

## DATA ITEM DESCRIPTION

Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing information, sending comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reductions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send this burden estimate 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  CONTRACT FIELD SERVICE REPORT	2. IDENTIFICATION NUMBER  DI-MENT-81238
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## 3. DESCRIPTION/PURPOSE

3.1 This report documents the Contractor Field Representative's time distribution, work accomplished, on-the-job training provided, and equipment availability during the Interim Support Period.

4. APPROVAL DATE (YYYYMM)  910813	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)  N/WISC-431	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE
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## 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 is required when Contract Field Services is a contract line item.

7.3 This DID supersedes UDI-L-25514C

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER  B6688
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## 10. PREPARATION INSTRUCTIONS

10.1 Format. The report shall be typed on 8 1/2 X 11 inch paper.

10.2 Content. The report shall contain the following:

10.2.1 To. (Self explanatory)

10.2.2 Device name. Identify by nomenclature the equipment which is the subject of the report.

10.2.3 Device number. Identify the Government equipment designation number.

10.2.4 Device serial number. Identify by Government serial number, if applicable.

10.2.5 Activity. Indicate activity serviced and location of equipment.

10.2.6 Name of senior contractor field service representative. List additional contractor personnel in 10.2.15.

10.2.7 Contractor. Name of contractor providing support service.

10.2.8 Contract number. Self-explanatory

10.2.9 Interim Support Period. Indicate starting and completion dates.

10.2.10. Date of report. Enter the date that the report is filled out.

10.2.11. Period Covered. Enter the dates covered by the report; e.g., 11/6 through 11/24/90.

10.2.12. Report number. Number reports sequentially throughout the Interim Support Period.

10.2.13. Personnel time distribution. Show time distribution of all contractor personnel, e.g., operation 10 hours, verification of documentation 10 hours, maintenance 20 hours.

10.2.14. Hours equipment down. Indicate the number of hours that the equipment was down and not available for use.

10.2.14A. Remarks. Give a brief statement as to why the equipment was down and not available for use, i.e., if modification, give control number, contract number, TCP number, etc.

## 11. DISTRIBUTION STATEMENT

DI-MGMT-81238

Block 10, Preparation Instructions (Continued)

10.2.15. Summary of work accomplished:

- a. Maintenance. Provide a narrative summary of work accomplished citing troublesome or problem areas.
- b. Modification. Describe all changes made to equipment configuration and what action has been taken to incorporate the changes into other units of the same type. If the change was not initiated by the government, state the related documentation which will be updated to reflect these changes.
- c. Engineering. Describe the nature and extent of the engineering effort and the area(s) of the equipment involved.
- d. Instruction. Describe the nature and extent of instruction. Include the name of person(s) giving the instruction and titles and rank of students.
- e. Operation of equipment. Describe the nature and the extent of operation required by contractor personnel.
- f. Miscellaneous. The following dates are required for record purposes:
  - (1) Arrival of equipment on-site for installation.
  - (2) Completion of installation
  - (3) Start of acceptance testing, include name(s) of Government and Contractor representatives participating in acceptance tests.
  - (4) Completion date of acceptance testing.
  - (5) Start date of the Interim Support Period.

10.2.16. Signature of senior contract representative. Signature of the Senior person on site.

10.2.17. Security classification of report. Report originator will ensure proper classification in accordance with existing government regulations.

10.2.18. Signature of field engineering representative. This signature does not attest to the validity of the report.

a. Remarks. Pertaining to the contents of the report, the status of the equipment or other pertinent information.

10.2.19. Signature of cognizant officer in charge. Reviewed and signed by the designated military officer in charge/petty officer in charge and to attest to the accuracy of Item 10.2.13 (Personnel Time Distribution).

a. Remarks. Pertaining to the contents of the report, the status of the equipment, or other pertinent information.