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MILITARY STANDARD

DATA ITEM DESCRIPTIONS (DIDs), PREPARATION OF

AMSC NO. D3888

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DEPARTMENT OF DEFENSE
Washington, DC 22041-3466

Data Item Descriptions (DIDs), Preparation of

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2. Beneficial comments (recommendations, additions, deletions) and any pertinent data which may be of use in improving this document should be addressed to: Director, Defense Data Management Office, Two Skyline Place, Suite 1403, 5203 Leesburg Pike, Falls Church, VA 22041-3466, by using the self-addressed Standardization Document Improvement Proposal (DD Form 1426) appearing at the end of this document or by letter.

Information Handling Services, 1999
July 27, 1999 05:26:48

CONTENTS

			Page
Paragraph	1.	SCOPE	1
	1.1	Scope	1
	1.2	Applicability	1
	1.3	Classification	1
	2.	REFERENCED DOCUMENTS	2
	2.1	Government documents	2
	2.1.1	Specifications, standards, and handbooks	2
	2.1.2	Other Government documents, drawings, and publications	2
	2.2	Order of precedence	3
	3.	DEFINITIONS	4
	3.1	Acquisition	4
	3.2	Acquisition Management Systems and Data Requirements Control List (AMSDL)	4
	3.3	AMSDL Notice	4
	3.4	Acquisition Management System Control (AMSC) Number	4
	3.5	Content	4
	3.6	Contract	4
	3.7	Contract Data Requirements List (CDRL), DD Form 1423	5
	3.8	Contractor	5
	3.9	Contractual data requirement	5
	3.10	Data	5
	3.11	Data Functional Area	5
	3.12	Data Item Description (DID), DD Form 1664	5
	3.13	Data product	5
	3.14	Defense Technical Information Center (DTIC)	5
	3.15	Director, Defense Data Management Office (DDMO)	5
	3.16	DoD component	5
	3.17	DoD Index of Specifications and Standards (DoDISS)	5
	3.18	Form	6
	3.19	Format	6

Information Handling Services, 1999
July 27, 1999 05:26:48

CONTENTS - Continued

			Page
Paragraph	3.20	Government/Industry Data Exchange Program (GIDEP)	6
	3.21	New DID	6
	3.22	Office of Primary Responsibility (OPR)	6
	3.23	Preparing Activity	6
	3.24	Revised DID	6
	3.25	Source Document	6
	3.26	Tailoring of data requirements	6
	3.27	Technical data	7
	4.	GENERAL REQUIREMENTS	8
	4.1	General	8
	4.2	Types of DIDs	8
	4.2.1	Type I DID	8
	4.2.2	Type II DID	8
	4.2.3	Type III DID	8
	4.3	DID preparation	8
	4.4	DID structure	8
	4.4.1	Self-contained	8
	4.4.2	Abstract-reference	8
	4.5	DID content and format	9
	4.5.1	Work tasks	9
	4.5.2	Classified material	9
	4.5.3	Packaging instructions	9
	4.5.4	Tailoring	9
	4.6	Language style	9
	4.6.1	Style guide	9
	4.6.2	Abbreviations and acronyms	9
	4.6.3	Signs and symbols	10
	4.6.4	Use of "shall," "will," "should," and "may"	10
	4.6.5	Use of "and/or"	10
	4.6.6	Commonly used words and phrases	10
	4.6.7	Prohibited terms	11
	4.7	Paragraph numbering	11
	4.8	Paragraph identification and structure	12
	4.9	Underlining	12
	4.10	Tables	12
	4.10.1	Table numbering and title	12
	4.10.2	Table format	13

Information Handling Services, 1999
July 27, 1999 05:26:48

CONTENTS - Continued

			Page
Paragraph	4.11	Figures	13
	4.11.1	Figure numbering and title	13
	4.11.2	Continuation of figures	13
	4.12	Footnotes	14
	4.12.1	Footnotes to text	14
	4.12.2	Footnotes to tables	14
	4.12.3	Notes to figures	14
	4.13	Foldouts	14
	4.14	Forms	14
	4.15	External documentation	14
	4.16	References	15
	4.16.1	Document references	15
	4.16.2	DID references	15
	4.16.3	Cross reference	15
	4.17	Definitions in a DID	16
	4.18	Page numbering	16
	4.19	Preparation of DID manuscripts for reproduction	16
	5.	DETAILED REQUIREMENTS	17
	5.1	General	17
	5.2	Proposed draft DID	17
	5.3	Preparation of DIDs (DD Form 1664)	17
	5.3.1	General	17
	5.3.2	Block entries	17
	5.3.2.1	Block 1 - TITLE	17
	5.3.2.2	Block 2 - IDENTIFICATION NUMBER	17
	5.3.2.3	Block 3 - DESCRIPTION/PURPOSE	18
	5.3.2.4	Block 4 - APPROVAL DATE	18
	5.3.2.5	Block 5 - OFFICE OF PRIMARY RESPONSIBILITY (OPR)	19
	5.3.2.6	Block 6a - DTIC APPLICABLE	19
	5.3.2.7	Block 6b - GIDEP APPLICABLE	20
	5.3.2.8	Block 7 - APPLICATION/INTERRELATIONSHIP	20
	5.3.2.9	Block 8 - APPROVAL LIMITATION	21
	5.3.2.10	Block 9a - APPLICABLE FORMS	21
	5.3.2.11	Block 9b - AMSC NUMBER	21
	5.3.2.12	Block 10 - PREPARATION INSTRUCTIONS	21
	5.3.2.13	Block 11 - DISTRIBUTION STATEMENT	22

Information Handling Services, 1999
July 27, 1999 05:26:48

CONTENTS - Continued

			Page
Paragraph	6.	NOTES	23
	6.1	Intended use	23
	6.2	Ordering data	23
	6.2.1	Acquisition requirements	23
	6.2.2	Tailoring guidance	23
	6.2.3	Data requirements	23
	6.3	Changes from previous issue	23

FIGURES

			Page
Figure	1.	DD Form 1664	24
	2.	Example of type I DID (First two pages only)	25
	3.	Example of type II DID (first page only)	27
	4.	Example of type III DID without source document (first page only)	28
	5.	Example of abstract-reference DID	29

Information Handling Services, 1999
July 27, 1999 05:26:48

1. SCOPE

1.1 Scope. This standard establishes uniform procedures for the preparation of Data Item Descriptions (DIDs).

1.2 Applicability. The provisions of this standard apply to all DoD components and contractors who are responsible for the preparation of new and revised DIDs intended for use in defense contracts. The provisions of this standard are subject to tailoring guidance (see 6.2.2).

1.3 Classification. This standard covers the following types of DIDs:

Type I - A DID approved for repetitive acquisition use which is associated with a Source Document.

Type II - A DID approved for repetitive acquisition use which is not associated with a Source Document.

Type III - A DID approved for one-time acquisition use which is associated with a unique data requirement applicable to a single contract.

Information Handling Services, 1999
July 27, 1999 05:26:48

2. REFERENCED DOCUMENTS

2.1 Government documents.

2.1.1 Specifications, standards, and handbooks. Unless otherwise specified, the following specifications, standards, and handbooks of the issue listed in that issue of the Department of Defense Index of Specifications and Standards (DoDISS) specified in the solicitation form a part of this standard to the extent specified herein.

STANDARD

MILITARY

MIL-STD-12 - Abbreviations for Use on Drawings, Specifications, Standards and in Technical Documents

2.1.2 Other Government documents, drawings, and publications. The following other Government documents, drawings, and publications form a part of this standard to the extent specified herein.

GOVERNMENT PRINTING OFFICE (GPO)

Government Printing Office Style Manual

(Application for copies should be addressed to the Superintendent of Documents, Government Printing Office, Washington, DC 20402.)

PUBLICATIONS

DEPARTMENT OF DEFENSE

DoDISS	- Department of Defense Index of Specifications and Standards
DoD 5010.12-L	- DoD Acquisition Management Systems and Data Requirements Control List (AMSDL)
DoDI 5000.21	- Forms Management Program
DoD 5200.1-R	- Information Security Program Regulation
SD-1	- Standardization Directory

Information Handling Services, 1999
July 27, 1999 05:26:48

(Copies of specifications, standards, handbooks, and publications required by contractors in connection with specific acquisition functions should be obtained from the contracting activity or as directed by the contracting officer.)

2.2 Order of precedence. In the event of a conflict between the text of this standard and the references cited herein, the text of this standard shall take precedence.

Information Handling Services, 1999
July 27, 1999 05:26:48

3. DEFINITIONS

3.1 Acquisition. The acquiring by contract with appropriated funds of supplies or services (including construction) by and for the use of the Federal Government through purchase or lease, whether the supplies or services are already in existence or must be created, developed, demonstrated, and evaluated.

3.2 Acquisition Management Systems and Data Requirements Control List (AMSDL). A listing of Source Documents and Data Item Descriptions (DIDs) which have been approved for repetitive contractual application in DoD acquisitions and those that have been cancelled or superseded. The AMSDL is identified as DoD 5010.12-L.

3.3 AMSDL Notice. A notice, issued each month in which a new edition of the AMSDL is not published, which updates the AMSDL. The update provides advance information about new, revised, superseded, and cancelled Source Documents and DIDs.

3.4 Acquisition Management Systems Control (AMSC) Number. A control number assigned by the Director, Defense Data Management Office (DDMO) to Source Documents and to Type I and Type II DIDs.

3.5 Content. The desired subject(s), topic(s), or element(s) which constitutes the data product described in Block 10 of the DID (for example, plan, report, list, manual or drawing) under general topics or subject matter which may be further defined into sub-topics.

3.6 Contract. A mutually binding legal relationship obligating the seller to furnish the supplies or services (including construction) and the buyer to pay for them. It includes all types of commitments that obligate the Government to an expenditure of appropriated funds and that, except as otherwise authorized, are in writing. In addition to bilateral instruments, contracts include (but are not limited to) awards and notices of awards; job orders or task letters issued under basic ordering agreements; letter contracts; orders, such as purchase orders, under which the contract becomes effective by written acceptance or performance; and bilateral contract modifications.

Information Handling Services, 1999
July 27, 1999 05:26:48

3.7 Contract Data Requirements List (CDRL), DD Form 1423. A list of the data requirements that are authorized to be acquired for a specific acquisition, which is made a part of the contract.

3.8 Contractor. An individual or organization outside the U.S. Government which has accepted any type of agreement or order for providing research, supplies, or services to a U.S. Government Agency.

3.9 Contractual data requirement. A data requirement which applies by virtue of the terms of a contract.

3.10 Data. Recorded information, regardless of form or characteristics.

3.11 Data Functional Area. An area which has a defined scope based on the functional use of the data. The Data Functional Area designations and scopes are defined in the AMSDL.

3.12 Data Item Description (DID), DD Form 1664. A completed form that defines the data required of a contractor. The form specifically defines the data content, preparation instructions, format, and intended use (see figure 1).

3.13 Data product. Information which is inherently generated as the result of work tasks described in a Source Document or contract. Such information is treated as a separate entity (for example, drawing, specification, manual, report, records, or parts list).

3.14 Defense Technical Information Center (DTIC). The organization that acquires, stores, retrieves, disseminates, and enhances technical information for research and development for Government and industry.

3.15 Director, Defense Data Management Office (DDMO). The individual representing the Secretary of Defense who has been assigned the DoD-wide responsibility for developing and implementing DoD policy for controlling and approving data requirements applied in defense contracts.

3.16 DoD component. The Office of the Secretary of Defense, a military department, or a defense agency.

3.17 DoD Index of Specifications and Standards (DoDISS). The publication that lists federal and military specifications, standards and related standardization documents and non-Government documents that are used by the military departments and agencies.

Information Handling Services, 1999
July 27, 1999 05:26:48

3.18 Form. Any document printed or otherwise reproduced with space for filling in information.

3.19 Format. The desired organization, structure, or arrangement of the content of the data product described by the DID. This term relates to the shape, size, makeup, style, physical organization, or arrangement of the data product described in Block 10 of the DID.

3.20 Government/Industry Data Exchange Program (GIDEP). A cooperative data interchange among Government and industry participants seeking to reduce or eliminate expenditures of time and money by making maximum use of existing knowledge. GIDEP provides a means to exchange certain types of data essential during the life cycle of systems and equipment.

3.21 New DID. A first time generated DID that is not yet listed in the AMSDL.

3.22 Office of Primary Responsibility (OPR). The DoD component activity having the responsibility for the preparation and coordination of DIDs. An OPR may also be a Preparing Activity.

3.23 Preparing Activity. The DoD component activity or the federal civil agency (for federal documents only) responsible for preparation and maintenance of standardization documents or the conduct of study projects.

3.24 Revised DID. A DID currently approved and listed in the AMSDL which undergoes revision subject to the preparation provisions of this standard.

3.25 Source Document. A document listed in the AMSDL and DoDISS that is applied in a solicitation or contract and establishes a data requirement which requires a DID to define the preparation requirements for data content and format.

3.26 Tailoring of data requirements. The deletion of data requirements, from an approved DID or Source Document, that are unnecessary to meet the needs of a specific contract. The tailoring shall be in Block 16 of the DD Form 1423.

Information Handling Services, 1999
July 27, 1999 05:26:48

3.27 Technical data. Recorded information, regardless of form or characteristics, of a scientific or technical nature. It may, for example, document research, experimental, developmental or engineering work; or be usable or used to define a design or process or to acquire, support, maintain or operate materiel. The data may be graphic or pictorial delineations in media such as drawings or photographs; text in specifications or related performance or design type documents; or computer printouts. For purposes of this standard, examples of technical data include research and engineering data, engineering drawings and associated lists, specifications, standards, process sheets, technical reports, catalog item identifications and related information, documentation related to computer software, and computer-generated data bases. Technical data does not include computer software or financial, administrative, cost and pricing, and management data, or other information incidental to contract administration.

Information Handling Services, 1999
July 27, 1999 05:26:48

4. GENERAL REQUIREMENTS

4.1 General. This section covers the general requirements governing the preparation of Data Item Descriptions (DIDs).

4.2 Types of DIDs. DIDs shall be of the types specified in 4.2.1 through 4.2.3.

4.2.1 Type I DID. A Type I DID shall be prepared that describes data preparation instructions applicable to data requirements associated with a Source Document. (For an example of a Type I DID, see Figure 2.)

4.2.2 Type II DID. A Type II DID shall be prepared that describes data preparation instructions applicable to data requirements not associated with a Source Document. (For an example of a Type II DID, see Figure 3.)

4.2.3 Type III DID. A Type III DID shall be prepared for one-time use in a single acquisition. A Type III DID may or may not be associated with a Source Document. (For an example of a Type III DID, see Figure 4.)

4.3 DID preparation. A DID shall be prepared on a DD Form 1664 (see Figure 1) to identify the content and format requirements for data to be prepared for use by the Government under the terms of a contract (see 6.2.3). A DID shall cover a single data product. If the Source Document contains work tasks that generate more than one data product, a separate DID shall be prepared for each data product generated by the Source Document.

4.4 DID structure. Two structures of DIDs are authorized for preparation as follow:

4.4.1 Self-contained. A self-contained DID is a complete description of the data preparation instructions without reference to other documents necessary for preparation. A self-contained DID is preferred because it reduces the number of referenced documents.

4.4.2 Abstract-reference. An abstract-reference DID describes the data by referencing other documents which contain additional preparation instructions for the data. An abstract-reference DID, though not preferred, may be necessary when the volume of the preparation instructions contained in the reference documents precludes extraction for inclusion in the DID or extracting the preparation instructions from the referenced documents would result in a significant loss of context. (See Figure 5 for an example of an abstract-reference DID.)

Information Handling Services, 1999
July 27, 1999 05:26:48

4.5 DID content and format. Each DID shall delineate the data content and format requirements applicable to a data product.

4.5.1 Work tasks. The DID shall not contain any requirements to perform work tasks (for example, inspection or test), or otherwise direct or constrain the data preparation activity. Work tasks associated with the generation of data will be identified in the contract. The DID shall not contain any instructions or provisions to modify or alter the task provisions of any Source Document.

4.5.2 Classified material. DIDs should be designed to avoid unnecessary restrictions in their dissemination. DIDs containing classified material shall be appropriately marked and handled in accordance with DoD 5200.1-R. The title of the DID shall not be classified.

4.5.3 Packaging instructions. DIDs shall not contain packaging instructions for the delivery of data.

4.5.4 Tailoring. DIDs shall be structured to facilitate the tailoring (deletion) of requirements not applicable to a specific acquisition.

4.6 Language style. The content and format preparation instructions of a DID shall be presented in language which is direct and simple. Sentence structure shall be short. The rules of grammar and punctuation shall be followed. The use of standard technical and military terms shall be limited to those absolutely essential for the preparation of the data product.

4.6.1 Style guide. The United States Government Printing Office Style Manual shall be used as a guide for capitalization, spelling, punctuation and other writing style areas where the provisions of this standard are not specific.

4.6.2 Abbreviations and acronyms. The use of abbreviations and acronyms in the DID preparation effort shall be limited to those that are commonly required, specifically known and accepted. Abbreviations shall be in accordance with MIL-STD-12, where applicable. Acronyms shall be the same as those identified in the DID Source Document, when DIDs are associated with a Source Document. The first time an abbreviation or acronym is used in the text of a DID, it shall be in parentheses and be preceded by a full spelling. Abbreviations and acronyms used in tables or figures will be explained by appropriate footnotes when not identified in the DID text.

Information Handling Services, 1999
July 27, 1999 05:26:48

4.6.3 Signs and symbols. Signs and symbols used in a DID shall be limited to those identified in the Source Document. For DIDs not associated with a Source Document, signs and symbols shall be explained in the DID.

4.6.4 Use of "shall," "will," "should," and "may". Use "shall" to express a provision that is binding. "Will" may be used to express a declaration or purpose on the part of the Government. Use "should" and "may" wherever it is necessary to express non-mandatory provisions.

4.6.5 Use of "and/or". The term "and/or" shall not be used.

4.6.6 Commonly used words and phrases. Certain words and phrases are frequently used in a DID. The following rules shall be applied:

(a) Referenced documents shall be cited thus:

(1) "conforming to . . ."
(2) "as specified in . . ."
(3) "in accordance with . . ."

In any case, use the same wording throughout the DID.

(b) In stating limitation, the phrase shall be stated thus: "The data columns shall be not greater than . . ." for maximum limit, or "The data columns shall be not less than . . ." for minimum limit.

(c) Capitalize the words "drawing," "bulletin," etc., only when they are used immediately preceding the number of the document. However, specifications, standards, and handbooks will be identified in the text only by their document identifier, thus: "MIL-E-000" (not "specification MIL-E-000").

(d) Other common phrases in DIDs include:

(1) "As required herein" is used when the DID requirement is self-contained.

(2) "The Report shall specify" is used to describe the content.

(3) "The Plan shall include" is used to express instructions.

(4) "The Report shall address" is also a descriptive phrase expressing instructions.

Information Handling Services, 1999
July 27, 1999 05:26:48

4.6.7 Prohibited terms. The following words and phrases shall not be used in DIDs:

(a) "Unless otherwise specified in the contract." This term indicates an alternative condition to that specified in the approved DID. Since all DIDs are approved to reflect maximum allowable requirements, the only alternative to using the DID as approved is the tailoring out of requirements in block 16 of the DD Form 1423.

(b) "The contractor shall . . ."

(c) ". . . records shall be maintained . . ."

(d) ". . . data shall be prepared . . ."

(e) ". . . data shall be submitted . . ."

(f) ". . . data shall be reviewed . . ."

(g) ". . . data shall be approved by . . ."

(h) ". . . shall include but not be limited to . . ."

(i) ". . . shall include as a minimum . . ."

(j) "Procurement" or "procurement document" shall not be used in the text of a DID. Use the terms "acquisition" or "contract."

4.7 Paragraph numbering. DID paragraphs shall be numbered as follows:

(a) Each paragraph and subparagraph shall be numbered consecutively for every field of information. Numbers shall be separated by a period (.). Using Block 10 as an example, the numbering system is as follows (the same criteria apply to Block 3, 3.1, etc.; and Block 7, 7.1, etc.):

First paragraph.....10.1
First subparagraph.....10.1.1
Second subparagraph.....10.1.2
Second paragraph.....10.2
Third paragraph.....10.3
First subparagraph.....10.3.1
Second subparagraph.....10.3.2
Third subparagraph.....10.3.3

Information Handling Services, 1999
July 27, 1999 05:26:48

(b) Itemization within a paragraph or subparagraph shall be identified by lower-case letters to avoid confusion with paragraph numerals.

(c) For clarify of text, paragraph numbering should be limited to three sublevels, unless additional sublevels are unavoidable.

4.8 Paragraph identification and structure. Each paragraph and subparagraph shall be given a subject identification. The first letter of the first word in the paragraph and subparagraph identification shall be capitalized. Paragraph and subparagraph identifications shall be underlined. Each paragraph module shall be limited to a single item, requirement, or self-contained subelement of information. This procedure will make tailoring easier in the acquisition process. In cases where a subparagraph is a continuation of the specific paragraph subject matter, a separate subject need not be identified in the subparagraph by underlining.

4.9 Underlining. Portions of paragraphs shall not be underlined and words or phrases shall not be capitalized for the sake of emphasis with the exceptions noted in 4.8. Table and figure titles shall be underlined (see 4.10 and 4.11).

4.10 Tables. A table shall be used when information can thus be presented more clearly than in text. Elaborate or complicated tables shall be avoided. References in the text shall be sufficiently detailed to make the purpose of the table clear. The table shall be restricted to information pertinent to the associated text. The tables shall be placed immediately following or within the paragraph containing the first reference. If space does not permit, the table may be placed on the following page. If tables are numerous or their location would interfere with correct sequencing of paragraphs and cause difficulty in understanding or interpretation, they may be placed in numerical order at the end of the DID and before any figures. Information included in tables shall not be repeated in the text.

4.10.1 Table numbering and title. All tables shall be numbered consecutively throughout the DID with Roman numerals in the order of their reference in the text, even if only one table appears in the document, and shall be titled. The word "TABLE" shall be in full capitalization, followed by the Roman numeral and a period followed by the title. The first letter of the title shall be capitalized. Table titles shall be centered above the table and shall be on the same line with the table number. If the title is too long to be typed on one line, the second line shall be aligned with the first letter of the title. If a listing or tabulation appears within a paragraph as an integral part of that paragraph, and obviously does not require a title, the listing or tabulation need not be titled.

Information Handling Services, 1999
July 27, 1999 05:26:48

4.10.2 Table format. Tables shall be boxed in and ruled horizontally and vertically as necessary to assure clarity of the table contents. Lines may be typed or drawn. The contents of a table shall be organized and arranged to show clearly the significance and relationship of the information. If a table is of such width that it would be impractical to place it in its normal vertical position, it may be rotated counterclockwise 90 degrees. If necessary, a table may be reproductively reduced in size provided the legibility and contrast requirements of 4.19 are met.

4.10.3 Continuation of tables. If a table is continued to additional page(s), a horizontal line shall not be drawn at the end of the page, unless the table is a group or method type that requires a line of separation between the groups. When the table is continued to the next page, the title shall be repeated and a dash followed by the word "Continued" at the end of the title (e.g., "TABLE I. Parts list. - Continued"). The entire heading shall be repeated at the top of the page on which the continuation is presented. The table shall be closed with a horizontal line when all information has been entered.

4.11 Figures. A figure shall be clearly related to, and consistent with, the text of the associated paragraph. The figures shall be placed immediately following or within the paragraph containing the first reference to the figure. If figures are numerous or their location would interfere with correct sequencing of paragraphs and cause difficulty in understanding or interpretation, they may be placed in numerical order at the end of the DID following any tables. If the figure is of such width that it would be impractical to place it in its normal vertical position, it may be rotated counterclockwise 90 degrees.

4.11.1 Figure numbering and title. Figures shall be numbered consecutively throughout the DID with Arabic numerals in the order of their reference in the text, even if only one figure is referenced in the document, and shall be titled. Figures added after the highest numbered figure are assigned the next higher Arabic numeral. The word "FIGURE" shall be in full capitalization, followed by the Arabic numeral and a period followed by the title. Only the first letter of the title shall be capitalized. Figure titles shall be centered below the graphic and, if possible, shall be on the same line with the figure number. If the title of the figure is too long to be typed on one line, the second line shall be aligned with the first letter of the title.

4.11.2 Continuation of figures. When a figure is continued on the next page, the number and title shall be repeated below the figure with a dash followed by the word "Continued" at the end of the title.

Information Handling Services, 1999
July 27, 1999 05:26:48

4.12 Footnotes. Footnotes may be used as indicated in 4.12.1 through 4.12.3.

4.12.1 Footnotes to text. Footnotes to the text should be avoided. Their purpose is to convey additional information that is not properly a part of the text. A footnote to the text shall be placed at the bottom of the page containing the reference to it. Footnotes shall be consecutively numbered throughout the DID with Arabic numerals. The Arabic numeral shall also be used to identify the reference in the text.

4.12.2 Footnotes to tables. Footnotes may contain mandatory information that cannot be presented as data within a table. Number footnotes separately for each table as they appear in the table. The symbol "1/", "2/", etc. shall be used and shall be placed immediately following a word and preceding a numeral requiring the footnote. Numbered footnotes are listed in order immediately below the table. Where numerals will lead to ambiguity (for example, in connection with a chemical formula), superior letters, daggers, and other symbols may be used.

4.12.3 Notes to figures. Notes to figures are numbered separately from textual footnotes within the DID. Drafting or dimensional notes are numbered consecutively snd placed below the figure and above the title. The word "NOTES:" is typed in the left margin of the figure and the explanatory information is typed in Arabic number sequence under "NOTES:".

4.13 Foldouts. Foldouts shall not be used.

4.14 Forms. The use of forms in a DID shall be limited to those cases where a form is required to be completed by a contractor in compliance with a specific task stated in the Source Document, or in the contract if there is no Source Document. Forms used as part of the DID requirement to obtain data require prior approval of the appropriate Forms Control Officer, in accordance with the Forms Control and Management requirements specified in DoD Instruction 5000.21, Forms Management Program, and must display the Office of Management and Budget (OMB) Control number 0704-0188.

4.15 External documentation. No external documentation (e.g., attachment, amendments, enclosures, exhibits) shall be physically included as part of a DID.

Information Handling Services, 1999
July 27, 1999 05:26:48

4.16 References.

4.16.1 Document references. References to a document within the DID shall be governed by the following provisions.

(a) Referenced documents shall be limited to those essential to the preparation or clarification of the data procduct.

(b) References to documents which contain requirements for preparation of a data product shall be identified in Block 10.

(c) When the entire contents of a referenced document are not applicable to the data product, the specific applicable paragraph, section, chapter, etc., shall be identified in Block 10. Reference to documents such as MIL-STD-12, which is not in itself a source document, may be included without reference to any specific paragraph, etc., if all the requirements of MIL-STD-12 apply to the data preparation instructions.

(c) When a non-DoDISS document is referenced for guidance in Block 10, Block 7 may be used to identify where copies of the referenced document are available. Complete address, point of contact, and any conditions on availability should be identified.

4.16.2 DID references. References to DIDs shall be governed by the following provisions.

(a) Other DID numbers may be referenced in Block 7 of a DID to identify the relationship to other DIDs to be or not to be applied in conjunction with the acquisition.

(b) Other DID numbers may also be referenced in Block 7 of a DID when such DID numbers represent DIDs being cancelled or superseded by the DID.

(c) Other DID numbers may be referenced in Block 10 of a DID for information guidance only.

4.16.3 Cross reference. Within Block 10, Preparation Instructions, of a DID, reference may be made to another paragraph in the same Block 10 for the purpose of clarifying or tailoring the data product preparation instructions. Such reference shall state the specific paragraph (for example, "see 10.5.2 above" or "see 10.7.1 below"). The word "paragraph" shall not be used.

Information Handling Services, 1999
July 27, 1999 05:26:48

4.17 Definitions in a DID. When the meaning of a word or term is necessary for clarification in Block 10 of a DID, a definition shall be included as parenthetical entry immediately following the word or term. Such definitions should be kept to an absolute minimum.

4.18 Page numbering. The DD Form 1664 and all continuation pages for a single DID shall be numbered sequentially on each sheet; odd numbered pages in the lower right-hand corner and even numbered pages in the lower left-hand corner as follows:

(a) One page DID: "Page 1 of 1 Pages"

(b) Multiple page DID: "Page 1 of 3 Pages"
"Page 2 of 3 Pages"
"Page 3 of 3 Pages"

4.19 Preparation of DID manuscripts for reproduction. DID manuscripts shall be prepared for offset printing. The manuscript shall be typed, single-space on one side only, on DD Form 1664 for the first page, and metric size A4 (8½ by 11 inch) white bond paper for all continuation pages. All pages of the manuscript shall be reduced to page size. All pages of the manuscript shall be of such legibility and contrast that every line, number, letter and character will be clear and readable. On continuation pages, the left and right margins shall be the same as on the DD Form 1664, and the top margin shall be no less than 25 millimeters (1 inch).

Information Handling Services, 1999
July 27, 1999 05:26:48

5. DETAILED REQUIREMENTS

5.1 General. This section contains detailed requirements for the preparation of Data Item Descriptions (DIDs).

5.2 Proposed draft DID. Drafts of proposed DIDs shall carry the following note at the top of the first page:

"PROPOSED DRAFT. DO NOT USE FOR ACQUISITION PURPOSES."

This note shall be deleted from the DID manuscript prior to submittal to the Director, Defense Data Management Office (DDMO), for approval.

5.3 Preparation of DIDs (DD Form 1664).

5.3.1 General. The first page of each DID shall be prepared on the DD Form 1664. When an entry into Block 3, 7, or 10 of the DD Form 1664 requires additional space, the note "(continued on page X)" shall be entered in the block, and the entry shall be continued in appropriate order on a plain sheet of metric size A4 (8½ by 11 inch) bond paper. Headings for the continuation shall identify which block is being continued (e.g., "Block 10, Preparation Instructions (Continued)"), and shall have a line between the continued block and subsequent blocks.

5.3.2 Block entries.

5.3.2.1 Block 1 - TITLE. The Title entry shall provide a meaningful name for the data product using keywords which specifically identify its nature. The Title entry shall be limited to 130 spaces including blank spaces and punctuation. Abbreviations and acronyms shall be limited to those used parenthetically to suffix the spelled-out terminology. The title shall be constructed using the direct reading method and shall employ modifiers necessary for distinctive identification, for example:

"Human Engineering Plan"
"Packaging Design Report"
"Radar Performance Test Data"

5.3.2.2 Block 2 - IDENTIFICATION NUMBER. Leave blank. The Identification Number will be assigned by the Director, DDMO, for approved Type I and Type II DIDs and by the individual Service or Agency Data Management Focal Point for approved Type III DIDs. An example and explanation of the numbering system follows:

Information Handling Services, 1999
July 27, 1999 05:26:48

(a) Type I and Type II DIDs.

DI-CMAN-80013B

- Sequential alpha revision level (I, O, Q, S, X and Z not used)
- Type I And Type II DIDs will be assigned an 80000-series number
- Four character data functional area assignment (see AMSDL for area assignment designations and definitions)
- Data Item

(b) Type III DIDs

OT-12068

- Type III DIDs will be assigned a four or five digit number from the proponent Service or Agency's block of assigned numbers
- One-Time

5.3.2.3 Block 3 - DESCRIPTION/PURPOSE. The Description/Purpose entry shall present a concise description (abstract of the data content requirements and shall present the purpose for which the data is acquired, for example:

> "3.1 This plan describes the contractor's maintainability program, how it will be conducted, and the controls and monitoring provisions levied on subcontractors and vendors. The principal use is to provide the contracting activity a basis for review and evaluation of the maintainability program and its proposed components."

5.3.2.4 Block 4 - APPROVAL DATE. Leave blank. The Approval Date will be assigned by the Director, DDMO, to approved Type I and Type II DIDs and by the individual Service or Agency Data Management Focal Point to approved Type III DIDs. For example:

Information Handling Services, 1999
July 27, 1999 05:26:48

880701
- Day
- Month
- Year

5.3.2.5 Block 5 - OFFICE OF PRIMARY RESPONSIBILITY (OPR). The Office of Primary Responsibility (OPR) having responsibility for preparation of the DID shall be identified as follows:

(a) If the preparer of the DID is the Preparing Activity (PA) of the Source Document, the PA Code as identified in the SD-1, Standardization Directory, shall be entered.

(b) If the preparer of the DID is not the Preparing Activity (PA) of the Source Document, or the DID does not have a Source Document, the Component and Organizational Code shall be entered in accordance with the following:

Component	Component Code	Sample of Organizational Codes
U.S. Army	A	AMCPD-SE
U.S. Navy	N	SEA-55Z21
U.S. Air Force	F	AFSC-PLX
U.S Marine Corps	M	LMA
Defense Logistics Agency	S	SCT
National Security Agency	G	T-213
Defense Communications Agency	K	(Not required)
Defense Intelligence Agency	L	(Not required)
Defense Mapping Agency	B	(Not required)
Defense Nuclear Agency	H	(Not required)
Office of the Secretary of Defense	D	DDMO

5.3.2.6 Block 6a - DTIC APPLICABLE. The DTIC Applicable entry shall be an X when copies of the data are required to be submitted by a Government organization or the contractor to the Defense Technical Information Center (DTIC). Otherwise, this block shall be left blank. If an X appears in Block 6a, the following address shall be inserted in Block 7 of the DID:

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

Information Handling Services, 1999
July 27, 1999 05:26:48

5.3.2.7 Block 6b - GIDEP APPLICABLE. The GIDEP Applicable entry shall be an X when copies of the data are required to be submitted by a Government organization or the contractor to the Government-Industry Data Exchange Program (GIDEP). Otherwise, this block is left blank. If an X appears in Block 6b, the following address shall be entered in Block 7 of the DID:

Program Director
GIDEP Operations Center
Corona, CA 91720-5000

5.3.2.8 Block 7 - APPLICATION/INTERRELATIONSHIP. Information shall be entered in this block to assist Government personnel in the proper selection and application of the DID. For Type I DIDs, the Source Document and paragraph(s) therein shall be identified that contain the task(s) that generate the data product. For Type II DIDs, a statement shall be included that the data product is generated by a task requirement of the contract. Where appropriate, other data items which have a significant relationship with the data item and any special guidance on its mandatory, typical or restricted use shall be listed, by DID number. For example, this block shall state if the DID should never be used when another DID is applied in the same contract, if it is used in conjunction with other DIDs, or never used in certain acquisition phases, etc. In a separate paragraph, those DIDs being cancelled or superseded by the new or revised DID shall be listed.

(a) Type I DIDs. An example of a completed Block 7 for a Type I DID follows:

"7.1 This Data Item Description contains the format and content preparation instructions for data resulting from the work task described by 4.5.1 of MIL-STD-810D.
7.2 This DID is applicable to equipment environmental tests which include design evaluation tests, operational worthiness tests, and qualification tests.
7.3 The 'Final Test Report' serves as the final documentation of a specific environmental test program and shall be contractually required only one time.
7.4 This DID supersedes DI-T-5143A, DI-R-5246, and UDI-T-20486."

(b) Type II DIDs. An example of a completed Block 7 for a Type II DID follows:

"7.1 This Data Item Description 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 shall not be applied in contracts when DI-ADMN-80273 or DI-HFAC-80161B are used.
7.3 This DID supersedes DI-A-30713."

Information Handling Services, 1999
July 27, 1999 05:26:48

(c) Type III DIDs. The requirements of 5.3.2.8 are applicable to Type III DIDs, except for supersession and cancellation information. Additionally, a statement that the DID is for one-time use in a specific contract which identifies the solicitation or contract number shall be included. An example of a completed Block 7 for a Type III DID follows:

"7.1 This Data Item Description contains the format and conten preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.
7.2 This DID is for one-time use for solicitation N00024-XX-X-XXXX."

5.3.2.9 Block 8 - APPROVAL LIMITATION. Leave blank for Type I and Type II DIDs. The Director, DDMO, will specify any approval limitations. For Type III DIDs, identify the solicitation or contract number.

5.3.2.10 Block 9a - APPLICABLE FORMS. Identify by numeric nomenclature all forms required to be completed by the contractor in the preparation of the data product.

5.3.2.11 Block 9b - AMSC NUMBER. Leave blank. The Director, DDMO, will assign a separate Acquisition Management Systems Control (AMSC) number to each approved Type I and Type II DID. An AMSC number will not be assigned to Type III DIDs.

5.3.2.12 Block 10 - PREPARATION INSTRUCTIONS. This block contains the only portion of the DID that represents the contractual requirement to be imposed on the contractor. Therefore, the Preparation Instructions shall be a clear, complete, and maximized delineation of the data content and format requirements.

(a) Type I, II, and III DIDs which identify reference documents shall have the following standard 10.1 paragraph:

"10.1 Reference 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."

(b) When necessary to optimize the data preparation instructions, phrases necessary to identify the specific requirements of a DoD Component, Agency, or organizational element (e.g., "For AFLC Only") may be utilized.

Information Handling Services, 1999
July 27, 1999 05:26:48

5.3.2.13 Block 11 - DISTRIBUTION STATEMENT. Unless classified, all new or revised DIDs shall cite the appropriate distribution statement. Except in special situations where there has been prior coordination with the Director, DDMO, the statement shall be as follows:

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

Information Handling Services, 1999
July 27, 1999 05:26:48

6. NOTES

6.1 Intended use. DIDs conforming to the requirements of this standard are intended for use as military standardization documents and are listed in the AMSDL.

6.2 Ordering data.

6.2.1 Acquisition requirements. Acquisition documents should specify the following:

(a) The Type(s) of DID(s) to be prepared.

(b) The OPR of the DID(s).

(c) The DTIC/GIDEP application.

6.2.2 Tailoring guidance. If "final" master manuscript is not to be a delivered contractual product, delete paragraph 4.19.

6.2.3 Data requirements. When this standard is used in an acquisition which incorporates a DD Form 1423, Contract Data Requirements List (CDRL), the data requirements identified below will be developed as specified by an approved Data Item Description (DD Form 1664) delivered in accordance with the approved CDRL incorporated into the contract. When the provisions of DoD FAR Supplement, Part 27, Sub-Part 27.410-6 are invoked and the DD Form 1423 is not used, the data specified below will be delivered by the contractor in accordance with the contract or purchase order requirements.

Paragraph No.	Data requirement title	Applicable DID No.
4.3	Preparation of Data Item Description (DID), DD Form 1664	DI-MISC-80000

(Copies of data item descriptions required by the contractors in connection with specific acquisition functions should be obtained from the Naval Publications and Forms Center or as directed by the contracting officer.)

6.3 Changes from previous issue. Asterisks or vertical lines are not used in this revision to identify changes with respect to the previous issue due to the extensiveness of the changes.

Information Handling Services, 1999
July 27, 1999 05:26:48

DATA ITEM DESCRIPTION				Form Approved OMB No. 0704-0188
2. TITLE			1. IDENTIFICATION NUMBER	
3. DESCRIPTION / PURPOSE				
4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
7. APPLICATION / INTERRELATIONSHIP				
8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER		
10. PREPARATION INSTRUCTIONS				
11. DISTRIBUTION STATEMENT				

DD Form 1664, JUN 86 *Previous editions are obsolete.* PAGE ___ OF ___ PAGES

FIGURE 1. DD Form 1664

Information Handling Services, 1999
July 27, 1999 05:26:48

DATA ITEM DESCRIPTION

Form Approved
OMB No. 0704-0188

2. TITLE	1. IDENTIFICATION NUMBER
HUMAN ENGINEERING TEST PLAN	DI-HFAC-8XXX1

3. DESCRIPTION/PURPOSE

3.1 This plan details the proposed testing to demonstrate that the personnel-equipment/software combination can accomplish the intended operation and maintenance functions in accordance with system specifications. This plan serves as the principal means of planning for validation of human performance requirements, accuracy of personnel criteria, adequacy of training, and acceptability of design of the personnel-equipment/software interface.

4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE
880701	MI		

7. APPLICATION/INTERRELATIONSHIP

7.1 This DID contains the format and content preparation instructions for the Human Engineering Test Plan (HETP) resulting from the work task described by 3.2.3.1 of MIL-H-46855B.

7.2 This DID is applicable to the acquisition of military systems, equipment, and facilities.

7.3 It is not intended that all the requirements contained herein should be applied to every program or program phase. Portions of this DID are subject to (Continued on Page 2)

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER
		A3058

10. PREPARATION INSTRUCTIONS

10.1 General. The Human Engineering Test Plan (HETP) shall document in detail the contractor's plan for gathering and analyzing data to show that the system, when fielded, will satisfy four criteria:

a. All human performance requirements for operations and maintenance can be performed to an acceptable level or standard under conditions of expected use;

b. The human performance requirements for operations and maintenance can be performed reliably by personnel reasonably representative of the military personnel who will ultimately perform them;

c. Both the cost (in terms of all resources required) and some measure (based on human performance time and error data) of prospective effectiveness of the contractor's training program for operations and maintenance are known; and

d. The design of system hardware and software facilitates efficient, safe, and accurate human performance.

10.2 Content requirements.

10.2.1 Introductory information. Introductory information shall include the following:

a. Title descriptive of each test to be conducted.
b. Identification of equipment (or concept) being tested. (Continued on Page 2)

11. DISTRIBUTION STATEMENT

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

DD Form 1664, JUN 86 *Previous editions are obsolete.* PAGE 1 OF 4 PAGES

FIGURE 2. Example of Type I DID (first two pages only)

Information Handling Services, 1999
July 27, 1999 05:26:48

Block 7, Application/Interrelationship (Continued)

deletion tailoring depending upon the program phase in which it is applied in the solicitation/contract.

7.4 This DID is related to DI-HFAC-8XXX2, Human Engineering Program Plan, DI-HFAC-8XXX3, Critical Task Analysis Report, and DI-HFAC-8XXX4, Human Engineering Test Report.

7.5 This DID supersedes DI-H-7053.

Block 10, Preparation Instructions (Continued)

c. Statement of the task groups (or portions thereof) being reported.
d. Purpose of tests.
e. Objective(s) of tests (if different from subparagraph d. above).

10.2.2 Test design. Identification of test conditions, performance measures, sample sizes, and sequence of test events.

10.2.3 Test methods and controls. Description of procedures to be followed in conducting each test. Explanation of how environmental variables and other factors which could affect the performance measures will be controlled or described, including where relevant:

a. Noise.
b. Illumination level.
c. Shock and vibration.
d. Air temperature and humidity.
e. Ventilation.
f. Exposure to toxic or hazardous substances.

10.2.4 Test participants. General description of the personnel population from which test participants will be selected. Identification and justification of test participant selection criteria. Identification of methods by which data describing actual test participants will be gathered, including, where relevant:

a. Age.
b. Weight.
c. Sex.
d. Body dimensions relevant to performance tasks.
e. Visual acuity.
f. Hearing level.
g. Existence of physical disabilities.
h. Educational and work experience.
i. Prior experience relevant to performance tasks.

Page 2 of 4 Pages

FIGURE 2. Example of Type I DID (first two pages only) - Continued

Information Handling Services, 1999
July 27, 1999 05:26:48

DATA ITEM DESCRIPTION

Form Approved
OMB No. 0704-0188

2. TITLE	1. IDENTIFICATION NUMBER
CONTRACT FUNDS STATUS REPORT	DI-FNCL-8XXXX

3. DESCRIPTION/PURPOSE

3.1 The Contract Funds Status Report (CFSR), DD Form 1586, Figure 1, is designed to supply funding data about Defense contracts to system managers for (a) updating and forecasting contract fund requirements; (b) planning and decision making on funding changes in contracts; (c) developing fund requirements and budget estimates in support of approved programs, (d) determining funds in excess of contract needs and available for deobligation, and (e) obtaining rough estimates of termination costs.

4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE
880701	D/OASD(C)		

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 The CFSR is applicable to contracts over $100,000 in value and 6 months in duration. It is not normally applicable to firm-fixed price contracts except for unpriced portions of such contracts that are estimated to be at least twenty (20) percent of the initial contract value, and except for firm-fixed price contracts which represent a major system acquisition or a major component thereof.

(Continued on Page 2)

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER
	DD Form 1586	D0046

10. PREPARATION INSTRUCTIONS

10.1 Specific instructions.

10.1.1 Item 1 - CONTRACT NUMBER. The assigned contract number and the latest modification number on which contractual agreement has been reached shall be entered.

10.1.2 Item 2 - CONTRACT TYPE. The type of contract shall be entered, for example:

Cost Plus Fixed Fee (CPFF)
Fixed Price Incentive (FPI), etc.

10.1.3 Item 3 - CONTRACT FUNDING FOR. The applicable type shall be entered as follows:

Multi-Year Procurement (MYP)
Incrementally Funded Contract (IFC)
Contract for a Single Year (SYC)

10.1.3.1 For FY. For contracts which are financed with funds appropriated in more than one fiscal year, a report is required for each fiscal year's funds where the separate year's funds in the contract are associated with specific quantities of hardware or services to be furnished. The fiscal year(s) being reported will be shown in this block and that year's share of the total target prices (initial and adjusted) will be shown in Items 9 and 10.

(Continued on Page 2)

11. DISTRIBUTION STATEMENT

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DD Form 1664, JUN 86 *Previous editions are obsolete.* PAGE 1 OF 9 PAGES

FIGURE 3. Example of Type II DID (first page only)

Information Handling Services, 1999
July 27, 1999 05:26:48

DATA ITEM DESCRIPTION

Form Approved
OMB No. 0704-0188

2. TITLE	1. IDENTIFICATION NUMBER
GENERIC CODING SCHEME REPORT	OT-5XXXX

3. DESCRIPTION/PURPOSE

3.1 The report on generic coding scheme for MIL-STD-961 describes the tagging structure (generic tags), the hierarchy or relationship of the tags, basic generic processing instructions, and error checking procedure.

3.2 The report will be used for an in-process review of the coding scheme being developed to ensure that the coding scheme will meet the requirements of the contract.

4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE
880701	D/DSPO		

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 This DID is for one-time use for solicitation DLA600-88-C-XXXX.

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER
Limited to solicitation DLA600-88-C-XXXX		

10. PREPARATION INSTRUCTIONS

10.1 Reference document. 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 report shall be in contractor's format.

10.3 Content. The report shall contain the following:

10.3.1 Name of elements developed from analysis of MIL-STD-961 and conforming documents.

10.3.2 Tag name.

10.3.3 Relationship or place in document hierarchy of tag; example could be the (DOCTYPE) element name and it is the highest element on the document tree.

10.3.4 Basic generic processing instructions; for example, the text associated with the (DOCTITLE) element is used to generate the running head on all left hand pages throughout the document.

10.3.5 Error checking procedures; for example, the (SCOPE) element is required in all specification documents and if it is not found an error is generated.

11. DISTRIBUTION STATEMENT

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

DD Form 1664, JUN 86 *Previous editions are obsolete.* PAGE 1 OF 1 PAGES

FIGURE 4. Example of Type III DID

Information Handling Services, 1999
July 27, 1999 05:26:48

DATA ITEM DESCRIPTION

Form Approved
OMB No. 0704-0188

2. TITLE	1. IDENTIFICATION NUMBER
CRITICAL ITEM PRODUCT FABRICATION SPECIFICATION	DI-CMAN-8XXX3

3. DESCRIPTION / PURPOSE

3.1 This specification is required when a detailed design disclosure is necessary or when it is considered that adequate performance can be achieved by adherence to a set of detail drawings and required processes.

4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE
880701	10		

7. APPLICATION / INTERRELATIONSHIP

7.1 This DID contains the format and content preparation instructions for the Critical Item Product Fabrication Specification resulting from the work task described by 3.1.3.3.2.2 of MIL-STD-490.

7.2 This DID is applicable to the acquisition of military systems and equipment.

7.3 This specification is a part of the integrated approach to configuration management, and supports the system specification as described by DI-CMAN-8XXX1. (Continued on Page 2)

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER
		F4321

10. PREPARATION INSTRUCTIONS

10.1 Reference 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. This specification shall be prepared in the format of Appendix X of MIL-STD-490. Further, it shall be a Form 1a specification in accordance with 3.3.1.1 of MIL-S-83490.

10.3 Content. This specification shall establish the product configuration requirements peculiar to the production, testing, quality control, preparation for delivery, and acceptance of each critical item. It shall provide a detailed description of the components of the product, and those performance requirements and tests and inspections necessary to assure proper fabrication, adjustment, and assembly techniques. Specific content requirements shall be as specified in Appendix X of MIL-STD-490.

11. DISTRIBUTION STATEMENT

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

DD Form 1664, JUN 86 *Previous editions are obsolete.* PAGE 1 OF 2 PAGES

FIGURE 5. Example of abstract-reference DID

Information Handling Services, 1999
July 27, 1999 05:26:48

Custodians:
Army - MI
Navy - SH
Air Force - 10
DLA - DH

Preparing Activity:
OSD - SD
(Project MISC-0049)

Review activities:
Army - AM, AR, AT, AV, CR, EA, ER, GL, ME, SC, SM, TM
Navy - AS, EC, MC, NM, OM, OS, SA, TD, YD
Air Force - 01, 14, 16, 20, 25, 26
DLA - CS, ES, GS, IS
DNA - DS
NSA - NS
DMA
DIA

User activities:
Air Force - 23
DCA - DC

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Information Handling Services, 1999
July 27, 1999 05:26:48