

**PRODUCTION  
PROGRESS REPORT**

The public reporting burden for this collection of information is estimated to average 30 minutes 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 (0704-0250). 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.

*Form Approved  
OMB No. 0704-0250  
Expires Jan 31, 2003*

**PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM AS SET FORTH IN THE CONTRACT.**

<b>1. REPORT PERIOD</b>	<b>2. CONTRACT ADMINISTRATION OFFICE AND ADDRESS</b> <i>(Include ZIP Code)</i>	<b>3. PURCHASING OFFICE AND ADDRESS</b> <i>(Include ZIP Code)</i>
<b>4. REPORT NUMBER</b>		
<i>NOTE: If final report, so indicate by placing "F" after Report No.</i>	<b>5. NAME AND ADDRESS OF CONTRACTOR</b> <i>(City, State, ZIP Code)</i>	<b>6. NAME AND ADDRESS OF PLANT</b> <i>(City, State, ZIP Code)</i>
<b>7. PII (Contract) NUMBER</b>		

**SECTION I - PRODUCTION DATA**

CONTRACT LINE ITEM NUMBER a.	IDENTIFICATION			SCH	TOTAL CONTRACT QUANTITY d.	ACTUAL DELIVERY		DELIVERY FORECAST							BALANCE TO COMPLETE o.	
	NSN AND NOMENCLATURE b.	PURCHASE REQUEST/ PRON/MIPR c.				REPORT PERIOD e.	CUMULATIVE f.	1ST g.	2ND h.	3RD i.	4TH j.	5TH k.	6TH l.	NEXT 3 m.		NEXT 3 n.
				C												
				D												
				C												
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**SECTION II - DELAY FACTORS** *(If none, X box)* →

DATA <i>(X applicable column)</i>	YES	NO	DATA <i>(X applicable column)</i>	YES	NO	DATA <i>(X applicable column)</i>	YES	NO
<b>1. DESIGN AND ENGINEERING PROBLEMS</b>			<b>6. MATERIAL</b>			<b>8. b. REJECTED</b>		
<b>2. SPECIFICATIONS</b>			a. REQUESTED LATE			c. APPROVED LATE		
a. SUBMITTED LATE			b. PROCURED/SUPPLIED LATE			<b>9. FINANCIAL DIFFICULTY</b>		
b. INADEQUATE/DEFECTIVE			c. REJECTED			<b>10. SUBCONTRACTOR FAILURE</b>		
c. APPROVED LATE			<b>7. PROPERTY</b>			<b>11. CONTRACT AMENDMENTS</b>		
<b>3. FACILITIES</b>			a. ORDERED LATE			<b>12. PRIORITY ACTIONS</b>		
<b>4. SPECIAL TOOLING AND TEST EQUIPMENT</b>			b. SUPPLIED/PROCURED LATE			<b>13. NATURAL DISASTER</b>		
a. REQUESTED LATE			c. DEFECTIVE/REJECTED			<b>14. STRIKE</b>		
b. PROCURED/SUPPLIED LATE			<b>8. PROTOTYPE MODEL</b>			<b>15. UNDETERMINED/OTHER</b>		
<b>5. PRODUCTION PROBLEMS</b>			a. SUBMITTED LATE					

<b>16. CONTRACTOR'S REPRESENTATIVE</b>				<b>17. GOVERNMENT REPRESENTATIVE</b>			
a. TYPED NAME <i>(Last, First, Middle Initial)</i>		b. TITLE		a. TYPED NAME <i>(Last, First, Middle Initial)</i>		b. TITLE	
c. SIGNATURE		d. DATE SIGNED <i>(YYYYMMDD)</i>		c. SIGNATURE		d. DATE SIGNED <i>(YYYYMMDD)</i>	

**INSTRUCTIONS FOR COMPLETING DD FORM 375***(Self-explanatory items are not discussed)*

1. The report, when required in the contract, is to be prepared by the contractor in accordance with the dates specified in the Production Progress Reporting clause. Reports will be mailed within two working days after the report period. Reports on exceptions to the contract delivery schedule shall reflect current status and projected deliveries and shall be submitted immediately upon knowledge of the pending or actual exception and dated accordingly.

2. Classify in accordance with applicable DD Form 254.

3. DD Form 375C shall be used for remarks required.

**HEADING**

**REPORT PERIOD** - Insert the date(s) of the period being reported.

**REPORT NUMBER** - Insert sequential report number as applicable to the contract.

**SECTION I - PRODUCTION DATA**

**COLUMN a, CONTRACT LINE ITEM NUMBER** - Insert line item or sub-line item number from the contract. Items once reported complete may be omitted in subsequent reports. Only one contract item is to be reported on each line of SECTION I.

**COLUMN b, NSN AND NOMENCLATURE** - Insert the National Stock Number from the contract in the upper space in this column and a descriptive word of nomenclature in the lower space on this line.

**COLUMN c, PURCHASE REQUEST/PRON/MIPR** - Insert the Purchase Request Number, Procurement Request Order Number, or the Military Interdepartmental Purchase Request Number if contained in the contract.

**COLUMN e, REPORT PERIOD** - Insert on line C the quantity of items scheduled by the contract for the report period. Insert on line D the quantity of items actually delivered during the report period.

**COLUMN f, CUMULATIVE** - Insert on line C the cumulative total of the item scheduled by the contract through the end of the report period. Insert on line D the cumulative total of the item actually delivered through the end of the report period.

**COLUMN g, 1ST** - Insert on line C the quantity of the item scheduled by the contract for the next report period following the period reported. Insert on line D the best estimate of the quantity of the item actually to be delivered the first period following the period reported.

**COLUMN h THROUGH n** - Insert on line C the quantity of the item scheduled for delivery under the contract during each of the succeeding report periods. Insert on line D the best estimate of actual deliveries to be made during each of the succeeding report periods.

**COLUMN o, BALANCE TO COMPLETE** - Insert on line C the balance of the contract quantity not shown in columns f through n. Insert on line D the balance of actual deliveries of the contract quantity not shown in columns f through n. The quantities in columns f through o on both line C and line D should each equal the quantity shown in the d column for the item.

**SECTION II - DELAY FACTORS**

Omit all line entries in this Section if there are no actual or potential delay factors to report and place "X" in the box to the right of the words "Delay Factors." Otherwise all lines in Section II shall be completed. On DD Form 375C explain all delay factors indicating the urgency of the factor, the nature of the difficulty, what is being done or proposed, and what assistance, if any, is desired.