

## DATA ITEM DESCRIPTION

Form Approved  
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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.

<b>1. TITLE</b>  SERVICE ENGINEERING REPORT (SER)	<b>2. IDENTIFICATION NUMBER</b>  DI-MISC-81384
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**3. DESCRIPTION/PURPOSE**

3.1 The SER provides contract status, documentation of technical progress required by the project engineer at significant milestones during contract performance, and technical documentation of work performed.

<b>4. APPROVAL DATE</b> (YYMMDD)  940309	<b>5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)</b>  N/PMA(F)-227	<b>6a. DTIC APPLICABLE</b>	<b>6b. GIDEP APPLICABLE</b>
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**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 shall be tailored for each application.

<b>8. APPROVAL LIMITATION</b>	<b>9a. APPLICABLE FORMS</b>	<b>9b. AMSC NUMBER</b>  N6986
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**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. Contractor format is acceptable.

10.3 Content. The Service Engineering Report (SER) shall contain one or more of the following:

10.3.1 Status Letter. The status letter is a periodic report on the status of the contract and shall contain the following:

a. Special Markings. Status letters shall be handled and marked in accordance with applicable security regulations. The contract number shall be included in the subject of the letter.

b. Technical.

(1) Identification of each project or task.

(2) Progress during reporting period. Brief discussion of problems encountered during reporting period.

(3) Comparison of actual to scheduled progress, and explanation for variance.

(4) Plans for subsequent reporting period.

(5) Forecast for any modifications projected as a result of findings.

(Continued on Page 2)

**11. DISTRIBUTION STATEMENT**

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

## Block 10, Preparation Instructions (Continued)

c. Budgetary.

- (1) Brief review for each contract task and subtask of costs incurred to date.
- (2) Compare costs incurred on each contract task and subtask to scheduled expenditure during reporting period.
- (3) Total estimated costs to complete each contract task and subtask.
- (4) Forecast of contract extensions or overruns.

10.3.2 Interim engineering progress record. Reflects the technical progress under the contract, the results achieved to date, the forecasted implication based on these results, and significant milestones. The following shall be included:

a. Title sheet.

- (1) Originating activity: The name and address of the contractor.
- (2) Security classification. The overall security classification and an indication whether "restricted data" is included. Mark in accordance with the security classification assigned contractually and DoD 5220.22M, Industrial Security Manual.
- (3) Title. Print in uppercase letters and, if classified, include the classification in parentheses following the title.
- (4) Author(s). Name(s) of the author(s) (last, first, and middle initial).
- (5) Reporting period. The first and last dates covered.
- (6) Publication date. Date of publication.
- (7) Project number. The appropriate contract task or subtask number.
- (8) Originator's record number. The contractor's official unique record number for the document.
- (9) Special note. Enter the following note: "The interim engineering progress record describes technical progress only, and does not represent recommendations or conclusions of the requesting agency."

b. Abstract. The abstract summarizes and highlights the major points of the record. It may include the purpose, scope, methods of original documentation, results, conclusions, and recommendations.

c. Table of contents. Self explanatory.

d. Main body of record. Include the following (if any information is voluminous, it may be incorporated in an appendix):

- (1) Describe and discuss the significant results of investigations, both positive and negative.
- (2) Complete step-by-step instructions for repeating the most significant investigations.
- (3) The status of investigations currently in progress.
- (4) A separate "materials section" in the record when investigations of basic materials are performed.
- (5) Graphs and exhibits may be used to depict the work performed.

e. Summary. Inclusion of a summary is optional and should depend on the length and complexity of the record.

## Block 10, Preparation Instructions (Continued)

f. Conclusions. Discuss the logical conclusions which result from an analysis of the factual data obtained during the investigations. If no conclusions are reached, so state.

g. Recommendations. Describe actions to be taken based on results of the investigation to date.

h. Additional sections. A preface, bibliography, glossary of symbols, list of illustrations, list of previous publications, appendix, and index may be added.

10.3.3 Final engineering report. Identifies the problem, the purpose of the investigation, the assumptions made and justifications supporting them, the methods, step-by-step procedures, equipment, facilities, and written research sources, data, and mathematical computations used in various parts (both successful and unsuccessful) of the investigation. It shall include the results (both expected and unexpected) of the investigation with factual and theoretical explanations of the report. The final engineering report shall include recommendations drawn from the conclusions reached. The following shall be included:

a. Cover.

(1) Originating activity: The name and address of the contractor.

(2) Report security classification. The overall security classification of the report and an indication whether "restricted data" is included. Mark in accordance with the security classification assigned contractually and DoD 5220.22M, Industrial Security Manual.

(3) Report title. Print in uppercase letters and, if classified, include the classification in parentheses following the title.

(4) Type of report. Enter "Final Engineering Report".

(5) Report date. Date of publication.

(6) Project number. The appropriate contract task of subtask number.

(7) Originator's report number. The contractor's official unique report number for the document.

b. Title sheet. The title sheet shall reflect all of the information on the front cover plus the following information:

(1) Author(s). Name(s) of the Author(s) (last, first, and middle initial).

(2) Reporting period. The first and last dates covered.

(3) Publication date. Date of publication of the report.

(4) Special Note. Enter the following note: "The final engineering report is published as a final technical report; but does not bear the endorsement of the requesting agency."

c. The prefatory section. The prefatory section shall include the following headings:

(1) Foreword.

(2) Executive summary.

(3) Table of contents.

(4) List of appendices, illustrations, tables, symbols, and abbreviations.

d. Main body. The main body shall consist of the following:

(1) Introduction. Describe the purpose, scope, and an overview of the process performed to obtain the data.

(2) Findings section. A complete list of the data generated and step-by-step

## Block 10, Preparation Instructions (Continued)

instructions for repeating the most significant investigations. (If any information is voluminous, it may be incorporated in an appendix).

(3) Summary and conclusions section. Describe and discuss the significant results of investigations, both positive and negative. Discuss the logical conclusions which result from an analysis of the factual data obtained during the investigations. If no conclusions are reached, so state. Graphs and exhibits may be used to depict work performed.

(4) Recommendations. Describe actions based on results of the investigation. Further studies may be included.

e. Supplemental sections. The supplemental section may consist of appendices, a material section, a glossary, a bibliography, an index, a distribution list, supporting data and any other material which supplies vital details for the reader. Examples are additional detailed description, explanatory matter, extensive test data, complex mathematical derivations, and reproduction of additional tables, illustrations, charts, and graphs which are referenced frequently in the body of the report.

(1) A materials section shall be included when data on materials, process development, and evaluations therefrom are made in support of the objective of the work. It may include such information pertaining to coating, electrodeposition, elastomers, adhesives, metals, plastics, fuels, lubricants, design data on materials (not items), textiles, ceramics, glass, and other materials.

(2) Supply service engineering contractor report supporting data generated during performance of the engineering task as defined in the contract. Identify each engineering by-product on an outer cover with a brief descriptive name, the number of the government contract under which it was produced, and the name and location of the government engineering activity from which the contract was let. Supply all of the supporting engineering by-product data generated during the life of the contract.