

Technical Instruction 011
Reference Statement of Work: Paragraph 2.2i

Tasks:

- The contractor shall review the document submitted by NSWC/IHD for grammar, punctuation, spelling and usage. The contractor will recommend improvements in clarity, content, or organization to the author.
- The contractor shall have appropriate subject matter knowledge of such disciplines as engineering development, energetics formulation, materials, production, and so forth, and will flag any apparent technical omissions or inconsistencies and bring these to the attention of the author for resolution. The contractor shall extract salient details from the author’s manuscript and write suitable abstracts and summaries of the work being reported.
- The contractor shall customarily prepare covers, transmittal letter, and the report documentation page for each report. This will require obtaining administrative information from the author and arranging it in proper format.
- The report shall be prepared using the Microsoft Office suite of applications, including Word, Excel, and PowerPoint. The contractor shall be highly skilled in the processing and embedding of graphical elements such as photographs, charts, graphs and drawings. This shall be accomplished with an optimum tradeoff between illustration resolution and file size.

Deliverables:

No.	Deliverables
1	Technical Report – MK 75 Final Report (MSWord File and CDs)

Conditions:

This TI is not intended to (1) assign work not covered by the scope of the task order; (2) direct a change as defined in the clause entitled “Changes”; (3) increase or decrease the estimated contract cost, the fixed or award fee, the fixed price, the level of effort, or the time required for contract performance; or (4) change any of the terms, conditions, or specifications of the Master Contract and/or Task Order. In the event you consider these requirements to represent a change for which you are entitled to an equitable adjustment, you are to comply with the requirements of the “Changes” clause of the contract and resolution from the Government Contracting Officer must be obtained prior to proceeding with this effort.

Technical Point of Contact:

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