

## TASK ORDER REPORTS

### 1. Task Order Reports

a. Scientific Report: Required for each task order involving a research effort. The contractor shall prepare a full scientific report with sections for Introduction, Methods, Materials, Results, Discussion, and Summary. All reports shall be required to meet the standards for scientific report writing and will be reviewed by the Government prior to acceptance.

b. Letter Report: Required for those task orders in which the contractor is required to provide support only (e.g., exposure of animals to chemical surety material (CSM)/XCSM) to other USAMRMC contractors of laboratories. A 1-2 page report summarizing the pertinent data obtained on each compound is required.

c. Letter Report: Required for those task orders in which the contractor evaluates compounds according to standardized protocols. A 1-2 page report summarizing the pertinent data obtained on each compound is required.

d. GLP Report: Required for those task orders specifically done to collect data for inclusion in a filing to the Food and Drug Administration (e.g., IND, and NDA). These reports shall be prepared in a manner acceptable for such filings.

e. Reports shall be submitted to the addresses shown below within 15 days of the completion of the task order. Internal Government distribution will be made by those offices (electronic submission preferred).

(1) One (1) copy of the report to:

Defense Threat Reduction Agency (DTRA)  
ATTN: DTRA-CBM/ **\*\*\*POC name to be inserted upon award\*\*\***  
8725 John J. Kingman Road, Stop 6201  
Fort Belvoir, VA 22060-6201  
e-mail: **\*\*\*to be inserted upon award\*\*\***

(2) One (1) copy of the report to:

Commander  
U.S. Army Medical Research Institute of Chemical Defense  
ATTN: MCMR-CDR-I/ **\*\*\*POC name to be inserted upon award\*\*\***  
3100 Ricketts Road  
Aberdeen Proving Ground, MD 21010-5400  
e-mail: **\*\*\*to be inserted upon award\*\*\***

(3) One (1) copy of the report to:

Project Manager  
Chemical Biological Medical Systems  
ATTN: SFAE-CBD-CBMS/ **\*\*\*POC name to be inserted upon award\*\*\***  
64 Thomas Johnson Drive  
Frederick, MD 21702  
e-mail: **\*\*\*to be inserted upon award\*\*\***

Attachment 4  
7 October 2009  
W81XWH-10-R-0001

(4) One (1) copy of the report to:

Commander  
U.S. Army Medical Research and Materiel Command  
ATTN: MCMR-RTM/ **\*\*\*POC name to be inserted upon award\*\*\***  
504XX Scott Street  
Fort Detrick, MD 21702-5012  
e-mail: **\*\*\*to be inserted upon award\*\*\***

(5) One (1) copy of the report to:

Director  
U.S. Army Medical Research Acquisition Activity  
ATTN: MCMR-AAA-B/ **\*\*\*POC name to be inserted upon award\*\*\***  
820 Chandler Street  
Fort Detrick, MD 21702-5014

(6) One (1) copy of the report to:

Commander  
U.S. Army Medical Research and Materiel Command  
ATTN: MCMR-ZC-I/Ms. Juanita Livingston  
504 Scott Street  
Fort Detrick, MD 21702-5012

## 2. Format Requirements for Task Order (Scientific) Reports

a. All Task Order (Scientific) Reports shall have the following elements:

(1) FRONT COVER: As described in Item b, below.

(2) DD Form 1473 – Report Documentation Page: As described in Item c. below.

(3) FOREWORD: As described in d. below.

(4) TABLE OF CONTENTS: Typed on a separate page.

(5) INTRODUCTION: Narrative which describes the nature of the problem, the background of previous work, the purpose of the present work, and the methods of approach.

(6) BODY: Narrative that describes the experimental methods used and the results obtained, and discusses these relative to the research.

(7) CONCLUSIONS: Summarizes the implications of the completed research and, where possible, recommends changes or future work to better address the problem topic.

(8) REFERENCES

(9) APPENDIX: As necessary to present additional data, etc.

b. FRONT COVER:

(1) Make a photocopy of the blank Front Cover Sheet.

(2) Type in the information to complete the first six items, Contract Number through Type of Report.

c. DD Form 1473 – REPORT DOCUMENTATION PAGE

(1) Make a photocopy of the DD Form 1473.

(2) Type in appropriate entries for Items 6a, 6b, 6c, 11, 12, 13a, 13b (use contract anniversary dates), 14, 15, 18, and 19. The Abstract in Item 19 should tell what was done; how it was done; what were the principal results and their significance, in approximately 100-200 words.

d. FOREWORD

(1) Make a photocopy of the FOREWORD page shown at the end of these requirements.

(2) Initial the statements, which apply to the report.

(3) Sign and date the FOREWORD page. Insert the page after the DD Form 1473.

e. All report materials shall be typed or drawn as black on white paper. The clarity of the type and any figures must allow for good reproduction as Microfiche. Word processing output must be letter quality or better.

f. Figures and tables shall be constructed and labeled according to the same standards and specifications required by referenced scientific journals.