







Block 14. Repro = electronic submission.

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1. DATA ITEM NO.: A005  
2. TITLE OF DATA ITEM: Conference Agenda  
3. SUBTITLE: Agendas  
4. AUTHORITY: DI-ADMN-81249A  
5. CONTRACT REFERENCE: PWS 5.1.1.6  
6. REQUIRING OFFICE: PM Current  
7. DD250 REQ: LT  
8. APP CODE: N/A  
9. DIST. STATEMENT:  
10. FREQUENCY:  
11. AS OF DATE: N/A  
12. DATE OF FIRST SUB:  
13. DATE OF SUBS:  
14. DISTRIBUTION: B. COPIES: Draft REPRO  
See Block 16 1  
TOTAL: 1  
15. TOTAL: N/A  
16. REMARKS:  
Block 4. Contractor Format

Block 13: Materials due three (3) days prior to event.

Block 14. Electronic submission to the Contracting Officer's Representative identified by the Contracting Officer.

Block 14. Repro = electronic submission.

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1. DATA ITEM NO.: A006  
2. TITLE OF DATA ITEM: Technical Report - Study/Services  
3. SUBTITLE:  
4. AUTHORITY: DI-MISC-80508B  
5. CONTRACT REFERENCE: See Block 16  
6. REQUIRING OFFICE: PM Current  
7. DD250 REQ: LT  
8. APP CODE: N/A  
9. DIST. STATEMENT:  
10. FREQUENCY:  
11. AS OF DATE: N/A  
12. DATE OF FIRST SUB:  
13. DATE OF SUBS:  
14. DISTRIBUTION: B. COPIES: Draft REPRO  
See Block 16 1 1  
TOTAL: 1 0 1  
15. TOTAL: N/A  
16. REMARKS:  
Block 4: Draft shall be in contractor format.

Block 5: PWS paragraphs 5.1.2.2, 5.1.2.2.2., 5.1.3.2.1, 5.1.2.8.1, 5.1.3.3.2, 5.1.4.1.1 and 5.1.4.2.3



14. DISTRIBUTION:

B. COPIES: Draft

FINAL

15. TOTAL: N/A

TOTAL: 0

16. REMARKS:

DRAFT

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GENERAL INSTRUCTIONS APPLICABLE TO ALL DATA ITEMS:

Prepare the reports in Contractor format. Submit all reports using any of the following electronic formats:

(1) Files readable using these Microsoft\* Office XP or Microsoft\* Office 2007 & lower Products: Word, Excel, PowerPoint, or Access. Spreadsheets must be sent in a file format that includes all formulae, macro and format information. Print or scan images of spreadsheets are not acceptable. Please see security note below for caution regarding use of macros.

(2) Files in Adobe PDF (Portable Document Format). Scanners should be set to 200 dots per inch.

(3) Files in HTML (Hypertext Markup Language) Format. HTML documents must not contain active links to Internet websites or web pages for reference information. All linked information must be contained within your electronic report, and be accessible offline.

(4) Other electronic formats. Before preparing your report in any other electronic format, please e-mail the COR, with an email copy-furnished to amsta-idq@tacom.army.mil, to obtain a decision as to the format's acceptability. This e-mail must be received by the COR not later than ten calendar days before the draft report's due date. All alternate methods must be a no cost to the Government.

Notes: Please note that we can no longer accept .zip files due to increasing security concerns."