**DATA ITEM DESCRIPTION**

**Title:** Tracking Report for Equipment Modification

**Number:** DI-CMAN-81018 **Approval Date:** 27 SEP 1989

**AMSC Number:**  A4834 **Limitation:** N/A

**DTIC Applicable:** No **GIDEP Applicable:** No

**Office of Primary Responsibility:**

**Applicable Forms:** N/A

**Use/relationship:**

The purpose of this report is to provide an instrument for the Government to track implementation of an Engineering Change Proposal/Material Change/ Modification Work Order (ECP/MC/MWO).

This report will permit the Government to track contractor’s modification of government equipment.

This 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.

This DID is applicable for a periodic report of the progress on an EXP/MC/MWO action involving the field retrofit of government equipment.

**Requirements:**

Introductory Format and Content:

Cover Sheet. Each report shall have a cover sheet with identifying nomenclature and title centered on the sheet along with the ECP and MC or MWO titles and numbers. Also center Major Assembly affected.

Each page of the report shall be page numbered in the upper right hand corner.

Each page of the report shall contain the ECP number and the MC or MWO number in the upper right hand corner.

The first page of the report shall contain the month, day and year for the report and on a second line the estimated completion date of the ECP and the MC or MWO.

Additional Format and Content Instructions.

Purpose of the Modification. Describe what capability is added, deleted, changed or what deficiency is corrected.

Problem Areas Encountered. Describe any problem areas encountered during the application of the modification and any additional required actions.

Tabulation of Retrofit Actions. List all sites making the modification along with the following data in tabular format for each site.

1. Site Identification.
2. Serial Number of Items Modified.
3. Number of Items to be Modified.
4. Number of Items Modified This Period.
5. Number of Items Remaining Unmodified.

Total Tabulation. Total all the items to be modified under this ECP/MC/MWO, total all items modified this period, and total all items remaining to be modified.

End of DI-CMAN-81018