

DATA ITEM DESCRIPTION

Form Approved
OMB No. 0704-0188

The reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, 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.

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|--|---|--------------------------|----------------------|
| 1. TITLE | | 2. IDENTIFICATION NUMBER | |
| Value Engineering Program Status Report | | DI-MISC- 81260A | |
| 3. DESCRIPTION/PURPOSE | | | |
| 3.1 The Value Engineering Program Status Report delineates and is used to evaluate the contractor's Value Engineering Program efforts conducted under a Value Engineering Program Requirements Clause (VEPRC) prescribed in Paragraph 52.248-1 (Alternate I or II) of the Federal Acquisition Regulation. | | | |
| 4. APPROVAL DATE (YYMMDD) | 5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) | 6a. DTIC APPLICABLE | 6b. GIDEP APPLICABLE |
| 961115 | A/AM | | |
| 7. APPLICATION/INTERRELATIONSHIP | | | |
| 7.1 This Data Item Description contains the format and content preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the contract. | | | |
| 7.2 A prerequisite for use of this Data Item Description is the contractual imposition of a Value Engineering Program Requirements Clause in accordance with Part 48 and Paragraph 52.248-1 (Alternate I or II) of the Federal Acquisition Regulation. | | | |
| 7.3 This Data Item Description is related to the following Data Item Descriptions: | | | |
| a. DI-MISC- 81258A "Value Engineering Program Plan" | | | |
| b. DI-MISC- 81259A "Value Engineering Study Proposal" | | | |
| (Continued on Page 2) | | | |
| 8. APPROVAL LIMITATION | 9a. APPLICABLE FORMS | 9b. AMSC NUMBER | |
| | | A7218 | |
| 10. PREPARATION INSTRUCTIONS | | | |
| 10.1 <u>General</u> . The Value Engineering (VE) Program Status Report shall delineate the VE Program status. This report provides the overall status of the contractor's VE Program including potential, proposed, on going, and completed VE studies and Value Engineering Change Proposals (VECPs). The report is delivered by the contractor to the contracting officer (typically every sixty days) after the contracting officer approves the contractor's proposed VE Program Plan. Depending on the system/item complexity, potential for savings, the anticipated VE effort by the contractor, the contract duration, and the contract price; the contractual requirement for this report may be reduced by lengthening the reporting period to every ninety days instead of sixty days. The minimum requirement under the VEPRC would be one VE Program Status Report. | | | |
| 10.2 <u>Media</u> . The VE Program Status Report media shall be contractor selected. The contractor selected media shall be of durable quality and shall present the data in a clean and legible manner. The text and numeric data shall be typewritten or printed using non-exotic typeface in black ink on 8 1/2 by 11 inch standard white bond paper. Photographs, pictorials, graphics, and drawings shall be presented in high contrast black and white or color using paper media. | | | |
| 10.3 <u>Format</u> . The VE Program Status Report format shall be contractor selected. The contractor selected format shall be single spaced and shall present the data in an effective and logically organized arrangement. Numerical data shall use Arabic numerals and the units of measure shall be identified and defined. Acronyms, codes, abbreviations, signs, and symbols shall be defined. Photographic, pictorial, graphic, and drawing formats may be used for purposes of illustration. Attachments, tables, figures, footnotes, and illustrations shall be identified and referenced in the text. Oversize pages shall be folded to the dimensions of the volume. The initial format arrangement shall be used for all subsequent submissions including revisions, unless effective presentation would be degraded. | | | |
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| 11. DISTRIBUTION STATEMENT | | | |
| DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited. | | | |

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7. APPLICATION/INTERRELATIONSHIP (Continued)

7.4 This Data Item Description supersedes DI-MISC-81260 "Value Engineering Program Status Report"

10. PREPARATION INSTRUCTIONS (Continued)

10.4 Content: The VE Program Status Report content shall include the following:

10.4.1 Title Page. The Title Page shall contain the following:

- a. Contractor assigned number for the VE Program Status Report and appropriate revision letter.**
- b. Descriptive title (i.e., "VE Program Status Report for the A3 Module in IF Detector Assembly of the M1A2 Tank under contract DAAA09-80-R-0124").**
- c. Date the VE Program Status Report was submitted to the Government.**
- d. Reporting period (applicable dates).**
- e. Contract number(s) under which report is being submitted.**
- f. Contract number(s) of potentially affected Government contract(s).**
- g. Contractor's (business) name, address, and telephone number.**
- h. Name, telephone number, fax, and e-mail address of the contractor's Point of Contact for the VE Program Status Report.**
- i. Security classification.**

10.4.2 Executive Summary. An executive summary of the VE Program Status Report which summarizes the status of the VE Program.

10.4.3 Table of Contents. An identification of the major content elements contained in the VE Program Status Report correlated to the page and paragraph numbers.

10.4.4 VE Program Plan Summary. A summary description of the Governments approved VE Program Plan which highlights any approved or rejected changes during the reporting period. In addition, an identification and detailed description of any proposed changes to the Government approved VE Program Plan.

10.4.5 VE Studies.

10.4.5.1 Potential VE Studies. A listing and description of potential VE studies which have not been submitted to the Government for approval. The listing shall identify the contractor assigned identification number, title, planned submission date, and a summary description of each potential VE Study. When the contract delineates specific elements (i.e., areas, studies, and/or items) to which VE is to be applied, the listing should indicate the VE studies addressing those specific elements.

10.4.5.2 Proposed VE Studies. A listing and description of each proposed VE Study which has been submitted to the Government. The listing and description shall identify the contractor assigned identification number, title, submission date, status, date of approval or disapproval, and a summary description. Each VE Study which has been disapproved by the Government shall include the cause for disapproval (if known) and any follow-up Government or contractor proposed or accomplished actions.

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10.4.5.3 Approved VE Studies. For each approved VE Study conducted during any portion of the reporting period, a listing and description of the status of each VE Study to include the following:

10.4.5.3.1 Title Page. A Title Page for each VE Study as follows:

- a. Contractor number and revision letter assigned to the VE Study.
- b. A descriptive title (i.e., "VE Study for the A3 Module in IF Detector Assembly of the M1A2 Tank").
- c. Date the proposed VE Study was submitted to the Government.
- d. Date the proposed VE Study was approved by the Government.
- e. Date the VE Study was initiated by the contractor.
- f. Dates the VE Study was conducted.
- g. Date the VE Study was completed (when applicable).
- h. Contract numbers under which the VE Study was conducted.
- i. Contract numbers of the affected Government contracts.
- j. Identification of all VE Change Proposal's submitted including their status (i.e., approved, rejected, being evaluated) correlated to the affected Government contracts (see 10.4.5.3.1 i).
- k. Contractor's (business) name, address, and telephone number.
- l. Name, telephone number, fax, and e-mail address of the contractor's Point of Contact for the VE Study.
- m. Security classification.

10.4.5.3.2 Executive Summary. An executive summary of the VE Study.

10.4.5.3.3 Table of Contents. An identification of the major content elements contained in the reported VE Study correlated to the page and paragraph numbers.

10.4.5.3.4 VE Study Summary. A summary description of the Governments approved VE Study which highlights any approved or rejected changes during the reporting period. In addition, an identification and detailed description of any proposed changes to or termination of the Government approved VE Study.

10.4.5.3.5 VE Study History. A comprehensive history of the VE Study starting from Government approval of the contractor submitted proposed VE Study to the beginning of the reporting period. The VE Study history shall summarize all significant aspects including costs and results of the VE Study prior to the reporting period.

10.4.5.3.6 VE Study Effort. A comprehensive and detailed description of the VE Study effort during the reporting period as a function of time.

10.4.5.3.7 VE Study Results. A summary description of the VE Study results during the reporting period. The description shall include significant accomplishment, failures, and problems and their impact on the VE Study. The resolution of failures and problems which adversely affect the VE Study shall be identified.

10.4.5.3.8 VE Study Potential Cost Savings. An identification of the Government's potential cost savings associated with the VE Study. In addition,, any changes to the Government's potential cost savings that occurred during the reporting period shall be identified. The Government's potential cost savings shall be correlated to the affected Government contracts (see 10.4.5.3.1i).

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10.4.5.3.9 VE Study Actual Cost Savings. An identification of the Government's actual acquisition savings (i.e., instant contract, concurrent contract, future contract) and collateral savings associated with the VE Study. The Government's actual cost savings be correlated to the affected Government contracts (see 10.4.5.3.1i).

10.4.5.3.10 VE Study Expenditures. An identification of the total man-hours and dollars expended on the approved VE Study as a function of time. The total dollars and man-hours of effort shall be separated into appropriate personnel skill categories (i.e., analyst, engineering, manager, secretary), disciplines (i.e., administration, secretarial, engineering, testing, manufacturing, drafting), materials (i.e., raw, parts, equipment), and supplier support which identify the major expenditure elements. The skill categories, disciplines, materials, and supplier support shall summarize the expenditures prior to the reporting period and shall delineate the detailed expenditures during the reporting period as a function of time.

10.4.5.3.11 VE Study Documentation. An identification and summary description of the VE Study documentation including the status prior to and during the reporting period.

10.4.5.3.12 VE Study Reviews and Meetings. An identification and summary description of all VE Study reviews and meetings held prior to the reporting period and during the reporting period to include the date(s), purpose, attendees, agenda, and significant results (i.e., decisions, recommendations, conclusions) derived from the review or meeting.

10.4.5.3.13 VE Study Comments and Recommendations. Additional information, comments, and recommendations applicable to the VE Study including those applicable to the subsequent implementation of the results derived from the VE Study.

10.4.6 Value Engineering Change Proposals (VECPs).

10.4.6.1 Proposed VECP. A listing and description of each proposed VECP which has been submitted to the Government. The listing and description shall identify the contractor assigned identification number correlated to the VE Study, title, submission date, status, date of approval or disapproval, and a summary description. Each proposed VECP which has been disapproved by the Government shall include the cause for disapproval (if known) and any follow-up Government or contractor proposed or accomplished actions.

10.4.6.2 Approved VECPs. For each approved VECP conducted during any portion of the reporting period, a listing and description of the status of each VECP to include the following:

10.4.6.2.1 Title Page. A Title Page for each VECP as follows:

- a. Contractor number and revision letter assigned to the VECP.
- b. A descriptive title (i.e., "VECP for the A3 Module in IF Detector Assembly of the M1A2 Tank").
- c. Government assigned number to the VECP.
- d. Date the proposed VECP was submitted to the Government.
- e. Date the proposed VECP was approved by the Government.
- f. Date the approved VECP was initiated by the contractor.
- g. Date(s) the approved engineering changes were conducted.
- h. Date(s) the engineering changes were completed (when applicable).
- i. Contract number(s) under which the engineering changes were conducted.
- j. Contract number(s) of the affected Government contracts.
- k. Contractor's (business) name, address, and telephone number.

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- i. Name, telephone number, fax, and e-mail address of the contractor's Point of Contact for the VECP.
- m. Security classification.

10.4.6.2.2 Executive Summary. An executive summary of the VECP.

10.4.6.2.3 Table of Contents. An identification of the major content elements contained in the reported VECP correlated to the page and paragraph numbers.

10.4.6.2.4 VECP Summary. A summary description of the Government approved VECPs which highlights any approved or rejected changes during the reporting period. In addition, an identification and detailed description of any proposed changes to the Government approved VECP.

10.4.6.2.5 VECP History. A comprehensive history of the VECP starting from Government approval of the contractor submitted proposed VECP to the beginning of the reporting period. The VECP history shall summarize all significant aspects including costs and results of the VECP prior to the reporting period.

10.4.6.2.6 VECP Effort. A comprehensive and detailed description of the VECP effort during the reporting period as a function of time.

10.4.6.2.7 VECP Results. A summary description of the VECP results prior to or during the reporting period. The description shall include significant accomplishment, failures, and problems and their impact on the VECP. The resolution of failures and problems which adversely affect the VECP shall be identified.

10.4.6.2.8 VECP Potential Cost Savings. An identification of the Government's potential cost savings associated with the VECP. In addition,, any changes to the Government's potential cost saving that occurred during the reporting period shall be identified. The Government's potential cost savings shall be correlated to the affected Government contracts (see 10.4.6.2.1j).

10.4.6.2.9 VECP Actual Cost Savings. An identification of the Government's actual acquisition savings (i.e., instant contract, concurrent contract, future contract) and collateral savings associated with the VECP. The Government's actual cost savings be correlated to the affected Government contracts (see 10.4.6.2.1j).

10.4.6.2.10 VECP Expenditures. An identification of the total man-hours and dollars expended on the approved VECP as a function of time. The total dollars and man-hours of effort shall be separated into appropriate personnel skill categories (i.e., analyst, engineering, manager, secretary), disciplines (i.e., administration, secretarial, engineering, testing, manufacturing, drafting), materials (i.e., raw, parts, equipment), and supplier support which identify the major expenditure elements. The skill categories, disciplines, materials, and supplier support shall summarize the expenditures prior to the reporting period and shall delineate the detailed expenditures during the reporting period as a function of time.

10.4.6.2.11 VECP Documentation. An identification and summary description of the VECP documentation including the status prior to and during the reporting period.

10.4.6.2.12 VECP Reviews and Meetings. An identification and summary description of all VECP reviews and meetings held prior to and during the reporting period to include the date(s), purpose, attendees, agenda, and significant results (i.e., decisions, recommendations, conclusions) derived from the review or meeting.

10.4.6.2.13 VECP Comments and Recommendations. Additional information, comments, and recommendations applicable to the VECP.

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10.4.6.3 Resources. An identification of the total man-hours and dollars expended on the VE Program as a function of time. The total dollars and man-days shall be separated into VE program management, individual VE studies, and individual VECP implementation expenditures and shall be further segmented into appropriate categories (i.e., contract administration, engineering, training, supplier/vendor coordination, testing, materials, subcontracts) which identify the major expenditure elements.

10.4.6.4 VE Reviews and Meetings. An identification and summary description of all VE Program reviews and meetings held prior to and during the reporting period to include the date(s), purpose, attendees, agenda, and significant results (i.e., decisions, recommendations, conclusions) derived from the review or meeting.

10.4.6.5 Recommendations and Conclusions. Additional comments, recommendations and conclusions applicable to the status of the VE Program.

10.4.6.6 Revisions. Revisions shall be in the same format as originally presented, unless effective presentation would be significantly degraded. Revisions shall highlight (i.e., asterisks, margin liners) the changes to the basic document being revised.