DATA ITEM DESCRIPTION

Title: Maintenance Service Report

Number: DI-MGMT-80995A   **Approval Date:** 08 NOV 2006
AMSC Number: 7626   **Limitation:** N/A
DTIC Applicable: No   **GIDEP Applicable:** No
Office of Primary Responsibility: NS/DA02
Applicable Forms: N/A

Use/relationship: The Maintenance Service Report will document repairs made to each piece of equipment.

This Data Item Description (DID) contains format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.

Requirements:

1. Reference documents. The applicable issue of the documents cited herein, including their approval dates and dates of any applicable amendments, notices, and revisions, shall be as cited in the current issue of the DODISS at the time of solicitation; or for non DODISS –listed documents, as stated herein.

2. Format. The report shall be in contractor's format.

3. Contents. The report shall contain the following:

  3.1 Equipment information list. This list shall include:

      a. Date received.
      b. Transaction number.
      c. Decal number.
      d. Equipment.
      e. Manufacturers code.
      f. Model number.
      g. Serial number.
      h. Contact name.
      i. Organization.
      j. Building.
      k. Phone extension.

  3.2 Reason for submission.

  3.3 Symptoms.

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3.4 Work performed on equipment.

3.5 Parts. The service report shall include a list of parts used with the following information:

    a. Circuit symbol.
    b. Description.
    c. Part number.
    d. Quantity.
    e. Price.
    f. Amount.

3.6 Time and Charges. A record should be kept of the time and charges for each of the following:
    a. Calibration Lab.
    b. Contractor.
    c. Job Order Total.

3.6.1 Time. The time shall include the following:
    a. Calibration.
    b. Repair.
    c. Total.

3.6.2 Charges. The charges shall include the following:
    a. Labor.
    b. Parts.
    c. Other.
    d. Total.

3.7 The contractor shall specify a single point of contact in order that services may be ordered.

4. END OF DI-MGMT-80995A