SUPPLY REQUISITION AND INTERCHANGE OF ENGINEERING DATA

This regulation prescribes policy and procedures for the requisitioning and interchange of engineering data and information available from the Department of Defense (DOD) Engineering Data Repositories listed in MIL-HDBK-331, "Directory of DOD Engineering Data Repositories." It does not include the documents listed in the "Department of Defense Index of Specifications and Standards." It assigns responsibility to each participant for the requisitioning and supply of engineering data for which requisitions are submitted according to this regulation.

Paragraph
Terms Explained............................................1
Policies...................................................2
Responsibility of Participating Repositories............3
Preparation of Requisitions and Transmission Documents.....4
Codes......................................................5
Table
Page
1. Terms Explained: a. Action Priority:

   (1) Emergency. To preclude serious compromise to national security, serious injury to personnel, or costly damage to equipment.

   (2) Urgent. Must be acted on expeditiously to minimize undesirable impact on Government.

   (3) Routine. Other than emergency or urgent.

b. DOD Activity Address Code (DODAAC). The code number assigned to approved activities to facilitate requisitioning and interchange of engineering data. These codes are listed in DOD 4000.25-D, DOD Activity Address Directory (DODAAD).
d. Document Identifier Code (DIC). The code assigned to identify the kind of requisition submitted, type of information required, and status of the requisition.
e. Design Activity. The activity having responsibility for the design of an item. The activity may be a Government activity, or a contractor, vendor or others.
f. Engineering Data. Engineering documents such as drawings, associated lists, accompanying documents, manufacturer specifications, and standards, or other information prepared by a design activity and relating to the design, manufacture, procurement, test, or inspection of items or services. Hereafter referred to as "data."
g. Engineering Data Repository. A place where engineering data are received, reproduced, requisitioned, stored, issued, and disposed of, to support a base/installation, other designated Government activity requirements, and to supply data in support of the Freedom of Information Act.
i. Precedence. A designation assigned to a message by the originator to indicate to communications personnel the relative order of handling and to the addressee the order in which the message is to be noted.
j. Quantity of Requisitions. The maximum number of requisitions that may be submitted within a given time between a requisition and receiving activity. This quantity is established on an individual basis. (Mutual agreements existing between repositories for automatic update service.
k. Receiving Activity. The data repository receiving and processing the requisition.
l. Requisition. A punch card accounting machine (PCAM)
card, a DD Form 1149, Requisition and Invoice/Shipping Document, a letter, teletype, or telephone call requesting copies of data or information.

m. Requisitioning Activity. The activity/data repository initiating the requisition.

n. Set of Data. All available data as maintained by the individual repository and applicable to a given weapon system, subsystem, equipment, or component. Some sets of data may be limited to prime contractor's data only.

o. Single Assembly and Details. Single assembly and all available documents referenced on the assembly.

p. Single Document. One drawing, list, specification, excluding documents referenced, but including all sheets or pages of a multiple sheet/page document.

2. Policies:

a. Use of DOD Standard Data Elements. DOD standard data elements and codes, published in DOD 5000.12-M, "DOD Manual for Standard Data Elements," are used in this system, where applicable and available. All other data elements and codes are interim (nonstandard) and subject to change after being disciplined according to DOD 5000.12-M. Army activities requiring data elements for use in this system will select any additional data elements and codes from the AR 18-12 series.

b. Use of Data. The uses of data are limited to those not excluded by the restrictive markings or legends, if any, on the data.

c. Requisitioning of Data:

   (1) The PCAM Requisition and Response Card (para 4c) will be employed to requisition data. This card may be submitted by AUTODIN or mail. A transmittal document will accompany PCAM cards submitted by mail. DD Form 1149, letter, or electric communication (message, telegraph) may also be employed subject to mutual agreement between repositories.

   (2) Only one copy of a document is furnished in response to a requisition; however, additional copies may be provided subject to mutual agreement.

   (3) Army activities other than those listed in MIL-HDBK-331 will submit requisitions for copies of engineering data directly to the Army repository listed in MIL-HDBK-331 as maintaining, in general terms, the category of engineering data required.

   (4) Navy activities, other than those listed in MIL-HDBK-331, will submit requisitions for copies of engineering data directly to the Navy repository
listed in MIL-HDBK-331 as maintaining, in general terms, the category of required engineering data.

(5) All Marine Corp activities will submit requisitions for engineering data to the Marine Corp Central Technical Repository listed in MIL-HDBK-331.

(6) All Air Force activities will submit requisitions for engineering data to the USAF Engineering Data Support Center, except requisitions for nuclear ordnance items, cryptologic equipment items, and numerical data. They will be submitted to the applicable engineering data repository listed in MIL-HDBK-331.

(7) Other agencies and departments of the Federal Government will submit requisitions to the applicable engineering data repository listed in MIL-HDBK-331 as maintaining the category of required engineering data.

(8) Engineering data repositories listed in MIL-HDBK-331 will requisition and interchange engineering data and information to support their respective requisitioning activities.

d. Notification of Data Status. When notifying a requisitioning activity of data status, the receiving activity must respond before expiration of the time frames allotted for processing the requisition (see para 3b)

e. Type of Copy Distributed. The receiving activity furnishes the types of copy in response to requisitions in the following order of precedence:

(1) The best microfilm copy available, mounted in copy card, punched, and interpreted.

(2) Microfilm in roll form, if data are maintained in roll form (Type I, Class 1, MIL-M-9868), processed Class 2, (MIL-M-9868).

(3) Reproducible copy on dimensionally stable material of non-dimensioned drawings.

(4) Printed forms of data, black on white reproducible copies, or other forms normally supplied by the repository.

f. Currency and Completeness of Data. A repository furnishing data is certifying only that the data are the latest revisions in the repository. A repository cannot and does not verify that each piece it furnishes is technically complete, correct, and up-to-date.

g. Limitations on Use of PCAM Cards. The requisitioning activity must not use PCAM cards for requesting sets of data, classified data, or classified sets of data. It requisitions:
(1) Complete sets of data by DD Form 1149, telephone, or letter. If requisition is by telephone, it sends a confirming letter or DD Form 1149 to the receiving activity.

(2) Classified data by DD Form 1149, teletype, or letter, indicating a "need-to-know" according to the applicable security regulation.

(3) Earlier revision by PCAM cards, DD Form 1149, letter, or teletype by mutual agreement.

3. Responsibility of Participating Repositories:

a. Release of Data. All activities release data only in accordance with the legend depicted on the data or the applicable "rights in data clause" in the contract (see ASPR 9-203, its predecessors or successors, and DOD Directive 5200.20). Data with "unique" legends (not in accord with ASPR) will not be released outside the Government without written permission from the supplying activity.

b. Processing Time (Not Including the Mailing Time). The receiving activity:

(1) Fills the requisition according to the time limits specified below:

   (a) Emergency (E) Action Priority. Must be processed within two workdays.

   (b) Urgent (U) Action Priority. Must be processed within five workdays.

   (c) Routine (R) Action Priority. Must be processed within ten workdays.

(2) Informs the requesting activity if difficulties encountered preclude meeting a prescribed completion date.

c. Delivery of Data. The preferred method is by U.S. Mail.

4. Preparation of Requisitions and Transmission Documents:

a. DD Form 1392, Data Message Form. This form is used to provide AUTODIN header card information and responses to the Communications Center for requisitions transmitted by AUTODIN. The requisitioning activity enters information for items (1) through (9) below:

(1) Precedence. "Routine" (Message indicating a "Precedence" as "Routine" has a time objective for AUTODIN of 3 hours to start of business the following day. This is considered adequate because the fastest processing time (Emergency) in this document is 2 workdays.

(2) LMF (Language and Media Format). "CC" to indicate that transmitting and receiving media are punched cards.
(3) Classification. "U" for unclassified.

(4) Addressee. Name and address of the activity to which the message is sent.

(5) Card Count (Detail Cards). The total number of cards (for example, 12 requisitions or request cards plus one TO/FROM card=13) being sent to the receiving activity.

(6) Originator's Identification. The name and address of the activity initiating the form.

(7) Content Indicator. According to the applicable appendix to JANAP 128, the code "HEF" for Logistics Services Accounting preceded by one of the following:


(8) Releasing Officer's Signature.

(9) Office Symbol and Extension. NOTE: The AUTODIN terminal operator completes the lower portion of the DD Form 1392.

b. TO/FROM Card. Each transmission includes, as the first line of text, a TO/FROM card. A PCAM card shall be used for this purpose. The requisitioning activity completes the card as follows:

Card Column Instruction 1-6 ...........Enter "TEXHDR" (Text Header). 7.............Leave blank. 8-11...........Enter "EDMS." 12.............Leave blank. 13-14.........Enter "TO." 15.............Leave blank. 16-44.........Enter receiving activity address. Left Justify. 45.............Leave blank. 46-47.........Enter "FR"(From). 48.........Leave blank. 49-76.........Enter requisitioning activity address. Left Justify. 77-80.........Leave blank.

c. PCAM Requisition. PCAM Requisition and Response cards for copies of engineering drawings, associated lists, and so forth are printed/punched as shown in Table 1.

d. DD Form 1149, Requisition and Invoice/Shipping Document:

(1) The requisitioning activity completes the following elements of DD Form 1149 and forwards the original and six copies to the receiving activity:
Item 1-Enter the name and DODAAC of requisitioning activity. Item 2-Enter the mailing address of receiving activity. Item 3-Enter the complete name and mailing address of the requisitioning activity. Item 4-Leave blank. Colm a-Enter consecutive item numbers for the items listed on the requisitions. Colm b-1. If the requisition is for an individual copy of data, specify:

   a. That the requisition is for data only.

   b. The code identification number (FSCM) of the applicable design activity per Cataloging Handbook H4 series. List only one design activity's drawings in alphabetic sequence within code identification number.

2. If the requisition is for an assembly drawing and all details, specify:

   a. Requisition is for data only.

   b. The design activity's identification number.

   c. Model-type designation, part number, or drawing number. Colm c-For an individual copy of data, leave blank; for a set of data, specify "set." Enter the number of copies required. When more than one copy is requested, a complete justification/reasons must be provided immediately under the designation of the item for which the multiple copies are required. Item 5-Enter the date of requisition. Item 6-Enter the locally assigned requisition number. Item 7-Leave blank. Item 8-Enter the action priority (see para 1a). Item 9-Leave blank. Item 10-Enter the signature of requester. Item 13-Enter "Air Mail" for Urgent or Emergency requisition only; otherwise, enter "Regular" mail.

   (2) The receiving activity completes the following elements of DD Form 1149:

   Colm e-Enter the appropriate DIC (see para 5a). Item 11a-Enter the local reproduction control number, when required. Item 11b-Enter the date the requisition is completed. Item 12-Enter the date the requisition is shipped. Item 14-Enter the bill of lading number if the data are being shipped by commercial carrier.

   e. Electric Communication (Telephone, Teletype, or Telegram). When the requisitioning activity requests data by electric communication, it provides the shipping address, document numbers, contract number under which the data were obtained (if known), the FSCM, and the number of copies required.

   f. Letter. When the requisitioning activity requests data by letter, it provides the shipping address, document numbers, contract number under which the data were obtained (if known), the FSCM, and the number of copies required. When requisitioning more than ten line items involving different design activities, the requisitioning activity includes a
separate attachment to the letter for each design activity. Each attachment bears the
identity of the requisitioning activity and references the basic letter (subject and date).

5. Codes. The codes used in the transactions are as follows:

a. Document Identifier Codes. The codes assigned to identify the kind of requisition
submitted and status of the requisition.

subject to mutual agreement.

b. Data Requisition Status Code:

BY ORDER OF THE SECRETARIES OF THE AIR FORCE, THE ARMY, AND THE NAVY,
AND THE DIRECTOR, DEFENSE SUPPLY AGENCY

OFFICIAL
GEORGE S. BROWN, General, USAF
Chief of Staff
JACK R. BENSON, Colonel, USAF Director of Administration
OFFICIAL CREIGHTON W. ABRAMS, General, United States Army
Chief of Staff
VERNE L. BOWERS, Major General, United States Army The Adjutant General
K. R. WHEELER, Vice Admiral, SC, USN Vice Chief of Naval Material
Harry C. Olson, Major General, United States Marine Corps Deputy Chief of Staff for
Installations and Logistics

OFFICIAL
G. L. HEASLEY, Captain, SC, USAF
Executive, DSA
GEORGE W. JOHNSON, JR., Colonel, USAF Staff Director Administration

SUMMARY OF REVISED, DELETED, OR ADDED MATERIAL
This revision adds terms (para 1); includes the latest policy, guidance, and responsibilities of
each participating repository for the requisition and interchange of engineering data available
from the Department of Defense (DOD) Engineering Data Repositories listed in MIL-HDBK-
331 (paras 2, 3, and 4).
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<table>
<thead>
<tr>
<th>Card</th>
<th>Card Title/</th>
<th>Columns</th>
<th>Transaction</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>H 9 A</td>
<td>Request</td>
<td>H 9 A</td>
<td>Request</td>
<td>For single document/fill or kill.</td>
</tr>
<tr>
<td>H 9 B*</td>
<td>Request</td>
<td>H 9 B*</td>
<td>Request</td>
<td>For single assembly and details/fill or kill.</td>
</tr>
<tr>
<td>H 9 C*</td>
<td>Request</td>
<td>H 9 C*</td>
<td>Request</td>
<td>For single document/fill or backorder.</td>
</tr>
<tr>
<td>H 9 D*</td>
<td>Request</td>
<td>H 9 D*</td>
<td>Request</td>
<td>For single assembly and details/fill or backorder.</td>
</tr>
</tbody>
</table>
H 9 E* Request  Request confirmation that the revision shown in card columns 26-27 is current. If a later revision has been issued, process this as H9A.

H 9 F* Request  For next higher assembly or Data List for document listed in cc 4-25.

H 9 Z Request  Cancels previously submitted request for this document and requisition number.

H R (any character) Response  Insert the applicable alpha character reflected in card column 3 of the document identifier code above (for example, HRA means a response to H9a).

*Intended for intra-department use only, but may be used intra-DOD

Code  Explanation
A  Document requested is for a catalog item. No data available. No further action will be taken.
B  Requested document number incorrect. Review request and resubmit with correction.
C  Request contains insufficient information or is incorrectly prepared. Cannot be processed. Review and accomplish necessary correction(s) or addition(s) and resubmit.
D  Requested document has been cancelled, discontinued, or obsolete. No replacement data available.
E  Procurement action has been taken to obtain requested document. Requester will be advised when available.
F  Records indicate requested document available and is being supplied with this correspondence or will be forwarded under separate cover upon completion of reproduction.
G  Requested document does not exist or data not available or released under Federal Code Identification given by requester.
H  Requested document is not available.
J  Best available copy is forwarded.
K  Requested data is covered by Military, Industry, or Commercial Specification or Standard. No further action will be taken.
L  Requested data is classified. Resubmit request in writing giving complete justification.
M  To date no reply has been received from contractor. Due to the age, your request has been cancelled. If still required, resubmit.
N  Requested data cannot be obtained without next higher assembly number and code identification. Resubmit giving correct next assembly data in card columns 28-47.
O  Request is an exact duplicate of a previously processed request. Requester will advise when data is available.
P  Design activity refuses to supply requested data. No further action will be taken.
Q  Requested data not available. Design activity no longer in business. No further action will be taken.
R  Requested data not available. Possible replacement being supplied. Drawing number supplied is in card columns 33-47, with code identification in card columns 28-32. Resubmit request if drawing does not satisfy need.
S  Followup action for requested data is being taken. You will be advised when data is available.
T  Price quotation received from design activity of requested data in excess of dollar limitation. Resubmit request in writing giving complete justification.
U  Requested data available in applicable technical publication. No further action will be taken.
V  Request for price quote has been forwarded to design activity of requested data. Requisitioning activity will be advised when data is available.
W  Correspondence other than PCAM card has been forwarded to
Requisitioning activity will be advised when data is available.

X  Data now available. If still required, resubmit request.

Y  Requested data cannot be identified by contractor. Review request for possible error and resubmit with source of document number.

Z  Request cancelled, contractor has no record of requested data being applicable to specified model, contract, or next higher assembly given. Review request and resubmit with correction(s).

1  Correspondence has been returned by Post Office marked "Moved-No forwarding address." No record of new address. If you can supply proper address, action will be taken to obtain data.

2  Data request cancelled by requesting activity.

3  Contractor advised requested data not available. No further action will be taken.

4  Requested data cannot be obtained from prime contractor (cc 28-32). Your request has been redirected to another possible source. You will be advised when data are available. Copy of redirected request will follow.

5  Requested data are forwarded on a "loan basis." Requester is obligated to return data according to agreement.

6  Request as received has been cancelled and reprocessed with correction.

7  Previous supply action code in error. Corrected supply action code will be furnished.

8  Data as requested not available. Replacement is being supplied that will satisfy request. Drawing number supplied is in cc 33-47 with code identification in cc 28-32.

AB  Revision shown in cc 26-27 is current revision. No further action will be taken.
AC  Next higher assembly or data list cannot be identified.
AD  Contract number cannot be identified.
AE  Model number or type designation cannot be identified.