CONTRACT DATA REQUIREMENTS LIST

(1 Data Item)

Form Approved
OMB No. 0704-0188

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 the Department of Defense, Executive Services and Communications Directorate (0704-0188). 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 organization. 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	C. CATEGORY: TDP _____ TM _____ OTHER _____

D. SYSTEM/ITEM	E. CONTRACT/PR NO.	F. CONTRACTOR
	HT9402-10-C-0002	

1. DATA ITEM NO.	2. TITLE OF DATA ITEM	3. SUBTITLE	17. PRICE GROUP
N/A	Q140 Written Correspondence Quality Assessment Report		NSP

4. AUTHORITY *(Data Acquisition Document No.)*	5. CONTRACT REFERENCE	6. REQUIRING OFFICE	18. ESTIMATED TOTAL PRICE
N/A	TOM Chap 1 Sect 4 para 4.0 et seq.	TMA/TRO/Prog Ops	0.00

7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION
NO	B	QTRLY	See Block 16
8. APP CODE		**11. AS OF DATE**	**13. DATE OF SUBSEQUENT SUBMISSION**
N/A		O	See Block 16

16. REMARKS

Block 12 - No later than 45 calendar days following the end of each contract quarter.
Block 13 - No later than 45 calendar days following the end of each contract quarter.

The contractor shall submit a quarterly report summarizing the results of their quality control program review on all written correspondence in the following format. The contractor shall also provide a narrative analysis of the errors/problems detected which includes the accuracy and completeness of the responses, clarity of the responses, and timeliness with reference to the quantitative standards for processing. Any lack of courtesy or respect in the responses shall also be noted. All findings shall be documented, and the contractor shall describe how the findings will be used in a documented training program.

1. Time Frame audited:
2. Population (define):
3. Sample size:
4. Sample size percentage:
5. Number of Errors:
6. Error rate: XXX %
   numerator - number of errors
   denominator - sample size
7. Number of errors for:
   A. Accuracy:
   B. Completeness:
   C. Clarity:
   D. Timeliness:
   E. Misc./Other:

14. DISTRIBUTION

a. ADDRESSEE	b. COPIES Draft	Final Reg	Final Repro
Submit through the			
TMA E-commerce			
Extranet			
15. TOTAL →	0	0	0

G. PREPARED BY	H. DATE	I. APPROVED BY	J. DATE
Carol L. McCourt		Laura L. Sells	

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