

DATE RECEIVED: \_\_\_\_\_

PROJECT NUMBER: \_\_\_\_\_

**DESIGN / DRAFTING SERVICE REQUEST**

PLEASE ANNOTATE ALL BLOCKS AND SUBMIT VIA E-MAIL WITH ALL APPROPRIATE ATTACHMENTS.  
 Note: Validation of Engineering Support Activity (ESA) signatures required on all new drawings or EOs before final release.

Select the Primary Contact for this Project (1 or 2 only) - Wet Signatures are NOT required.

 **1. PROJECT ENGINEER (ESA) - Responsible Engineer - Authorized to sign off on all final drawings and EO before release.**

1.1. NAME

1.2. TITLE

1.3. OFFICE SYM. (Full)

1.4. PHONE

 **2. REQUESTING ENGINEER - Engineer presenting / managing this request on behalf of the ESA Engineer's program office.**

2.1. NAME

2.2. TITLE

2.3. OFFICE SYM. (Full)

2.4. PHONE

 **3. Process Engineer / Planner - Notified of results at the conclusion of this Project.**

3.1. NAME

3.2. TITLE

3.3. OFFICE SYM. (Full)

3.4. PHONE

 **4. Equipment Specialist - Notified of results at the conclusion of this Project.**

4.1. NAME

4.2. TITLE

4.3. OFFICE SYM. (Full)

4.4. PHONE

ADDITIONAL CONTACTS

**5. ORGANIZATION (ESA) RESPONSIBLE FOR THE DATA BEING CREATED OR MODIFIED** SYSTEM PROGRAM OFFICE (SPO) SUPPLY CHAIN MANAGEMENT MAINTENANCE**6. WEAPON SYSTEM DESIGNATOR** \_\_\_\_\_**7. DATE COMPLETION IS DESIRED:** \_\_\_\_\_

Please specify routine or provide a priority justification below

 ROUTINE DLA 339 ACTION PRIORITY REQUESTED**Priority options, Requires Lead Engineer Signature:**

Provide a detailed justification below, stating the reason for the rush and ramifications if this one project is not completed on time, requesting this project be placed ahead of all projects currently in the routine backlog. Your priority project may be placed behind other projects already assigned priority status depending on justification provided.

Lead Engineer Digital Signature: \_\_\_\_\_

**8. ACTION FOR DRAWING(S) / MODEL(S) (DATA) - Please provide a complete description of your requirements in Block 14, on page three.** NEW DATAREASON:  CHECKING ONLY  NEW DESIGN  OTHER: \_\_\_\_\_ MODIFICATION REPAIR REVISE DATA DESIGN CHANGE CLARIFICATION OTHER: \_\_\_\_\_ CORRECTION UPDATE**9. IS THIS A CHANGE THAT REQUIRES NEW ITEM IDENTIFICATION?**

An item shall be assigned a new Part of Identifying Number (PIN) if it is changed so that it is no longer interchangeable with its previous version, or if it is changed for a safety reason (see complete description in ASME Y14.100).

IS THIS CHANGE INTERCHANGEABLE WITH ITS PREVIOUS VERSION?  YES  NOIS THIS CHANGE REQUIRED DUE TO A SAFETY ISSUE?  YES  NO**10. DRAWING PROOF ITEM REQUIREMENTS - Is there a requirement to produce an item that proves the viability of any new data?**

Local manufacture and testing of part, allowing changes to the drawing without revision action prior to formal JEDMICS release.

 N/A WAIVED REQUIRED**11. OTHER DOCUMENTS AFFECTED - Mark all that apply and list below:** NONE T.O. TCTO SPEC OTHER

(Notice: It is the Cognizant Engineer and Equipment Specialist's responsibility to ensure the T.O. is updated. The drafting office cannot perform this action.)

12. IS THIS DOCUMENTATION EXPORT CONTROLLED?  YES  NO

13. DISTRIBUTION STATEMENT LEVEL - Select appropriate Distribution Statement. See DoDI 5230.24 for complete details. All new, revised, or previously unmarked DoD technical documents shall be assigned Distribution A, B, C, D, E, or F.

- DISTRIBUTION A.** Approved for public release: distribution unlimited. (Requires coordination with the Public Affairs Office)
- DISTRIBUTION B.** Distribution authorized to U.S. Government agencies (REASON) (Date of Determination). Other requests for this document shall be referred to (CONTROLLING DoD OFFICE).
- DISTRIBUTION C.** Distribution authorized to U.S. Government agencies and their contractors (REASON) (Date of Determination). Other requests for this document shall be referred to (CONTROLLING DoD OFFICE).
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FORMAL (SPO) NAME AND ADDRESS OF CONTROLLING DoD OFFICE - To be used in Distribution Statements as shown above.

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REASONS - Select on or more approved reasons for the Distribution Level selected above. Usage indicated in the columns on the right.

	A	B	C	D	E
<input type="checkbox"/> <b>PUBLIC RELEASE</b>	X				
<input type="checkbox"/> <b>ADMINISTRATIVE OR OPERATIONAL USE:</b> To protect technical or operational data or information from automatic dissemination under the International Exchange Program or by other means. This protection covers publications required solely for official use or strictly for administrative purposes. This statement may apply to manuals, pamphlets, technical orders, technical reports, and other publications containing valuable technical or operational data.		X	X	X	X
<input type="checkbox"/> <b>CONTRACTOR PERFORMANCE EVALUATION:</b> To protect information in management reviews, records of contract performance evaluation, or other advisory documents evaluating programs of contractors.		X			X
<input type="checkbox"/> <b>CRITICAL TECHNOLOGY:</b> To protect information and technical data that advance current technology or describe new technology in an area of significant or potentially significant military application or that relate to a specific military deficiency of a potential adversary. Information of this type may be classified or unclassified.		X	X	X	X
<input type="checkbox"/> <b>DIRECT MILITARY SUPPORT:</b> The document contains export-controlled technical data of such military significance that release for purposes other than direct support of DoD-approved activities may jeopardize an important technological or operational military advantage of the United States, another country, or a joint U.S.-foreign program. Designation of such data is made competent authority in accordance with DoDI 5230.24 Reference (d).					X
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<input type="checkbox"/> <b>FOREIGN GOVERNMENT INFORMATION:</b> To protect and limit distribution in accordance with the desires of and agreements with foreign government that furnished the technical information.		X	X	X	X
<input type="checkbox"/> <b>OPERATIONS SECURITY:</b> To protect information and technical data that may be observed by adversary intelligence systems and determining what indicators hostile intelligence systems may obtain that could be interpreted or pieced together to derive critical information in time to be useful to adversaries.		X			X
<input type="checkbox"/> <b>PREMATURE DISSEMINATION:</b> To protect patentable information on systems of processes in the development or concept stage from premature dissemination.		X			X
<input type="checkbox"/> <b>PROPRIETARY INFORMATION:</b> To protect information not owned by the U.S. Government and marked with a statement of a legal property right. This information is received with the understanding that it will not be routinely transmitted outside the U.S. Government.		X			X
<input type="checkbox"/> <b>TEST AND EVALUATION:</b> To protect results of test and evaluation of commercial products or military hardware when disclosure may cause unfair advantage or disadvantage to the manufacturer of the product.		X			X
<input type="checkbox"/> <b>SOFTWARE DOCUMENTATION:</b> To protect technical data relating to computer software that is releasable only in accordance with the software license in subpart 227.72 of Reference (s). It includes documentation such as user or owner manuals, installation instructions, operating instructions, and other information that explains the capabilities of our provides instructions for using or maintaining computer software.		X	X	X	X
<input type="checkbox"/> <b>SPECIFIC AUTHORITY:</b> To protect information not specifically included in the above reasons, but which requires protection in accordance with valid documented authority (e.g., Executive orders, statutes such as Atomic Energy Federal regulation). When filling in the reason, cite "Specific Authority (identification of valid documented authority)."		X	X	X	X
<input type="checkbox"/> <b>VULNERABILITY INFORMATION:</b> To protect information and technical data that provides insight into vulnerabilities of U.S. critical infrastructure, included DoD war fighting infrastructure, vital to National Security that are otherwise not publicly available.		X	X	X	X

**14. DESCRIPTION OF WORK - Identify the project requirements and / or desired result - Please provide Red line mark-ups.**  
(Supply attachments liberally, i.e., PL, AL, Sketches, Notes, Rev. Notices (AECO, NOR, ECP, ECN...), Verification for COTS Items & Material Specs, etc.)  
**(INCLUDE A LISTING OF ALL DATA TO BE REVISED - (For each document listed, show Cage Code, Drawing #, Dash #, and revision) )**

**15. NEXT HIGHER ASSEMBLY(S) - The Drawing(s) or Model(s) listed above will assemble into or be used on the following Assemblies, respectively.**  
(For each Assembly listed, show Cage Code, Drawing #, Dash #, and revision).