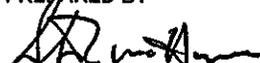


**“Distribution A. Approved for Public Release: Distribution Unlimited.”**

<b>CONTRACT DATA REQUIREMENTS LIST</b> <i>(1 Data Item)</i>						Form Approved OMB No. 0704-0188									
<small>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 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.</small>															
<b>A. CONTRACT LINE ITEM NO.</b> 0004 and 0009		<b>B. EXHIBIT</b> A		<b>C. CATEGORY:</b> TDP <input type="checkbox"/> TM <input type="checkbox"/> OTHER _____											
<b>D. SYSTEM/ITEM</b> SETAC 2010			<b>E. CONTRACT/PR NO.</b>		<b>F. CONTRACTOR</b>										
<b>1. DATA ITEM NO.</b> A008	<b>2. TITLE OF DATA ITEM</b> CONFERENCE MINUTES				<b>3. SUBTITLE</b>										
<b>4. AUTHORITY (Data Acquisition Document No.)</b> DI-ADMN-81250A			<b>5. CONTRACT REFERENCE</b> PWS 4.0		<b>6. REQUIRING OFFICE</b> SMDC-RDC-BA										
<b>7. DD 250 REQ</b> LT	<b>9. DIST STATEMENT REQUIRED</b> F	<b>10. FREQUENCY</b> ASREQ		<b>12. DATE OF FIRST SUBMISSION</b> SEE BLOCK 16		<b>14. DISTRIBUTION</b>									
<b>8. APP CODE</b> N/A		<b>11. AS OF DATE</b> N/A	<b>13. DATE OF SUBSEQUENT SUBMISSION</b> SEE BLOCK 16		<b>a. ADDRESSEE</b>		<b>b. COPIES</b>								
							Draft	Final Reg    Repro							
<b>16. REMARKS</b>  The contractor shall submit written minutes of conferences/meetings as required by individual awarded task orders, to include a summary of discussions, decisions, agreements, and/or directions of conferences/meeting attendees .  Format and specific content shall be as pecified by the cognizant Contracting Officer's Representative (COR). Absent specific direction, contractor format is acceptable. Minutes shall be submitted within 5 business days of conference/meeting conclusion.  Submit one copy to cognizant COR. Additional distribution requirements may be specified in each individual awarded task order.					SEE BLOCK 16										
													<b>15. TOTAL</b> →		
								<b>G. PREPARED BY</b> 			<b>H. DATE</b> 10 Jun 11	<b>I. APPROVED BY</b>		<b>J. DATE</b> 10 Jun 11	

<b>17. PRICE GROUP</b>
<b>18. ESTIMATED TOTAL PRICE</b>