

2. TITLE		1. IDENTIFICATION NUMBER	
Technical Report - Study/Services		DI-MISC-80508	
3. DESCRIPTION/PURPOSE			
3.1 A technical report provides fully documented results of studies or analyses performed.			
4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE
880115	G/T2137	X	
7. APPLICATION/INTERRELATIONSHIP			
7.1 This data item description contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.			
7.2 This DID supersedes DI-A-5029.			
7.3 Defense Technical Information Center (DTIC), Cameron Station, Alexandria, VA 22314.			
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS	9b. AMSC NUMBER
			G4291
10. PREPARATION INSTRUCTIONS			
10.1 <u>Format.</u>			
(a) The report and all attachments shall be typewritten, or otherwise clearly lettered, and shall be duplicated using non-fading ink.			
(b) Text shall be prepared on standard letter size paper (8 1/2" X 11").			
(c) When attachments are included, they shall be fully identified, referenced in the text, and folded to conform to the size paper used in the report.			
(d) Security classification and distribution markings shall conform to the requirements of the contract, purchase description and security requirements checklist, as applicable.			
10.2 <u>Content.</u>			
(a) Title Page - Identifies the report by providing contract number, project name or purchase description title, task number, and reporting period.			
(continued on page 2)			
11. DISTRIBUTION STATEMENT			
DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.			

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DI-MGMT-80508

Block 10. Preparation Instructions (Continued)

(b) Table of Contents

(c) Section I - Includes the following:

(1) Introduction

(2) Summary - A brief statement of results obtained from the analytic effort.

(3) Conclusions and their condensed technical substantiations.

(d) Section II - A complete and detailed description of the analytic results which led to the conclusions stated in Section I above.

**DEFENSE INTELLIGENCE AGENCY STAFF SUMMARY SHEET**

SG1A

ROUTE TO	ACTION	SIGNATURE (Grade and Surname)	ORIGINATOR (Symbol)	DATE
1	RSQ	Coord	DT-S	10 Jan 91
2	OC	Coord		
3	ESO			
4	ED	Approve		
			<b>ACTION OFFICER</b>	
			<b>SIGNATURE</b>	
			SG1J	
			<b>TYPED GRADE AND SURNAME</b>	
			<b>TYPIST'S INITIALS</b>	
			JB	

**SUBJECT**

SG1J

**REMARKS**

1. **PURPOSE:** Waiver of Senior Review Board (SRB) Process for Advanced Acquisition Planning (AAP) to procure external phenomenological research and analysis.
2. **BACKGROUND:**
  - a. DIA first learned of the possibility of receiving Congressionally directed funds for conducting phenomenological research and analysis in mid-October 1990. Actual funding levels were not known until late November and the funds were not received in DIA until December 1990.
  - b. Since this activity was not originally planned by DIA, there was no way to initiate an AAP package as required by February 1990. Consequently, due to the unexpected nature of this Congressional action, the resulting late timing of contract package initiation, and the need to expedite procurement to facilitate time critical research and planning actions, it is essential that a waiver for SRB involvement in processing this purchase request be granted.
3. **RECOMMENDATION:** ED approve waiver of SRB process for purchase request 330/0012Z/91 signing endorsement on this Staff Summary Sheet.

1 ENCLOSURE  
Procurement Request 330/0012Z/91

Approved: \_\_\_\_\_



1/20/91

*John T. Berbrich*

**JOHN T. BERBRICH**  
Assistant Deputy Director  
for Scientific and  
Technical Intelligence

Disapproved: \_\_\_\_\_

SG1J

