

# DATA ITEM DESCRIPTION

Form Approved  
OMB No. 0704-0188

1. TITLE <b>MAINTENANCE SERVICE REPORT</b>		2. IDENTIFICATION NUMBER <b>DI-MGMT-80995</b>	
3. DESCRIPTION/PURPOSE 3.1 The Maintenance Service Report will document repairs made to each piece of equipment.			
4. APPROVAL DATE (YYMMDD)  900611	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)  G/T613	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE
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.			
8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER  G4959	
10. PREPARATION INSTRUCTIONS 10.1 <u>Format</u> . The report shall be in the contractor's format. 10.2 <u>Content</u> . The report shall include: 10.2.1. <u>Equipment information list</u> . This list shall include: <ul style="list-style-type: none"> <li>a. Date received</li> <li>b. Transaction number</li> <li>c. Decal number</li> <li>d. Equipment</li> <li>e. Manufacturers code</li> <li>f. Model number</li> <li>g. Serial number</li> <li>h. Contact name</li> <li>i. Organization</li> <li>j. Building</li> <li>k. Phone extension</li> </ul> 10.2.2. <u>Reason for submission</u> . 10.2.3. <u>Symptoms</u> .			

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**DISTRIBUTION STATEMENT**

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

## DI-MGMT-

## Block 10: Preparation Instructions (continued)

10.2.4. Work performed on equipment.

10.2.5. Parts. The service report shall include a list of parts used with the following information:

- a. Circuit symbol
- b. Description
- c. Part number
- d. Quantity
- e. Price
- f. Amount

10.2.6. Time and Charges. A record should be kept of the time and charges for each of the following:

- a. Calibration Lab
- b. Contractor
- c. Job Order Total

10.2.6.1. Time. The time shall include the following:

- a. Calibration
- b. Repair
- c. Total

10.2.6.2 Charges. The charges shall include the following:

- a. Labor
- b. Parts
- c. Other
- d. Total

10.2.7 The contractor shall specify a single point of contact in order that services may be ordered.