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DEPARTMENT OF DEFENSE
STANDARD PRACTICE

DATA ITEM DESCRIPTIONS (DIDs)

AMSC 9502 **AREA STDZ**

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FOREWORD

1. This standard is approved for use by all Departments and Agencies of the Department of Defense (DoD).

2. This standard covers the format and content requirements for all DoD Data Item Descriptions (DIDs) applicable to all DoD Services/Agencies and contractors who are responsible for the preparation of new and revised DIDs intended for use in defense contracts.

3. This standard is to comply with the provisions of Public Law 104-12, Paperwork Reduction Act of 1995.

4. Comments, suggestions, or questions on this document should be addressed to the Defense Standardization Program Office (DSPO), 8725 John J. Kingman Road, Stop 5100, Fort Belvoir, VA 22060-6233, or e-mailed to DSPO@dla.mil. Since contact information can change, you may want to verify the currency of this information by looking up Standardization Code SO in the ASSIST Online database (SD-1 Contacts module) at https://assist.dla.mil.

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1. SCOPE

1.1 Scope. This standard establishes format and content requirements for the preparation of new and revised Data Item Descriptions (DIDs) prepared either by DoD activities or by contractors for the DoD intended for use in defense contracts. It also establishes the format and content requirements for the preparation of DID cancellation notices.

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

Repetitive Use DIDs – Approved for repetitive use on contracts for more than one acquisition program (see Figure 1).

One-Time DIDs - Approved for one-time acquisition use associated with a unique data requirement applicable to a single contract, or to multiple contracts associated with a single acquisition program, or when time constraints preclude preparation and approval of a repetitive use DID (see Figure 2).

2. APPLICABLE DOCUMENTS

2.1 General. The documents listed in this section are specified in sections 3, 4, or 5 of this standard. This section does not include documents cited in other sections of this standard or recommended for additional information or as examples. While every effort has been made to ensure the completeness of this list, document users are cautioned that they must meet all specified requirements of documents cited in sections 3, 4, or 5 of this standard, whether or not they are listed.

2.2 Government documents.

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

UNITED STATES GOVERNMENT PRINTING OFFICE (GPO)

United States Government Printing Office Style Manual

(Copies of this document are available online at www.access.gpo.gov or from the Superintendent of Documents, U.S. Government Printing Office, North Capitol & "H" Streets, N.W., Washington, DC 20402-0002.)

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DEPARTMENT OF DEFENSE

DoDI 7750.07	- DoD Forms Management Program
DoD 5200.1-R	- Information Security Program

(Copies of these documents are available online at http://www.dtic.mil/whs/directives.)

DEFENSE STANDARDIZATION PROGRAM OFFICE

SD-1	- Standardization Directory

(Copies of this document are available online at http://quicksearch.dla.mil/ or from the Standardization Document Order Desk, 700 Robbins Avenue, Building 4D, Philadelphia, PA 19111-5094).

2.3 Non-Government publications. The following documents form a part of this document to the extent specified herein. Unless otherwise specified, the issues of these documents are those cited in the solicitation or contract.

AMERICAN SOCIETY OF MECHANICAL ENGINEERS (ASME)

ASME Y14.38	Abbreviations and Acronyms

(Copies are available from www.asme.org or ASME Information Central Orders/Inquiries, P.O. Box 2300, Fairfield, NJ 07007-2300.)

INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS (IEEE)

IEEE 260.1	Letter Symbols for Units of Measurement (SI Units, Customary Inch-Pound Units)

(Copies are available from www.ieee.org or IEEE Service Center, 445 Hoes Lane, Piscataway, NJ 08854-1331.)

2.4 Order of precedence. Unless otherwise noted herein or in the contract, in the event of a conflict between the text of this document and the references cited herein, the text of this document takes precedence. Nothing in this document, however, supersedes applicable laws and regulations unless a specific exemption has been obtained.

3. DEFINITIONS

3.1 Acquisition. The acquiring, by contract with appropriated funds, of supplies or services by and for the use of the Government, which are already in existence or must be created, developed, demonstrated, and evaluated.

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3.2 Acquisition Management Systems Control (AMSC) Number. A control number assigned by the ASSIST Automated Document Number Module which indicates that a data item description (DID) or a defense specification or standard that cites DIDs has been cleared for use by the DoD.

3.3 ASSIST. The official database containing information about standardization documents (to include DIDs) used in the DoD. ASSIST also provides electronic access to government documents included in the database over the Internet. ASSIST can be accessed at https://assist.dla.mil/online/start/.

3.4 Content. The desired subject(s), topic(s), or element(s) which constitutes the data product described in the DID (for example, a string of defined data elements for entry into a Government database; a listing of paragraph titles or topics for inclusion in a data deliverable) under general topics; or subject matter which may be further defined into sub-topics.

3.5 Contract. A mutually binding legal relationship obligating the seller to furnish the supplies or services and the buyer to pay for them. It includes all types of commitments that obligate the Government to an expenditure of appropriated funds and, 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.

3.6 Contract Data Requirements List (CDRL), DD Form 1423. The standard format for identifying potential data requirements in a solicitation and deliverable data items in a contract.

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

3.8 Contractual data requirement. A requirement for contractor-prepared data that is applied by virtue of the terms of a contract.

3.9 Data. Recorded information, regardless of form or method of recording.

3.10 Data Item Description (DID). A standardization document that defines the data required of a contractor. The document specifically defines the data content, format, and intended use. (see Figures 1, 2, and 3).

3.11 Data Item Description Approval Authority (DID-AA). The organization in each Military Department/Defense Agency with delegated responsibility to approve new, revised, and cancelled data item descriptions within their respective Department/Agency. DID approval authorities, along with contact information, are listed in the Standardization Directory (SD-1).

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3.12 Data product. Information inherently generated as the result of work tasks cited in a statement of work (SOW) or in a source document invoked in the contract. Such information is treated as a separate entity (for example: drawing, specification, manual, report, records, or parts list).

3.13 Data standardization areas. Standardization categories for engineering technologies, disciplines, and practices. The standardization area designations and scopes are defined in the SD-1.

3.14 Defense Technical Information Center (DTIC). DTIC is a major component of the DoD Scientific and Technical Information Program (STIP). DTIC contributes to the management and conduct of defense research, development, and acquisition efforts by providing access to and transfer of scientific and technical information for DoD personnel; DoD contractors and potential contractors; and other Government agency personnel and their contractors.

3.15 Delivery. Physical delivery of data to the controlling DoD Office in any media, or official notification of access to the data via contractor information services in satisfaction of a data requirement.

3.16 Director, Defense Standardization Program Office (for purposes of this standard). The individual representing the Office of 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. Approval authority for DIDs is delegated to the Departments/Agencies at the discretion of the Director and are listed in the SD-1.

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

3.18 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 the DID.

3.19 Government-Industry Data Exchange Program (GIDEP). A cooperative data exchange 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.

3.20 Preparing Activity (PA). The DoD activity or the civilian agency responsible for preparation, coordination, issuance, and maintenance of standardization documents.

3.21 Source document. A document listed in the ASSIST database, or a statement of work (SOW) or other statement of objectives (SOO) document that is applied in a solicitation or contract and establishes a data requirement which requires a DID to define the format, content,

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and intended use of the data.

3.22 Tailoring of data requirements. The deletion of the applicability of a portion of the data requirements from an approved DID that are unnecessary to meet the needs of a specific contract.

3.23 Technical data. Recorded information, regardless of the form or method of the recording, of a scientific or technical nature (including computer software documentation). The term does not include computer software or data incidental to contract administration, such as financial and/or management information.

4. GENERAL REQUIREMENTS

4.1 Preparation of DIDs. DIDs (see Figure 3) shall identify the content and format requirements for data to be prepared for use by the Government under the terms of a contract. New DIDs shall not be prepared if there is an existing DID in the ASSIST database that is adequate to define the required data product as is or with tailoring. A DID shall cover a single deliverable data product. If a single work task generates more than one deliverable data product, a separate DID shall be selected or prepared for each.

4.2 DID structure. Two methods are authorized as follows:

4.2.1 Self-contained. A self-contained DID is a complete description of the data content, format, and intended use without reference to other documents. A self-contained DID is preferred because it reduces the number of referenced documents.

4.2.2 Abstract-reference. An abstract-reference DID describes the data by referencing other documents which contain additional content, format, and intended-use information. This may be necessary when the volume of content, format, and intended use information makes inclusion in the DID impractical (see 4.8.1).

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

4.3.1 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 statement of work. The DID shall not contain any instructions or provisions to modify or alter any contract work task provisions.

4.3.2 Classified material. DIDs should avoid unnecessary restrictions in their dissemination. In the unlikely event that a DID must contain classified material, the DID shall be appropriately marked and handled in accordance with DoD 5200.1-R, Information Security

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Program. The title of the DID shall not be classified. A classified DID shall be a one-time DID.

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

4.3.4 Tailoring. DIDs shall be structured to facilitate the tailoring (deletion) of requirements not applicable to a specific acquisition. Each paragraph containing format and content instructions shall be identified by number or letter to permit tailoring by reference. This is normally done by referencing appropriate paragraph identifiers in Block 16 of the CDRL for deletion or application.

4.4 Language style. The format, content, and intended use information of a DID shall be presented in language which is simple and direct. 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 essential for the preparation of the data product.

4.4.1 Abbreviations and acronyms. Abbreviations shall be in accordance with the ASME Y14.38. Abbreviations not covered by ASME Y14.38 shall be in accordance with the GPO Style Manual. If a DID references a document, acronyms in the DID shall be the same as those in the reference 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 (abbreviation example: circuit (ckt); abbreviation example: North Atlantic Treaty Organization (NATO)). Abbreviations and acronyms used in tables or figures but not referenced in the text or in any other portion of the DID shall be spelled out in a footnote to the applicable table or figure. Acronyms and abbreviations shall not be used if a term is used only once in a DID.

4.4.2 Style guide. The United States Government Printing Office (GPO) Style Manual shall be used as a guide.

4.4.3 Symbols. Symbols shall be in accordance with IEEE 260.1. Symbols not covered by IEEE 260.1 shall be in accordance with the GPO Style Manual.

4.4.4 Use of terms “shall” and “may.” Use “shall” when an instruction is mandatory. “Will” may be used to indicate the Government will complete a task. Avoid the use of “should” and “may” since DIDs normally contain only mandatory instructions.

4.4.5 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.

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(b) The following phrases are prohibited as they task the contractor to perform work; work tasks should be in the SOW, SOO or contract, not in the DID:

(1) "The contractor shall…"

(2) "….records shall be maintained..."

(3) "…data shall be prepared…"

(4) "…data shall be submitted…"

(5) "…data shall be reviewed…"

(6) "…data shall be approved by…"

(c) The following phrases imply additional requirements can be added by tailoring the DID in the CDRL. Requirements may be tailored out, but additional requirements shall not be added by tailoring.

(1) "…shall include but not be limited to…".

(2) "…shall include as a minimum…"

(d) The term "and/or" shall not be used.

4.5 Tables and figures. A table or figure shall be used when information can be presented more clearly than in text. The table or figure shall be placed immediately following or within the paragraph containing the first reference to it. If space does not permit, the table or figure may be placed on the following page. If tables or 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. Information included in tables and on figures shall not be repeated in the text.

4.6 Forms. Reference to 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. 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 7750.07, DoD Forms Management Program, and must display the Office of Management and Budget (OMB) Control number 0704-0188.

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

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4.8 References.

4.8.1 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 product.

(b) Referenced ASSIST documents shall be current (not cancelled or superseded), approved for use (not drafts), and readily available.

(c) When only a portion of a referenced document is applicable to the data product, the specific paragraph, section, chapter, etc., shall be identified.

(d) When a non-ASSIST document is referenced, identify where copies of the referenced document are available in parentheses immediately following the first mention of the reference. Complete address, website, point of contact, and any conditions on availability shall be identified.

4.8.2 DID references. References to DIDs within a DID shall be governed by the following provisions:

(a) DID numbers may be referenced under “Use/relationship” to identify any other DIDs which should, or should not, be used in conjunction with the DID.

(b) DIDs being cancelled or superseded by the DID shall be identified under the “Use/Relationship” section of the DID.

(c) Other DIDs containing information on the data format or content may be referenced under “Requirements” for guidance only.

(d) One-time DID numbers (OT prefix) shall not be referenced.

4.8.3 Cross reference. Within any data field of the DID, references to other paragraphs within that same field may be made for the purpose of clarifying or tailoring format, content, and intended use information. Such references shall state the specific paragraph (for example, “see 2.4 above” or “see 4.7 below”). The word “paragraph” shall not be used.

4.9 Definitions in a DID. When the meaning of a word or term is necessary for clarification, a definition shall be included immediately following the word or term. Such definitions should be kept to a minimum.

4.10 Continuation pages. The DID number shall be centered at the top of each continuation

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page. The title page of the DID shall not be numbered. Pages between the title page and the last page shall be numbered sequentially at the bottom of each page starting with an Arabic numeral 2. The last paragraph under the "Requirements" section shall state: "End of (DID number)." (see Figure 1.)

5. DETAILED REQUIREMENTS

5.1 General. The DID data fields shall be as shown on Figure 3.

5.2 Heading. The top of the first page of each DID shall identify the document type, "DATA ITEM DESCRIPTION" (see Figure 3).

5.3 Title. The title of the DID shall provide a meaningful name to describe the data product covered by the DID. Abbreviations and acronyms shall be limited to those used parenthetically to suffix the spelled-out terminology. For example:

"Packaging Design Report (PDR)"
"Radar Performance Test Data (RPTD)"

5.4 Document Number.

5.4.1 Repetitive-Use DIDs. After a DID has been coordinated and comments resolved, the Service/Agency DID approval authority identified in the SD-1 will assign the document number for repetitive use new DIDs using the ASSIST Automated Document Number module. If a DID transfers to another standardization area and is revised, the next revision letter shall be used. DID Numbers shall be constructed as follows:

DI-SESS-80013
DI=Data Item
SESS=Four-character standardization area (see SD-1)
80013=Assigned by ASSIST Automated Document Number Module.
Sequential alpha revision letters shall be used for revisions
(I, O, Q, S, X and Z not used)

5.4.2 One-Time DIDs. The Service/Agency DID approval authority will assign one-time DID numbers following service/agency procedures. Numbers shall be constructed as follows:

The first two digits will be "OT."
The third digit is a dash "-."
The fourth and fifth digits will indicate the fiscal year (FY); e.g., "12"
The sixth digit will be a dash "-."
The seventh through eleventh digits will be assigned by the DID Approval Authority from the block of numbers below:

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Army	10000 through 19999
Navy	20000 through 29999
Air Force	30000 through 39999
Defense Intelligency Agency	40000 through 49999
Marine Corps	45000 through 49999
Defense Information Systems Agency	50000 through 54999
National Geospatial Agency	55000 through 5999
Defense Threat Reduction Agency	60000 through 64999
Defense Logistics Agency	65000 through 69999
National Security Agency	70000 through 79999
OSD	80000 through 89999

Examples: OT-13-10000 (the first number assigned in FY13 by the Army.
OT-14-10000 (the first number assigned in FY14 by the Army.

5.5 Approval date. Drafts of proposed DIDs shall carry the word “Draft” in the “Approval Date” data field. The Service/Agency DID approval authority will assign the approval date for repetitive use DIDs before submitting them to the ASSIST Electronic Document Submission module. They will also assign approval dates to one-time DIDs. Dates shall be constructed as follows:

20140301
2014=Year
03=Month
01=Day

5.6 AMSC number. The AMSC number will be assigned to the Service/Agency DID approval authority at the same time the DID number is issued via the ASSIST Automated Document Number module. An AMSC number will not be assigned to One-Time DIDs. A cancellation notice shall be marked as “AMSC N/A” at the bottom left of the notice.

5.7 Limitation. The Service/Agency DID approval authorities will specify any approval limitations on DIDs to be approved for use for repetitive acquisition. For One-Time DIDs, provide the solicitation or contract number.

5.8 DTIC applicable. If a Government organization or a contractor is required to submit copies of the data to DTIC, provide a “Yes” and include the DTIC website for electronic submittal: http://www.dtic.mil/dtic/submit/. If not, enter a “No.”

5.9 GIDEP applicable. When copies of the data are required to be submitted by a Government organization or the contractor to GIDEP, enter a “Yes” and include the GIDEP website for electronic submittal: www.gidep.org. If not, enter a “No.”

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5.10 Preparing Activity. The code (see SD-1) of the preparing activity responsible for preparing the DID shall be provided. If the originator of the DID is not a valid SD-1 preparing activity, the SD-1 code of the cognizant Service/Agency DID approval authority shall be used (see below).

Component	SD-1 Code
Office of the Secretary of Defense	SO
Army	AM
Navy	SA
Air Force	10
Marine Corps	SA
Defense Logistics Agency	DH
National Security Agency	NS
Defense Information Systems Agency	DC6
Defense Intelligence Agency	DI
National Geospatial-Intelligence Agency	MP
Defense Threat Reduction Agency	DS

5.11 Project number. The project number issued to the preparing activity shall be placed on the same line as the preparing activity (see Figure 2). New and revised repetitive use DIDs shall have a project number assigned by the Service/Agency DID approval authority using the ASSIST Project Module.

5.12 Applicable forms. Identify, by number, all forms required to be completed by the contractor in the preparation of the data product.

5.13 Use/relationship. Include a description of the purpose of the data and how it is to be used. For DIDs having an ASSIST source document, include a statement that "This DID contains the format, content, and intended use information for the data deliverable resulting from the work task described in paragraph (number) of (document identifier; e.g., MIL-PRF-12345)." For DIDs not having a source document, include a statement that "This DID contains the format, content, and intended use information for the data deliverable resulting from the work task described in the solicitation." Include references to any ASSIST specifications' or standards' paragraphs cited by the DID which contain further instructions on the purpose or use of the data. Also list any DIDs being superseded or cancelled by the DID or other DIDs recommended for use, or nonuse, when the DID is used. For One-Time DIDs, include a statement that the DID is for use only on the single solicitation or acquisition program; and enter the solicitation or contract number, or acquisition program identifier, respectively.

5.14 Requirements. Data format and content requirements shall be clearly stated. Whenever possible, allow contractor format. Mandatory formats should be required only when a specific format is required to meet interface requirements (e.g., data will be put into a database system).

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5.14.1 Reference documents. DIDs which identify reference documents shall have the following first paragraph under "Requirements" section of the DID:

"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."

A parenthetical source statement shall follow each individual document or each group of related documents providing the name and address of the source. If possible, an Internet source for viewing or obtaining the documents shall be provided.

5.15 Cancellation notice. A cancellation notice shall be prepared when a DID is no longer required (see Figure 4). Cancellation notice format shall include the format elements specified in 5.15.1 through 5.15.4.

5.15.1 Notice identifier. The document identifier of a cancellation notice shall be placed in the upper right corner of the page. The following elements shall be included with the first letters in alignment (block form):

(a) The document identifier of the DID, including the revision letter.

(b) The word "NOTICE" followed by the Arabic number 1 shall be placed below the DID number.

(c) The date of approval.

Example: DI-MGMT-88888
Notice 1
1 March 2012

5.15.2 Heading and title. A cancellation notice shall carry the same heading and title as the DID being cancelled. The notice of cancellation shall be enclosed in a box in the upper left corner of the page.

5.15.3 Standardization area designation. The Standardization Area Designation shall be the same as for the DID and shall be shown in the lower right corner of the page.

5.15.4 Concluding material. The concluding material for cancellation notices of DIDs shall include the Preparing Activity SD-1 code, along with the project number. (see Figure 4).

5.15.5 Advisory note. The following note shall be placed underneath the concluding material:

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"NOTE: The activities listed above were interested in this document as of the date of this document. Since organizations and responsibilities can change, you should verify the currency of the information above using the ASSIST Online database at https://assist.dla.mil/online/start/."

6. NOTES.

(This section contains information of a general or explanatory nature that may be helpful, but is not mandatory.)

6.1 Intended use. DIDs conforming to the requirements of this standard are intended for repetitive use as defense standardization documents and listed in the ASSIST database or as one-time DIDs applicable to a single contract or single acquisition program.

6.2 Acquisition requirements. Acquisition documents should specify the title, number, and date of this standard.

6.3 Associated Data Item Descriptions (DIDs). This standard has been assigned an Acquisition Management Systems Control number authorizing it as the source document for the following DID. When it is necessary to obtain the data, the applicable DID must be listed on the Contract Data Requirements List (DD Form 1423), except where the DoD Federal Acquisition Regulation Supplement exempts the requirement for a DD Form 1423.

DID Number	DID Title
DI-MISC-80000	Data Item Descriptions (DIDs)

The above DID was current as of the date of this standard. The ASSIST database should be researched at http://quicksearch.dla.mil/ to ensure that only current and approved DIDs are cited on the DD Form 1423.

6.4 DID guidance for contractual application. For those solicitations under which preparation of DIDs is to be performed by contractors, the solicitation documentation should specify the following:

(a) The Type of DID(s) to be prepared (repetitive-use or one-time).

(b) The Preparing Activity of the DID(s).

(c) The DTIC/GIDEP application of the DID(s).

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6.5 Subject term (key word) listing:

AMSC Number
Cancellation notices
One-Time data item descriptions
Repetitive-use data item descriptions
Revisions

6.6 Changes from previous issue. Marginal notations are not used in this revision to identify changes with respect to the previous issue due to the extent of the changes.

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DATA ITEM DESCRIPTION
Title: TECHNICAL MANUAL RESEARCH AND ANALYSIS SOURCE DATA

Number: DI-TMSS-8XXX4
AMSC Number: N6946
DTIC Applicable: Yes
http://www.dtic.mil/dtic/submit
Preparing Activity: SH
Applicable Forms:

Approval Date: 20111030
Limitation:
GIDEP Applicable: Yes
http://www.gidep.org/data/submit.htm
Project Number: TMSS-2011-001

Use/relationship: The Technical Manual Research and Analysis Source Data will be used to obtain essential information from contractors for accomplishing required technical manual changes by Government publications personnel or through contractor technical writing concerns.

a. Information to be acquired through these data will include engineering change records, hardware modification records, engineering judgment records, service experience records, and other related data.

b. This DID contains the format, content, and intended use information for the data product resulting from the work task described by 3.2.3.1 of MIL-PRF-XXXXXA, and is applicable to the acquisition of military systems, equipment, and facilities.

Requirements:

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.

2. Format. The Research and Analysis Source Data shall be in contractor's format.

3. Content. The Research and Analysis Source Data shall be presented in the style of the technical manual for which the changes are recommended specified in the contract. Pages shall be typewritten and double-spaced. Illustration changes shall be presented in textual descriptive form, marked-up illustrations, or by free-hand sketches that illustrate the required changes.

FIGURE 1. Sample repetitive-use DID.

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DI-TMSS-8XXX4

3.1 Introduction Section. This section shall contain a brief description of the changes, reason for changes, and a recapitulation of the requirements; also a listing of the technical manuals affected and any relevant information pertaining to related changes.

3.2 Required Change Section. This section shall contain a separate section for each technical manual for which changes are required. The sections shall be titled “Changes Required in Technical Manual Number _____, Book Dated _____, Changes Dated _____.”

a. Each page of each section shall be identified with the applicable technical manual number. An introductory statement in each section shall identify any modifications for technical manuals incorporated in accordance with MIL-DTL-2XXX4.

b. The source data shall contain essential information that will enable publications personnel to accomplish all required technical manual changes. When an illustration which is used in more than one technical manual has been changed, the change shall be referenced in the other applicable Required Change Sections.

3.3 Research and Analysis. Engineering change records, modification records, service experience records, and all change information not yet incorporated in the technical manual(s) shall be included from past publication records.

3.4 Text Changes. Each recommended technical manual text change shall be identified by the paragraph number listed in the outstanding issue of the technical manual to be changed. New paragraphs to be added shall be identified by paragraph numbers in accordance with MIL-DTL-2XXX4.

3.5 Illustration Changes. Illustration changes shall be identified by figure numbers in the outstanding issue of the technical manual to be changed. New illustrations to be added shall be identified by new figure numbers in accordance with MIL-DTL-2XXX4. When illustration changes consist of only nomenclature changes, these changes may be identified by a textual description of the change(s) to be made.

3.6 Change Listings. Change listings shall include only part numbers to be added, part numbers to be changed, and part numbers to be deleted, as applicable.

End of DI-TMSS-8XXX4

FIGURE 1. Sample repetitive-use DID. – Continued.

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DATA ITEM DESCRIPTION
Title: GENERIC CODING SCHEME REPORT
Number: OT-20XX-XXXXX
Approval Date: 20111030
AMSC Number:
Limitation: DLA600-11-C-XXXX
DTIC Applicable:
GIDEP Applicable:
Preparing Activity: DH
Project Number: N/A
Applicable Forms:

Use/relationship: 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, which will be used for an in-process review of the coding scheme being developed to ensure the scheme will meet the requirements of the contract.

This DID contains the format, content, and intended use information for the data product resulting from the work task described in the contract SOW. This DID is for one-time use for solicitation DLA600-11-C-XXXX.

Requirements:

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.

2. Format. The plan shall be in contractor's format.

3. Content. The report shall contain the following:

3.1. Names of elements developed from analysis of MIL-STD-961 and conforming documents.

3.2. Tag names.

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.

FIGURE 2. Sample One-Time DID

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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.

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.

End of OT-20XX-XXXXX

FIGURE 2. Sample One-Time DID – Continued.

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DATA ITEM DESCRIPTION

Title:

Number:
AMSC Number:
DTIC Applicable:
Preparing Activity:

Approval Date:
Limitation:
GIDEP Applicable:
Project Number:

Applicable Forms:

Use/relationship:

Requirements:

FIGURE 3. DID data fields

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NOTICE OF
CANCELLATION

DI-TMSS-8XXX4A
NOTICE 1
30 October 2011

DATA ITEM DESCRIPTION

TECHNICAL MANUAL RESEARCH AND ANALYSIS SOURCE DATA

DI-TMSS-8XXX4A, Technical Manual Research and Analysis Source Data, is hereby cancelled without replacement.

or

DI-TMSS-8XXX4A, Technical Manual Research and Analysis Source Data, is hereby cancelled and superseded by DI-XXXX-8XXXX.

Preparing Activity:
Air Force – 10

Project Number: TMSS-2011-002

AMSC N/A

AREA TMSS

FIGURE 4. Sample cancellation notice with/without supersession information.

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

Preparing activity:
OSD-SO
(Project STDZ-2011-002)

Review activities:
Army – AM, AR, AT, AV, CR, EA, GL, SM, TM
Navy – AS, EC, MC, NM, OM, OS, SA, YD
Air Force – 01, 11, 16
DLA – GS, IS
DIA- DI
DISA – DC6
DTRA-DS
NSA – NS

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