CONTRACT DATA REQUIREMENTS LIST

(1 Data Item)

Form Approved
OMB No. 0704-0188

The 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 the burden, to the Department of Defense, Executive Services and Communications Directorate (0704-0188). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. **Please do not return your form to the above organization. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.**

A. CONTRACT LINE ITEM NO.	B. EXHIBIT	C. CATEGORY: TDP _____ TM _____ OTHER X

D. SYSTEM/ITEM	E. CONTRACT/PR NO.	F. CONTRACTOR
Pick-Up Trucks		TBD

1. DATA ITEM NO.	2. TITLE OF DATA ITEM	3. SUBTITLE	17. PRICE GROUP
A002	Report Record of Meeting/Minutes	Start of Work Meeting Minutes	

4. AUTHORITY *(Data Acquisition Document No.)*	5. CONTRACT REFERENCE	6. REQUIRING OFFICE	18. ESTIMATED TOTAL PRICE
DI-ADMN-81249C	C.2.1	SAMD	

7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION
LT		Once	See Block 16
8. APP CODE		**11. AS OF DATE**	**13. DATE OF SUBSEQUENT SUBMISSION**
A		Date of submission	N/A

16. REMARKS

Agendas: The Contractor shall electronically deliver a draft agenda no later than five (5) business days prior to the Start of work Meeting. The Government will review and provide comments within two (2) business days from receipt of draft agenda. The Contractor shall revise and resubmit within one (1) business day of receipt of Government comments. The agenda shall be delivered as a Microsoft Word (or compatible) document.
Date of first submission is 5 days prior to the Start of Work Meeting.

Meeting Minutes: The contractor shall electronically deliver draft meeting minutes within five (5) business days after the meeting. The Government will review and provide comments within five (5) business days from receipt of draft minutes. The minutes shall be delivered as a Microsoft Word (or compatible) document.
Date of first submission is 5 days after to the Start of Work Meeting.

The Agenda and Meeting Minutes shall be sent via email to the below government representatives:

a. Army Contracting Command-Warren, Mr. Antonio Smith
antonio.c.smith13.civ@army.mil

b. SAMD Weapon System Manager, Mr. David Tipp
david.l.tipp2.civ@army.mil

14. DISTRIBUTION

a. ADDRESSEE	b. COPIES Draft	Final Reg	Final Repro
PCO		1	
SAMD		1	
15. TOTAL →	0	2	0

G. PREPARED BY	H. DATE	I. APPROVED BY	J. DATE
David Tipp	26 May 26		

CONTRACT DATA REQUIREMENTS LIST

(1 Data Item)

A. CONTRACT LINE ITEM NO.	B. EXHIBIT	C. CATEGORY: TDP _____ TM _____ OTHER X
D. SYSTEM/ITEM: Pick-Up Trucks	E. CONTRACT/PR NO.	F. CONTRACTOR: TBD

16. REMARKS *(Continued)*