

**REPORT FORMAT**

**COVER PAGE**

**CONTRACTOR'S {Contractor name} MONTHLY TASK ORDER STATUS REPORT  
TASK ORDER 0000**

**MINORITY INSTITUTIONS TECHNOLOGY SUPPORT SERVICES (MITSS)**

CONTRACT NUMBER: DCA100-XX-D-XXXX

REPORTING PERIOD: JANUARY 1 - 31, 2000

CONTRACTOR PPROGRAM/TASK MANAGER:

Address:

Telephone:

Fax Number:

Email address:

**SUBMITTED TO:**

GOVERNMENT TASK MONITOR:

GOVERNMENT ALTERNATE TM:

SECURITY CLASSIFICATION: Unclassified

Date Submitted: February XX, XXXX

**REPORT CONTENT**

**A. TO Objective(s):**

**B. Activities:** The following activities were accomplished during the current reporting period.

**Task 1: Program and Task Order Management**

For each task provide a summary of activities accomplished. Provide list of deliverables submitted this reporting period. Explain any performance problems or DOD customer relation problems, concerns, or issues that include remedies or corrective actions taken.

**Task 2: Mentor Protégé Program Support**

See above.

**Task 3: Marketing Materials**

See above.

**C. Trip(s):** Provide trip purpose, accomplishment(s), issues, recommendations, conclusion, participants, location and cost.

**D. Notes/Comments:** Provide constructive contractor or customer feedback on this Task Order.