EXHIBIT B

Data Items Descriptions

DD Forms 1664

TABLE OF CONTENTS

Data Item Reference	Description	DID Number
A001	Status Report	DI-MGMT-80368A
A002	Engineering Drawings	DI-SESS-81000D
A003	Descriptive Literature	DI-SDMP-81261
A004	Engineering Change Proposals	DI-CMAN-80639C
A004	Deviations	DI-CMAN-80640C
A004	Notice of Revision	DI-CMAN-80642C
A005	Technical Manual	DI-TMSS-80527B
A006 - A016 A020,A021,A024	Certification/Data Report	DI-MISC-80678
A002, A005 A022, A023	Computer Software Product End Items	DI-MCCR-80700
A017, A022, A023	Test and Inspection Reports	DI-NDTI-80809B
A018, A019 A026, A027	Accident Prevention Plan	OT-24206
A025	Conference Minutes	DI-ADMIN-81250A
A028	Training Course Outline	DI-ILSS-81075

DATA ITEM DESCRIPTION

Form Approved
OMB No 0704 0188

1. TITLE	2. IDENTIFICATION NUMBER
Status Report	DI-MGMT-80368A

3. DESCRIPTION/PURPOSE

3.1 The Status Report documents the status of contractor effort towards achieving contract objectives. It identifies accomplishments to date and difficulties encountered, and compares the status achieved to planned goals and the resources expended. It is used by the Government to monitor and evaluate contractor performance.

4. APPL DATE YYMMDD	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6.a. DTIC REQUIRED	6.b. GIDEP REQUIRED
20061030	NS/DA02		

7. APPLICATION/INTERRELATIONSHIP

7.1 This (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 It is not intended that all the requirements herein should be applied to every program. Portions of the DID are subject to tailoring by deletion depending on the specific status reporting requirements of the project.

7.3 This DID is related to DI-FNCL-80331, Funds and Man-Hour Expenditure Report which can be used in conjunction with this report if Block 10 paragraph 10.2.2.3 below is deleted.

7.4 This DID supersedes DI-MGMT-80368.

8. APPROVAL LIMITATION	9.a. APPLICABLE FORMS	9.b. AMSC NUMBER
		7619

10. PREPARATION INSTRUCTIONS

10.1 Format. The status Report shall be in contractor format.

10.1.1 Identification. The data indicated below shall be contained on a title page or on the first page of the report.

a. Title/Identification of the system/component/program/project.
b. Type of report (e.g., monthly, interim, final).
c. Period covered by the report.
d. Contract number.
e. Preparing activity or contractor's title.
f. Security classification, when required.
g. Distribution Statement.

10.1.2 Page Size. The report shall be on 8 1/2 by 11 inch (metric A4) paper.

10.2 Content. The report shall contain the following:

10.2.1. Summary. The summary shall include a brief statement of the overall project status, covering the accomplished technical activities and development, objectives of efforts, summary results of efforts, identification of major problems/deficiencies with impact, and recommended solutions.

10.2.2. Body of report. The Status Report shall contain the following items, where applicable:

10.2.2.1 Milestone/task status. The status of each milestone/task as defined by the statement of work or contract, as applicable:

a. A statement as to whether or not the program/project/task is on schedule; if not, the effort planned to meet the schedule shall be indicated. Include an overall status of each milestone, task, or unit of work. Include updated schedule sheets, milestone charts, or task synopsis sheets identifying phase of task and percentage of completion of each task, technical instruction, or order.

b. A comparison of achieved end-product performance capabilities projected against contract baseline values, requirements, or allocations.

c. Effort expended on each task to date, and a brief description of technical developments and accomplishments.

d. Key dates in any testing program and a description of tests performed and significant test results. If applicable, a description of the amount and type of down time on the equipment or system under test.

e. A list of all designs completed and a brief description of each item. For designs in process, provide estimated dates for design and drawing completion.

f. A narrative of outstanding problems existing as of the previous status report, and their resolution status.

g. New problem areas encountered or anticipated, their effect on the overall work effort/project, and steps being taken to remedy problem situations.

h. Significant results of conferences, trips, or directives from the Contracting officer's representatives.

i. Any other information which may cause significant changes in the program schedule.

10.2.2.2 Future plans. Summary of future plans, recommendations and proposals both for the next reporting period and for any long term plans.

10.2.2.3 Itemized man-hours and costs. Itemized man-hours and cost expenditure incurred for the reporting period by category and task, total contractual expenditures, and funds remaining as of the reporting date.

10.2.2.4 Contract deliveries status. The status of each deliverable end item, including data deliveries, as required by the contract. Provide item and contract identification, shipping/transmittal data, acceptance status, security classification, and scheduled due date information.

10.2.2.5 Report paper. Name of person(s) preparing report and telephone number(s).

10.2.3 Appendices. Appendices, where applicable, for tables, references, charts, or other descriptive material. Each appendix shall be identified and referenced in the appropriate area of the report.

11. DISTRIBUTION STATEMENT

STATEMENT A. Approved for public release; distribution is unlimited.

DATA ITEM DESCRIPTION

Form Approved
OMB No 0704 0188

1. TITLE	2. IDENTIFICATION NUMBER
Product Drawings / Models and Associated Lists	DI-SESS-81000C

3. DESCRIPTION/PURPOSE

3.1 Product Drawings and Associated Lists provide engineering data to support competitive procurement and maintenance for items interchangable with the original items. These drawings represent the highest level of design disclosure.

4. APPL DATE YYMMDD	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6.a. DTIC REQUIRED	6.b. GIDEP REQUIRED
20011214	AR		

7. APPLICATION/INTERRELATIONSHIP

7.1 This DID contains the format and content preparation for Product Drawings / Models and Associated Lists resulting from the work task described in 3.6.2.3 of MIL-DTL-31000C.

7.2 This DID is applicable to acquisitions of military systems, equipment, and components. It is intended for acquiring drawings / models and Associated Lists at the end of the Engineering and Manufacturing Development Phase and during subsequent phases of the DoD material life cycle.

7.3 It is not intended that all the requirement contained herein should be applied to every program. This DID should be tailored to the minimum data requirements of the applicable contract or purchase order.

7.4 This DID supersedes DI-SESS-81000B.

7.5 This DID is related to DI-SESS-81001C, DI-SESS-81002C, and DI-SESS-81003C.

7.6 A purchased item, as defined by ASME Y14.24, an item which is sold or traded in the course of conducting normal business operations, is used by commercial industry, or is a specialized version of a supplier's general product line which he routinely customizes. Purchased items are used herein have also been referred to as vendor items or vendor developed items.

8. APPROVAL LIMITATION	9.a. APPLICABLE FORMS	9.b. AMSC NUMBER
		A7532

10. PREPARATION INSTRUCTIONS

10.1 Reference Documents. The applicable issue of documents cited herein, including they approval dates and the dates of applicable amendments, notices, and revisions, shall be cited in the contract.

10.2 General. Product Drawings / Models and Associated Lists shall meet the requirements of MIL-DTL-31000C. Product Drawings and Associated Lists shall provide the design disclosure information necessary to enable a manufacturer of similar products at the same or similar state of the art to produce and maintain quality control of item(s) so that the resulting physical and functional characteristics duplicate those of the specified item. These drawings shall:

a. Reflect the end product at its current level of design maturity.

b. Provide the engineering data for Logistics Support products.

c. Provide the necessary data to permit competitive acquisition of the original item(s).

10.3 Format. Product Drawings / Models and Associated Lists shall be in either the contractor's format or Government's format as specified on the TDP Option Selection Work Sheet incorporated into the contract or purchase order.

10.4 Content. Product Drawings / Models and Associated Lists shall conform to the requirements of ASME Y14.100, or, if applicable, ASME Y14.100 and Appendices B through E, as required, and ASME Y14.34 and ASME Y14.41. They shall document directly or by reference the following, as applicable:

a. Details of unique processes, i.e., not published or generally available to industry, when essential to design and manufacture.

b. Performance ratings.

c. Dimensional and tolerance data.

d. Critical manufacturing processes and assembly sequences.

e. Tolerated input and output characteristics.

f. Diagrams.

g. Mechanical and electrical connections.

h. Physical characteristics, including form, finishes, and protective coatings.

i. Details of material identification, including material condition, and mandatory treatments and coatings.

j. Inspection, test and evaluation criteria.

k. Equipment calibration requirements.

l. Quality assurance requirements.

m. Hardware marking requirements.

n. Requirements for reliability, maintainability, environmental conditioning, shock, and vibration testing and other operational or functional tests.

o. Vendor substantiation data when required by the contract or purchase order.

p. Requirements for programming software into devices or assemblies including a description of the input media and the procedures for validating that the software has been installed correctly.

q. Special consideration items and processes.

10.5 Item Definition. All parameters required to define each unity, assembly, subassembly, part or material shall be presented on the applicable drawing. This includes data such as:

a. All necessary mechanical dimensions to fully define fabrication, acceptance, interface, or installation of the item depicted.

b. All necessary electrical dimensions to fully define fabrication, acceptance, interface, or installation of the item depicted.

c. All necessary physical dimensions to fully define fabrication, acceptance, interface, or installation of the item depicted, I.e., weight, pressure, viscosity, etc.

d. All necessary environmental conditions which units, assemblies, subassemblies, parts, and materials must meet to perform effectively in the end item, such that the end item will meet its specification requirements.

10.6 CAGE code and document numbers. Product Drawings / Models and Associated Lists shall be identified with the contractor's CAGE code and contractor document numbers or with a Government CAGE code and document numbers as specified in the TDP Option Selection Work Sheet incorporated in the contract or purchase order.

10.7 Selection of Drawings. The types of drawings required will vary according to the complexity of the contract end item. The TDP Option Selection Work Sheet incorporated in the contract or purchase order will specify whether the contractor or the Government is responsible for selecting the types of drawings / models and Associated Lists.

10.7.1 Vendor Item Control Drawings. Vendor Item Control Drawings shall be used to specify the requirements for purchased items when such items have been approved for use in the design and are used without alteration, selection or source qualification (testing of an item prior to procurement action to ensure that it satisifies the specified requirements).

10.7.2 Source Control Drawings. Source Control Drawings shall be used to specify the requirements for purchased items (see 7.6) only when such items have been approved for use in the design and:

a. the item is for a critical application and

b. the requirements can be met by an item from one or more sources and

c. the application required source qualification (testing of an item prior to procurement action to ensure that is satisfies the specified requirements).

10.7.3 Standardized Microcircuit Drawings. Standardized Microcircuit Drawings (MIL-HDBK-780) shall be used to specify the requirements of microcircuits.

11. DISTRIBUTION STATEMENT

STATEMENT A. Approved for public release; distribution is unlimited.

DATA ITEM DESCRIPTION

Form Approved
OMB No 0704 0188

1. TITLE	2. IDENTIFICATION NUMBER
Commercial Item Description (CID)	DI-SDMP-81261

3. DESCRIPTION/PURPOSE

3.1 A CID describes by functional or performance characteristics an acceptable commercially available product that will satisfy the Government's needs.

3.2 This document will be used as a reference in acquisition documents to describe the item being procured.

4. APPL DATE YYMMDD	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6.a. DTIC REQUIRED	6.b. GIDEP REQUIRED
920428	A/MICOM		

7. APPLICATION/INTERRELATIONSHIP

7.1 This (DID) contains the format, content and preparation instructions for the product generated by the specific and discrete task requirement as delineated in this contract.
7.2 The Federal Property Management Regulations (FPMR) Handbook 101-29 is available from General Services Administration, Federal Supply Service, Washington, D.C. 20046.

8. APPROVAL LIMITATION	9.a. APPLICABLE FORMS	9.b. AMSC NUMBER
		A6729

10. PREPARATION INSTRUCTIONS

10.1 Referenced 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 specified in the contract.

10.2 Format. The CID format shall be in accordance with the guidelines of chaper 7 of FPMR Handbook 101-29.

10.3 Content. The CID shall contain data as required by the guidelines stated in chapter 7 of FPMR Handbook 101-29.

11. DISTRIBUTION STATEMENT

STATEMENT A. Approved for public release; distribution is unlimited.

DATA ITEM DESCRIPTION

Form Approved
OMB No 0704 0188

1. TITLE	2. IDENTIFICATION NUMBER
Engineering Change Proposal (ECP)	DI-CMAN-80639C Modified by NCC

3. DESCRIPTION/PURPOSE

3.1 An Engineering Change Proposal (ECP) provides the documentation in which the engineering change is described. It includes change impacts to systems, configuration items and other associated configuration documentation affected by the proposed change. In addition, it typically describes how the proposed change will be implemented along with providing estimated schedules and associated costs.

4. APPL DATE YYMMDD	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6.a. DTIC REQUIRED	6.b. GIDEP REQUIRED
20000930	D/DUSD(AT&L)SE		

7. APPLICATION/INTERRELATIONSHIP

7.1 This Data Item Description (DID) contains the format, content, and preparation instructions for the data product resulting from the work task specified in the contract. This DID is used in conjunction with a Notice of Revision (NOR) (DI-CMAN-80642B). A requirement for NORs should be contractually imposed in conjunction with this DID.

7.2 Data Item submittal in Extensible Markup Language (XML) is acceptable. An XML Document Type Definition (DTD), associated XML document template, and other information is available from http://www.geia.org/836/

7.3 This DID supersedes DI-CMAN-80639B.

8. APPROVAL LIMITATION	9.a. APPLICABLE FORMS	9.b. AMSC NUMBER
		D7388

10. PREPARATION INSTRUCTIONS

10.1 Referenced 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 specified in the contract.

10.2 Format and Content. The Engineering Change Proposal (EPC) shall be prepared using NCC's Contractor Change Request Form (CCRF). The ECP content shall inculde, where applicable, the following information:

a. the change priority, change classification, and change justification

b. a complete description of the change to be made and the need for that change

c. complete listing of other configuration items impacted by the proposed change and a description of the impact on those CIs.

d. proposed changes to documents controlled by the government

e. proposed serial (or lot) number effectivities of units to be produced in, or retrofitted to, the proposed configuration.

f. recommendation about the way a retrofit should be accomplished.

g. impacts to any logistics support elements (such as software, manuals, spares, tools, and similar) being utilized by government personnel in support of the product

h. impacts to the operational use of the product

i. complete estimated life-cycle cost impact of the proposed change, and cost analysis of proposed change compared to as specified.

j. milestones relating to the processing and implemenation of the engineering change

The following references may be useful in defining content: MIL-HDBK-61, Configuration Management Guidance (paragraph 4.2 and Table 4-6) and ANSI/EIA-649-1998, National Consensus Standard for Configuration Management (paragraph 5.3.1).

11. DISTRIBUTION STATEMENT

STATEMENT A. Approved for public release; distribution is unlimited.

DATA ITEM DESCRIPTION

Form Approved
OMB No 0704 0188

1. TITLE	2. IDENTIFICATION NUMBER
Request for Deviation (RFD)	DI-CMAN-80640C Modified by NCC

3. DESCRIPTION/PURPOSE

3.1 A Request for Deviation describes a proposed departure from (a non-conformance with) the contractually-specified configuration documentation for a specific number of units or for a specified period of time.

3.2 A Request for Deviation enables the Government to determine the impact on performance, operational readiness, logistics support, or other affected areas.

4. APPL DATE YYMMDD	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6.a. DTIC REQUIRED	6.b. GIDEP REQUIRED
20000930	D/DUSD(AT&L)SE		

7. APPLICATION/INTERRELATIONSHIP

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

7.2 Data Item sumbittal in Extensible Markup Language (XML) is acceptable. An XML Document Type Definition (DTD), associated XML document template, and other information is available from http://www.geia.org/836/

7.3 This DID supersedes DI-CMAN-80640B and DI-CMAN-80641B.

8. APPROVAL LIMITATION	9.a. APPLICABLE FORMS	9.b. AMSC NUMBER
		D7389

10. PREPARATION INSTRUCTIONS

10.1 Referenced 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 specified in the contract.

10.2 Format and Content. The Request for Deviation shall be prepared using NCC's Contractor Change Request Form (CCRF). The RFD content shall include the consideration (ie. cost, quality, or time) to be provided if the government accepts the deviation and, where applicable, the following information:

a. a complete description of the contract requirement affected and the nature of the deviation (non-conformance)

b. number of units (and serial/lot numbers) to be delivered in this

c. any impacts to logistics support elements (such as software, manuals, spares, tools, and similar) being utilized by government personnel or to the operational use of the product

d. information about remedial actions being taken to prevent reoccurance of the non-conformance

The following references may be useful in defining content: MIL-HDBK-61, Configuration Management Guidance (paragraph 4.3 and Table 4-9) and ANSI/EIA-649-1998, National Consensus Standard for Configuration Management (paragraph 5.3.4).

11. DISTRIBUTION STATEMENT

STATEMENT A. Approved for public release; distribution is unlimited.

DATA ITEM DESCRIPTION

Form Approved
OMB No 0704 0188

1. TITLE	2. IDENTIFICATION NUMBER
Notice of Revision (NOR)	DI-CMAN-80642C

3. DESCRIPTION/PURPOSE

3.1 A Notice of Revision (NOR) describes the proposed changes to a technical document being requested by an Engineering Change Proposal (ECP).

3.2 After ECP approval, the NOR is forwarded to the custodian of each specification, drawing, associated list, or other applicable document(s) so they can make the required documentation changes.

4. APPL DATE YYMMDD	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6.a. DTIC REQUIRED	6.b. GIDEP REQUIRED
20000930	D/DUSD(AT&L)SE		

7. APPLICATION/INTERRELATIONSHIP

7.1 This Data Item Description (DID) contains the format, content, and preparation instructions for the data product resulting from the work task specified in the contract. This DID is used in conjunction with a Engineering Change Proposal (ECP), DI-CMAN-80639C. A requirement for ECPs should be contractually imposed in conjunction with this DID. This DID is also used with Specification Change Notices (SCNs), DI-CMAN-80463C.

7.2 Data Item submittal in Extensible Markup Language (XML) is acceptable. An XML Document Type Definition (DTD), associated XML document template, and other information is available from http://www.geia.org/836/

7.3 This DID supersedes DI-CMAN-80642B.

8. APPROVAL LIMITATION	9.a. APPLICABLE FORMS	9.b. AMSC NUMBER
		D7390

10. PREPARATION INSTRUCTIONS

10.1 Referenced 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 specified in the contract.

10.2 Format and Content. The Notice of Revision (NOR) shall be prepared in contractor format. The NOR content shall include, where applicable, the following information:

a. a listing of the identifier, revision level, and title of the affected document

b. the identifier of the ECP which proposed the change

c. a complete description of the changes to be made to the affected document

The following references may be useful in defining content: MIL-HDBK-61, Configuration Management Guidance (paragraph 4.4 and Table 4-10) and ANSI/EIA-649-1998, National Consensus Standard for Configuration Management (paragraph 5.3.3).

11. DISTRIBUTION STATEMENT

STATEMENT A. Approved for public release; distribution is unlimited.

DATA ITEM DESCRIPTION

Form Approved
OMB No 0704 0188

1. TITLE	2. IDENTIFICATION NUMBER
Commercial Off-the-Shelf (COTS) Manual and Associated Supplemental Data	DI-TMSS-80527B

3. DESCRIPTION/PURPOSE

3.1 Commercial Off-the-Shelf Manuals may be used as is or with supplementation to support COTS equipment used by DOD. This DID is used to:

a. Acquire sample COTS manuals for evaluation

b. Acquire COTS manuals which have been evaluated and found to be acceptable

c. Acquire associated supplemental data, if required

4. APPL DATE YYMMDD	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6.a. DTIC REQUIRED	6.b. GIDEP REQUIRED
20061017	TM		

7. APPLICATION/INTERRELATIONSHIP

7.1 This Data Item Description (DID) contains format, content, and intended use information for the data deliverable(s) resulting from the work task specified in the contract.

7.2 Data Item sumbittal in Extensible Markup Language (XML) is acceptable. An XML Document Type Definition (DTD), associated XML document template, and other information is available from http://www.geia.org/836/

7.3 This DID supersedes DI-TMSS-80527A, Dated 21 May 97.

8. APPROVAL LIMITATION	9.a. APPLICABLE FORMS	9.b. AMSC NUMBER
		7595

10. PREPARATION INSTRUCTIONS

10.1 Content. The manual shall contain all technical information on the assembly, installation, operation, parts, and maintenance of commercial equipment.

10.2 Evaluation. The manual shall be evaluated using the criteria found in MIL-PRF-32216.

10.3 Supplementation. The manual may be supplemented with existing data to comply with the contract. Supplemental data shall be prepared in accordance with MIL-PRF-32216.

10.4 Format. The basic manual shall be in the contractor's format. Supplemental data shall be in the format specified by the contracting activity. MIL-HDBK-1221 may be used as guidance.

10.5 Digital Files. Interactive Electronic Technical Manuals (IETMs) or PDF are preferred for electronic COTS manuals.

10.6 PDF Files. PDF files shall be searchable, capable of having links added, and have fonts embedded. A list of preferred fonts is provided in MIL-PRF-32216.

10.7 IETMs. IETMs shall meet the general style and format and user interface requirements in MIL-PRF-87268 or MIL-STD-40051-1 (Army only).

10.8 Paper Manuals. If paper manuals are required, the data shall be clearly legible and on paper of sufficient quality for long term use.

11. DISTRIBUTION STATEMENT

STATEMENT A. Approved for public release; distribution is unlimited.

DATA ITEM DESCRIPTION

Form Approved
OMB No 0704 0188

1. TITLE	2. IDENTIFICATION NUMBER
Certification/Data Report	DI-MISC-80678

3. DESCRIPTION/PURPOSE

3.1 Certification data is required to verify that specific qualifications have been obtained, tests have been performed, parts/assemblies/equipments/systems have been installed, tested, inspected and are ready for operation; that personnel have specific qualifications to perform assignments/operations/inspections; or to certify identicality, interchangeability, compatability, reliability, or completeness of documentation being prepared or reviewed by a contractor. The technical effort involved will be the result of equipment/procurement specification requirements.

4. APPL DATE YYMMDD	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6.a. DTIC REQUIRED	6.b. GIDEP REQUIRED
880912	N/SEA 55Z3		

7. APPLICATION/INTERRELATIONSHIP

7.1 Certification may be required for a single event/operation, or may be required for a specified time period, or certification may be required on a continuing basis with periodic re-certification or updating of the original certification.

7.2 The technical content requirements for this item shall be specified in the contract. When this DID is applied to contracts acquiring items via a military specification prepared in accordance with MIL-STD-961, the necessary detailed technical requirements shall be prepared as an appendix to the military specification entitled "Certification Data/Report Technical Content Requirements." The appropriate paragraph in block 10 herein, i.e., 10.3.1 or 10.3.2 shall be specified on the DD Form 1423, Contract Data Requirements List (CDRL).

7.3 This DID supersedes UDI-A-23264B.

8. APPROVAL LIMITATION	9.a. APPLICABLE FORMS	9.b. AMSC NUMBER
		N4533

10. PREPARATION INSTRUCTIONS

10.1 Format. The report shall be typewritten in narrative form on the contractor's form. The report shall cover the type of certification specified in Block 3, "Subtitle," of the CDRL, DD Form 1423.

10.2 Content. The report shall contain the contract number and data item sequence number, and shall contain a statement that specifically identifies the purpose and applicability of this certification.

10.2.1 Certification of Completion. Certification that tests have been performed, inspections made, parts/assemblies/equipments/systems have been installed, tested, inspected, and area ready for operation, or that specific qualifications have been obtained shall provide objective evidence in support of the certification. Objective evidence may include such items as spectrographs, radiographs, material sampling, analysis, inspection and testing reports, or any other necessary documentation.

10.2.2 Certification of Personnel. Certifications that personnel have specific qualifications shall be supported by licenses, permits, tests, statements of competency, or other documentation. The specific capabilities to perform an assignment, inspection, or other operations shall be stated in the certification.

10.2.3 Certification of Data Reviews. Certifications that documentation/data has been reviewed shall contain a statement of the "depth" of the examination and the results thereof. If the documentation being reviewed cannot be certified, the report shall so state and shall list the reasons, i.e., deficiencies, conflicting data, etc.

10.2.4 Certification of Compliance. Certificatiopn of compliance to specific specification requirements shall be a statement to the effect that the contractor has complied.

10.3 Technical Content.

10.3.1 The technical content shall be in accordance with the appendix entitled "Certification Data/Report Technical Content Requirements," contained in the applicable military specification as stated in the DD Form 1423, Contract Data Requirements List.

10.3.2 The technical content shall be as specified on the DD Form 1423, Contract Data Requirements List.

10.4 Supplemental Information. Additional specific material, drawings, sketches, photographs, etc., in support of these certifications shall be as defined in the DD Form 1423.

10.5 Signature. The certification report shall be signed by the contractor's authorized representative responsible for insuring that the equipment being delivered/service being performed is in accordance with contract requirements.

11. DISTRIBUTION STATEMENT

STATEMENT A. Approved for public release; distribution is unlimited.

DATA ITEM DESCRIPTION

Form Approved
OMB No 0704 0188

1. TITLE	2. IDENTIFICATION NUMBER
Computer Software Product End Items	DI-MCCR-80700

3. DESCRIPTION/PURPOSE

3.1 The Computer Software Product End Item provides data formatted for review or maintenance to assure significant milestones are met.

3.2 Data produced under this requirement will be used during the life cycle for development, operation, and maintenance.

4. APPL DATE YYMMDD	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6.a. DTIC REQUIRED	6.b. GIDEP REQUIRED
881026	A/MICOM		

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 These requirements apply to all software product end items which are acquired for Department of Defense use.

7.3 This data item description supersedes DI-E-1125.

8. APPROVAL LIMITATION	9.a. APPLICABLE FORMS	9.b. AMSC NUMBER
		AMSC A4561

10. PREPARATION INSTRUCTIONS

10.1 Content. The specific documentation/software required and the form in which they shall be furnished (documentation/source/object/executable) shall be delineated on the Contract Data Requirements List ((CDRL), DD Form 1423).

10.2 Media. The specific media on which the documentation/software shall be furnished (e.g., 9 track magnetic tape, tape casette, floppy disk) shall be as specified on the CDRL.

10.3 Format. The format and method used to store and retrieve the documentation/software using the above media and all specific computer compatability requirements shall be as specified on the CDRL.

11. DISTRIBUTION STATEMENT

STATEMENT A. Approved for public release; distribution is unlimited.

DD Form 1664, JUN 86 *Previous Edition Obsolete* Page 1 of 1

DATA ITEM DESCRIPTION

Form Approved
OMB No 0704 0188

1. TITLE	2. IDENTIFICATION NUMBER
Test/Inspection Report	DI-NDTI-80809B

3. DESCRIPTION/PURPOSE

3.1 The test/inspection report is used to document test/inspection results, findings, and analyses that will enable the government or contracting agency to evaluate complaince with system requirements, performance objectives, specifications, and test/inspection plans.

4. APPL DATE YYMMDD	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6.a. DTIC REQUIRED	6.b. GIDEP REQUIRED
970124	F/AFMC-DOP		

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 applicable to engineering (developmental), preliminary qualification, and acceptance training.

7.3 This DID supersedes DI-NDTI-80809A and DI-MISC-80653.

8. APPROVAL LIMITATION	9.a. APPLICABLE FORMS	9.b. AMSC NUMBER
		F7231

10. PREPARATION INSTRUCTIONS

10.1 Format. Contractor format is acceptable. Organize the information required by paragraph 10.2 and its subparagraphs in a manner that facilitates presentation and understanding.

10.2 Content. The test/inspection report shall contain the following information, as applicable.

10.2.1 Cover and Title Page. The following information shall appear on the outside front cover and title page:

a. Report date.

b. Report number {contractor or government}

c. Contractor's name, address, and commercial and government entity code.

d. Contract number and contract line item number or sequence number (if applicable)

e. Type of test/inspection (for example, first article acceptance test, quality conformance inspection, developmental test, qualification test, environmental test).

f. Identification of item tested/inspected.

g. Date or period of test/inspection.

h. Name and address of requiring government activity.

i. Security classification, downgrading and declassifying information if applicable.

10.2.2 Table of Contents. The table of contents shall identify the following:

a. The title and starting page of each major section, paragraph, and appendix of the report.

b. The page, identifying number, and title of each illustration (for example: figure, table, photograph, chart, and drawing).

10.2.3 Introduction. The introduction shall include the following information:

10.2.3.1 Test/Inspection Objective(s). The specific test/inspection objective(s) as specified in the contract tasking document.

10.2.3.2 Item(s) Tested/Inspected. Complete identification of the item(s) tested/inspected including the following:

a. Nomenclature.

b. National stock number.

c. Model number, part number, and serial number.

d. Type of item (for example: prototype, production item, laboratory model).

e. Serial or lot number.

f. Applicable engineering changes.

g. Production item specification, if applicable.

h. Date of manufacture.

10.2.3.3 Test/Inspection Requirements. Complete identification of the test/inspection requirements correlated to contractual requirements including the following:

a. Required test/inspection parameters.

b. Performance requirements, acceptance or compliance limits, and environmental criteria.

10.2.4 Summary. Complete test/inspection report summary including the following:

a. A brief discussion of the significant test/inspection results, observations, conclusions, and recommendations covered in greater detail elsewhere in the report.

b. Proposed corrective actions and schedules for failures or problems encountered.

c. Identification of deviations, departures, or limitations encountered, referenced to the contract requirements.

d. Tables, graphs, illustrations, or charts as appropriate to simplify the summary data.

10.2.5 Reference Documents. Complete identification of all documents referenced in the test/inspection report including the following, as applicable:

a. Prior test/inspection reports on the same item.

b. Test/inspection plans and procedure documents.

c. Prior certifications of compliance.

d. Contractor's file designation where test/inspection records are maintained.

e. Input parameters used.

The applicable issue of the documents cited therein, including their approval dates and dates of any applicable amendments, notices, and revisions, shall be specified in the contract.

10.2.6 Body of Report. The body of the test/inspection report shall be as follows:

10.2.6.1 Test Equipment Identification. Complete identification of each item of test equipment used in the test/inspection including the following:

a. Nomenclature.

b. Model number.

c. Serial number.

d. Manufacturer.

e. Calibration status.

f. Accuracy data.

g. Comments, if applicable.

10.2.6.2 Test/Inspection Facility Installation and Set-Up. Complete description of the physical set-up used in conducting the test/inspection to include the following:

a. Location or orientation of the item.

b. Location, orientation, or settings of test equipment and instrumentation.

c. Location, orientation, or settings of sensors and probes.

d. Location or orientation of interconnections, cables, and hoop-ups.

e. Electrical power, pneumatic, fluidic, and hydraulic requirements.

Drawings, illustrations, and photographs may be used for clarification.

10.2.6.3 Test/Inspection Procedures. Complete description of the procedures used in conducting the test/inspection to include the following:

a. Item selection and inspection that verified suitability for test/inspection.

b. Summarized sequence of testing/inspection steps, including a description of how the item was operated during the test/inspection, and any control conditions imposed.

10.2.6.4 Test/Inspection Results and Analysis. A copy of all test/inspection results and analysis to include the following:

10.2.6.4.1 Recorded Data. The actual recorded data (for example: log book entries, oscillographs, instrument readings, plotter graphs). If the recorded data is extensive, provide it in an appendix.

10.2.6.4.2 Test/Inspection Results. Identification of all test/inspection results to include the following:

a. Matrices comparing results achieved against test/inspection objectives or requirements.

b. A discussion of these matrices as to their significance, and how they compare to any prior tests/inspections.

c. Calculation examples.

d. Discussion of anomalies, deviations, discrepancies, or failures, including their impact, causes, and proposed corrective actions. The discussion shall address discrepancies between design requirements and the tested/inspected configuration.

10.2.6.5 Conclusions. Test/inspection conclusions distinguished between objective and subjective to include the following:

a. The effectiveness of the test/inspection procedures in measuring item performance.

b. The success or failure of the item to meet required test/inspection objectives.

c. The need for repeat, additional, or alternative tests/inspections.

d. The need for item redesign or further development.

e. The need for improved test/inspection procedures, techniques, or facilities.

f. The adequacy and completeness of the test/inspection requirements.

10.2.6.6 Recommendations. Recommendations appropriate to the test/inspection results and conclusions including the following:

a. Acceptability of the item tested/inspected (pass or fail).

b. Additional testing/inspection required.

c. Redesign required.

d. Problem resolution.

e. Test/inspection procedure or facility improvements.

f. Disposition changes required.

g. Documentation changes required.

h. Testing/inspection improvements.

10.2.7 Authentication. The following certifications shall be included as applicable:

10.2.7.1 Authentication of test/inspection results. A statement that the test/inspection was performed in accordance with applicable test/inspection plans and procedures, and that the results are true and accurate. The authentication shall include the signature of the contractor personnel that performed the test(s)/inspection(s), a contractor representative authorized to make such certification, and any government witnesses.

10.2.7.2 Authentication of prior validation. A statement identifying those requirements not tested/inspected or measured that were previously validated. Include identification of the data and method employed for such validation

(for example: prior test/inspection, analytical verification, equivalent item, and so on). The authentication shall include the signature of a contractor representative authorized to make such authentication and any government witness.

10.2.7.3 Authentication of acceptability. A statement that the item tested/inspected either passed or failed item acceptability requirements. This authentication shall include the signature of a contractor representative authorized to make such authentication and any government witness.

10.2.8 Appendicies. Appendicies shall be used to append detailed test/inspection data, drawings, photographs, or other documentation too voluminous to include in the main body of the report. This includes referenced documentation not previously provided by the government, and test/inspection reports from any associated test/inspection activity that may have performed some of the testing/inspecting requirements.

11. DISTRIBUTION STATEMENT

STATEMENT A. Approved for public release; distribution is unlimited.

DATA ITEM DESCRIPTION

Form Approved
OMB No 0704 0188

1. TITLE	2. IDENTIFICATION NUMBER
TRAINING COURSE CONTROL DOCUMENT	DI-ILSS-81075 Note: Modified by NCC

3. DESCRIPTION/PURPOSE

3.1 Describes the training content (subject, topics, tasks), training material, types and durations of instruction and resources required to conduct equipment operation training in classroom and on-site settings.

4. APPL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6.a. DTIC REQUIRED	6.b. GIDEP REQUIRED
901205	SH		

7. APPLICATION/INTERRELATIONSHIP

7.1 Contains the preparation instructions for the content and format of the training course outline, resulting from the work task specified in Task 106.4.1 of MIL-STD-1379.

8. APPROVAL LIMITATION	9.a. APPLICABLE FORMS	9.b. AMSC NUMBER
		N5046

10. PREPARATION INSTRUCTIONS

10.1 Reference Documents. The applicable issue of the documents specified herein, including their approval dates and dates of any applicable amendments, notices and revisions, shall be as specified in the contract.

10.2 Style and Format. The style and format of the Training Course Control Document shall be in accordance with Appendix C of MIL-STD-1379.

10.3 Content. The Training Course Control Document shall contain the following elements:

a. Front Matter.
b. Introduction.
c. Course Descriptive Data.
d. Outline of Instruction Summary.
e. Curriculum Outline of Instruction.
f. Required Resources.

10.3.1 Front Matter. The content shall be in accordance with Appendix C of MIL-STD-1379.

10.3.2 Introduction. This section shall provide a breif overview of the purpose and expected application of the Course Control Document. This section shall cite supporting documents, supersession information, and approval dates.

10.3.3 Training Course Descriptive Data. This section shall provide an overview of the training course and shall include the following information:

a. Course title
b. Location of training
c. Course instructors, their occupational fields and qualifications

d. Course data, consisting of:
   (1) course length
   (2) academic hours
   (3) class start date
   (4) breakdown of classroom/practical application hours
   (5) class size
e. Specialty (occupational skill areas)
f. Purpose (a concise statement of the goals of the training)
g. Course prerequisites (the target audience for which the course is designed and the course's entry prerequisites)

10.3.4 Outline of Instruction Summary. Consists of an outline of each major section or topic of instruction, containing:

a. Classroom and practical application time
b. Time allocated for each topic of discussion
c. Duration in hours
d. Separate schedule listing for classroom and hands-on training

10.3.5 Outline of Instruction. The curriculum training outline shall provide detailed training data for each individual section of the course. The outline shall provide the sequence in which the instruction is to be presented. It shall provide planned time allotments, in hours, for each section, topic of instruction, specific lesson or module. The outline shall contain the following:

a. Purpose. A brief statement of the purpose of the lesson.
b. Hours. Academic hours by type of instruction (i.e., lecture, practical exercise, demonstration, etc.).
c. Tasks and Subjects.
d. Learning Objectives.

10.3.6 Required Resources. A list of items of equipment, publications,

11. DISTRIBUTION STATEMENT
STATEMENT A. Approved for public release; distribution is unlimited.

DATA ITEM DESCRIPTION

Form Approved
OMB No 0704 0188

Public 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.

1. TITLE	2. IDENTIFICATION NUMBER
Accident Prevention Plan (APP)	OT-24206

3. DESCRIPTION/PURPOSE

3.1 This plan identifies steps to be taken by the contractor to assure that no contractor or subcontractor employee employed for any part of the contract will work in unsanitary, hazardous or dangerous working conditions.

3.2 The purpose of this plan is to provide details on the contractor's safety and health policy and program.

4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6.a. DTIC REQUIRED	6.b. GIDEP REQUIRED
970919	N/NCCNAVFACENGCOM		

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 for this data as delineated in the contract.

7.2 This DID is applicable because contractors are responsible for the development and implementation of a safety and health program.

8. APPROVAL LIMITATION	9.a. APPLICABLE FORMS	9.b. AMSC NUMBER

10. PREPARATION INSTRUCTIONS

10.1 Reference documents. The applicable issue of the documents cited herein, including their submission dates, shall be as as specified in the contract.

10.2 Format. The APP shall be in contractor's format.

10.3 Content. The APP shall be site specific and shall include the following sections.

10.3.1 Cover Sheet. Shall contain the names, titles, phone numbers and signatures of the plan preparer, the plan approver, and (to show concurrence) an officer of the firm, the on-site safety representaive, the project engineer, superintendent, and subcontractors.

10.3.2 Responsibilities and Lines of Authority. On-site and off-site contractor personal responsible for job-site safety and who they report to in the company's chain of command shall be identified by name and title.

10.3.3 Subcontractors and Suppliers. The safety responsibilities of subcontractors and suppliers shall be identified.

10.3.4 Medical Support. Describe off-site medical arrangements, and on-site medical support including location of first aid kits.

10.3.5 Physical Qualifications. Describe work assignment procedures used to ensure that contractor personnel are physically, medically and emotionally qualified for performing the duties to which they are assigned.

10.3.6 Personal Protective Equipment (PPE). Include in the APP written instructions to be followed to assure the proper use, selection, and maintenance of PPE (e.g. protective footwear, protective gloves, hard hats, safety glasses, hearing protection, body harnesses, lanyards, respirators, electrical protective equipment) along with any training required for their use.

10.3.7 Safety Inspections. The APP shall state who will conduct safety inspections, when inspections will be conducted, how the inspections will be recorded, the deficiency tracking system being used, follow-up procedures, and any certifications which may be required (e.g. certificate of compliance to be posted on each crane stating that the crane and rigging gear meet applicable OSHA regulations, and that the crane operator is qualified and trained for the operation of the crane to be used).

10.3.8 Equipment Inspection Records. List of major pieces of equipment that will be used on the work site and a list of the safety and certification requirements applicable to them as per the manufacturer's recommendations and the Code of Federal Regulations. List the certification time periods (e.g. annual certification).

(Continued on Page 2)

11. DISTRIBUTION

DISTRIBUTION STATEMENT A: Approved for public release, distribution is unlimited.

Block 10. PREPARATION INSTRUCTIONS (Continued)

10.3.9 Accident Reporting (Mishap Reporting). Identify in the APP by name and title the individual responsible for the following.

a. Accident investigations, reports and logs,

b. Timely notification of any mishaps that result in injury to personnel or damage to material/equipment, and

c. Immediate notification of serious accidents.

10.3.10 Training. The APP shall list the mandatory training and certifications which are applicable to this project (e.g. explosive actuated tools, confined space entry, fall protection, crane operation, vehicle operator, personal protective equipment, welding); list requirements for periodic retraining/certification; outline requirements for supervisory and employee safety meetings; and provide documentation substantiating that equipment operators are properly qualified and state that equipment will be operated only by a qualified operator who has passed a practical examination for that specific type of equipment.

10.3.11 Emergency Response Plan. The APP shall contain the following procedures, duties, maps, names and plans.

a. Emergency escape procedures and emergency escape route assignments (e.g. from buildings, floating cranes).

b. Emergency rescue procedures (e.g. for employees working at heights or in confined spaces).

c. Rescue and medical duties for those employees who are to perform them including the names of on-site contractor personnel trained in first aid and cardiopulmonary resuscitation (CPR).

d. The means of reporting fires and other emergencies (e.g. phone in contractor's on-site trailer to call 911)

e. Sketch or map that will be posted at the job-site indicating the route to the nearest medical facility and hospital.

f. Names and job title of persons who can be contacted for further information of duties under the plan.

g. Spill Containment Plan to contain and isolate the entire volume of a spilled hazardous substance.

h. Person Overboard Plan for work over or immediately adjacent to water, including the wearing of approved life jackets.

10.3.12 Activity Hazard Analysis. Where there is an actual or potential hazard associated with a work activity, define the activity being performed, identify the sequence of work, identify the specific hazard(s) anticipated, and list the control measures to be implemented to eliminate or reduce each hazard to an acceptable level.

10.3.13 Critical Lift Plan. If a lift involves a moderate to high level of risk requiring detail planning and/or special safety precautions.

10.3.14 Hazard Communication Plan. Plan that addresses training (include potential safety and health effects from exposure), labeling, current inventory of hazardous chemicals on site including quantities, and the location and use of Material Safety Data Sheets (MSDS).

10.3.15 Hazardous Energy Control Plan. Outline the procedures used to isolate a system where unexpected energizing, start-up, or release of kinetic or stored energy could occur and cause injury or damage, including use of lockout and tagout devices.

10.3.16 Fall Protection and Prevention Plan. List the fall protection system(s) (guardrail, personal fall arrest, safety net) to be used on the job, and the steps taken to assure that the fall protection system(s) and their anchorage is designed and installed under the supervision of a qualified person, and have the sufficient strength and structural integrity to withstand the potential potential impact energy of an employee free falling the distance permitted by the system.

10.3.17 Fire Protection and Prevention Plan. Outline the contractor's fire prevention program and steps taken to ensure the availability of fire protection and suppression equipment at the job site.

10.3.18 Severe Weather Plan. Procedures for ceasing on-site outdoor operations during lightning, high winds or other severe weather.

10.3.19 Emergency Lighting Plan. Plan to assure that the egress routes from work areas have adequate light during a power failure.

10.3.20 Work Site Lighting Plan. Provide plan for providing adequate illumination of the work areas (e.g. nighttime work).

10.3.21 Drug and Alcohol Prevention Plan. Plan for prevention of alcohol and drug abuse by contractor/subcontractor employees.

10.3.22 Site Sanitation Plan. Plan for supplying adequate drinking water, toilet facilities, washing facilities and waste disposal, and steps taken to ensure all debris is kept cleared from work areas, passageways and stairs, in and around work structures.

10.3.23 Jacking Operations Plan (if applicable). Provide plan assuring safe set-up and use of jacks and/or lifting units at the job-site.

10.3.24 Asbestos Hazard Abatement Plan (if applicable). Submit a detailed plan of the safety precautions to be taken, equipment to be used, and work procedures to be followed in the encapusulation, removal, and proper disposal of materials containing asbestos.

10.3.25 Material Containing Lead Removal Plan (if applicable). Submit a detailed job-specific plan of the work procedures to be used in the removal of material containing lead including environmental sampling and a description of the method of containment.

DATA ITEM DESCRIPTION

Form Approved
OMB No 0704 0188

1. TITLE	2. IDENTIFICATION NUMBER
Conference Minutes	DI-ADMIN-81250A

3. DESCRIPTION/PURPOSE

3.1 Conference minutes provide documentation of technical information provided, and decisions and agreements reached, at meetings.

4. APPL DATE YYMMDD	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6.a. DTIC REQUIRED	6.b. GIDEP REQUIRED
931001	F/ESC/EN-4		

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 supercedes DI-ADMN-81250

8. APPROVAL LIMITATION	9.a. APPLICABLE FORMS	9.b. AMSC NUMBER
		F6969

10. PREPARATION INSTRUCTIONS

10.1 Format. Contractor format is acceptable.

10.2 Content. The minutes shall include the following information:

a. A title page containing the following:
   (1) Title-type of meeting and date
   (2) Identification of the acquisition (system, equipment, contract number) for which the meeting was held.
   (3) Space for signatures of the designated representatives of the contractor and acquistion activity.
   (4) The name of the contractor and address to which the acquistion activity should acknowledge receipt of comments.

b. The purpose and objective of the conference.

c. The conference location

d. A summary of the discussions, decisions, agreements reached, and directions of the conference or individual subcommittees thereof.

e. A list of attendees by name, rank, rate, grade or position, activity represented, activity code, and phone numbers as appropriate.

f. Action items resulting from the conference.

11. DISTRIBUTION STATEMENT

STATEMENT A. Approved for public release; distribution is unlimited.