

**CONTRACT DATA REQUIREMENTS LIST**  
**(1 Data Item)**

Form Approved  
OMB No. 0704-0188

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 Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0701-0188), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. 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 address. 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 A	C. CATEGORY: TDP TM OTHER FNCL
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D. SYSTEM/ITEM CTS	E. CONTRACT/PR NO. TBD	F. CONTRACTOR TBD
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1. DATA ITEM NO. <b>A001</b>	2. TITLE OF DATA ITEM Performance and Cost Report	3. SUBTITLE Monthly Progress Report Reports
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4. AUTHORITY (Data Acquisition Document No.) DI-FNCL-80912	5. CONTRACT REFERENCE PWS Para 2.2 and 4.2.1	6. REQUIRING OFFICE SFAE-PS-TS-B
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7. DD 250 REQ LT	9. DIST STATEMENT REQUIRED ASREQ	10. FREQUENCY ASREQ	12. DATE OF FIRST SUBMISSION SEE ITEM 16	14. DISTRIBUTION		
8. APP CODE A	ASREQ	11. AS OF DATE SEE ITEM 16	13. DATE OF SUBSEQUENT SUBMISSION SEE ITEM 16	a. ADDRESSEE		b. COPIES
					Final	
					Reg	Repro

16. REMARKS:  
Contractor's format will be utilized and DI-FNCL-80912 will be used as a reference source.

Block 12 –The contractor shall submit a Monthly Progress Report for each awarded Order. The first submission shall be on the 15<sup>th</sup> day of the first full month following award of the Order and continuing until Order completion.

The contractor shall provide a separate reporting section of cumulative dollars and balance remaining at the SLIN and ACRN level.

The last report shall be cumulative.

**For each on-going Time and Materials and Cost Reimbursement tasks, indicate:**

- (1) Expenditures for the reporting period, by labor, materials and Other Direct Costs (ODCs):
  - Labor costs shall be broken down by labor category, entity (prime or subcontractor), rate and hours;
  - Materials costs and ODCs shall be identified and discussed;
- (2) Total task expenditures for the fiscal year to date, indicated as total, labor, materials and ODCs;
- (3) Total task expenditures since Order award, indicated as total, labor, materials and ODCs;
- (4) Remaining funds, monthly burn rate, and projected burn rate until task completion.
- (5) Discussion of performance in relation to the established Performance-Based Measurements and Metrics established for the Order.

SFAE-PS-TS-B	0	1	0
<b>15. TOTAL</b> →	0	1	0

G. PREPARED BY SFAE-PS-TS-B	H. DATE XX	I. APPROVED BY SFAE-PS-TS-B	J. DATE XX
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17. PRICE GROUP
18. ESTIMATED TOTAL PRICE <b>INSERT IN SECTION B</b>