

## DATA ITEM DESCRIPTION

2. TITLE		1. IDENTIFICATION NUMBER	
TECHNICAL INFORMATION REPORT		DI-MISC-80652	
3. DESCRIPTION/PURPOSE			
3.1 The technical information report is used to determine the technical merit of the item being developed. The technical effort involved will be the result of equipment/procurement specification requirements.			
4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE
880718	N/SEA 5523	X	
7. APPLICATION/INTERRELATIONSHIP			
7.1 This data item description (DID) contains the format and content preparation instructions for technical reports generated by the specific and discrete task requirement as delineated in the contract.			
7.2 This DID is applicable only to contracts for acquiring items via a military specification, prepared in accordance with MIL-STD-961, where it is necessary to specify detailed technical content requirements. It should be used in lieu of UDI-S-23272, DI-S-3591, DI-S-4057, DI-S-4853 or DI-A-5029 for these types of contracts. (Continued on Page 2)			
8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER	
		N4495	
10. PREPARATION INSTRUCTIONS			
10.1 <u>Reference documents.</u> The applicable issue of the documents cited herein, including their approval dates and dates of any applicable amendments, notices, and revisions, shall be specified in the contract.			
10.2 <u>Format.</u> The report shall have the following format.			
10.2.1 <u>General.</u> The report shall be typed single column, flush left, single spaced on good grade commercial bond either 8 1/2 by 11 inches or metric A4 size. The left-hand margin shall be wide enough so that the text will not be obscured when the report is bound. Pages shall be numbered sequentially.			
10.2.2 <u>Binding.</u> The report shall be bound in the most economical manner unless otherwise stated in the Remarks Block of the DD Form 1423, Contract Data Requirements List (CDRL).			
10.2.3 <u>Covers.</u> Front and back covers are required. Covers shall not bear trademarks, corporate seals, or other nonmilitary designs nor will covers be expensive, with elaborate designs, or luxurious features. Official seals or similar ornamentation of the sponsoring or controlling activity, however, may be used.			
10.2.3.1 <u>Classified reports.</u> Classification markings, notations, and instructions, if the report is classified, shall be in accordance with the security classification assigned and DoD 5220.22-M, "Industrial Security Manual for Safeguarding Classified Information." (Continued on Page 2)			
11. DISTRIBUTION STATEMENT			
<u>DISTRIBUTION STATEMENT A:</u> Approved for public release; distribution is unlimited.			

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## Block 7, Application/Interrelationship (Continued)

7.3 The applicable military specification containing the technical content for the technical information report shall be stated in Block 16 of the DD Form 1423, Contract Data Requirements List.

7.4 Defense Technical Information Center (DTIC), Cameron Station, Alexandria, VA 22314.

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## Block 10, Preparation Instructions (Continued)

10.2.3.2 Report number. The contractor's report number can appear in the upper, righthand corner. If the report is part of a set, the report numbers should be serialized.

10.2.3.3 Title. The title, located in the center of the cover, shall be specific, describing the content of the report as explicitly as possible within the limits of brevity. A classified report will normally be given an unclassified title. When a single report is published in separate volumes, each volume will repeat the primary title.

10.2.3.4 Content/type of report. Subject content (technical, engineering, scientific) and type of report (interim or final) should be listed next.

10.2.3.5 Date. Date of the report (date of issue and inclusive dates, or period covered) should be listed next.

10.2.3.6 Procurement instrument identification number (PIIN). The PIIN shall be located under the date by inserting the statement "Prepared under Contract Number #####-##-##-#### for (name of procuring activity)."

10.2.3.7 Contractor identification. The name, location and address of the contractor, including the name, location and address of the corporate subdivision of the contractor where applicable shall be located across the bottom of the cover. Subcontractor reports shall give the name of the prime contractor. Signature of the responsible company official for the report.

10.2.3.8 Special notices. Special notices, such as disclaimers or statements of indemnification or reproduction strictures shall be placed on the reverse side of the front cover.

10.3 General content.

10.3.1 Title page. On an unnumbered, right-hand page, insert the same information as in the cover to make up the title page. A signature block for the cognizant authority's signature shall be provided.

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## Block 10, Preparation Instructions (Continued)

10.3.2 Abstract. Each report shall contain an abstract that summarizes the problem, the course of action, the results obtained, the conclusions reached, and the recommendations made in the briefest manner consistent with clarity (not more than 200 words) and should be designed for the convenience of library search. The abstract shall be informative, presenting the principal ideas, experimental techniques, and significant quantitative and qualitative data, rather than a general indicative statement that the report contains certain types or classes of information. Less formalized reports need only a Statement of the Assigned Problem - as expressed by technical instructions, contract item or other direction.

10.3.2.1 The abstract in a classified report shall be assigned a security classification strictly according to the content of the abstract alone. The applicable caption UNCLASSIFIED ABSTRACT, CONFIDENTIAL ABSTRACT, or SECRET ABSTRACT shall be used. Classified reports should contain unclassified abstracts whenever practical.

10.3.3 Table of contents. A table of contents shall be included in reports of ten or more printed pages of text. The table shall appear on the next right-hand page following the abstract page(s). The table shall list major divisions and subdivisions of the report. Each entry should include the title page number.

10.3.4 Main body. The main body of the report shall make use of the following outline only as applicable to each individual situation.

10.3.4.1 Introduction. The introduction shall consist of a narrative statement of the reasons for investigation, make reference to the specification requirement paragraph, previous related submittals and citation of the Government authorization. It should also state aims, objectives, probability of solution or accomplishment, estimated scope of development effort required and technical approach.

10.3.4.2 Discussion. The discussion shall give a detailed discussion of the technical effort or work performed covering procedures, equipment, facilities, data and mathematical computation used (both successful and unsuccessful), and results (both expected and unexpected).

10.3.4.3 Documentation. Documentation should be made making reference to all related submittals (drawings, intermediate reports, laboratory reports, conference reports and other research sources).

10.3.4.4 Status of accomplishments. Status of accomplishments shall include all assignments including priority or special assignments along with authorized advanced development pursuits. Identify Engineering Change Proposals (ECP)/Design Change Proposals (DCP) submitted along with their status findings resulting from studies, investigations terminated, studies recommended and status of implementation. Also include alteration/modification numbers assigned.

10.3.4.5 Tests. Identify tests conducted by request or proposal, required to demonstrate accomplishments reports upon or necessary to collect data for assembly of special reports. List resultant test reports.

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## Block 10, Preparation Instructions (Continued)

10.3.4.6 Summary. The main report body shall end with a summary which should be a concise, self-explanatory recapitulation of the report.

10.3.4.7 Conclusion. The report should contain a logical conclusion based on the contractor's evaluation of data presented in the report when an evaluation is applicable. The conclusion should be concise and based on supporting arguments presented in the body of the report. Content of the conclusion is optional on less formalized reports and is left to the discretion of the contractor.

10.3.4.8 Recommendations. The report should contain recommendations, when applicable. The recommendations should be a logical outcome of the conclusions and should provide information necessary for action leading to improvements of a system or the state of the art. Less formalized reports should especially list planned new developments, proposed studies, analysis of report problems, recommended revision of logistics support, modifications and development of ECPs.

10.3.5 Attachments. Drawings, sketches, photographs, calculations, references or other attachments may be used to clarify or explain the text and may be included either in the body of the report or in an appendix. Oversize material shall be arranged to fold within the report without protruding and shall be limited to one-way horizontal foldouts.

10.3.6 Illustrations. Separate lists of figures, illustrations, and tables may be given immediately following the table of contents, on the same page if possible. Such lists shall be included when there are ten or more figures, illustrations and tables.

10.3.7 Abbreviations and symbols. List of abbreviations and symbols with definitions, and definitions of terms, may also be given following the table of contents, or on the same page or its reverse. The lists should be included when applicable for intelligibility and usefulness to the educated - but not specialized - reader of scientific reports.

10.3.8 References. A list of references is recommended if more than five titles are cited in the text, and shall follow the last page of the text in the report. Head the page REFERENCES, list the items in order of initial text reference, and number the items with Arabic numerals. The information for each item shall include, in this sequence, as applicable: personal author, title, document number, the Defense Technical Information Center (DTIC) Accession Document (AD) number, (when known), publisher, date, and classification.

10.3.9 Bibliography. A bibliography (supplemental or associated reading) may be included, if appropriate. Head the list "BIBLIOGRAPHY." It may appear on the same page with the references, space permitting. The items shall include the same information required for references, but arranged alphabetically by author and not numbered.

10.3.10 Index. An alphabetical index may be included, if necessary. Normally it will be included only in a voluminous report that will clearly be used frequently for reference. If used, the index should not be a repetition of section or paragraph titles, but should list every important subject breakdown which users are most likely to seek.

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## Block 10, Preparation Instructions (Continued)

10.3.11 Appendix. An Appendix may be used on material related to or additional to the report, such as material not essential to understanding the text but which provides vital details to the critical reader; additional detailed description; or explanatory matter; extensive test data; complex mathematical derivations; and reproductions of additional tables, illustrations, charts or graphs references frequently throughout the report; lists of materials when the specification requires that such a list will be included in the report; and similar material. Special forms that are required by a specification may be included in the appendix. Appendices shall also incorporate reports submitted by other activities that perform some of the technical effort. Each appendix shall be preceded by a title page indicating content (including number of pages) and applicable references to the body of the report.

10.3.12 DD Form 1473. Completed in accordance with the Appendix entitled "Instructions for Preparation of Report Documentation Page" of MIL-STD-847 and shall be the first page of the report.

10.4 Technical content. When the contract is for acquiring items via a military specification, technical content shall be in accordance with the Appendix entitled "Technical Information Report Technical Content Requirements" contained in the applicable military specification as stated in the DD Form 1423, Contract Data Requirements List.