DATA ITEM DESCRIPTION

Title: TECHNICAL REPORT - STUDY/SERVICES
Number: DI-MISC-80508A Approval Date: 7 November 2000
Office of Primary Responsibility: G/TS-ALS
GIDEP Applicable: No Applicable Forms: No
AMSC Number: G7408
DTIC Applicable: Defense Technical Information Center (DTIC), 8725 John J. Kingman Rd.,
Ste. 0944, Ft. Belvoir, VA 22060-6218

Use/Relationship
A technical report provides fully documented results of studies or analyses performed.
This data item description contains the format and content instructions for the data product
generated by the specific and discrete task requirement as delineated in the contract.

This DID supersede DI-MISC-80508.
Requirements:

1. Format.
   (a) The report and all attachments shall be typewritten, or otherwise clearly lettered, and
      shall be duplicated using non-fading ink.
   (b) Text shall be prepared on standard letter size paper (8 1/2" x 11").
   (c) When attachments are included, they shall be fully identified, referenced in the text, and
      folded to conform to the size paper used in the report.
   (d) Security classification and distribution markings shall conform to the requirements of the
      contract, purchase description and security requirements checklist, as applicable.

2. Content.
   (a) Title Page - Identifies the report by providing contract number, project name or
       purchase description title, task number, and reporting period.
   (b) Table of Contents
   (c) Section I - Includes the following:
      (1) Introduction
      (2) Summary - A brief statement of results obtained from the analytic effort.
      (3) Conclusions and their condensed technical substantiation’s.
   (d) Section II - A complete and detailed description of the analytic results which led to
       the conclusions stated in Section I above.

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