DATA ITEM DESCRIPTION

Title: CONTRACTOR'S PERSONNEL ROSTER

Number: DI-MGMT-81834   Approval Date: 20110505
AMSC Number: N9192   Limitation: N/A
DTIC Applicable: N/A   GIDEP Applicable: N/A
Office of Primary Responsibility: SH/MS10
Applicable Forms: N/A

Use/relationship:

This roster shall be used to list all contractor personnel assigned to the contract.

Application / Interrelationship:

This Data Item Description (DID) contains the content and preparation instructions for the data product resulting from the work task specified in the contract.

Requirements:

1. Format. The Roster shall be in contractor's format.

2. Content. The Roster shall contain an alphabetical listing of the names of all contractor personnel assigned to the contract.

3. The roster shall identify the following for each employee:

   a. Contractor Name (last name first, first name, middle initial)
   b. Title/Code
   c. Phone
   d. Email Address
   e. Physical Work Address
   f. Building/Room
   g. Contracting Supervisor
   h. Government Support POC

3.1. The roster shall identify the following security clearance information for each employee:

   a. Place of Birth
   b. Level of Security Clearance
   c. Issue Date/Expiration Date
   d. Security Clearance Validated by Contractor Facility Security Officer (FSO) including FSO Name/Phone

3.2.   The roster shall contain Common Access Card (CAC) Status and shall identify the issue date and expiration date for each employee listed.

4. End of DI-MGMT-81834.   .