual number of hours that advising and instructing maintenance functions was performed. Include a summary sheet listing the circumstances which required the assistance and descriptions of the work performed. Indicate remedial action recommended.

**10.2.4 Total hours spent on other assignments.** Indicate the actual number of hours spent on the following assignments:

a. Evaluation of the applicable systems to determine performance reliability, and to discover trends which develop with respect to repetitious failures.

b. Advising local support personnel and commanders concerning methods to achieve optimum system performance with a corresponding reduction of down-time.

c. Conducting technical investigations and analyses of system performance.

d. Preparation of reports and recommendations for correction of deficiencies.

e. Time spent on travel status during normal and overtime work hours.

**10.2.5 Problems and deficiencies.** Indicate whether a problem was encountered in the following areas:

- a. Maintenance
- b. Supply
- c. Operational methods and procedures
- d. Technical documentation
- e. Modification work order status
- f. Previously reported problems not resolved
- g. Other

**10.2.6 Attached technical data.** Provide information and data in narrative form, when applicable, as follows:

a. Maintenance. Maintenance problems, to include tools and equipment, which result from deficiencies in the hardware or from deficiencies in the prescribed method and procedure of performing maintenance.

b. Supply. Supply problems which result from hardware deficiencies or from deficiencies in supply publications.

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Block 10, Preparation Instructions (Continued)

c. Operational methods and procedures. Improvements or changes to prescribed operational methods and procedures to include recommendations which contribute to the combat effectiveness of the equipment.

d. Technical documentation. Publication errors and recommended improvements to technical manuals, catalogs, modification work orders, etc.

e. Modification work order status. Problems encountered and deficiencies noted in the application and operational checkout of modification work orders with respect to hardware deficiencies in the prescribed method and procedure of application and operational checkout.

f. Previously reported problems not resolved. Problems which have been reported in previous reporting periods and have not been satisfactorily resolved.

g. Other. Problems similar to, but not specifically included in the above paragraphs.